

MANUAL III

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

[SECTION 4(1)(B)(III)]

The Decisions are taken in accordance with the provisions of BHU Act & Statutes, Ordinances, Rules & Regulations, Financial Code, Administrative procedures, Office Procedure Manual, Fundamental Rules & Supplementary Rules, General Financial Rules, CCS (Conduct) Rules, 1964, CCS(CCA) Rules, 1965, CCS(Pension) Rules, 1972 and other directives received from MHRD/UGC. Policy matters are decided at the level of Vice-Chancellor/Executive Council/Academic Council/Finance Committee of the University.

The Vice-Chancellor is the principal executive and academic officer of the University and exercises general supervision and control over the affairs of the University and gives effect to the decisions of the authorities.

The University has adopted a decentralized administrative structure, thereby enabling Institutes/Faculties/Departments/Centres/Schools to take decisions in conformity with the rules of the University and within the delegated power.

The Time Limit for taking a decision having laid decision Internal Audit Manual, Procedures Manual and Project Guidelines etc. However Citizen Character is under preparation.

RULES/ORDERS UNDER WHICH POWERS AND DUTIES AND PROCESS OF DECISION MAKING

GUIDELINES & ORDINANCES

S.N	GUIDELINES & ORDINANCES	PARTICULARS LINKS
1	BHU Act and Statues	https://www.bhu.ac.in/guidelines/acts.pdf
2	Guidelines on Institutional Biosafety	https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf
3	Ordinances related to Examinations	https://www.bhu.ac.in/ordinances/566.pdf
4	Ordinances Governing Intellectual Property Policy	https://www.bhu.ac.in/ordinances/ipp.pdf
5	Internal Audit Manual	https://www.bhu.ac.in/guidelines/audit.php
6	Project Guidelines	https://www.bhu.ac.in/guidelines/project.php
7	Non-NET Fellowship Guidelines	https://www.bhu.ac.in/guidelines/nonnet.php
8	Intellectual Policy Ordinances	https://www.bhu.ac.in/ordinances/intell.php
9	Office Procedure Manual	https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf
10	Executive Council Resolution (Agendas and MOMs)	https://www.bhu.ac.in/ec/

PROCESS OF DECISION MAKING IDENTIFY KEY DECISION MAKING POINTS

- <http://bhu.ac.in/aboutus/act.php>
- <https://bhu.ac.in/guidelines/downloads/audit/Complete%20Audit%20Manual-English.pdf>
- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

FINAL DECISION MAKING AUTHORITY

- <http://bhu.ac.in/aboutus/act.php>
- <https://bhu.ac.in/guidelines/downloads/audit/Complete%20Audit%20Manual-English.pdf>
- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

RELATED PROVISIONS, ACTS, RULES ETC,

- <http://bhu.ac.in/aboutus/act.php>
- <https://bhu.ac.in/guidelines/downloads/audit/Complete%20Audit%20Manual-English.pdf>
- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

TIME LIMIT FOR TAKING DECISIONS, IF ANY

- <http://bhu.ac.in/aboutus/act.php>
- <https://bhu.ac.in/guidelines/downloads/audit/Complete%20Audit%20Manual-English.pdf>
- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

CHANNEL OF SUPERVISION AND ACCOUNTABILITY

Supervisions as per organization structure of the university and the hierarchy structure of different institute's/faculties/ units etc.

- <http://bhu.ac.in/aboutus/act.php>
- <https://www.bhu.ac.in/rtiact>
- <https://bhu.ac.in/guidelines/downloads/audit/Complete%20Audit%20Manual-English.pdf>
- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

Audit Manual – Preliminary Assessment

The Comptroller and Auditor General of India (CAG) widely known as the Government Auditors in the University has stipulated the audit process inclusive of the following steps :-

- Planning
- Definition of audit objectives and scope
- Evaluation of controls
- Evidence collection
- Evaluation of evidence
- Reporting and follow up

Planning

The Auditing standards of CAG of India state that:

- The auditor should plan the audit in a manner, which ensures that an audit of high quality is carried out in an economic, efficient and effective way and in a timely manner.
- The work of the audit staff at each level and audit phases should be properly supervised during the audit, and a senior member of the audit staff should review documented work.
- The auditor, in determining the extent and scope of the audit, should study and evaluate the reliability of internal control.

Perhaps the most important activity of any audit is planning. The greater the care taken in the planning, the more precise and effective will be the audit. Although concentrated at the beginning of an audit, planning is an iterative process performed throughout the audit. This is because the results of preliminary assessments provide the basis for determining the extent and type of subsequent testing. If auditors obtain evidence that specific control procedures are ineffective, they may find it necessary to reevaluate their conclusions and other planning decisions made based on those conclusions.

Understanding the Organization

The auditor has to perforce gather knowledge and inputs on the following aspects of the entity to be audited:

- Organizational function and the operating environment
- Organizational structure

- Criticality of systems
- Nature of hardware and software used
- Nature and extent of Risks affecting the systems

An understanding of the overall environment can be developed by:

- Reading background material including organization publication, annual reports and independent audit/analytical reports
- Reviewing prior reports
- Reviewing long-term strategic plans
- Interviewing key personnel to understand business issues
- Visiting key organization facilities

The extent of the knowledge of the organization and its processes required by the auditor will be determined by the nature of the organization and the level of detail at which the audit work is being performed. Knowledge of the organization should include the extent to which the organization relies on outsourcing to meet its objectives. The auditor should use this information in identifying potential problems, formulating the objectives, scope of the work and performing the work.

Organizational Environment

As part of the planning process, auditors should obtain an understanding of the overall environment of the entity. This should include a general understanding of the various business practices and functions relating to the auditee, the types of information systems supporting the activity, as well as environment it is operating in. Understanding the organization helps decide what to audit, at what frequency, when, how and to what extent.

Some essential aspects to understand about the organizations are as follows:

- The organization's functions/business (what it does and how it does it) and its strategic goals and objectives
- The major types, classes and volume of transaction and assets involved in carrying out the business
- The critical organizational units or functions involved in conducting the business
- The number of operating units or locations and their geographic dispersion

- The key computer based application systems used to process and control these transactions and assets
- The types of risks faced by the transactions and assets, computer systems, organizational units, functions, projects and programs involved in the environment within which the business operates and competes
- The regulatory frame work within which the business is carried out

Organizational Structure

Organizational structure and management controls are an important area of auditor's evaluation to decide upon identification of the line of audit enquiry, determination of audit areas and audit objectives. Organization and management controls include these controls that provide protection for the actual or tangible physical environment, as well as for the staffing and operation of the information processing facility (IPF).

Criticality of IT Systems

With the increase in the investment and dependence on computerized systems by the auditee, it has become imperative for audit to change the methodology and approach to audit because of the risks to data integrity, abuse, privacy, etc. In an information technology (IT) system, especially implemented in an environment of deficient controls as compared to a manual system, an independent audit is required to provide assurance that adequate measures have been designed and are operated to minimize the exposure to various risks.

As the general audit process and its related planning activity described above are equally applicable to audit in the environment of information systems. The above needs to be kept in mind while considering the audit of Computer Centre in the University system. In this connection Organizational and management controls within the IPF encompass the following:

- Sound human resource policies and management practices
- Separation of duties between the information processing environment and other organizational environment or functions
- Separation of duties within the information processing environment
- Methods to assess effective and efficient operations

The auditor needs to obtain an understanding of the organizational hierarchy as well as the structure and hierarchy of the department. The knowledge of the organizational levels and

delineation of the responsibilities provides valuable inputs into supervisory controls and responsibility centres.

Further the major spending projects or programmes in progress or planned for computer systems and equipments needs to be understood.

For better understanding of the IT environment, IT systems can be categorized as Mission Critical Systems and Support Systems. Mission Critical Systems are those whose failure would have very serious impact on the organization. Support Systems are those that support management decision making the absence of which may not result in as serious an impact as Mission Critical Systems. For example, failure of Air traffic Control Systems or Railway Reservation System will have serious consequences that may not be the case with failure of a file management system in education department. The scope and extent of audit would be specific to each IT system. Therefore, in planning audit, the auditor needs to carefully consider the nature of the programmes or functions and the importance to the organization.

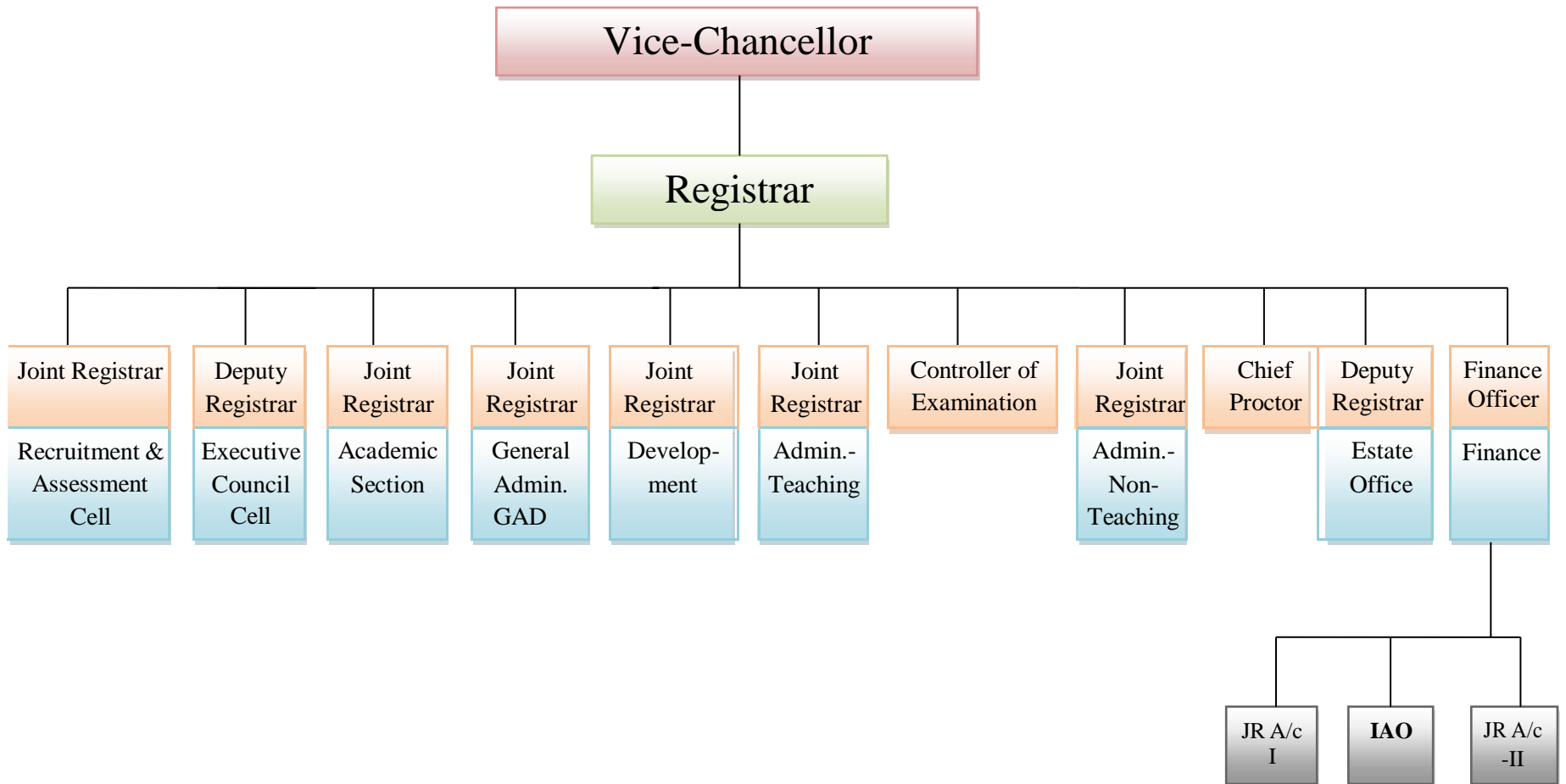
Nature of Hardware and Software Used

Understanding the hardware details of the organization in general and IT system in particular is of critical importance to the auditor. This information provides the auditor an understanding of the risks involved. Though the world is moving towards standardized hardware, differences still exist and each type of hardware comes with its own vulnerabilities that require specific controls. The auditor should also evaluate the hardware acquisition and maintenance process as a part of his/her preliminary assessment.

The auditor needs to understand the type of software used in the organization. Broadly software can be either developed in house or purchased as a commercial product off the shelf. The policy regarding decision on whether to develop software in-house or buy commercial products needs to be understood. The auditor needs to collect details of operating systems, application systems and Database Management Systems used in the organization. The auditor as a part of the preliminary information gathering exercise also needs to collect information relating to network architecture used, the technology to establish connectivity, where firewalls are placed etc. Preliminary assessment of hardware and software would enable planning the audit approach and the resources required for evidence collection.

With this backdrop the organization of Banaras Hindu University needs to be introduced to the auditor for understanding the extent and scope of internal audit to be carried out as programmed by the Internal Audit Officer (IAO). The details of the organizational activities being carried out in the respective Units, Departments, Faculties, Institutes etc., are provided in the succeeding paragraphs.

ORGANIZATIONAL CHART - ADMINISTRATION



Recruitment and Assessment Cell (RAC)

The Mandate of Recruitment and Assessment Cell (RAC) is as under:

1. Inviting Draft Advertisement for teaching and non-teaching posts from various departments/office for advertisement.
2. Preparation of Reservation Rosters for teaching and non-teaching posts of the University.
3. Inviting online applications for recruitment of teaching and non-teaching posts through Advertisement.
4. Short-listing of candidates online by the Faculty Affairs Committee of the various Departments/Schools/Centres as per UGC guidelines, Ordinance 11.A (1) and Short-listing guidelines of the University for teaching positions.
5. Issue interview letter to the candidates through e-mail based on the recommendation of the Faculty Affairs Committee of the various Departments/Schools/Centres.
6. Holding meeting of Selection Committee as per consent of the Visitor's Nominee.
7. Place the sealed envelopes of recommendation of Selection Committee to the Executive Council for its approval and after approval of the recommendation of the Selection Committee of teaching and other academic staff, Group-A posts and School teaching post, appointment letter is prepared and sent to the selected candidates for their joining.
8. In addition to above, promotion of teachers on various stages is done under Career Advancement Scheme as per UGC guidelines, Medical Officers under DACP Scheme and promotion of Group-A Officer (SO/PS to AR & AR to DR) under CAS.
9. Date of eligibility on promotion of teachers is also decided by the concerned Head, Dean and Director of the Faculty/Institute.
10. Short-listing of candidates by the Committee constituted by the Vice-Chancellor of non-teaching posts of the various Departments/Schools/Centres as per prescribed guidelines and issue letter of written Test/Skill Test to the eligible candidates.
11. Checking of OMR Answer Sheet and declare the result strictly based on the merit list prepared based on the score obtained by the candidate for Group-B and C posts and after verification of documents, appointment letter is issued.
12. The application form as well as the copy of appointment letter is sent to the Administration Section of the University of teaching and non-teaching post for their record and further course of action like fixation of pay, confirmation etc.
13. Correspondence of various data related to teaching and non-teaching posts to the MHRD/UGC/National Commissions etc. from time to time.

Executive Council Cell

Structure and Functions of the Executive Council Cell are as under:-

Act 10 - The Executive Council:

1. The Executive Council staff, subject to the control of the Visitor, be the executive body of the University and shall have charge of the management and administration of the revenue and property of the University and the conduct of all administration affairs of the University not otherwise provided for.
2. Subject to the provisions of this Act, the Executive Council (E.C.) shall exercise such other powers and perform such other duties as may be conferred or imposed on it by the Statutes or the Ordinances.

Statute 14 - The Executive Council:

1. The Executive Council shall consist of the following members, namely :-
 - (a) The Vice-Chancellor, ex-officio Chairman
 - (b) Eight persons nominated by the Visitor
2. Five members of the Executive Council shall form the quorum.
3. The members of the Executive Council shall hold office for a term of three years.

Functions of the Executive Council:

1. Preparation of the Agenda for the meeting of the Executive Council and after that preparation of its Minutes.
2. Preparation of the Agenda for the annual meeting of the BHU Court and after that preparation of its Minutes.
3. Correspondence of RTI matters and any other work entrusted by the authority from time to time.

Broad Functions of RO Academic/ Outline of procedure

RO Academic primarily functions as the Secretariat of the Academic Council (A.C.). All matters connected with powers and duties (broadly 24 distinct functions) assigned to the Academic Council under Statute 18 of the Banaras Hindu University are processed in RO Academic. The wing has six units, which perform the role of policy formulators (meeting/ Establishment-deputation/research/admission units) based on the recommendations of various Committees (as approved by the AC/EC) as also part-executors of policy (Deputation/ admission/research units/statistical/prospectus).

1. Meeting Unit-Prospectus Unit

It is processing all such academic policy matters as are provided under Statute 18 laying therein the powers and duties of the Academic Council. Some of the salient activities of the Unit are as under:

S.No.	Broad function	Broad procedure
1.	<u>Appointment of External Members - Board of Studies (BOS)/Faculty and Academic Council</u>	<ul style="list-style-type: none"> • <u>Seeking approval of the Dean (in case of BOS), Vice-Chancellor/Academic Council.</u> • <u>Communication of appointment and seeking consent</u> • <u>Notification</u> • <u>Record Keeping for timely updating.</u>
2.	<u>Constitution of Ad-hoc Board of Studies</u>	<ul style="list-style-type: none"> • <u>Seeking approval of the Vice-Chancellor/Academic Council.</u> • <u>Notification</u> • <u>Record Keeping for timely updating.</u>
3.	<u>Processing establishment of a new Institute/Faculty/Department/Centre in the University or amalgamation/ division/ abolition of an existing unit</u>	<ul style="list-style-type: none"> • <u>Agenda- Minutes of AC</u> • <u>Agenda for EC</u> • <u>Processing statutory amendment</u> • <u>Notification (in case of Centres)</u>
4.	<u>Processing institution of new Courses/programmes</u> <u>1.1 Organizing framing of Syllabus</u>	<ul style="list-style-type: none"> • <u>Organizing meeting of the Board of Studies of the Department (Notice)</u> • <u>Organizing meeting of the Faculty concerned (Agenda/ Minutes)</u> • <u>Organizing meeting of the Academic Council (Agenda/minutes)</u> • <u>AC agenda-minutes for consideration of</u>

	<u>1.2 Organizing framing of Ordinances governing the programme</u>	<u>EC</u> <ul style="list-style-type: none"> • <u>Communication of approvals</u> • <u>Organizing preparation of prospectus of studies for courses/ programmes</u> • <u>Record keeping of all the above</u>
5.	<u>Processing amendment in syllabus/ordinances of an existing Course/programme</u> <u>Summary of revision/amendment in syllabus</u> <u>Summary of revision/amendment in Ordinances of a programme</u>	<u>As above</u>
6.	<u>Amendment in existing academic ordinances (General Ordinances)</u>	<ul style="list-style-type: none"> • <u>Meeting of the Committees (for general Ordinances)</u> • <u>Obtaining inputs from the Faculty concerned</u> • <u>Meeting of the Academic Council (for all academic Ordinances needing approval/ratification of AC)</u> • <u>AC agenda-minutes for consideration of EC</u> • <u>Communication/notification of revised academic policies/ ordinances</u> • <u>Record keeping of all the above</u>
7.	<u>Processing requests received from the Departments/ faculties/ institutes regarding application or interpretation of academic ordinances on case to case basis.</u>	<u>Placing the matter for consideration of the Vice-Chancellor (V.C.) and communication of his orders thereon to the concerned.</u>
8.	<u>Processing representations on removal of difficulties arising out of application of any provision of an academic ordinance</u>	<u>Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.</u>
9.	<u>Processing all policy matters connected with the Colleges admitted to the privileges of the University</u>	<ul style="list-style-type: none"> • <u>Inspection; Report of the Inspection Committee for consideration of AC;</u> • <u>EC approval to AC recommendations;</u> • <u>Notifications and record keeping.</u>
10.	<u>Processing of all miscellaneous matters arising out of communication from UGC/ MHRD under the ambit of powers and functions of the AC</u>	<ul style="list-style-type: none"> • <u>Issues connected with existing policies are appropriately processed and responded.</u> • <u>Issues necessitating formulation of new policy/ amendment in existing policies are processed as detailed at Para 4 above.</u>

11.	<u>Organizing Convocation</u>	<u>Through Registrar/Controller of Examination (C.E.)/VC</u>
12.	<u>Matter connected with Constitution of Students' Council</u>	<u>Through Registrar-Vice-Chancellor</u>
13.	<u>Handling RTI/VIP Reference/Parliament Questions matters</u>	

2. Establishment - Deputation Unit

<u>S.No.</u>	<u>Broad function</u>	<u>Broad procedure</u>
1.	<u>All establishment related matter of the Officials posted in R.O. (Academic)</u>	
2.	<u>Maintenance of Equipment of R.O. (Academic)</u>	<u>Through Registrar/ Finance Officer (F.O.)</u>
3.	<u>All Financial matter including maintenance of stores of R.O. (Academic)</u>	<u>Through Registrar/FO</u>
4.	<u>Implementation of Guidelines of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC)</u>	<u>Through Registrar/VC</u>
5.	<u>Revision of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC) Guidelines</u>	<ul style="list-style-type: none"> <u>Organizing Committee meetings, minuting the recommendations and seeking the approval of the Vice-Chancellor/Academic Council/ Executive Council for implementation.</u>
6.	<u>Organizing meetings of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC)</u>	<ul style="list-style-type: none"> <u>Agenda, Minutes, Vice-Chancellor's approval and communication to the Faculty members/employees.</u> <u>Control of expenditure within the budgeted amount.</u>
7.	<u>Processing the cases of Teachers/Employees of the University seeking funding from external agencies for foreign deputation.</u>	<u>Through Registrar's/Vice-Chancellor's approval.</u>

3. Research Unit

<u>S.No.</u>	<u>Broad function</u>	<u>Broad procedure</u>
1.	<u>Review of entire Ph.D. Ordinances through Committee constituted by the Vice-Chancellor from time to time.</u>	<u>Holding meetings, minuting the recommendations and obtaining the approval of the competent body thereon.</u> <u>Drafting Ordinances and notifying them.</u>
2.	<u>Amendment in certain existing provisions of the Ordinances as warranted from time to time.</u>	<u>As above.</u>
3.	<u>Preparation of Research Entrance Test (RET) Information Bulletin</u>	<u>Calling for inputs for change in the eligibility conditions, allied disciplines, intake and any other procedure from the Departments/Faculties.</u> <u>Processing for University Admission Coordination Board (UACB) recommendations</u> <u>Processing the University Admission Coordination Board (UACB) recommendations for Vice-Chancellor/Academic Council approval.</u>
4.	<u>Processing isolated requests from the Departmental Research Committee (DRC) / Faculties regarding change in eligibility conditions, allied disciplines, non-degree awarding institutions etc. for University Admission Coordination Board (UACB)/Academic Council approval.</u>	<u>As detailed above.</u>
5.	<u>Sending finalized bulletins to the Office of the Controller of Examinations for printing and conduct of Research Entrance Test (RET).</u>	<u>Through University Admission Coordination Board (UACB)/ Registrar/VC</u>
6.	<u>Framing counseling policies and procedures and deadlines through University Admission Coordination Board (UACB) up to admission of</u>	<u>Through University Admission Coordination Board (UACB)/ Registrar/VC</u>

	<u>candidate in the Ph.D. Programme.</u>	
<u>7.</u>	<u>Creation of files in respect of each admitted candidate, based on the admission records furnished by the Admission Committee/Head of the Department</u>	<u>At unit level</u>
<u>8.</u>	<u>Administration of all matters of Research Scholars as per provisions contained in the Ph.D. Ordinances such as monitoring of progress reports, appointment/change of Supervisor/Co-Supervisor/External Supervisor, title of research, synopsis, extension of residency period, cancellation of Ph.D., permission to work outside, submission of thesis evaluation, Research Degree Committee of the University (RDCU), communication to Controller of Examination regarding Research Degree Committee of the University (RDCU) approval and other miscellaneous matters.</u>	<u>Processed for approval of Registrar/VC and communicated thereafter.</u>
<u>9.</u>	<u>Processing requests received from the Departments/ Faculties/ Institutes regarding application or interpretation of Ph.D. ordinances on case to case basis.</u>	<u>Placing the matter for consideration of the Vice-Chancellor and communication of his orders thereon to the concerned.</u>
<u>10.</u>	<u>Processing representations on removal of difficulties arising out of application of any provision of the Ph.D. ordinances.</u>	<u>Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.</u>
<u>11.</u>	<u>Maintenance of records of research scholars</u>	
<u>12.</u>	<u>Processing cases of Plagiarism by Research Scholars/Faculty Members</u>	<u>Standing Committee of Plagiarism-Registrar-Vice-Chancellor</u>
<u>13.</u>	<u>Handling RTI/VIP Reference/Parliament Questions.</u>	

4. Admission Unit

<u>S.No.</u>	<u>Broad Function</u>	<u>Broad Procedure</u>
1.	<u>Secretariat of University Admission Coordination Board constituted by the Vice-Chancellor from time to time</u>	<u>All matters connected with formulation of admission policies related to various courses in the University (through UET/PET)/Diploma-Certificate/VIP Reference/ Parliament Questions)</u>
2.	<u>Preparation of UET/PET/ Diploma - Certificate RTI/VIP Reference/ Parliament Questions / Information Bulletin</u>	<u>Calling for inputs for change in the eligibility conditions, intake and any other procedure from the Departments/ Faculties.</u> <u>Processing for University Admission Coordination Board (UACB) recommendations</u> <u>Processing the University Admission Coordination Board (UACB) recommendations for Vice-Chancellor/ Academic Council approval.</u>
3.	<u>Sending finalized bulletins to the Office of the Controller of Examinations for printing and conduct of UET/PET.</u>	<u>Through University Admission Coordination Board (UACB)/ Registrar/VC</u>
4.	<u>Appointment of Medical Board for Physically Challenged candidates for admission to various courses</u>	<u>Through Director, IMS</u>
5.	<u>Framing counseling policies, procedures, Academic Calendar, Admission Call Letters, Dossier forms, Option forms for paid seat, Employee ward forms and its distribution in connection with their admission and deadlines through University Admission Coordination Board (UACB) up to admission of candidates in various programmes.</u>	<u>Through University Admission Coordination Board (UACB)/ Registrar/VC</u>
6.	<u>To deal with the grievances of students related to admission/examination.</u>	<u>Through University Admission Coordination Board (UACB)/ Registrar/VC</u>

7.	<u>All matters related to Admission/ Re-admission to all courses</u>	<u>Through University Admission Coordination Board (UACB)/ Registrar/VC</u>
8.	<u>Appointment of the Visiting Professor/ Fellow/ Honorary Professor/ Adjunct Faculty member/ foreign language teachers/ Course Coordinators for Special Courses/ contractual staff under Special Courses/ internal Guest Faculty members/Ph.D. Scholars for taking classes on honorarium basis</u>	<u>Through Registrar/VC</u>
10.	<u>Matter related to selection of teachers in Affiliated Colleges</u>	<u>Through Registrar/VC</u>
11.	<u>Matters related to the approval of courses from statutory bodies (for B.Ed/M.Ed, B.P.Ed/M.P.Ed courses from NCTE)</u>	<u>Through Registrar/VC</u>
12.	<u>Processing requests received from the Departments/ faculties/ institutes regarding application or interpretation of the concerned ordinances on case to case basis.</u>	<u>Placing the matter for consideration of the Vice-Chancellor and communication of his orders thereon to the concerned.</u>
13.	<u>Processing representations on removal of difficulties arising out of application of provision of admission as per the existing ordinance.</u>	<u>Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.</u>
14.	<u>Processing cases related to disciplinary action on students</u>	<u>Enquiry Committee/Registrar/Vice-Chancellor</u>
15.	<u>Processing decisions of the Anti-Ragging Committee (ARC) of the University</u>	<u>Anti-Ragging Committee (ARC) -Registrar</u>
16.	<u>Matter related to RTI/VIP Reference/ Parliament Questions</u>	

5. Statistical Unit

S.No.	Broad Function	Broad Procedure
1.	<u>Compilation of student's data of the University</u>	<u>Information are sought from various depts./faculties regarding enrolment in various</u>

		<u>courses and compilation is done in this unit.</u>
<u>2.</u>	<u>Furnishing report to the MHRD/UGC/ Other agencies based on compiled student's data</u>	<u>As and when the information is sought.</u>
<u>3.</u>	<u>Parliament questions</u>	<u>Responded under approval of Registrar/VC.</u>
<u>4.</u>	<u>Compilation of Annual Report</u>	<u>Inputs called from various units. Compiled in the Unit.</u>
<u>5.</u>	<u>Finalization of Annual Report</u>	<u>Editing, proof reading of the compiled annual report by the Editorial Committee, placing before the Court/EC for approval.</u>
<u>6.</u>	<u>Printing of Annual Report</u>	<u>Annual Report is sent for printing after approval of Court/EC</u>
<u>7.</u>	<u>Submission of Annual Report to the MHRD/UGC</u>	<u>Time bound submission of the Annual Report for laying on the table of the two Houses of Parliament before 31st December of each year.</u>

General Administration

The works related to General Administration are as under:-

1. Reimbursement of medical expenses on outside treatment including condonation of delay in submission of the claims for reimbursement.
2. Constitution of Committee, issuance of notification and holding of meetings as well as preparation of Minutes, obtaining approval of the participant and implementation of the decisions taken in the meetings/committees.
3. Appointment of Head & Dean/Chief Proctor/Proctorial Board/Dean of Students/ Coordinators of various Institutes/Faculty/Department & Centres.
4. Handling of various types of miscellaneous files/correspondence, administrative approval & notification, from time to time.
5. Finalization and notification of the list of University holidays.
6. Processing of HBL/Vehicle/Festival advances of University employees.
7. Disposal of RTI matters related to G.A.D.
8. Amendment of Act & Statutes, Ordinances and Correspondences with UGC/MHRD.
9. The Correspondence/Meeting related to Vishwa Panchang publication.

10. Monitoring of care taking work of Central Registry building.
11. Monitoring, control and management of Telecommunication system of University.
12. Distribution of various types of Dakas through Central Despatch Unit of Central Registry.
(Notifications/Invitations of Convocations & other major events)
13. Monitoring of/Correspondence and Meetings etc. on major ongoing projects in the campus like Wi-Fi, GAIL, Digitization, Solar Power etc.
14. Other Misc. work allotted from time to time by the authority in regard to P.M.O./UGC/MHRD related major events (like S.B.M. (Swachh Bharat Mission)/ U.B.A. (Unnat Bharat Abhiyan)/ I.D.Y. (International Yoga Diwas)/ Ambedkar Jayanti/ Video Conferencing of President/ Prime Minister)
15. All the work related to allotment of Election Duty by local administration, during the Lok Sabha/ Vidhan Sabha Elections

Grants Unit – Development Section (R.O. - Finance)

The Grants Unit of R.O. (Development) is entrusted with the following:-

- Overall Supervision of the Grants
- Preparation of Utilization Certificate of various funding agencies
- Compliance of audit objections
- Correspondence with Coordinator of Schemes and funding agencies for demand of Grants, such as ICAR, IMS etc.
- Accounting of receipt and payment related with development account
- Dealing with Five year plans

Scholarship Unit – Development Section (R.O. - Finance)

The working process of R.O. (Development)-Scholarship Unit in terms of Sub-Sections is as under:-

Sub-Section - 1

The file No. is allotted under various schemes of the funding agencies on receipt of award letter and joining report of the Research Scholar and Post Doctoral Fellow.

Scrutiny of the following documents submitted by Research Scholars and Post Doctoral Fellows (PDF) is done for signature of the Registrar for award of Fellowships under various schemes i.e. Maulana Azad National Fellowship (MANF), UGC Research Fellowships in Sciences for Meritorious students, Dr. D.S. Kothari P.D.F., P.D.F. for Women, P.D.F. for SC/ST, Dr. S. Radhakrishnan P.D.F. and Post Graduate Scholarship for Professional Course for SC/ST students before submission to UGC and Canara Bank for payment of fellowship etc. to Research Scholars and Post Doctoral Fellows through Bank :

- Joining Report
- Continuation Certificate
- HRA Certificate
- Half Yearly Progress Report/Yearly Progress Report
- Accounts of Contingency grants & Utilization Certificate
- Three Members' Assessment Committee Report for upgradation from Junior Research Fellow to Senior Research Fellow under MANF & Basic Science Research (BSR) Fellowship Scheme
- No Objection Certificate
- Departmental Research Committee Report
- Verification proforma

Scrutiny of following documents submitted by Research Scholar is done for signature of Joint Registrar (Dev.) and Finance Officer before submission to Department of Biotechnology (DBT), New Delhi for releasing next year grant:

1. Utilization Certificate
2. Statement of Expenditure
3. Grant-in-aid Bill

4. NEFT/RTGS Electronic Fund Transfer Mandate Form for DBT-JRF Fellowship (the signature of Registrar is also required on this form)

Scrutiny of following documents submitted by Research Scholar is done for submission to DBT, New Delhi:

1. Joining Report
2. DBT-JRF Data Sheet
3. Annual Progress Report
4. Three Members' Assessment Committee Report for upgradation from Junior Research Fellow (JRF) to Senior Research Fellow (SRF) and extension of SRF

Scrutiny of following documents submitted by Research Scholar is done for submission to Council for Scientific and Industrial Research (CSIR), New Delhi:

1. Joining Report
2. Annual Progress Report
3. Three Members' Assessment Committee Report for upgradation from JRF to SRF and extension of SRF

Scrutiny of monthly Grant-in-aid claim bills (Part B) received from various departments in respect of CSIR Fellows is done for signature of the Registrar before submission of hard copy through speed post and soft copy through e-mail to the CSIR, New Delhi so that CSIR is enabled to release fellowship and HRA grant to the CSIR Fellowship through Bank.

Preparation of the yearly claim is done for release of Contingency grant from CSIR to the University for the respective financial year in respect of CSIR Fellows, who are availing fellowship under CSIR scheme.

Preparation of Challan is made for sanction of the grant which is released by various funding agencies towards payment of Fellowship, HRA etc. in respect of Research Scholars and Post Doctoral Fellows. After receipt of credit advice from Public Financial Management System (PFMS) Unit of the Finance Section, the same is deposited to Bank through PFMS Unit and after the fund is credited, the acknowledgement is sent to the concerned funding agency and department.

Audit Utilization Certificate to the Funding Agency: -

The Audit Utilization Certificate is prepared by the Chartered Accountant at the end of the financial year and after signature of the Finance Officer and Registrar, it is sent to the funding agency.

Sub-Section - 2

1. Uploading online of the details of the following Fellowship/Scholarship.
 - UGC - National Eligibility Test (NET) - JRF
 - Dr. D.S. Kothari (PDF)
 - Post Doctoral Fellowship for Women (PDF)
 - UGC Research Fellowships in Science for Meritorious students allocated to identified Special Assistance Programme (SAP) departments
 - Post Doctoral Fellowship for SC/ST
 - Dr. S. Radhakrishnan Post Doctoral Fellowship
 - Maulana Azad National Fellowship for minority student
 - CSIR Fellowship
 - Rajiv Gandhi National Fellowship for SC/ST
 - UGC PG Merit & Single Girls Child Scholarship
 - Vivekanand Girls Scholarship
 - Post Graduate Scholarship for Professional Course for SC/ST Student.
2. Typing works of the Scholarship Section
3. Preparation of the Claim of fellowship (CSIR) on data base
4. Allotment of File No.
 - (i) On receipt of award letter and Joining Report from Research Scholar, file No. is allotted under National Fellowship for Students of Other Backward Classes (OBC) Fellowship.
 - (ii) Scrutiny of the following documents submitted by Research Scholars is done before signature of the Registrar for submission to UGC and Canara Bank towards payment of fellowship etc., to the Research Scholars through Bank :
 - ❖ Joining Report
 - ❖ Continuation Certificate
 - ❖ HRA Certificate
 - ❖ Half Yearly Progress Report/ Yearly Progress Report
 - ❖ Accounts of Contingency grants & Utilization Certificate
 - ❖ Three Members'' Assessment Committee Report for upgradation of JRF to SRF
 - ❖ No Objection Certificate
 - ❖ DRC Report
 - ❖ Verification proforma

Particulars of Fellowship handled :

1. ICSSR Fellowship
2. DST-INSPIRE Fellowship
3. SERB Fellowship
4. NBHM Fellowship
5. SVDV Fellowship
6. ICMR Fellowship
7. ICHR Fellowship
8. ICPR Fellowship
9. CAS Fellowship Zoology, Botany, IMS

Description of Fellowship :

ICSSR (Code no. S-09), DST-INSPIRE (Code no. S-11), NPDF SERB & NBHM Fellowship (Code no. S-20), ICMR (Code no. S-31) :- After receiving the letter regarding fellowship, there is provision to enter details of letter in register for future consideration and further queries and thereafter process the letter, in addition to the following tasks :-

1. Preparation of Challan after receipt of funds from the funding agency in respect of above fellowships
2. Mentioning Challan details on register
3. Preparation of Acknowledgement
4. Documents are sent (Grant-in-Aid bill, Progress Report, Thesis, Abstract, C.D., Utilization Certificates, Bank Details) to the funding agency.

Payment of professional fee for preparation of utilization certificate

Process of payment:

1. Preparation of Office Note
2. After receipt of the office order, letter is prepared
3. Preparation of A.R. 37 bill for payment of Chartered Accountant

CAS ("R" Account) Fellowship Zoology, Botany, IMS, SVDV & Nepal Studies Centre Fellowship "R" Account :

1. To check CAS position as and when the award is received by the concerned department

2. Preparation of office notes and Letter of Award

Sub-Section - 4

1. U.G.C. JRF Research Fellowship –

- Checking the compliance of Rules in the form forwarded by Departmental Research Committee
- Returning the wrongly filled forms to the concerned departments for rectification
- Taking necessary action after receipt of rectified forms
- Making an office note and submitting it for approval
- Forwarding of Joining letter for signature
- Uploading data related to joining card on UGC PFMS portal
- Noting the forwarded file in the register
- Preparation and submission of office note for approval
- Entering the Oracle Portal
- Movement Slip
- After making the file order, making letter, checking and attachment of engagement report and sending it to the concerned department
- After uploading the joining letter, uploading continuity letter and House Rent Allowance portal every three months
- Uploading on the portal after signing half yearly progress report every six months
- Upon completion of one year, the students will be able to sign the Continuity and upload it to the portal

2. Work related to U.P. Scholarship & scholarship of all the States –

- Updating the entire scholarship portal, giving complete details regarding the organization, uploading the relevant documents
- Mapping of Course/ Fees on the respective portal
- Circulating the Time tables for Institutions/ Faculties/ Departments at the commencement of scholarship
- The scholarship form duly filled by the students and sent by the department is received by the Development section for verification and forwarding to Authority
- After collection of the data on the social welfare, it is forwarded to the Social Welfare Department after correction of the mistakes, if any.
- Taking action against students' grievances and forward them to the concerned office
- Resolving any kind of problem related to scholarship/ fellowship
- Understanding and resolving problems of students

3. Work related to other State – Regarding scholarship of students from other states, invoices are prepared for scholarship and checking of the receipts through RTGS/ NFT is done. Then they are sent to the concerned department of the students
4. Various types of Official Work –
 - Filing, numbering and then putting in a proper place
 - Providing information sought by the financial institution and preparing reports from time to time

Sub-Section - 5

1. Gold Medal is given on the basis of the donation of Rs.50,000/- received by the University. The donated amount is deposited in the Special Fund through invoice. For giving the Gold Medal to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.
2. Scholarship – The undergraduate and postgraduate students are given 12 month scholarship against the donation amount of Rs.200000/- received by the University, which is deposited in Special Fund through challan. For giving the Scholarship to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.
3. Cash Reward – Minimum amount of cash award of Rs.150000/- is received from donor, which is deposited in the Special Fund by the challan. For giving the Cash Reward to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.
4. Indira Gandhi Single Pursuit Scholarship – This scholarship is given by the UGC and the 2 years scholarship is given to postgraduate students.

Sub-Section - 6

1. Leave - After Earned leave is registered in the section after signature by the Officer, it is sent to the Administration (Non-Teaching). Similarly, the application of Casual leave is registered after signature by the Officer and kept in the section
2. Salary – After receipt of the details of salary of all the employees of development section from the Electronic Data (E.D.) Cell, it is checked and after signature of the Officer, it is sent to the salary section

3. Telephone bills and other bills are made in AR37 and sent to the Trade Bill section for clearance
4. Purchase – The required items are ordered as per the index of the purchase section. After receipt of the same, it is entered in the Stock and Purchase Register and distributed to the concerned sections as per requirement.

Section Officer, Scholarship Unit, R.O. (Development)

The following jobs are done by the above official supervising the above described sub-sections:-

1. Posting of applications filled online by UG/ PG students and students studying in the University, is done on the website of the respective States by scholarship department.
2. Forwarding of online joining reports is done through the portal of related agencies etc. of all research students.
3. After the receipt of research students' three-month continuity certificate from the department, it is submitted for forwarding by the Registrar.
4. Disposal of RTI applications related to scholarship is done.
5. Posting of office comments and their disposal after orders are done.
6. The unit tries to settle any issue within 3 days of receiving the paper related to all the above mentioned tasks.

Full form of Abbreviations given above is detailed below:-

1. ICSSR Fellowship - Indian Council of Social Science Research
2. DST-INSPIRE Fellowship - Department of Science & Technology / INSPIRE
3. SERB Fellowship - Science and Engineering Research Board
4. NBHM Fellowship - National Board for Higher Mathematics
5. SVDV Fellowship - Sanskrit Vidya Dharm Vigyan Faculty Acharya & Shastri Fellowship
6. ICMR Fellowship - Indian Council of Medical Research
7. ICHR Fellowship - Indian Council of Historical Research
8. ICPR Fellowship - Indian Council of Philosophical Research
9. CAS Fellowship - Centre of Advanced Study
10. NPDF - National Post Doctoral Fellowship
11. BSR - Basic Science Research
12. MANF - Maulana Azad National Fellowship

Miscellaneous Unit – Development Section (R.O. - Finance)

The Miscellaneous Unit of R.O. (Development) is entrusted with the following tasks:-

- Project sanction & release of the Grant-in-aid Receipt
- Selection & Joining of Project Staff
- Seminar/ Symposium/ Workshop/ Additional Programme
- Utilization Certificate
- Statement of Expenditure
- Fellowships
- Audit Utilization Certificate
- Overhead deduction and sanction
- Submission of Final Technical Report
- Issuance of No Dues certificate
- Disposal of applications under Right to Information Act (RTI)

Necessary orders are obtained through „Office Note & Order Sheet“ before communication of directions of Authorities in all matters

Plan Unit – Development Section (R.O. - Finance)

(A) Functions of Plan Unit of Development Section :

1. Forwarding of various proposals to the various funding agencies viz., UGC, MHRD, DST, DBT, Ministry of Health & Family Welfare, Ministry of Culture etc. for sanction of financial assistance duly recommended by the Policy and Planning Committee (PPC) of the concerned Deptt. of the Institute/ Faculty.
2. As and when the sanction/ release of grant is received from the funding agency scheme number is allotted individually for each sanction and the details thereof are noted in a proper register showing the date of sanction letter as well as sanctioned amount under the head „Non-Recurring and Recurring“.
3. Approval/ sanction letter received from the funding agency is forwarded to the concerned Coordinator/ P.I. of the Scheme/ Project.

(B) Procedure for disposal of letters/ files in Plan Unit of the Development Section:

1. The diarized letters received from the Diary Unit on daily basis are marked to the concerned dealing Assistant.
2. The dealing Assistant thoroughly examines the letter (s) & if there is any short-fall/discrepancy in the letter, then the letter (s) is/are returned immediately in original to the concerned Head/ Coordinator/P.I.
3. Letter (s) not related to any section, is/are forwarded in original to the concerned.
4. Letter (s) related to the concerned section is/are being dealt with the concerned file & sent for orders from the competent Authorities.
5. The Diarist before sending the files to the competent Authorities records the movement of the files in the File Movement Register.
6. Besides above, internal file movement register is also maintained in the Unit.
7. The files with the reference numbers are kept in the cabinets, showing the identity of the files.
8. As and when the files are received from the competent Authorities, action is being taken immediately for compliance of the orders passed on the files.

Project Unit - Development Section (R.O. - Finance)

Check List for services rendered

Sl. No.	Details of the Services	Requirements from the stake holders	Check List	Maximum processing time for the office	Contact details of the concerned official
1.	<u>Submission of Research Proposals to funding Agency/Research start-up-grant</u>	<u>Proposal should be in the prescribed proforma of the funding agency and request letter from the concerned Faculty</u>	1) <u>Forwarding by Head/Dean/Director</u> 2) <u>Project Screening Committee minutes</u> 3) <u>Ethical Committee (in case animal/human studies involved)</u> 4) <u>Budget and inclusion of Project Overhead (minimum 10%) in the budget</u> 5) <u>Bio-data of the P.I.</u>	<u>Day to Day</u>	<u>S.O. (Development) Project/Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)</u>

2.	<u>Receipt of 1st instalment of the Grant</u>	<u>Sanction letter and Unique Transaction Reference (UTR) no.</u>	1) <u>Title of the Project</u> 2) <u>Name and Department of the P.I. if the Proposal is not routed through Dev. Then documents mentioned as in Sl.No.1</u>	<u>Day to Day</u>	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
3.	<u>Break of fund and loading on computer</u>	<u>Break-up including institutional charges (OH)</u>	1) <u>Forwarding of Head/Dean/Director</u> 2) <u>Acknowledgment letter</u>	<u>Day to Day</u>	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
4.	<u>Appointment of Staff/JRF/SRF in the project</u>	<u>Proposal in the prescribed proforma (as per Revised Project Guidelines)</u>	1) <u>Copy of Advertisement in news paper</u> 2) <u>Copy of full advertisement placed on BHU website</u> 3) <u>Minutes of the Selection Committee</u> 4) <u>Precis</u> 5) <u>Copies of certificates of selected candidate(s)</u> 6) <u>Medical Certificate</u>	<u>2 days</u>	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
5.	<u>Sanction of Daily wage workers (First time)</u>	<u>Prescribed proforma on daily wage/contractual staff (Annexure-II as per Revised Project guideline) duly forwarded by Head / Dean/Director</u>	1) <u>Forwarding of Head/Dean/Director</u> 2) <u>Eligibility of position as per revised project guideline</u> 3) <u>Enclosed certificates</u> 4) <u>Certificates of candidate</u> 5) <u>Photocopy of Bank passbook</u> 6) <u>Aadhar/PAN details</u>	<u>Day to Day</u>	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.) Asstt. Registrar (Dev.)
6.	<u>Re-engagement of Daily wage workers</u>	<u>Prescribed proforma of daily wage/contractual staff duly forwarded by Head / Dean/Director</u>	<u>Forwarding of Head/Dean/Director</u>	<u>2 days</u>	S.O. (Development) Project/ Miscellaneous Unit OR Joint Registrar (Dev.)

					Asstt. Registrar (Dev.)
7.	<u>Inclusion of Seminar/Conference / Workshop in the list of Seminar/Conference etc.</u>	<u>Proposal from the Organising Secretary duly forwarded by Head/Dean/Director</u>	1) <u>Forwarding of Head/Dean/Director</u> 2) <u>Resolution of the PPC</u>	<u>2 days</u>	S.O. (Development), Miscellaneous Unit OR <u>Joint Registrar (Dev.)</u> Asstt.Registrar(Dev.)
8.	<u>Sanction of Air fare (by private Airlines)</u>	<u>Prescribed proforma of travel by Airline as per Government of India (GOI) rules duly forwarded by Head/Dean</u>	1) <u>Forwarding of proforma by Head/Dean</u> 2) <u>Invitation letter for attending the programme</u> 3) <u>For private Airline, proof regarding non availability of seat in Air India as per GOI Guidelines</u>	<u>3 days</u>	S.O. (Development) Project/ Miscellaneous Unit OR <u>Joint Registrar (Dev.)</u> Asstt. Registrar (Dev.)
9.	<u>Pooling of Overhead Grant</u>	<u>Sanction of letter of Funding agency/P.I.s distribution/ established rules</u>	1) <u>Sanction of Overhead Grant</u> 2) <u>Release of Overhead Grant</u>	<u>After receipt of availability of fund</u>	S.O. (Development) Project/ Miscellaneous Unit OR <u>Joint Registrar (Dev.)</u> Asstt. Registrar (Dev.)
10.	<u>Sanction of fund out of Overhead Grant</u>	<u>Request letter forwarded by Head/Dean (as per RP guideline)</u>	1) <u>Forwarding of Head/Dean/Director</u> 2) <u>Quotation of requirement</u> 3) <u>Requirements as per revised project guidelines</u>	<u>2 days</u>	S.O. (Development) Project/ Miscellaneous Unit OR <u>Joint Registrar (Dev.)</u> Asstt. Registrar (Dev.)
11.	<u>Progress Report</u>	1) <u>Six Monthly (if required by the Funding agency)</u> 2) <u>Annual Progress report for onward transmission to Funding Agency (FA)</u> 3) <u>Consolidated Final Technical report (FTR)</u>	1) <u>Sanction no. and project code no.</u>	<u>2 days</u>	S.O. (Development) Project/ Miscellaneous Unit OR <u>Joint Registrar (Dev.)</u> Asstt. Registrar (Dev.)
12.	<u>Settlement of Accounts</u>	1) <u>Requesting letter for refund of</u>	1) <u>Request letter for refund of the</u>	<u>2 days & total</u>	S.O. (Development)

		<u>unspent grant either from the Principal Investigator (P.I.) or Funding agency concerned</u>	<u>unspent grant.</u> 2) <u>Submission of FTR/Statement of Expenditure (SoE)</u> 3) <u>Preparation of Final/ consolidated Audit Utilisation Certificate (AUC) and record of the Finance section</u>	<u>task one month</u>	<u>Project/ Miscellaneous Unit</u> OR <u>Joint Registrar (Dev.)</u> <u>Asstt. Registrar (Dev.)</u>
13	<u>Utilization Certificate and SoE</u>	<u>Prescribed proforma of the funding agency (if required)</u>	1) <u>Forwarding of Head/Dean/ Director</u> 2) <u>Proforma as per funding agency</u>	<u>Day to Day</u>	<u>S.O. (Development)</u> <u>Project/ Miscellaneous Unit</u> OR <u>Joint Registrar (Dev.)</u> <u>Asstt. Registrar (Dev.)</u>
14	<u>Audit Utilization Certificate (AUC)</u>	<u>Desired documents, if requirement of Auditor (Chartered Accountant)</u>	1) <u>AUC signed by P.I. and Chartered Accountant</u>	<u>2 days</u>	<u>S.O. (Development)</u> <u>Project/ Miscellaneous Unit</u> OR <u>Joint Registrar (Dev.)</u> <u>Asstt. Registrar (Dev.)</u>
15	<u>Memorandum of Understanding/ Agreement</u>	<u>Letter from P.I. duly forwarded by the Head/Dean/Director</u>	1) <u>Minutes of PPC of the Department/ Faculty</u> 2) <u>In case of international collaboration it should be routed through international cell</u>	<u>15 days to 1 month</u>	<u>S.O. (Development)</u> <u>Project/ Miscellaneous Unit</u> OR <u>Joint Registrar (Dev.)</u> <u>Asstt. Registrar (Dev.)</u>
16	<u>Establishment of Chair</u>	<u>Proposal from the Department duly forwarded by Dean/ Director</u>	1) <u>Forwarding of Proposal by Head/ Dean/Director</u> 2) <u>PPC resolution (Deptt./Faculty)</u>	<u>3 days</u>	<u>S.O. (Development)</u> <u>Project/ Miscellaneous Unit</u> OR <u>Joint Registrar (Dev.)</u> <u>Asstt. Registrar (Dev.)</u>
17	<u>Funding for Conference/ Seminar</u>	<u>Proposal from Organizing Secretary on prescribed proforma of funding agency duly forwarded by Head/Dean/Director</u>	1) <u>Forwarding of Head/Dean/ Director</u> 2) <u>Whether Grant in favour of Registrar-BHU</u>	<u>2 days</u>	<u>S.O. (Development).</u> <u>Miscellaneous Unit</u> OR <u>Joint Registrar (Dev.)</u> <u>Asstt. Registrar (Dev.)</u>

Administration (Teaching)

The types of work performed by the Administration (Teaching) are as under:-

1.	<u>Maintenance of personal files of Teachers</u>
2.	<u>Issue of No Objection Certificate for obtaining passport</u>
3.	<u>Forwarding of application to outside jobs</u>
4.	<u>Demand Draft (DD)/Cheque Deposition</u>
5.	<u>Confirmation of Teachers</u>
6.	<u>Appointment of Warden/ Administrative Warden</u>
7.	<u>Counting of past services for Pensionary/ Promotional benefits such as GPF Account Opening etc.</u>
8.	<u>Protection of pay</u>
9.	<u>Sanction of House Rent Allowance (HRA)</u>
10.	<u>Communication with University Grants Commission (UGC)/Ministry Human Resource Development (MHRD) on service matters</u>
11.	<u>Determination of date of eligibility for promotion</u>
12.	<u>Fixation of pay on appointment/promotion</u>
13.	<u>Communication of Death cum Retirement Gratuity (DCRG) and Issue of No Dues after Retirement/ Death</u>
14.	<u>Granting of Extension of Joining time</u>
15.	<u>Sanction of Lien & Deputation</u>
16.	<u>Sanction of incentive increments for Ph.D.</u>
17.	<u>Sanction of incentive increments for Small Family Norms</u>
18.	<u>Re-employment of pensioners</u>
19.	<u>Sanction of Composite Transfer Grant after Retirement/During Service (Deputationists)</u>
20.	<u>Acceptance of Resignation/Voluntary Retirement (VRS)</u>
21.	<u>Para-wise narrative for legal cases</u>
22.	<u>Checking of seniority list maintained by Coordination Cell</u>
23.	<u>Verification of list of teachers during appointment of Head/Dean/Director</u>
24.	<u>Verification of list of Teachers during constitution of new PPC</u>
25.	<u>Disposal of RTI applications</u>
26.	<u>Disposal of the complaints received from/against Teachers</u>
27.	<u>Other miscellaneous works such as issue of Notices and Circulars</u>
28.	<u>Issue of Appointment letter to Emeritus Professor/Distinguished Professor</u>
29.	<u>Agenda for Executive Council Cell</u>
30.	<u>Providing Statistical Data to National Institute Ranking Framework (NIRF)/ Internal Quality Assessment Cell (IQAC) as and when required</u>

Service Book Unit - (R.O. - Admin.)

The Service Book Unit of the administration is tasked with the following duties :-

1. Opening of New Service Book in respect of appointees
2. Periodical updation of Service Book
3. Issuance of letter on confirmation of services after approval of the Competent Authority
4. Issuance of notice indicating retirement in advance to Teaching & Non-Teaching Staff (Except Class IV staff working in Department & Hostel)
5. Obtaining of nomination forms for Gratuity & General Insurance Scheme (G.I.S.)
6. Verification of declaration of Home Town in the Service Book
7. Any other work related to maintenance of Service Book

Pension Section - (R.O. - Admin.)

The following works are being done in the Pension Section, RO (Admin.) as per CCS Pension Rule – 72, and Fundamental Rules

1. Calculation of Pension/ Gratuity and Family Pension
2. Revision of Pension and Gratuity/Family Pension
3. Calculation of Pro-rata Pension & Gratuity
4. Commutation of Pension
5. Any other work related to Pension

Legal Cell / Intellectual Property Rights Cell - (R.O. - Admin.)

The works performed by Legal Cell/ Intellectual Property Rights (IPR) Cell are enumerated below:-

1. The University enters into various agreements, through Memorandum of Understanding (MoUs) and Memorandum of Agreement (MoAs). Prior to finalization, MoU/MoAs, which are referred to the Legal Cell, are vetted / scrutinized.
2. The Legal Cell gives opinion on the matters of various departments/sections, referred to the Legal Cell.
3. All the files pertaining to legal matters are routed through the Legal Cell.
4. The copies of notices/writ petitions/plaints received in the Legal Cell are sent to the departments/ sections concerned for their comments and on their receipt, the same are transmitted to the University Advocates after due verification of the facts for drawing the reply.
5. The Legal Cell contacts the University advocates for opinion on legal matters and discusses the matters related to the University court cases.
6. The bills of the Advocates are forwarded to the Finance Section after due scrutiny and getting approval from the authority.
7. Day to day monitoring of the court cases at High Court and Civil Court.
8. Patent filing related works i.e. issuing No Objection Certificate (NOC) and conducting the workshops in IPR matter.
9. The Legal Cell performs other works as and when assigned to it.

L.T.C. Cell - (R.O. - Admin.)

Following works are done in Leave Travel Concession (L.T.C.) Cell :-

1. Diary & Dispatch of all relevant papers in L.T.C. - Cell
2. Disposal of R.T.I. applications
3. Maintenance, updation and scanning of important documents such as family details and passing of Travelling Allowance (T.A.) bills of all the employees.
4. Issuance of Certificates on :-
 - A. No-Dues
 - B. Temporary allotment of accommodation for conducting marriages
 - C. Employee ward to secure admission purposes in Kendriya Vidyalaya (K.V.-B.H.U.), Central Hindu Boys/Girls School (C.H.B./G.S. - K), and Undergraduate Entrance Test /Post Graduate Entrance Test (U.E.T./P.E.T.), B.H.U.
 - D. Health card diary, family members details and address proof
5. Checking of the eligibility and entitlement of employee availing L.T.C. – T.A. Bill (Duration period, LTC-Block, leave application, air & train routes, Air Fare Ceilings etc.)
6. Preparation of state wise data of all employees
7. Dealing with administration files relating to :-
 - A. Change of home town address
 - B. Change of name of employee's ward
8. Verification of employee's ward for reimbursement of tuition fees

International Students Cell

The mandate of the International Students Cell is as under:-

1. Facilitate, assist and help international students in all their academic pursuits.
2. Develop, coordinate and strengthen international linkages.
3. Collaborate with foreign Universities/Institutions.
4. Coordinate study abroad programme.

5. Facilitate, assist and help Foreign Scholar visiting India as Visiting Lecturer/Professor etc./ R.O. (Acad.).
6. Facilitate, assist and help Alumni Association of Foreign Students.
7. Organise International Culture Festivals for Friendship by way of an Exhibition, Food Festival & Cultural Show, etc.
8. Being a base for the Indian Council for Cultural Relations (ICCR) assisting scholars and thereby enhancing bilateral relations.

**Scheduled Castes/ Scheduled Tribes, Other Backward Classes, Disability, Minority
& Equal Opportunity Cell - (R.O. - Admin.)**

The Cell is dealing with welfare of students belonged to SC/ST, OBC, Disabled, & Minority categories as well as ensuring equal opportunity to all students, as per details given below :-

SC/ST

A. Special Cell for SC/ST

As per directives of the University Grants Commission (UGC), New Delhi, a Special Cell for Scheduled Caste (SC) & Scheduled Tribes (ST) has been established under the charge of the Joint Registrar as its Liaison Officer, for monitoring the implementation of reservation policy as well as looking after the grievances of the SC & ST communities employees, students & teachers, and submission of information to the concerned Government Offices from time to time.

Also as per directive of the Hon'ble Vice-Chancellor, BHU following Cells have been constituted vide his office Notification No. R/GAD/SC/ST Grievance Cell/6710/6723 dated 11- 05-2013:

(1) SC/ST Grievance Cell at University Level.

(2) SC/ST Grievance Committee at Faculty Level.

(3) SC/ST Grievance Committee at Department Level.

B. SC/ST Reservation Policy

The mandatory provision for reservation as notified by the UGC/GOI i.e. 15% for Scheduled Castes and 7.5% for Scheduled Tribes has been implemented by the University for following purposes:

1. Admission in various courses
2. Allotment of rooms in hostels
3. Allotment of Quarters for Teaching & Non-teaching Staff
4. Recruitment of teaching staff (up to the level of Professor)
5. Recruitment of Non-teaching staff

C. Standing Committee for SC/ST

As per order of the Hon^{ble} Vice Chancellor, BHU the Standing Committee for SC/ST has been reconstituted vide Notification No. Sct/II/11-12/288 dated 08-10-2011. A Sub-Committee of the Standing Committee for SC/ST has also been constituted under the orders of the Hon^{ble} Vice-Chancellor to look into the doubtful Caste Certificates which are received through Admission Committees of various Departments for their verification and authentication. As per decision of the Sub-Committee, the doubtful Caste Certificates are sent to the Competent Authorities for verification through office of the Chief Proctor, BHU.

D. SC/ST Observers

For the safeguard of the interests of the SC & ST community, the University nominates one SC & one ST teaching staff as observer, from the list of SC/ST teachers in various committees like Admission/Appointment/ Promotion and Hostel Allotment Committees and the list is published by the Cell every year in the month of July.

E. Data Preparation

The Cell maintains regularly the Statistical Data in respect of various matters like admission of students, hostel accommodation, fellowship/ scholarship and allotment of University quarters to the SC/ST teaching and non-teaching employees and communicates it to

the UGC, New Delhi/MHRD etc. Data have to be considered by the Monitoring Committee of the UGC for implementation of reservation policies for SC & ST.

F. Complaint Register

A complaint register is maintained by the SC/ST Cell, wherein complaints received from SC & ST community students, employees & teachers get registered and are being forwarded to the concerned offices/ competent authorities for comments/necessary action thereon and all the proceedings are entered in the said register. The Cell communicates the respective data to the UGC, MHRD, NCSC & NCST.

G. Online Complaint Register

As per direction of the University Grant Commission vide letter dated 1 March, 2016 the University developed an online complaint register, which may be seen at bhu.ac.in. To register online complaint <http://internet.bhu.ac.in/scstobc/complaint.php> may be logged in.

H. Grievance Redressal Cells

The General Administration circulated Notification dated 11 May, 2013 whereby the Hon'ble Vice Chancellor constituted a three level (University Level, Faculty Level and Department Level) SC/ST Grievance Redressal Cell for speedy redressal of the grievances of teachers, employees and students of the SC/ST community.

Other Backward Classes

(a) Special Cell for OBC

As per directives of the UGC to monitor the implementation of reservation policy, a Special Cell for OBC under the charge of Jt. Registrar as its Liaison Officer has also been established and operational in the University. Previously, this cell was a part of the SC/ST Cell. As per directives of the regulatory bodies, the cell is working independently with the Minority Cell vide Notification No. R/GAD/Creation of Cells /6699 dated 11-05-2013.

(b) OBC Reservation

The mandatory provision of reservation of 27% for the OBC Category, as notified by the UGC/GOI has also been adopted / implemented by the University for the following purposes:

1. Admission in various courses
2. Recruitment of Teaching Posts (up to the level of Assistant Professor)
3. Recruitment of Non-teaching posts

(c) Data Preparation

The Cell regularly maintains and sends to the UGC and MHRD, New Delhi, the relevant Statistical Data on various matters of the University, like admissions of students, award of fellowships/Scholarships, and recruitment on teaching and non-teaching position.

(d) Complaint Register

The OBC Cell maintains a Complaint Register wherein complaints received from OBC candidates are registered and sent to the office of the concerned Units/competent authorities for comments/ necessary action for their disposal as per prevailing rules.

(e) Committee for doubtful OBC certificate

As per order of the Hon^{ble} Vice-Chancellor a committee for verification of doubtful OBC certificate was constituted and notified vide Notification No. OBC/Misc/Caste Verification/2016/321/22384 dated August 12/13, 2016 which enquires and verifies the doubtful OBC certificate received from the committees of the different Departments.

Remedial Coaching Centre

As per the Guidelines prescribed by the University Grants Commission, for the preparation of NET examination, a Coaching scheme has been prescribed for the students of Scheduled Castes, Scheduled Tribes, OBC (Non-Creamy Layer), Minorities communities and in

this connection a seven member Advisory Committee is also constituted to look after the said scheme.

A Remedial Coaching Centre has been established in the Department of Psychology, Faculty of Social Science for Scheduled Castes/Scheduled Tribes and OBC (Non-Creamy Layer) and Minority Students.

Disability Cell

In terms of letter No. F.6-1/2002(CPC-II) dated 2nd March, 2005 received from the Dy. Secretary, UGC, New Delhi vide Notification No. R/GAD/I-Disability Unit/26377 dated 22.09.2006, a “Disability Unit” was established in the University for implementation of the provisions of Act regarding persons with disabilities with the Dy. Registrar (Acad.) as its Officer-in-Charge. At present this cell is under the charge of an officer with rank of the Joint Registrar as its Liaison Officer. As per Govt. of India policy 3% horizontal reservation is provided to disabled persons (1% for Visually Impaired, 1% for Hard Hearing and 1% for Orthopedically Handicapped) in recruitments of teaching & non teaching positions & in admissions also to various courses offered by the University and other related relaxations are also provided to disabled persons as per directive of the Government of India.

Equal Opportunity Cell

The Hon^{ble} Vice-Chancellor nominated the Dy. Registrar, SC/ST Cell as Incharge of Equal Opportunity Cell (E.O.C.) (letter no. R/dev/merged scheme/EOC/4174 dated 29.03.2010). At present, the In-charge of Equal Opportunity Cell is an officer of the University of the rank of the Joint Registrar.

Duties of the Equal Opportunity Cell

The main duties of the Equal Opportunity Cell are to run specific schemes of coaching for students belonging to SC/ST/OBC (non creamy layer)/ Minority communities in order to enhance their employability to bring them in the main stream.

Anti Discrimination Officer (ADO)

As per directives of the UGC, the Hon^{ble} Vice-Chancellor, appointed Prof. M.K. Singh, Professor as Anti Discrimination Officer (ADO), Equal Opportunity Cell, Banaras Hindu University vide Notification No. R/GAD/E.O.Cell/922 dated April 6, 2016 and it has also been intimated to UGC vide letter No. SCT/EOC/301B/2016/2837 dated 18.04.2016.

Controller of Examinations

The work being executed in the Controller of Examinations in the University is related to conducting all types of exams (including certified courses), announcement of result, distribution of Mark sheets, Degrees and Diploma. The Controller of Examinations also conducts entrance exam/test for admission to the courses of Under Graduate, Post Graduate & Research/Ph.D. in the University. All the above works are conducted under the control, supervision and guidance of the Controller of Examinations, Joint Registrar and Assistant Registrar along-with the help/assistance of other office staff.

Non-Teaching Unit (I & II)

The details of work done in the Non-Teaching Unit-(I&II) are given below :-

1. Preparation and maintenance of the personal files of Non-Teaching Staff in various faculties
2. Granting of extension of joining time
3. Protection of pay
4. Fixation of pay on appointment/promotion
5. Processing for confirmation of services
6. Sanction of permission for furtherance of educational qualification through the modes of Private/Correspondence/Part Time/Registration in Ph.D
7. Extension of the Incentive for Small Family Norms (i.e. Family Planning Allowance)
8. Forwarding of Application for outside employment
9. Counting of past services rendered for pensionary benefits

10. Re-engagement after superannuation
11. Sanction of Lien/Deputation
12. Deposition of Cheque/Draft received during lien/deputation
13. Issue of No Objection Certificate (NOC) for Passport/VISA
14. Issue of No Dues Certificate after Retirement/Death
15. Sanction of Composite Transfer Grant after Retirement/On transfer (Deputationists)
16. Release of HRA after vacating the University Accommodation
17. Verification of Proforma for allotment of Quarters
18. Acceptance of Resignation/Voluntary Retirement Scheme (VRS)
19. Preparation of Para-Wise Narrative for legal case
20. Verification of Proforma for extending benefit of Assured Career Progression/ Modified Assured Career Progression (ACP/MACP)
21. Disposal of RTI/Appeal applications
22. Disposal of the complaints received from/against Non-Teaching Staff
23. Engagement of Security Personnel through Outsourcing
24. Preparation of agenda note for E.C. & Grievance Committee and disposal of application through recommendation of Non Teaching Staff Grievance Committee (NTSGC)
25. Engagement of persons on contract basis
26. Revision of rate contract of contractual workers/Daily wagers
27. Sanction of Mandays for SSH, University Sports Board etc.
28. Promotion of group D employees under 25% quota
29. Promotion of Lab Attendant/Workshop Attdt./Staff Nurse/Pharmacist/Medical Social Worker etc. as per recommendation of Departmental Promotion Committee (DPC) of the Faculty/Institute concerned
30. Securing of Police verification reports related to newly recruited staff
31. Verification of vacancy position
32. Other miscellaneous works

Non-Teaching Leave Unit

The details of work executed in the Non-Teaching Leave Unit are as under :-

- 1) Preparation and maintenance of leave file after appointment of Non-Teaching Staff - Ministerial, Technical & including erstwhile Group „D“ employees of the Central Registry, EWSS, IIT (BHU), Institute of Management Studies, S.S. Hospital, Central Library, Horticulturist Unit and Chief Proctor Office and Non-Teaching staff in various faculties.
- 2) Dealing with all kinds of leave (Earned Leave, Commuted Leave, Half Pay Leave, Child Care Leave, Paternity Leave, Maternity Leave, Study Leave etc.) of the Technical and Non-Teaching Staff of Group „C“ employees of the University and group „D“ employees of the Central Registry, EWSS, IIT (BHU), Institute of Management Studies, S.S. Hospital, Central Library, Horticulturist Unit and Chief Proctor Office and Non-Teaching staff in various faculties.
- 3) Finalisation of the proposal for leave encashment of unutilized balance of Leave at credit of the retired/ expired/ resigned including technical resignation cases of Technical & Non-Teaching Staff (Group „C“ & „D“).
- 4) Sanction of encashment of ten days Earned Leave for LTC purpose.
- 5) Disposal of RTI Applications.
- 6) Other Miscellaneous works.

Office of the Chief Proctor

Following is the brief about the Chief Proctor office:-

The Chief Proctor is responsible for maintenance of Law & Order in the University Campus and protection of the University property with the help of Security Officers and Security Officials. He is assisted by Dy.Chief Proctor, Proctors, Security Officers and Security Guards.

The deployment of security guards is being done through contracts with the ex- servicemen agencies selected on tender basis from time to time. The payment to such contracted

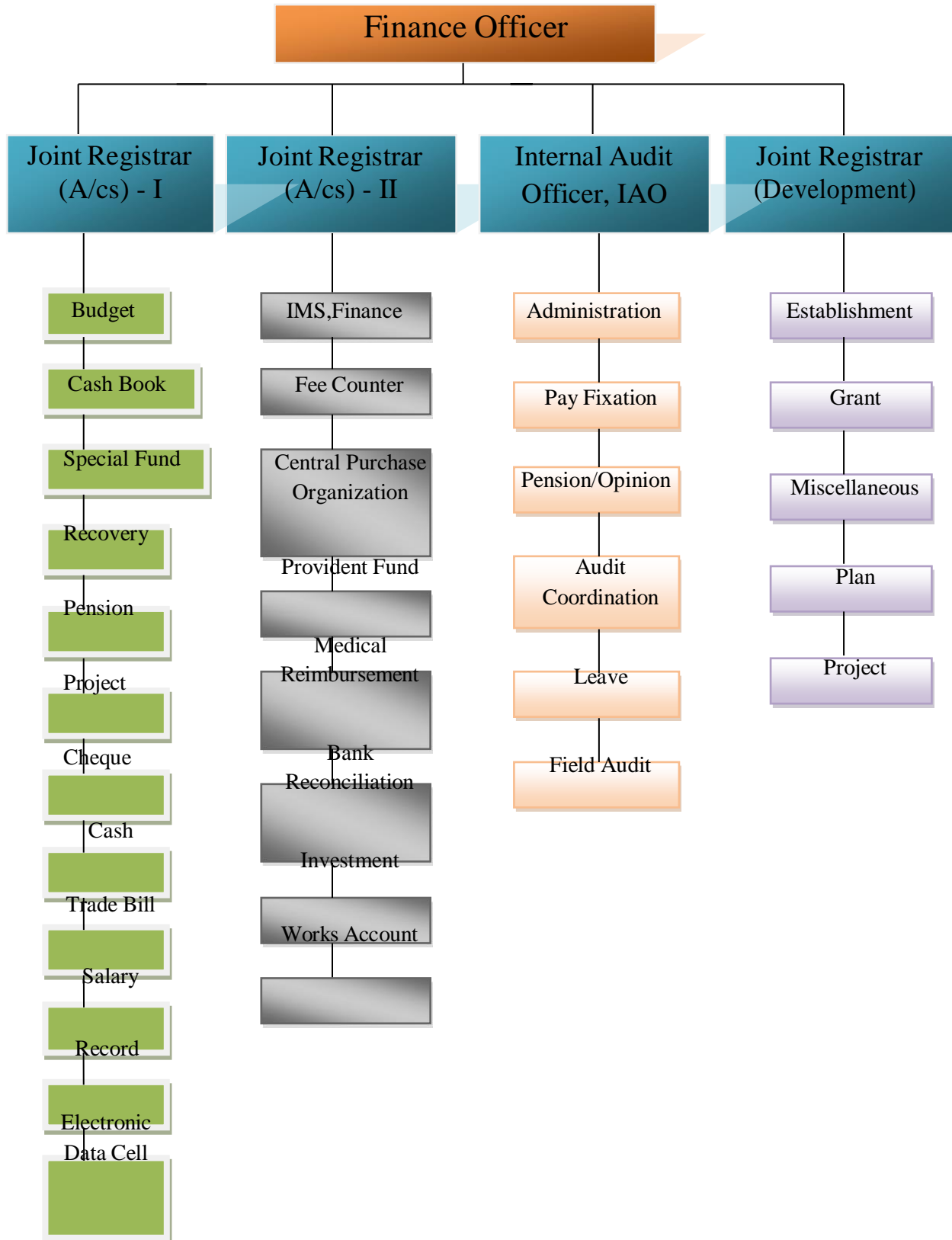
agencies is being made on the basis of the rates notified by the Director General of Resettlements for Ex-Servicemen, New Delhi, as issued from time to time.

Estates Office - (R.O. - Admin.)

The functioning of the Estates Office is detailed below:-

1. **Residential Accommodation** :- Allotment of teaching and non-teaching residential accommodation and venues for ceremonial functions, realizations of Licence fees etc.
2. **Shop**: - Allotment of shops in the BHU and Rajiv Gandhi South Campus, Barkachha (RGSC), BHU Campus, realization of rent etc.
3. **Vehicles** :- Maintenance and deployment of University vehicles
4. **Property** :- Realization of rent, payment of taxes (Property tax, Water/ Sewer Tax and Land Revenue), inspection of University properties and dealing with court cases in consultation with University advocates etc.

ORGANIZATIONAL CHART ON FINANCIAL ADMINISTRATION



Budget Section - (R.O. - Finance)

The details of work performed by the Budget Section of the Finance are given below:-

1. Dealing with the financial proposals of the University in respect of Maintenance grant
2. Monitoring the income/ expenditure in respect of Maintenance grant
3. Preparation of Budget Estimates and Revised Budget Estimates
4. Annual allocation of fund to the Officers/Depts./Faculty/Institute of the University
5. Entire work related to Finance Committee such as the preparation of Agenda, arrangement of Meeting, drafting and finalization of the minutes of the meeting and correspondence about the outcome of the meeting with the Departments/Faculty concerned
6. Dealing with the condemnation and write off procedure of the unused/ outdated equipment of the University
7. Coordination work of the Finance

Special Fund Section - (R.O. - Finance)

There are five main accounts of the University namely Revenue, Special Fund, Project, Development and Provident Fund. The Special Fund section is one of the nineteen sections of the Finance Office. It deals with works related to the Special Fund account of the University. The University generates fund through various sources such as Donation made to BHU, income generated from academic courses such as regular fee, Special Courses of Studies and paid seat courses, etc. Chair Fund, Endowment Fund particularly related to Scholarship, Prize and Medals.

At present, there are more than 1000 subheads related to the Special Fund. The activities related to these subheads are assessed for proper streamlining of the process related to the financial implication and thereon. The section deals with both the needs of the student and teaching community with utmost efforts fulfilling the objectives of the financial system evolved in the University.

The section carries the work related to various types of scholarships being given in the University to the students provided by the University Grants Commission (UGC), Department of Science & Technology (DST), Council of Scientific & Industrial Research (CSIR), Indian Council of Agricultural Research (ICAR), Indian Council of Philosophical Research (ICPR), Indian Council of Historical Research (ICHR), Indian Council for Cultural Relations (ICCR) and other agencies of India from time to time. The section also deals with refund of caution money related to student community which is time bound and it will be lapsable after one year or before one month of leaving University on completion of a particular course of study. Apart from this, correspondence work related to 1000 students of Special Fund such as annual allocation, maintenance of ledger both manual and computerized system, passing of bills related to Group Savings Linked Insurance (GSLI), House Building Loan provided to the University staff, maintenance of Imprest Accounts of various departments of the University, Special Courses of Studies, Paid seat courses, etc.

On the whole, the section deals with welfare of the students, teaching and non teaching community financially by implementing the code of work with approved financial policies, rules and regulations of the University.

Recovery Section - (R.O. - Finance)

The work of recovery section is detailed below:-

1. Recovery and payment of Income Tax from salary and other than salary in respect of works
2. Recovery and payment of Group Insurance (G.I.) and Group Savings Linked Insurance (G.S.L.I.) Scheme
3. Recovery and payment of Life Insurance Corporation (L.I.C.) premia and Co-operative dues
4. Recovery and payment of Goods and Service Tax (G.S.T.)
5. Recovery of charges for Electric and Water Supply from BHU Employees and Private Sector
6. Recovery of loans (House Building, Vehicle and Computer) and advances
7. Preparation of Challan for crediting dues
8. Recovery and payment of Income Tax related to other than regular employees

Pension Section - (R.O. - Finance)

There are two types of family pensioners drawing pension:-

- (a) Demise of employee in service
- (b) After demise of pensioner

Pension Section is a disbursing unit

Detailed description of the Pension Section is as under:-

Pension Section (Finance) deals with disbursement of Pension/Family Pension, Payment of Gratuity and Commutation of Pension. As per existing practice, pensioners have to submit their Life Certificate in the month of November every year to continue their pension regularly.

Regarding payment of gratuity, after obtaining No Objection Certificate from the respective units, the gratuity is payable to pensioners.

The payment of Commutation of pension is optional. If pensioner desires to commute pension, he can commute 40% of his pension.

Restoration of commutation of pension is done after completing 15 years of commutation

- ✓ Deduction of Tax Deducted at Source (TDS) and issuing of Form-16 to pensioners.
- ✓ Calculation of dearness relief on pension from time to time
- ✓ Revision of pension and calculation of arrears

Project Section - (R.O. - Finance)

Following are the information on works related to the Project Section:-

1. Passing of bills of different Projects running under different Principal Investigators of the University except Institute of Medical Sciences (I.M.S.)

2. Passing of Fellowship and contingency bills of the students to whom Council of Scientific & Industrial Research (CSIR), Indian Council of Medical Research (ICMR), Indian Council of Agricultural Research (ICAR), Senior Research Fellow (SRF), Indian Council of Social Science Research (ICSSR), Indian Council of Philosophical Research (ICPR), Department of Bio-Technology (DBT) etc. has been awarded.
3. Checking of Statement of Expenditure (Utilisation Certificate of Grants) of the Projects those are running under different Principal Investigators for release of next year grants of funds.
4. Bills related to opening of Letter of Credit (L.C.) and Foreign Drafts of the Projects for Payment to the Foreign Firms.
5. Issue of letters for Demand Drafts in case of refund of unspent balance to the funding agency.
6. Sending of Cheques to the Bank of Baroda and State Bank of India (S.B.I.) in respect of Payment of the Scholarships of the students and Staff of the Projects.

Cheque Section - (R.O. - Finance)

The work of Cheque section is as given below:-

Preparation of Cheque (s) - Single/Combined and RTGS of Revenue Fund, Special Fund, Development Fund, Project Fund, Provident Fund & Lieu Cheque(s)

Preparation of combined & individual Cheque

- Preparation of Caution Money
- Preparation of Medical bills of Institute of Medical Sciences (IMS) Finance
- Preparation of Scholarship/Fellowship bills, Fee Refund etc.
- Preparation of Combined salary cheque(s) of contractual employees of Development Fund, Special Fund & Project Fund
- Preparation of Combined Medical Cheque(s) of permanent employees
- Preparation of combined salary of Contractual employees/Daily Wager

- Preparation of cheque(s) of all Suppliers, Pensioners, Employees, Students, Departmental etc (other than mentioned above) of Main Finance & IMS Finance including Lieu Cheque(s) and Provident Fund (PF) Cheque(s)

Works before & after preparation of Cheque

- Receiving all bills & vouchers of Main Finance & IMS Finance from Double Entry Cell of Special Fund, Development Fund, Project Fund & Provident Fund
- Counting all bills & putting signature & date on registers
- Separating all bills by salary, scholarship, RTGS bills and by budget Head & passing authority
- Printing cheque(s) by sequential order of cheque number with associated Head and Bank
- Putting stamps on each cheque by passing authority and attaching with related bills/vouchers
- Sending all bills/vouchers to Double Entry Cell with cheque(s) and then sending all bills/vouchers with cheque(s) to SO/AR/JR/FO for signature on the cheque
- Receiving all signed bills/voucher with cheque(s) from SO/AR/JR/FO
- Separating signed cheque(s) of salary, scholarship & combined cheque(s), noting cheque numbers on diary and sending these cheque(s) to related section/person
- Sending to Despatch section after tallying all bills/vouchers/cheque(s) with Cheque Register
- Dealing with all queries related to cheque & distribution of cheque(s) to authorized person
- Any official work assigned by authorities

Combined Real Time Gross Settlement (RTGS) list

- Preparation of Combined list of Caution Money
- Preparation of combined salary of contractual employees/daily wager
- Preparation of combined medical reimbursement of employees
- Preparation of combined Fees, Refund, Extra Classes and other Payment of Student
- Preparation of Single RTGS of other Bank

Works before & after preparation of combined RTGS list

- Receiving and counting bills related to State Bank of India (SBI) & Bank of Baroda (BOB) from Salary, Trade Bill, Works Account and Special Fund section, Project, Fees Counter
- Sending list with vouchers to related section for checking name, account number, amount etc.
- Sending combined cheque(s) to SO/AR
- Receiving signed combined cheque(s) from SO/AR
- Sending signed combined cheque(s) to SBI & BOB Bank by creating CD and maintaining record of soft & hard copy
- Any official work assigned by authorities

Single RTGS (After preparation of single Cheque)

- Preparation of RTGS Form & filling up all details of beneficiary & BHU
- Checking of RTGS form with reference to related voucher for checking beneficiary Bank name, Branch, Name, account number etc.
- Checking RTGS form to related voucher for checking BHU Bank name, Branch, Fund Name, Fund account number, Cheque No. etc.
- Sending RTGS form with signed cheque(s) to SO/AR/JR/FO
- Receiving RTGS form with signed cheque(s) from SO/AR/JR/FO
- Sending cheque(s) with RTGS form to SBI & BOB and maintaining record of soft & hard copy

Cash Section - (R.O. - Finance)

This section deals with collection of all cash as per details given below:-

1. Collection of all Fees at Fee Counter from Institute/Faculty/Deptt.
2. Collection of all Electrical & Water Charges in the University.
3. Collection of all R.T.I. Registration/Additional Fees.
4. All cash received and deposited through Challans in the University bank accounts.
5. Record keeping of all the above transactions.

Trade Bill Section - (R.O. - Finance)

Tasks being executed by Trade Bill Section of the R.O. Finance are as under:-

1. To receive, scrutinize and consider different kinds of Trade Bill pertaining to various Institute/ faculty and departments of the University (except Institute of Medical Sciences (IMS), Sir Sunderlal Hospital (SSH) and Trauma Centre) for payment under established rules including Letter of Credit (L.C.) / wire/ Foreign Demand Draft (DD) payment, e-tendering/ Government e-Market place (GeM) etc.
2. To receive, scrutinize and consider the various purchase orders which also need to be registered prior to their placement pertaining to various Institute/Faculty and Departments of the University (except IMS, SSH and Trauma Centre) under established rules.
3. To receive, scrutinize and consider the various kinds of Traveling Allowance bills pertaining to various Institute/ Faculty and Departments of the University (except IMS, SSH and Trauma Centre) for payment under established rules.
4. To receive, scrutinize and consider various kinds of bills pertaining to different projects under Miscellaneous („M“) of various Institute/Faculty and Departments of the University (except IMS, SSH and Trauma Centre) for payment under established rules.
5. Approval of the various Departmental Purchase Committee, Limited Tender Committee and miscellaneous items pertaining to various departments of the university based on their proposal submitted as per the Purchase procedure.
6. Timely Disposal of various RTIs, compliances with Audit requirement etc.

7. Timely disposal of various financial issues including special course of Rajiv Gandhi South Campus
8. Correspondences (Hindi & English) related to unit for various purposes.
9. To ensure the timely adherence to various Government of India directives such as digital mode of payment Real Time Gross Settlement/National Electronic Funds Transfer/Public Financial Management System (RTGS/NEFT/PFMS) etc. issued from time to time by the Competent Authority.

Salary Section - (R.O. - Finance)

The work related to Salary Section is described below:-

This section deals with adherence to Rules of salary to all the Teaching & Non-Teaching employees involving Revenue Account and Development Grant. In this connection the bills are received from the respective departments and distributed among the task holders based on allocation of departments. With reference to the Rules on release of salary, the bills are processed. After completion of the process, the consolidated cheque is prepared and forwarded to the respective Bank for crediting the salary in the respective accounts of the employees concerned.

In addition, the bills on the following transactions are processed by the Salary Section:-

- i. Leave Encashment for 300 days
- ii. Leave Encashment for 10 days on Leave Travel Concession (LTC)
- iii. Tuition Fee reimbursement
- iv. Extra duty remuneration
- v. Conveyance allowance
- vi. Honorarium to Guest Teacher/ Retired Teachers

RTI replies are also processed.

Record Section - (R.O. - Finance)

This section deals with the following activities:-

1. To keep the vouchers relating to Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund in month, serial and session-wise place.
2. To keep the invoice vouchers of Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund in a suitable place by month, serial and session-wise.
3. To keep the vouchers of Expenditure and Receipt in a suitable place by month, serial and session-wise.
4. To keep the adjusted vouchers related to Revenue Account, Special Fund, Development Fund, O.B., Adjustment of Project Fund in the appropriate place by month, serial and session-wise.
5. After completion of the duration of record, its details are fed in Computer and entered in the relevant Cash Book before removal. The removal is done after the seal and signature of the Competent Authority on the Cash Book and thereafter the Cash Book is bound and kept.
6. To keep the Cash Book, Bank book, Ledger, Check Register related to the Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund, as per month, serial and session- wise in the appropriate place.
7. The permanent records of Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund (Salary AR 10, Computerized salary, Cash Book, Bank Book, Ledger, Cheque Register) are page numbered and sent for scanning by the designated Company and after scanning, the records are retrieved according to page number.
8. To provide the vouchers of both permanent and temporary nature related to the Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund for audit.
9. To provide the vouchers of both permanent and temporary nature related to the Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund for inspection by the Chartered Accountant.
10. To provide the permanent and temporary vouchers and related records of Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund to every office of the Finance Section as well as to retrieve the same.

Electronic Data Cell - (R.O. - Finance)

The details of works of Electronics Data Cell are as under:-

1. Technical support (Computer Software and Hardware) to the various sections of Finance
2. Network and Hardware support to Central Registry
3. Printing of Salary Bill for all types of employees such as Regular/Contractual/Daily wagers/Resident Doctors.
4. Printing of Pay Slip
5. Printing of Arrear sheet

Fee Counter - (R.O. - Finance)

The work being dealt with by Fee Counter is described below:-

Regular fees and hostel fees of all students studying in all the institutions/ faculty/ departments/ colleges of Banaras Hindu University's main campus and only regular fees for students of Rajiv Gandhi South Campus are deposited in the following manner.

1. Online System :

Regular fees and hostel fees for the first semester of newly enrolled students are deposited online (M/s LSPL) and offline (ICICI/ HDFC bank). Entry data, financial data and admission, cancellation data etc., after completion of the admission process, is provided by the designated agency (M/s.LSPL).

Receipt of the fees received from the data submitted by the designated agency (M/s. LSPL), is transferred by Transfer Entry (T. E.) in the accounts of Revenue („R“) account and Special fund.

The abatement of admission and the excess amount deposited by the students is made back to the fees section by making their bill.

The fees for the first semester of affiliated colleges (AMPG, VKM & DAVPG), which are deposited online (by the designated agency) and offline (ICICI/HDFC bank), are transferred by affiliated colleges.

2. On duty board :

Fees for the second semester of the students, the Academic Fee for Transfer Certificate & Migration Certificate and fees for the students who have not deposited online due to any reason are charged on the fee board.

After the closure of the counter, the cash is deposited with an invoice including „R“ account and Special fund items.

Central Purchase Organization - (R.O. - Finance)

The work being dealt with by the Central Purchase Organisation (CPO) is enumerated below:-

1. Convening meetings of various committees constituted for Central Purchase, Custom House Agent, Liveries, Departmental Purchase, Condemned Items Auction and so many others.
2. Conclusion of Rate Contract of various items used by the University community.
3. Procurement of Diesel/ Petrol coupon from University Press and its issuance to needy departments/ units of the University against cheques.
4. Procurement & distribution of liveries and stationery items to different departments/ units of the University through External CPO store.
5. Procurement & distribution of various items required by central registry in day to day office working through Internal CPO store.
6. Procurement & distribution of various type of furniture, computer system, printer, UPS (as per need/ fund sanction) to different departments/ units of the University.
7. Issuance of Custom/ Excise/ Goods and Services Tax (GST) exemption certificate as per demand from different departments/ units of the University.
8. Receiving the condemned articles from different departments/ units of the University and ensuring its proper storage at the University Dump Yard.

9. Arranging repair of electronic gadgets, repairing & formatting of computers & printers, refilling of various types of toners, replacement of Uninterruptible Power Source (UPS) batteries etc.
10. Preparation and forwarding of various bills for processing the payments against supply of various items to suppliers.
11. Preparing the challans for depositing the cheques and processing fees.
12. Any other work as and when assigned by higher authorities.

Provident Fund Section - (R.O. - Finance)

The brief of the work done in Provident Fund (PF) Section is given as under:-

1. To process application for Withdrawal/ Loan sanction within the stipulated period (3 to 5 days)
2. After receipt of the bill for payment, it is processed on day-to-day basis and the payment made within 3 to 5 days
3. Recalculation of Final payment of Retirement/Resignation/Death cases since inception will be made on priority basis after receipt of claim
4. Allotment/conversion of Provident Fund (P.F.) from National Pension Scheme/ Contributory Provident Fund (NPS/CPF) numbers month wise
5. Preparation and issuance of monthly/yearly statement of PF receipts to other section i.e. investment section, Annual/ Audit and Balance Sheet
6. Entry of challan deposited by the employees who joined BHU from outside organizations and its postings in computer
7. Entry of details of Nomination form of employee in the computer
8. To prepare T.E. of those employees converted from NPS/CPF to GPF
9. To upload NPS deduction to National Securities Depository Limited (NSDL) every month
10. To upload EPF deduction to Employees Provident Fund Organization (EPFO) every month
11. To send claim of NPS who retired/ left from the university services to NSDL
12. To send application for allotment of Permanent Retirement Account Number (PRAN) to NSDL
13. Online correction of Data of NPS details in NSDL site

Medical Reimbursement Cell - (R.O. - Finance)

The details of work related to Medical Reimbursement Cell are given below :-

1. Disposal of file of Out-Station claim received from General Administration (GAD)
2. Checking the medical reimbursement bills of Employees
3. Checking the medical reimbursement bills of Retired Employees
4. Checking the medical reimbursement bills of Students
5. Checking the medical reimbursement bills of free investigations
6. Diarising & forwarding of all bills through computer
7. Disposal of RTI
8. Disposal of death claims
9. Issuance of Lifetime Certificate to retired employees
10. Disposal of bills under objection
11. Diary & dispatch of letters & correspondence

Bank Reconciliation Unit - (R.O. - Finance)

The works assigned to Bank Reconciliation Unit are as under:-

The Bank Reconciliation Unit mainly deals with the income and receipt of the University through DD/Cheques/electronically transferred amounts by different funding agencies as well as foreign funding agencies and donations. In this process the following works are assigned to the staff.

- Verification of RTGS/NEFT of Receipt of all accounts with Bank Statement/PFMS Advice (Main Finance & IMS Finance).
- Maintenance of daily Bank Balance Register and to execute Inter Fund Transfer to maintain cash flow of accounts as well as Inter Fund Transfer based on Cash Book.
- Feeding of computer entries of Bank Statement and Cheques of all accounts and their matching.
- Noting of Bank Credit date on Challan Diary Registers of all accounts.

- Feeding of cheques" encashment position, lieu cheques and cancellation of cheques in computer.
- Diary of challans of all the 10 current/savings accounts on computer duly mentioning head of accounts.
- Preparation of list of outstanding challans in challan Diary Register of all accounts and sending to Bank for credit as monthly reminder.
- Encashment of Indian Postal Order/Demand Draft (IPOs/DD) receipt in respect of RTI and preparation of the summary in each month/quarterly period.
- Primary reconciliation of all the 10 current/savings accounts and final reconciliation of all current accounts with the help of Double Entry System Unit.
- To prepare challans for the pensioners for deposition of their annual subscription towards Contributory Health Scheme of the University.
- On line fund transfer in respect of Fee-refund etc and transfer of 80% share earned through fees of Special Courses Studies (SCS) to the concerned Departments, in their respective account maintained for SCS.
- Receiving all Bank Credits/Debit advices, Foreign Currency drafts and dishonored drafts/cheques/Treasury bills etc. along with challan under objection from SBI/BOB and their disposal.

Annual Accounts & Investment Section - (R.O. - Finance)

The details of work being carried out are as under:-

1. Preparation of Cash Books
2. Preparation of Bank Books
3. Preparation of Journal Registers
4. Preparation of Ledgers
5. Preparation of Bank Reconciliation Statement
6. Preparation of Receipt and Payment Account

7. Preparation of Income and Expenditure Account
8. Preparation of Balance Sheet
9. Conducting Investment Committee meetings
10. Implementation of the Decisions taken in the Investment Committee meeting
11. Maintenance of Investment Registers
12. Preparation of Bank Debit Bills
13. Preparation of Credit Challans
14. Preparation of Transfer Entries for bifurcation of interest and renewals etc.
15. Accepting Donations & Issue of receipts (under Sec 80G of Income Tax Act)
16. Checking of Bank Acquittance for consolidated cheques

Works Accounts Section
(Construction of Buildings and Repair Work) - (R.O. - Finance)

The details of work done in Works Accounts Section are given below:-

1. Approval of Work Contract
2. Registration of Work Contract
3. Payment of public/electrical work bills
4. Payment of salary to Daily Wage employees
5. Payment to the Central Public Works Department
6. Advance Payment and adjustment against Work Contract claims/bills

**ORGANIZATIONAL CHART – INTERNAL AUDIT OFFICE
(ADMINISTRATIVE SET UP)**

Vice-Chancellor

Registrar

Finance Officer

Internal Audit Officer

Field
Audit

Administration
Unit

Pay Fixation
Unit

Pension
Unit

Leave
Unit

Audit
Coordination Unit

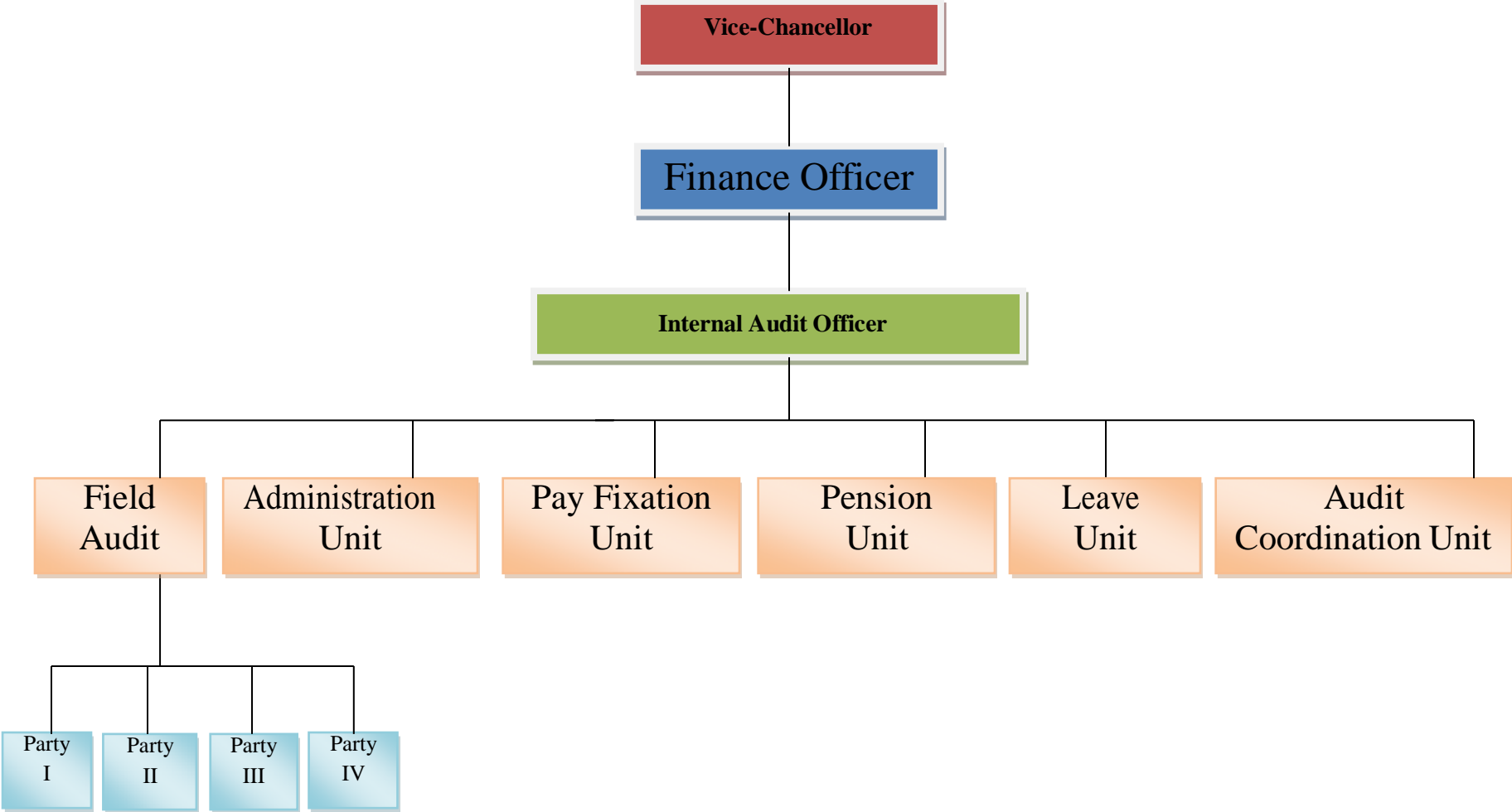
Party
I

Party
II

Party
III

Party
IV

**ORGANIZATIONAL CHART OF INTERNAL AUDIT OFFICE
(FUNCTIONAL SET UP)**



Internal Audit Office - (R.O. - Finance)

There is an Internal Audit Office responsible for auditing the accounts of various units of the University, Stores checking, etc. The Internal Audit Officer works directly under the control of the Finance Officer. The duties and responsibilities of the Internal Audit Officer also include getting the University accounts audited by the Government Auditors (of the Office of the A.G., U.P., Allahabad) and furnishing suitable replies to the Government Auditors for their Audit Rough Notes, finalization of the replies to the Audit Reports furnished by Accountant General, Uttar Pradesh (A.G., U.P.), Allahabad before its incorporation in the Annual Accounts of the University.

The work of Internal Audit is organized, monitored and controlled as under:-

1. Field Audit Unit

Field Audit parties conduct internal audit of various Institutes/Faculties/Schools/ Departments of BHU. After identifying deviations in the functions, Audit rough notes are issued for remedial action along with suggestions to eliminate the irregularities.

There are 234 departments/units of BHU to be audited. Based on their criticality and budget allocation, units have been arranged as annual, biennial and triennial auditable units (Details are given in the annexure). The Internal Audit Officer also visits the auditable units to monitor the work efficiency of the field audit party as well as to interact with Heads to apprise deficiencies for correction in their functioning.

MANNER IN WHICH OBJECTION SHOULD BE RAISED BY INTERNAL AUDIT OFFICER

The following instructions are laid down for general guidance with regard to the manner in which objections should be raised by the auditors in the I.A.O's office:

- (i) First of all, the language of all documents leaving the office should receive special attention. Politeness is never inconsistent with firmness.

- (ii) Secondly, all the documents should be neatly and legibly written and where there are fair copies of documents approved by the Officers, it should be seen that they are true and complete copies.
- (iii) Thirdly, except under special orders of the Internal Audit Officer, no objection should be raised which cannot be supported by the clear rules or established practice. As far as possible, rules bearing on the point should be quoted. Internal Audit Officer and Section Officers should see that their auditors make themselves familiar with the rules bearing on their assigned tasks.
- (iv) Fourthly, changes of procedure should not, unless specially ordered by the Finance Officer (or by the Internal Audit Officer), be authorized in audit notes and objection statement, nor should new interpretation of rules be endorsed through these documents. All such questions should first be discussed fully in the Department concerned, and orders of the Finance Officer or the Internal Audit Officer, as the case may be, should be obtained thereon before communication is issued for the guidance of any executive officer or officers.
- (v) Fifthly, sometimes remarks have to be made in audit notes and other documents which are meant primarily for the information of the Disbursing or Controlling Officers and the final settlement whereof does not rest with Internal Audit Officer's office in any form. The language of such remarks should make it clear that the irregularity or the transaction is brought to the notice of the Disbursing/Controlling Officer for such action as he may consider necessary. Where it is not clear that a certain proceeding has been authorized or approved of and such authority or approval is necessary, the audit remarks should simply ask the necessary question. It should not take the form of a call for explanation or of a request that the explanation of the subordinate should be obtained/ forwarded. Further and all that the Audit needs to see is that matters requiring their approval or sanctions have been brought to their notice and that necessary sanctions have been accorded.
- (vi) Sixthly, auditors and others should clearly understand that their capacity as auditors will not be judged by the number of remarks in their objection statements, but by the results of the reviews on their work. There is a tendency on the part of some to increase the number of remarks unnecessarily, and this should be discouraged. Instead of half a dozen

remarks, pointing out similar irregularities in vouchers and other account records, a single paragraph detailing all instances is preferable. Calls for copies of documents should not be too freely indulged in. No copies should be called for unless by personal enquiry it has been ascertained that the original document has not been received, and that the copy is essentially necessary for audit purposes.

Approach of Audit in field work :-

1. Auditable records from the department are collected.
2. Generally, budget is checked in the department.
3. The purchase book will be matched with the stock book and compliance with the provisions of General Financial Rules-2017 and subsequent instructions issued by the Finance office will be ensured. Purchase cases are checked with the help of CPO rate/ Govt. of India rate/ Purchase rule of the University.
4. Cash transactions are verified as under -
 - a. Cash receipt AR-1 is verified.
 - b. The entries in the Cash Register are matched with Cash Receipt and Invoice Register.
 - c. At some places, invoice book and bank statements are matched.
 - d. Physical verification of Cash Balance is done as per Cash Book.
 - e. Credit of challans into University's account is checked.
5. We always request departments to have bank statement of Imprest with a view to check Imprest Account.
6. During the course of Audit, physical verification of costly items which were purchased is also done. Further it is also checked whether make of the items has actually been supplied with approved rate by the supplier with reference to the price printed on the packing boxes as well as the rates mentioned in Government e-Marketplace (GeM) and Directorate General of Supplies and Disposals (DGS&D). Evaluation of annual physical verification done by the department is also verified.
7. Issue of items against indent is checked.
8. Payment of salaries to staff is verified with reference to Leave Register, Attendance Register etc.
9. Payment of scholarship is checked.

10. Advance Register and Bill Register are matched and necessary remarks are passed on for remedial action, if any.
11. Verification of Library Account and Accession Register is done to see whether any loss of books has occurred as well as whether all books are returned in time after use by Students/Staff.
12. The details of Leave Without Pay (LWP)/Dies non/ Half Pay etc. is collected from Main Registry with a view to watch whether recovery has been made correctly.

2. Main Office

There are four wings in the office whose job description is as under :-

(a) Leave Unit

Checking and verification of leave records of retired University employees is done for release of retirement benefits etc. During the verification exercise, the following checks are carried out :-

- Is the Retirement letter attached?
- Is there any difference in the mention/indication of date of joining service with reference to Service Book entry?
- Is there any Study Leave granted?
- Is there any period of Leave without Pay (LWP)?
- Is there any indication of allotment of Headship/Deanship/Summer Duty provided in the file to afford credit of leave suitably?
- Is there any break in service as per the service book?
- Is the debit of various types of leave, such as Earned leave, Commuted leave, Half Pay leave, Child Care leave etc., correctly done as per the leave applications kept in the file?
- Whether repetition of debit and credit entries is made in the calculation sheet?
- Is there any mention of encashment of Earned leave for Leave Travel Concession (LTC) purposes in calculation sheet with reference to service book?

- Is the leave statement authenticated by the competent authority before sending it to audit for verification?
- Is the credit of Earned leave and Half Pay leave done as per Central Civil Services (CCS) Leave Rules?

(b) Pension Unit

The proposals of Administration on **retirement benefits such as Pension, Family Pension, Commutation etc.** are processed in this unit as per details given below :-

- Authentication of Pension & Family Pension of retirees after due checks with reference to CCS Pension Rules and the directives issued by the Govt. of India from time to time
- Verification of the calculation of quantum of Gratuity amount of retired employees
- Authentication of revision of pension cases
- Authentication of commutation of pension cases
- Offering opinion on various issues such as counting of past services, lien, foreign service etc. being referred to Audit by the Heads of various divisions of the University such as Accounts (1) & (2), Administration, IMS, Development, Academic, SSH etc.

In this connection the process of **vetting of the proposals** being submitted by the Administration with reference to the CCS Pension Rules is detailed below to ensure compliance :-

- A. (i) Application in Form A in death cases in Form B&D
(ii) Other related papers
- B. Service Book (in terms of Rule S.R. 202)
- C. (i) Date of joining (Commencement of qualifying service-Rule 13 of CCS Pension Rules)
(ii) Date of Confirmation of Services and date of Birth
(iii) Superannuation Pension (Rule 35 of CCS Pension Rules)
(iv) Amount of Pension (Rule 49 of CCS Pension Rules)

- (v) Death cum Retirement Gratuity (DCRG) (Rule 50 of CCS Pension Rules)
- (vi) Persons to whom gratuity is payable (Rule 51 of CCS Pension Rules)
- (vii) Nomination for DCRG (Rule 53 of CCS Pension Rules)
- (viii) Family Pension (Rule 54 of CCS Pension Rules)

As regards **Commutation of Pension** being proposed by the Administration, compliance with the CCS Pension Rules is ensured by following the directives of the Government as given below :-

(A) Chapter 1

- (i) Rule 2 - Application

(B) Chapter II

- (i) Rule 4 - Restriction on Commutation of Pension
- (ii) Rule 5 - Limit on Commutation of Pension
- (iii) Commutation of Pension to become absolute
- (iv) Rule 7 - Nomination
- (v) Rule 8 - Calculation of Commuted value of Pension
- (vi) Rule 9 - Commutation of provisional Pension
- (vii) Rule 10 - Commutation of Pension to the effect of retrospective revision of final Pension

(C) Chapter III

Commutation of Pension without Medical Examination

(D) Chapter IV

Commutation of Pension after Medical Examination

(E) Table

Commutation values for a Pension of Rs 1 per annum

Regarding **placement of Supply Orders** by various divisions of the University for Goods & Services, Audit looks for the documents to ensure compliance with the norms of General Financial Rules, 2017 in particular as under :-

- Proposal of the user division
- Acceptance of necessity by the Competent Authority
- Availability of Financial Sanction

- Issue of Tender through Electronic mode
- Constitution of Committees to evaluate technical and commercial bids
- Finalization of comparative statement of Tenderers to identify the lowest bidder for placement of order
- Placement and Registration of supply orders
- Receipt of material in terms of the specification of the tender document/purchase order duly verified by the committee of officials nominated by the purpose
- Updation of records such as stock book and purchase book
- Issues of the purchased items/services against indents for the intended purpose
- Preparation of bill for making payment to the suppliers through electronic means after affecting necessary deductions of statutory levies such as, GST, Water Charges, Electricity charges, hiring charges, advances etc.,
- Accounting of the goods and services in the proper stock books and capital accounts for reflection in the annual accounts wherever applicable

(c) Pay Fixation Unit

This unit is entrusted with the task of vetting the proposals on pay related matters being submitted by the Administration. The following details will be looked for in the files of the employee concerned:-

<u>Sl. No.</u>	<u>Details of Employee's Service</u> <u>(Teaching staff)</u>
<u>1.</u>	<u>Date of Birth</u>
<u>2.</u>	<u>Date of Retirement</u>
<u>3.</u>	<u>Date of Initial Appointment</u>
<u>4.</u>	<u>Date of first confirmation on initial appointment</u>
<u>5.</u>	<u>Post on which appointed with pay scale</u>
<u>6.</u>	<u>Date of Promotion under CAS & Direct Appointment with pay scale (in chronological order)</u>
<u>7.</u>	<u>L.W.P. status/Dies Non/break in service</u>
<u>8.</u>	<u>Penalty (if any)</u>
<u>9.</u>	<u>Subject matter for which Audit Opinion is sought</u> <ol style="list-style-type: none"> i. <u>Pay protection – FR 22 (26) 3</u> ii. <u>Pay revision (if any)</u> iii. <u>Pay fixation – FR 22(I)a(1)</u> iv. <u>Qualifying service</u> v. <u>Eligibility Letter</u> vi. <u>Ph.D. Registration Date</u>

	<ul style="list-style-type: none"> vii. <u>Document of Research Degree Committee (RDC) meeting</u> viii. <u>NOC/Forwarded Application form</u> ix. <u>Service Book</u> (Pay Protection) x. <u>Last Pay Certificate</u> xi. <u>Leave Salary & Pension Contribution</u> <u>Other</u>
10.	<u>Details of previous employment and confirmation in the previous employment</u>
11.	<u>Whether the application form is duly forwarded or No Objection Certificate is issued by the previous employer on or before the date of Interview for the present appointment in this University in case of Pay Protection</u>
12.	<u>Deposit of Pension contribution, GPF contribution and Gratuity amount (with calculation sheet) in the University account by the previous employer for pay protection and counting of the previous service for pensionary benefit.</u>
13.	<u>Availability of Service Book & Last Pay Certificate of previous service in case of pay protection & counting of past service</u>
14.	<u>Position of Leave Salary contribution and Pension contribution for lien period, if any</u>

Sl. No.	<u>Details of Employee's Service</u> (Non-Teaching staff)
1.	<u>Date of Birth</u>
2.	<u>Date of Retirement</u>
3.	<u>Date of Initial Appointment</u>
4.	<u>Date of first confirmation on initial appointment</u>
5.	<u>Post on which appointed with pay scale</u>
6.	<u>Date of upward/Assured Career Progression Scheme (ACPS)/ Modified Assured Career Progression Scheme (MACPS)/ Promotion with pay scale (in chronological order)</u>
7.	<u>Leave Without Pay (L.W.P.) status/Dies Non/break in service</u>
8.	<u>Penalty (if any)</u>
9.	<u>Subject matter for which Audit Opinion is sought</u> <ul style="list-style-type: none"> i. <u>Pay protection – FR 22 (26) 3</u> ii. <u>Pay revision (if any)</u> iii. <u>Pay fixation – FR 22(1)a(1)</u> iv. <u>Qualifying service</u> v. <u>Modified Assured Career Progression Scheme (MACPS)/Promotion</u> vi. <u>Other</u>
10.	<u>Details of previous employment and confirmation in the previous employment</u>
11.	<u>Whether the application form is duly forwarded or No Objection Certificate is issued by the previous employer on or before the date of Interview for the present appointment in this University in case of Pay Protection</u>
12.	<u>Deposit of Pension contribution, GPF contribution and Gratuity amount (with calculation sheet) in the University account by the previous employer for pay protection and counting of the previous service for pensionary benefit</u>
13.	<u>Availability of Service Book & Last Pay Certificate of previous service in case of pay protection & counting of past service</u>
14.	<u>Position of Leave Salary contribution and Pension contribution for lien period, if any</u>

(d) Audit Unit

This unit is mandated with the activity of coordination with Auditable Units in connection with conduct of Audit, progress of Audit reports and settlement of Audit paras.

The exact mandate provided to the Office of Internal Audit Officer as per the publications done in the past by the University is extracted and given below :

TREATMENT OF AUDIT INSPECTION REPORTS

(a) (Executive Council Resolution No.285 dated 12.11.1960)

Considered the Audit Inspection Report for the year 1958-59.

Resolved that the following procedure be followed in this behalf:

As soon as the Audit Inspection Report is received, replies to the various objections should be prepared and sent to the Accountant General, U.P. after they have been approved by the Hony. Treasurer. On receipt of further audit comments the points raised should be considered and replied to after having them vetted by the Standing Committee referred to at sub para d(ii) below. **The report should be placed before the Finance Committee at the final stage for its information and advice where necessary in the form of a tabular statement giving a full picture of the original objections, replies thereto by the University, further audit comments thereon and replies thereto.

“It was further resolved that the Audit Inspection Reports be treated as Secret documents till they are finally disposed of.”

(b) (Executive Council Resolution No.183 dated 21.7.99)

Considered the Hony. Treasurer’s note dated the 30th June, 1959 regarding certain points arising out of the Audit Inspection Report for the year 1957-58.

Resolved that:

- (1) all the relevant correspondence and decisions be supplied to Auditors if and when they demand for it but office notes and opinions expressed on the file should not be supplied to them ; (Since amended Vide Executive Council Resolution No.331 dated 12.2.61).
- (2) No comments should be made on the objection raised by the Government Auditors on the decision of the Executive Council, and, where such comments are made, the office should bring them to the notice of the Executive Council with all relevant facts and reference to rules without expression of any opinion
- (3) There should be no objection to Auditors commenting on the adequacy of the staff required or on what they consider to be existence of staff in excess of requirements ; the Auditors, however, are not expected to comment on the allocation of work to members of the staff ;
- (4) The stock verification reports should be made available to the Government Auditors whenever they require it. The report and comments of the Internal Audit Office, however, should not be given to the Government Auditors. (See also Executive Council Resolution No.5 dated 10.4.60 and Executive Council Resolution No.285 dated 12.11.60).

(c) (Executive Council Resolution No.5 dated 10.4.60)

Finance Committee Resolution No.2 (iv) dated 28th and 29th March 1960

Audit Report of the Internal Audit Officer be placed regularly on the agenda of the Finance Committee meetings in future.

(d) Procedure for dealing with Internal Audit Reports

(Executive Council Resolution No.285 dated 12.11.60 read with Finance Committee Resolution No.7 dated 22nd and 23rd September 1960)

The following procedure is to be followed in dealing with the reports of the Internal Audit Officer:-

- (i) The rough audit note shall be issued by the Internal Audit Officer to the Department concerned direct after showing the same to the Finance Officer. If however, the Finance

Officer feels that the report contains something serious or important, extracts therefrom shall be sent to the Vice-Chancellor for his information and orders.

- (ii) On receipt of replies from the Departments concerned, the Internal Audit Officer shall examine the same and prepare his further audit comments and forward the same to the department concerned. Simultaneously, a list of all such outstanding unsettled objections (including cases where to replies are received within the stipulated period) shall be prepared and placed at periodical intervals before the Standing Committee to be constituted by the Vice-Chancellor under his own chairmanship. This committee will consider each case in consultation with the Internal Audit Officer and the Head of the Department concerned and issue suitable instruction.
- (iii) The Internal Audit Officer shall act as convener of this committee and decisions arrived at shall be communicated by him to all concerned for compliance.
- (iv) A summary of important objections together with the action taken thereon shall be prepared from time to time and placed before the Finance Committee as a regular item on its agenda.

(e) All reports of the Internal Audit Officer be treated as 'Secret'.

Executive Council Resolution No.331 dated 12th February, 1963 :-

Resolved that in future, office notes and orders be generally made available to Government Auditors. In special cases where it is not considered desirable by the Registrar to handover the papers to the Auditors, the Senior Auditor may be informed that the papers will be made available to the Deputy Accountant General or the Inspecting Officer at the time of his next visit.

(e) Administration Unit

It carries out work related to all activities of Administration such as preparation of bills, maintenance of records like attendance register, personal file, leave account etc.

List of Auditable Units

<u>Sl.No.</u>	<u>Name of Unit</u>
INSTITUTE OF MEDICAL SCIENCES	
<u>1</u>	<u>Director Office & Photo Art Section</u>
<u>2</u>	<u>Dean Office Modern Medicine</u>
<u>3</u>	<u>Department of Anaesthesiology</u>
<u>4</u>	<u>Department of Anatomy</u>
<u>5</u>	<u>Department of Biochemistry</u>
<u>6</u>	<u>Department of Bio-Physics</u>
<u>7</u>	<u>Department of Cardiology</u>
<u>8</u>	<u>Department of Cardio-Thoracic Surgery</u>
<u>9</u>	<u>Centre for Experimental Medicine & Surgery</u>
<u>10</u>	<u>Department of T.B. & Respiratory Diseases</u>
<u>11</u>	<u>Department of Community Medicine (P.S.M.)</u>
<u>12</u>	<u>Department of Endocrinology & Metabolism</u>
<u>13</u>	<u>Department of E.N.T. (Otorhinolaryngology)</u>
<u>14</u>	<u>Department of Forensic Medicine</u>
<u>15</u>	<u>Department of Medicine</u>
<u>16</u>	<u>Department of Microbiology</u>
<u>17</u>	<u>Department of Molecular Biology</u>
<u>18</u>	<u>Department of Nephrology</u>
<u>19</u>	<u>Department of Neuro Surgery</u>
<u>20</u>	<u>Department of Neurology</u>
<u>21</u>	<u>Department of Obstetrics & Gynaecology</u>
<u>22</u>	<u>Department of Ophthalmology</u>
<u>23</u>	<u>Department of Orthopedics</u>
<u>24</u>	<u>Department of Pediatrics</u>
<u>25</u>	<u>Department of Gastroenterology</u>
<u>26</u>	<u>Department of Pediatric Surgery</u>
<u>27</u>	<u>Department of Pathology</u>
<u>28</u>	<u>Department of Pharmacology</u>
<u>29</u>	<u>Department of Physiology</u>

<u>30</u>	<u>Department of Plastic Surgery</u>
<u>31</u>	<u>Department of Psychiatry</u>
<u>32</u>	<u>Department of Radio Diagnosis & Imaging</u>
<u>33</u>	<u>Department of Radio Therapy & Radiation Medicine</u>
<u>34</u>	<u>Department of Skin & V.D.</u>
<u>35</u>	<u>Department of Surgery</u>
<u>36</u>	<u>Department of Surgical Oncology</u>
<u>37</u>	<u>Department of Urology</u>
<u>38</u>	<u>IMS Library</u>
<u>39</u>	<u>IMS Workshop</u>
<u>40</u>	<u>Animal House</u>
<u>41</u>	<u>College of Nursing</u>
<u>42</u>	<u>Trauma Centre</u>
<u>FACULTY OF AYURVEDA</u>	
<u>43</u>	<u>Dean Office, Faculty of Ayurveda</u>
<u>44</u>	<u>Ayurvedic Pharmacy</u>
<u>45</u>	<u>Department of Ayurveda Samhita</u>
<u>46</u>	<u>Department of Basic Principles</u>
<u>47</u>	<u>Department of Dravyaguna</u>
<u>48</u>	<u>Department of Kaya Chikitsa</u>
<u>49</u>	<u>Department of Medicinal Chemistry</u>
<u>50</u>	<u>Department of Prasuti Tantra</u>
<u>51</u>	<u>Department of Rasa Shastra</u>
<u>52</u>	<u>Department of Shalakya Tantra</u>
<u>53</u>	<u>Department of Shalya Tantra</u>
<u>54</u>	<u>Department of Sangya Haran</u>
<u>55</u>	<u>Department of Kriya Sharir</u>
<u>56</u>	<u>Department of Rachana Sharir</u>
<u>57</u>	<u>Swasthavritta & Yoga</u>
<u>58</u>	<u>Kaumarbhritya/Bal Roga</u>
<u>59</u>	<u>Vikriti Vigyan</u>
<u>60</u>	<u>Agad Tantra</u>

<u>INSTITUTE OF AGRICULTURAL SCIENCES</u>	
<u>61</u>	<u>Director Office, Library & Art Photo Section</u>
<u>62</u>	<u>Department of Agricultural Economics</u>
<u>63</u>	<u>Agricultural Farm</u>
<u>64</u>	<u>Department of Agronomy</u>
<u>65</u>	<u>Department of Animal Husbandry & Dairying</u>
<u>66</u>	<u>Dairy Farm</u>
<u>67</u>	<u>Department of Entomology & Agricultural Zoology</u>
<u>68</u>	<u>Department of Extension Education</u>
<u>69</u>	<u>Department of Farm Engineering</u>
<u>70</u>	<u>Department of Genetics & Plant Breeding</u>
<u>71</u>	<u>Department of Horticulture</u>
<u>72</u>	<u>Department of Plant Pathology & Mycology</u>
<u>73</u>	<u>Department of Plant Physiology</u>
<u>74</u>	<u>Department of Soil Science & Agricultural Chemistry</u>
<u>75</u>	<u>Agro Café</u>
<u>76</u>	<u>Krishi Vigyan Kendra, Barkachha</u>
<u>77</u>	<u>Horticulturist Unit</u>
<u>78</u>	<u>Rajiv Gandhi South Campus, Barkachha, Mirzapur</u>
<u>FACULTY OF ARTS</u>	
<u>79</u>	<u>Dean's Office</u>
<u>80</u>	<u>Department of AIHC & Archaeology</u>
<u>81</u>	<u>Department of Arabic</u>
<u>82</u>	<u>Department of Bengali</u>
<u>83</u>	<u>Department of English</u>
<u>84</u>	<u>Department of Foreign Language</u>
<u>85</u>	<u>Department of French Studies</u>
<u>86</u>	<u>Department of German Studies</u>
<u>87</u>	<u>Department of Hindi</u>
<u>88</u>	<u>Department of History of Art</u>
<u>89</u>	<u>Department of Indian Language</u>
<u>90</u>	<u>Department of Journalism & Mass Communication</u>

<u>91</u>	<u>Department of Library & Information Science</u>
<u>92</u>	<u>Department of Linguistics</u>
<u>93</u>	<u>Department of Marathi</u>
<u>94</u>	<u>Department of Pali & Buddhist Studies</u>
<u>95</u>	<u>Department of Persian</u>
<u>96</u>	<u>Department of Philosophy & Religion</u>
<u>97</u>	<u>Department of Physical Education</u>
<u>98</u>	<u>Department of Sanskrit</u>
<u>99</u>	<u>Department of Telugu</u>
<u>100</u>	<u>Department of Urdu</u>
<u>101</u>	<u>CHC Athletic Association</u>
<u>102</u>	<u>Bhojpuri Adhyayan Kendra</u>
<u>FACULTY OF COMMERCE</u>	
<u>103</u>	<u>Faculty of Commerce</u>
<u>FACULTY OF EDUCATION</u>	
<u>104</u>	<u>Faculty of Education</u>
<u>FACULTY OF LAW</u>	
<u>105</u>	<u>Faculty of Law</u>
<u>INSTITUTE OF MANAGEMENT STUDIES</u>	
<u>106</u>	<u>Institute of Management Studies</u>
<u>FACULTY OF PERFORMING ARTS</u>	
<u>107</u>	<u>Dean Office, Faculty of Performing Arts</u>
<u>FACULTY OF SANSKRIT VIDYA DHARMA VIGYAN (SVDV)</u>	
<u>108</u>	<u>Panchang Section</u>
<u>109</u>	<u>Dean Office, SVDV</u>
<u>FACULTY OF VETERINARY & ANIMAL SCIENCES</u>	
<u>110</u>	<u>Faculty of Veterinary & Animal Sciences</u>
<u>INSTITUTE OF SCIENCE</u>	
<u>111</u>	<u>Director Office</u>
<u>112</u>	<u>Department of Bio-Chemistry</u>
<u>113</u>	<u>School of Bio-Technology</u>
<u>114</u>	<u>Department of Botany</u>

<u>115</u>	<u>Department of Chemistry</u>
<u>116</u>	<u>Department of Computer Science</u>
<u>117</u>	<u>Department of Geography</u>
<u>118</u>	<u>Department of Geology</u>
<u>119</u>	<u>Department of Geophysics</u>
<u>120</u>	<u>Department of Math</u>
<u>121</u>	<u>Department of Physics</u>
<u>122</u>	<u>Department of Statistics</u>
<u>123</u>	<u>Department of Zoology</u>
<u>124</u>	<u>Department of Home Science</u>
<u>125</u>	<u>Department of Molecular & Human Genetics</u>
<u>126</u>	<u>Liquid Nitrogen Plant</u>
<u>127</u>	<u>M.Sc Environmental Science Special Course Study, Department of Botany</u>
<u>128</u>	<u>Centre of Population Studies</u>
<u>129</u>	<u>Reproduction Biology</u>
<u>FACULTY OF SOCIAL SCIENCE</u>	
<u>130</u>	<u>Dean's Office</u>
<u>131</u>	<u>Department of Economics</u>
<u>132</u>	<u>Department of History</u>
<u>133</u>	<u>Department of Political Science</u>
<u>134</u>	<u>Department of Psychology</u>
<u>135</u>	<u>Department of Sociology</u>
<u>136</u>	<u>Centre for the study of Nepal</u>
<u>137</u>	<u>Centre for Women Studies</u>
<u>138</u>	<u>Integrated Rural Development Programme (IRDP)</u>
<u>FACULTY OF VISUAL ARTS</u>	
<u>139</u>	<u>Dean Office, Faculty of Visual Arts</u>
<u>FACULTY OF DENTAL SCIENCE</u>	
<u>140</u>	<u>Faculty of Dental Science</u>
<u>COLLEGES/SCHOOLS/OTHER AUXILIARY UNITS</u>	
<u>141</u>	<u>Mahila Maha Vidyalaya</u>
<u>142</u>	<u>Ruchira Canteen</u>
<u>143</u>	<u>Central Hindu Boys School</u>

<u>144</u>	<u>Central Hindu Girls School</u>
<u>145</u>	<u>Ranvir Sanskrit Pathshala</u>
<u>146</u>	<u>Computer Centre</u>
<u>147</u>	<u>Central Library</u>
<u>148</u>	<u>Prajana Publication Unit</u>
<u>149</u>	<u>Bharat Kala Bhawan</u>
<u>150</u>	<u>U.G.C. Academic Staff College/Human Resource Development Centre</u>
<u>151</u>	<u>Sir Sunderlal Hospital (SSH)</u>
<u>152</u>	<u>University Student Health Care Complex (U.S.H.C.C.)</u>
<u>153</u>	<u>University Employee Health Care Complex (U.E.H.C.C.)</u>
<u>154</u>	<u>BHU Press</u>
<u>155</u>	<u>Sanitary & Support Services</u>
<u>156</u>	<u>Chief Proctor Office</u>
<u>157</u>	<u>University Sports Board</u>
<u>158</u>	<u>Electric & Water Supply Services</u>
<u>159</u>	<u>University Works Department</u>
<u>160</u>	<u>Estates Office</u>
<u>161</u>	<u>Public Relation Office (P.R.O.)</u>
<u>162</u>	<u>Shri Vishwanath Temple</u>
<u>163</u>	<u>Malaviya Bhawan</u>
<u>164</u>	<u>City Delegacy</u>
<u>165</u>	<u>Swatantrata Bhawan</u>
<u>166</u>	<u>Laxman Das Guest House</u>
<u>167</u>	<u>Faculty Exchange Building</u>
<u>168</u>	<u>Controller of Examinations</u>
<u>169</u>	<u>Fees Counter</u>
<u>170</u>	<u>Maitry Jalpan Griha, Central Office Canteen</u>
<u>171</u>	<u>National Service Scheme (N.S.S.)</u>
<u>172</u>	<u>Academic Section</u>
<u>173</u>	<u>Development Section</u>
<u>174</u>	<u>Service Book & Pension Unit</u>
<u>175</u>	<u>Trade Bill Section</u>

<u>176</u>	<u>Leave Travel Concession Cell</u>
<u>177</u>	<u>Central Purchase Organization</u>
<u>178</u>	<u>Annual Account & Balance Sheet Unit</u>
<u>179</u>	<u>Bank Reconciliation Unit/ PFMS</u>
<u>180</u>	<u>University Employment & Information Bureau</u>
<u>181</u>	<u>Kamachha Swasthya Sankul</u>
<u>182</u>	<u>Special Fund</u>
<u>183</u>	<u>Salary Bill Section</u>
<u>184</u>	<u>Institute of Environment & Sustainable Development</u>
<u>185</u>	<u>Dean of Students</u>
<u>186</u>	<u>Publication Cell</u>
<u>187</u>	<u>Central Dispatch</u>
<u>188</u>	<u>International Centre</u>
<u>189</u>	<u>Placement Coordination Cell</u>
<u>190</u>	<u>Malviya Centre for Peace Research</u>
<u>191</u>	<u>Malviya Mulya Anusandhan Kendra</u>
<u>192</u>	<u>Investment Section</u>
<u>HOSTELS</u>	
<u>193</u>	<u>International House Complex</u>
<u>194</u>	<u>Acharya Narendra Dev</u>
<u>195</u>	<u>Ruiya (Medical Block)</u>
<u>196</u>	<u>Ruiya (Sanskrit Block)</u>
<u>197</u>	<u>Raja Ram Mohan Roy</u>
<u>198</u>	<u>Dhanwantari Hostel</u>
<u>199</u>	<u>Dalmiya Hostel</u>
<u>200</u>	<u>Brocha Hostel</u>
<u>201</u>	<u>Bhagwan Das Hostel</u>
<u>202</u>	<u>Jyoti Kunj</u>
<u>203</u>	<u>Naveen Girls Hostel</u>
<u>204</u>	<u>I.N. Gurtu Hostel</u>
<u>205</u>	<u>Paugi Girls Hostel</u>
<u>206</u>	<u>Kasturba Girls Hostel</u>

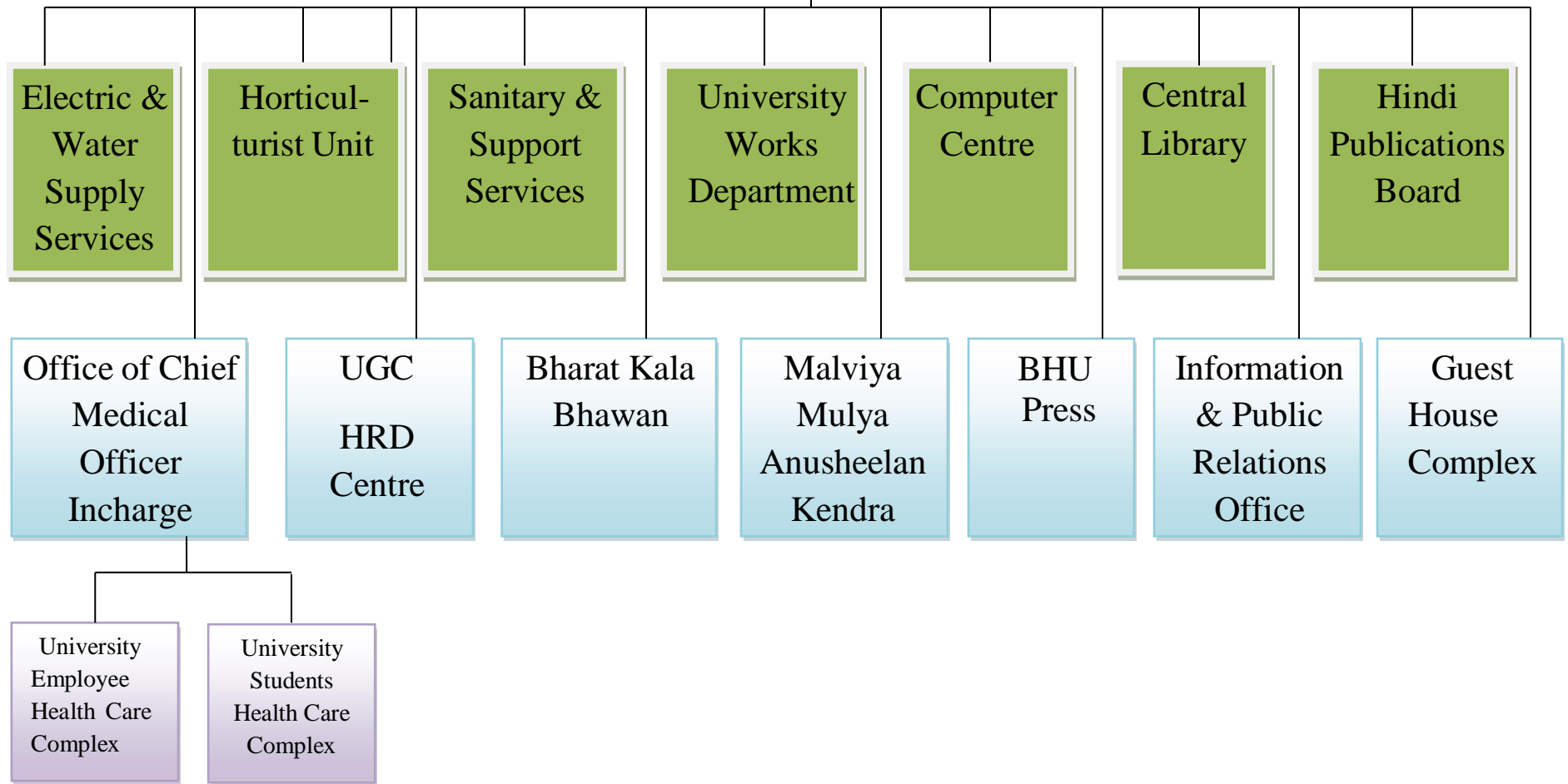
<u>207</u>	<u>Ram Krishna Hostel</u>
<u>208</u>	<u>Sarojini Naidu Hostel</u>
<u>209</u>	<u>International Flat</u>
<u>210</u>	<u>Radha Krishna Hostel</u>
<u>211</u>	<u>Gargi Hostel</u>
<u>212</u>	<u>C.P.R. Aiyar Hostel</u>
<u>213</u>	<u>Management Hostel</u>
<u>214</u>	<u>B.R. Ambedkar Hostel</u>
<u>215</u>	<u>Triveni Complex</u>
<u>216</u>	<u>Rajendra Prasad Hostel</u>
<u>217</u>	<u>Bal Ganga Dhar Tilak Hostel</u>
<u>218</u>	<u>Annie Besant Hostel (AB Hostel) - Kamachha</u>
<u>219</u>	<u>Birla Hostel (Block A,B,C)</u>
<u>220</u>	<u>New P.G. Hostel/New Doctors Hostel (Modern Medicine)</u>
<u>221</u>	<u>U.G. Girls Hostel, MMV (Swashti Kunj + Kirti Kunj)</u>
<u>222</u>	<u>Working Women Hostel</u>
<u>223</u>	<u>Bhabha Hostel</u>
<u>224</u>	<u>Dr. J.C. Bose Hostel</u>
<u>225</u>	<u>Lady Doctor's Hostel</u>
<u>226</u>	<u>Kundan Devi Malviya Hostel</u>
<u>227</u>	<u>Punarvasu Atreya Hostel</u>
<u>228</u>	<u>Sukanya Hostel</u>
<u>229</u>	<u>Sardar Vallabh Bhai Patel Hostel</u>
<u>230</u>	<u>Lal Bahadur Shastri Hostel</u>
<u>231</u>	<u>Chanakya Hostel</u>
<u>232</u>	<u>Prayag Kunj Hostel</u>
<u>233</u>	<u>Rani Laxmi Bai Hostel</u>
<u>234</u>	<u>Florence Nightingale Hostel</u>

Note :

The total number of units will change as per addition/deletion of units in future.

ORGANIZATIONAL CHART OF MAINTENANCE DIVISION

Registrar



Shri Vishwanath Temple

The Banaras Hindu University has a temple of Lord Shiva called Shri Vishwanath Temple. It is situated in the centre of the campus. The temple is built with white marble. Its detailed planning was done by Malaviyaji himself. The lush campus of Shri Vishwanath Temple and the beautiful gardens surrounding it are a delight to the eyes of the visitors. The interior of the temple has a Shiva Lingam and verses from Hindu scriptures inscribed on the walls of the temple with pictorial depiction. The temple is manned by the staff employed by the University and the temple is run with the budgetary support of the University.

Electric & Water Supply Services

The main function of the Electric & Water Supply Services (EWSS) is to obtain supply of electric energy in bulk from State Electricity Board and to distribute the energy to the Deptt./Residence (Quarters)/Hostels/Private consumers etc. of the University. The department also provides water supply from its own tube-wells. Besides above, minor repairing work is also carried out by EWSS. An Apex Committee has been set up to look after the functioning of the department of EWSS. The bills for consumption of electricity and water are prepared and communicated to respective divisions/units for effecting recovery.

Horticulturist Unit

Horticulturist Unit, Institute of Agricultural Sciences, is a part of the Banaras Hindu University. Various types of fruits, vegetables and flowers are grown, preserved and sold. Apart from this, work of tree plantation is also done on the routes of the University as per requirement. The operation of this unit is done by the garden expert with the help of staff.

Sanitary & Support Services

The main function of Sanitary & Support Services is to maintain the entire campus neat and clean, remove the garbage from different places of the University and to keep the campus pollution free in the interest and welfare of the University community and visitors. The unit functions under the control of Professor-Incharge who is assisted by Assistant Registrar and other non-teaching staff of the Unit.

University Works Department

Work of building, road construction, repair and renovation is done by the University Works Department. Apart from the above work, this department's work also includes allotment and maintenance of Swatantrata Bhawan. All work is done under the supervision of Superintending Engineer, in collaboration with other employees of the Building Construction Department.

Computer Centre

Computer Centre is located in Banaras Hindu University. It provides quality service to the University community in computing features, e-mail etc. It helps the researchers analyze their research data, facilitate the Internet in the University, enables access to the World Wide Web and provides students with laboratory facilities. There is a high e-execution work station in science and technology.

It maintains the BHU website (www.bhu.ac.in) and other websites. The website information is updated by this centre according to the relevant academic Unit and the administrative unit's request. Computer Centre is operated with the help of Coordinator and Non-Teaching staff.

Central Library

The main function of the Central Library (C.L.) is to provide books/Foreign journals etc to the students, teaching & non-teaching staff, outsiders (Member of C.L.). The Central Library is also involved in purchase of required books and journals as well as maintenance of their records. Recently, facility of A.C. Cyber Lab for 24 hours are being given to students and also providing facility of reading in A.C. room to Research Scholars are being given by Central Library. The Librarian is assisted by the staff of Central Library as well staff of Cyber Lab.

Hindi Publication

The Hindi Publication Committee (Physical Cell) was started in Banaras Hindu University in the year 1930 by the great founder of Banaras Hindu University, Mahamana Pt. Madan Mohan Malviya himself, through the name of Hindi Committee. The main objective of this Committee was to empower, encourage and extend the use of national language in the field of science and technology education. The Committee is operated in collaboration with Non- Teaching staff in the guidance of the Coordinator. In the meantime, Hindi Publication Committee (Physical Cell) was formally established in the year 1963 under the University-level scientific literature production plan of the Ministry of Human Resources Development, Government of India.

University Employee Health Care Complex

The University Employee Health Care Complex, provides medicines and medical facilities besides advice to the University staff (Teaching and Non-Teaching) and their family through their Employee Health Diary. All the work is done under the supervision of Chief Medical Officer (In-charge) duly assisted by Medical Officers, Para Medical staff and Non- Teaching staff.

University Student Health Care Complex

University Student Health Care Complex has been set up to take care of the Student's health. Students are provided medicines and other medical facilities through their Student Health Card. The Health Care Complex is run under the supervision of the Chief Medical Officer (In-charge) duly assisted by Medical Officers, Para Medical Staff and Non-Teaching staff.

University Grants Commission – Human Resource Development Centre (UGC – HRD Centre)

The National Policy on Education (NPE) 1986 specified its programme of action and quality of education. The NPE recognized the need for improving quality and career development so that teachers may fulfill their role and responsibility within the system of higher education. It was proposed to enhance their motivation skill and knowledge by bringing systematic orientation with specific motivation skill and methodologies thereby inculcating in them the right kind of values and that would in turn encourage them to take innovative and creative work. Keeping the above objective in view, a scheme of setting up Academic Staff College in the University was approved by UGC. Now UGC has renamed it "UGC-Human Resource Development Centre (UGC - HRD Centre) w.e.f. February 1, 2015. The college is providing in-service training to the University employees also on selected topics.

Bharat Kala Bhawan

Banaras Hindu University has a museum of international importance – Bharat Kala Bhawan, which is a treasure trove of rare art and artefacts. The Bharat Kala Bhawan has 13 galleries having collection of more than 1 lakh antique and rare sculptures, miniature paintings, Rajasthani, Mughal and Pahari paintings, coins, jewellery, precious stones, etc. of immense historic value and a very special literary gallery containing manuscripts of famous authors. It also has a rich library containing rare books. It attracts a stream of visitors and research workers both from India and abroad.

The following are the objectives as per E.C. Resolution No. 37 dated 01.07.1950 :-

1. To preserve the already acquired collection relating to the arts, crafts, culture and archaeology of the entire sub-continent of India relating to History of all branches of Indian research and to increase and properly exhibit the collection by acquiring, selling or obtaining new materials for the collection.
2. To create popular interest in the aforesaid arts and to obtain for them appropriate place in the life and culture of the nation by organizing popular lectures, seminars, conference and exhibition etc and by publications of appropriate literature and reproduction.
3. To peruse the individuality of Indian arts and crafts.
4. To take such other measure by which the aforesaid objective may be achieved.

Malviya Mulya Anusheelan Kendra

All activities of the Malviya Mulya Anusheelan Kendra are operated with the help of an executive group and the Coordinator, as nominated by the Vice-Chancellor. In the context of policy and human values in the education sector, continuous discussion and other functional work is done by the Centre. At present, a two year Diploma Course and an Optional subject Course for second year B.A. students is being run. The above work is done in collaboration with the Research Officer, Research Assistant and other Non-Teaching staff.

BHU Press

The establishment of the Banaras Hindu University Press was done in accordance with the University Accounting Standard – 399 to fulfill requirement of all departments of the University regarding printing and binding of various Forms, Stationery, Purchase Register, Store Register, Cash Receipt etc. In addition to the following sections, “Vishwa Panchang & General Press” exists :-

1. Printing Section
2. Form and stationery section
3. Publication section

All the above works are done under the supervision of Professor In-charge and other staff members.

Information and Public Relations Office

The main function of Public Relation Office is to maintain contact between University and the Press. The office is also responsible for getting the advertisement issued to Press on behalf of the University. The Chairman is Head of the Office who is assisted by Public Relation Officer, Assistant Public Relation Officer and other staff of the office.

Sir Sunder Lal Hospital

Sir Sunderlal Hospital (S.S.H.) is primarily a teaching and training hospital for the undergraduates (MBBS), post graduates (MD/MS), super specialties (DM/M.Ch.) and research courses (Ph.D.) run by the Institute of Medical Sciences in the various disciplines of medicine, nursing and paramedics. It is the only Tertiary Care Hospital providing Specialty and Super Specialty services to the health care needs of about 20 crore population of Eastern UP, Western Bihar, adjoining MP, Chhattisgarh and Jharkhand as well as neighboring country of Nepal. It is a unique hospital to provide both Ayurveda and Modern Medicine services under one roof. It also cares for the health of approximately 60,000 people of the University community including students, teachers and employees and their dependents. Besides this, Sir Sunderlal Hospital acts as the main referral hospital for Diesel Locomotive Works, Varanasi; Military Hospital; National Thermal Power Corporation Limited (NTPC); Coal India; Bharat Heavy Electricals Limited (BHEL) and other neighbouring Hospitals of the catchment area. Ever since its inception,

Sir Sunderlal Hospital has been endeavoring to realize the dreams of its founder, Malaviya ji, (as mentioned below) by alleviating human suffering due to diseases -

नत्त्वहं कामये राज्यं न स्वर्गं नाऽपुनर्भवम् ।
कामये दुःखतप्तानां प्राणिनामार्तिनाशनम् ॥

For the relentless services being rendered to this part of the country, Sir Sunderlal Hospital, BHU is essentially reckoned to be the "AIIMS of Eastern UP".

The S.S.H. is headed by Medical Superintendent under the overall supervision of the Director, Institute of Medical Sciences, Banaras Hindu University.

Trauma Centre

The Ministry of Health & Family Welfare, Govt. of India has selected the Institute of Medical Sciences, Banaras Hindu University vide their letter No.1571/Desk (U)/06 dated June 30/July 12, 2006 in the 1st Phase of Pradhan Mantri Swasthya Suraksha Yojana (PMSSY). The PMSSY Scheme envisages setting up of 6 new AIIMS like institutions and upgradations of 13 existing Govt. Medical Institutions. The first proposal was submitted to the Ministry of Health & Family Welfare on August 11, 2006 by the then Hon^{ble} Vice-Chancellor for Rs.410 crore for Trauma Centre and Super Speciality Hospital. It was subsequently revised as per the direction of Ministry to the extent of Rs.120 crore in October, 2006, January 2007, March 2007 and August 2007 and the final Detailed Project Report was approved in August 2008.

The literary and didactic glory of Varanasi has always posed a serious intimidation to this region and we have faced many serial explosions from time to time rumbling the veracity of this city. Considering the significance of the situations and the benefits from JP Trauma Centre & Emergency of AIIMS Delhi, Government of India decided to bring up a 334 bedded Trauma Centre and Super Speciality Hospital at Banaras Hindu University, under Pradhan Mantri Swasthya Suraksha Yojana (PMSSY). This Trauma Centre and Super Speciality Hospital was dreamed to be developed as a state-of-art and unique of its kind as it had to cater a huge population of 25 crore from Eastern U.P., Western Bihar, part of Madhya Pradesh, Chhattisgarh, Jharkhand and adjoining country of Nepal, for which the foundation stone was laid on 7th

October, 2008. The Ministry of Health, Ministry of Human Resource & Development, the University Grants Commission and the Government of India, worked jointly and contributed a sum of Rs.147 crore, 100 crore from Ministry of Health, 27 crore from UGC and 20 crore from Ministry of HRD to develop a 334 bedded modern trauma centre with all advanced facilities like Air Conditioning, modular Operation Theatre (OT), Medical Gas Pipeline System (MGPS) etc.

The Building was constructed by Central Public Works Department (CPWD) and the entire medical equipment were purchased by HLL Life Care Ltd., New Delhi.

The Trauma Centre is headed by a Professor Incharge under the overall supervision of the Director, Institute of Medical Sciences, Banaras Hindu University.

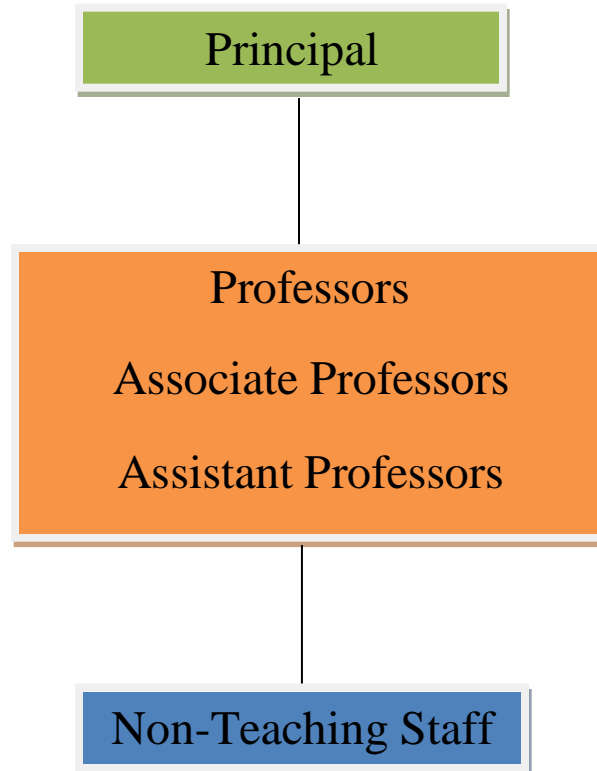
Rajiv Gandhi South Campus

The South Campus (Barkachha) was acquired by Banaras Hindu University, on lease in perpetuity from Bharat Dharm Mahamandal Trust in April 1979 with an area of 1104 hectares. It is situated about 8 km South West of Mirzapur town on Robertsganj highway.

The Rajiv Gandhi South Campus (RGSC) is being developed as a potential hub for education, training and entrepreneurship for youth and women, especially those belonging to tribes and weaker sections of the society. The campus is being developed by the University with a mission to enrich the lives of the population of the region by extending to them opportunities to engage in life-long learning and to benefit from the result of research.

Professor Incharge, RGSC will be the overall Incharge of the RGSC.

ORGANIZATIONAL CHART OF MAHILA MAHAVIDYALAYA



Mahila Mahavidyalaya

Following is the brief regarding Mahila Mahavidyalaya (MMV):-

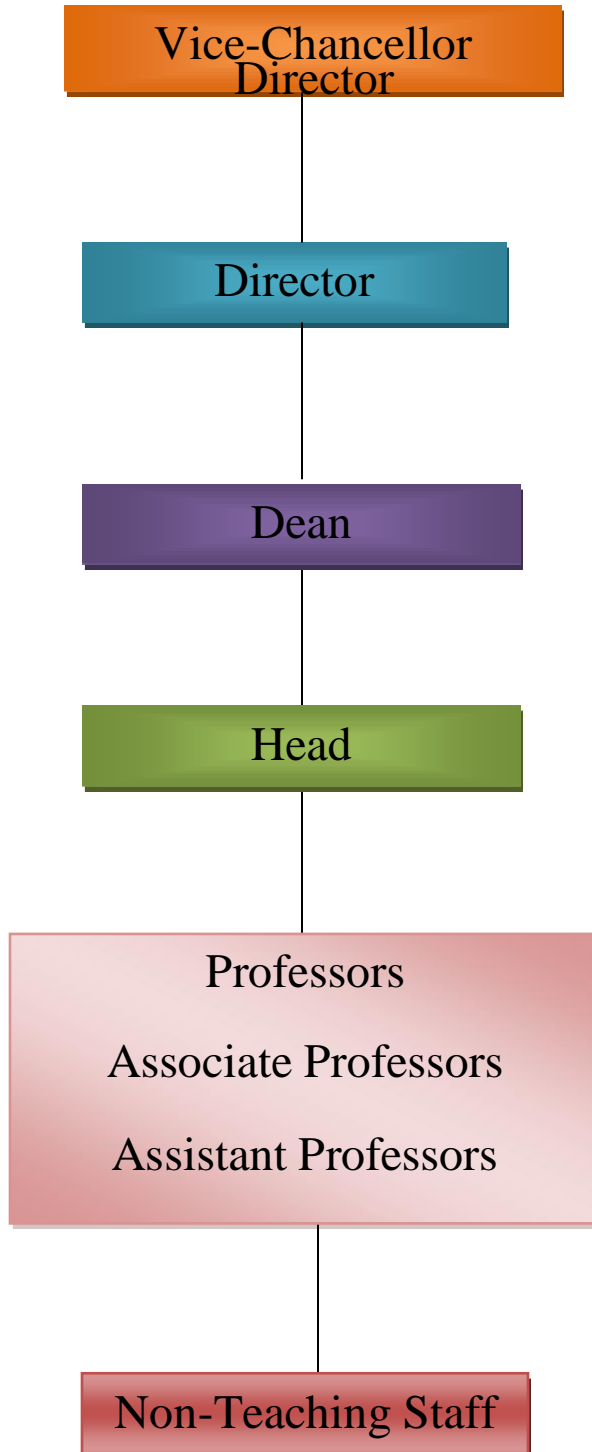
Right from its inception in 1916, the Banaras Hindu University has been striving towards women's education. Its visionary founder Mahamana Pandit Madan Mohan Malviya foresaw immense significance of women's education and the critical role women would have to play in the development of the country. However, the existing social milieu proved to be a deterrent. Mahamana decided to remedy this by opening a college exclusively for women wherein an amalgamation of the vedic ideal and modern scholarship would work towards shaping the Indian women to take on their role as capable citizens. In his convocation address delivered on 14 December, 1929 Mahamana announced the establishment of the Women's College of the Banaras Hindu University.

Mahila Mahavidyalaya, initially named Women's College, was established in 1929. Courses in Sciences were introduced in 1948. The undergraduate courses in Humanities, Sciences, Social Sciences, Education, Visual Arts, and Performing Arts at MMV are governed by the respective parent Department/Faculty/Institute of the University. All female students of the university enrolled in undergraduate courses in Humanities, and Social Sciences are admitted to MMV. Presently MMV offers three postgraduate programmes to female students. M.A./M.Sc. in Home Science, M.Sc. in Bioinformatics and M.A. in Education. Process for introduction of innovative postgraduate programmes in different disciplines is underway.

Apart from teaching the undergraduate and postgraduate courses at MMV, the faculty members are attached with their parent departments for teaching of postgraduate courses offered in the departments, for supervision of doctoral dissertations, and are also members of the Board of Studies of their respective parent departments. Research projects funded by national and international agencies are routinely carried out at MMV. A significant number of students enrolled at MMV make it to the top ten university merit positions in Humanities, Sciences and Social Sciences every year.

Activities and programmes being undertaken in MMV are filled with numerous academic and social outreach activities. The faculty and students come together to engage with the present day challenges in areas of research. They are also actively and wholeheartedly involved with social concerns.

**ORGANIZATIONAL CHART ON
SET UP OF INSTITUTE / FACULTY / DEPARTMENT**



Structure and Activity of an Institute

In order to enable the reader of this handbook to understand the structure and activity of an Institute in the University a few samples are extracted from the BHU website and reproduced below for better appreciation :-

Institute of Science

Institute of Science comprises thirteen Departments covering almost all the branches in modern science. It offers B.Sc. (Hons.) and M.Sc. courses in most disciplines, M.Sc. (Tech.) in Geophysics, MCA, and conducts research programmes in all areas. Two vocational courses viz., Industrial Microbiology and Electronics Instrumentation and Maintenance have been introduced in recent years at U.G. level. The Departments have expertise in various related fields and are engaged in advanced research activities.

The Office of the Director also coordinates for the purchases and utilization of funds in the different departments of faculty. The office functions under the control of the Director who is assisted by the Assistant Registrar and other Non-Teaching staff.

Institute of Medical Sciences

Medical education in Varanasi, the oldest living city of the world, dates from the days of Sushruta 500 BC. Infact this is also the history of Medical education in India. The great treatise - 'Sushruta Samhita' is a living testimony of contributions to Medical education that originated in Varanasi. Sushruta was the first to perform cadaver dissections and described a number of operating instruments and surgical operations. Perhaps, it is a continuation of this historical

perspective that Medical education in Banaras Hindu University took roots in 1920 with the establishment of Department of Ayurveda under Faculty of Oriental Learning and Theology (1922-1927). Under the influence of Pandit Madan Mohan Malviyaji, Seth Mathuradas Vissanji Khimji of Bombay donated a large sum of Rs.1.5 lakh for the Ayurvedic College. This was further augmented by donations from Shri Daya Shankar Dev Shankar Dave of Kathiawar and Bombay.

In the year 1924-25, Ayurvedic Aushadhalaya was established to

1. prepare medicines,
2. teach Ayurvedic students the formulations, and
3. make the Ayurvedic formulations available to general public at affordable price.

To help in this arrangement, a large Botanical Garden was created for raw materials that still continue to discharge its purpose.

In the next series of developments, Maharaja Sir Prabhu Narayan Singhji of Banaras laid the foundation stone of the Ayurvedic Hospital on 19th January 1924.

Years later, in 1960 the Ayurvedic College was converted to the College of Medical Sciences with Professor K.N.Uduppa as its founder principal. The College of Medical Sciences then had 10 Departments - 9 in Modern Medicine and 1 in Indian Medicine. In 1963, MBBS training was recognized both by General Medical Council, U.K. and Medical Council of India. The Post Graduate Institute of Indian Medicine (since 1963) was merged with Institute of Medical Sciences established in 1971.

The postgraduate medical education, started as in-service program in 1963 (3 years after establishment of Medical College), took the form of a formal training program in 1971 after due permission from the Visitor of the Banaras Hindu University i.e., the President of India. This upgraded the College of Medical Sciences to Institute of Medical Sciences in 1971.

Further growth of postgraduate education continued with approval of Doctorate of Medicine (DM) and Master of Surgery (MCh – Latin : Magister Chirurgiae) courses in 10 Super specialities in 1976. In 1978, the existing Faculty was bifurcated into the Faculty of Ayurveda and Faculty of Medicine to facilitate their independent growth.

Institute of Management Studies

The University was achieving another milestone towards materializing the dreams of its great founder, Pt. Madan Mohan Malaviya when it started Post Graduate and doctoral programme in Management in the year 1968 as a Department in the Faculty of Commerce. Since its inception, the university churned out over 4500 bright and dynamic managers who are currently holding prestigious positions in reputed business organizations across the globe.

Envisaging the increasing need for imparting quality management education and research, the University transformed the Department of Management Studies to an independent Faculty of Management Studies in the year 1984. Since then, dedicated efforts were made to run innovative, need based programmes for the corporate world under the dynamic leadership of Professors of national and international repute.

As a recognition of its contributions and enhanced future role it has to play, the Faculty was upgraded to Institute of Management Studies. (Faculty of Management Studies has been upgraded to Institute of Management Studies, Banaras Hindu University vide University Notification no.R/GAD/Amend. Statute 3.A/136737 dated 16 December 2015). With continuous revision and innovation, the Institute has always been grooming managers capable of handling complex business operations of the day and future.

Institute of Agricultural Sciences

Ever since the creation of the Institute of Agricultural Research in 1931, this Institute has been rendering unique service to the country particularly in the areas of teaching and research. This has been made possible largely because the Institute has had the privilege of possessing one of the better faculty members in the country. If the contribution of the Institute of Agricultural Sciences, B.H.U. is weighed in terms of its contribution to Indian Agriculture in relation to its budget, it is far more impressive than many others. For example, the Indian Agricultural Research Institute's annual budget of nearly Rs.80 crore is startling in face of the meager budget of nearly Rupees seven crore of the Institute of Agricultural Sciences, B.H.U. Despite this, our students imbibed the spirit and commitment of its founder and have made significant

contributions, and have achieved positions in the country that any institution may envy of. Quite a number of expert panels and committees from the Indian Council of Agricultural Research (ICAR), University Grants Commission and World Bank have visited the Institute from time to time to assess its achievements and various developmental requirements. The committee headed by Dr. B.P. Pal recommended in 1964 that Faculty of Agriculture deserves to be treated at par with other agricultural universities. While no grants were received during the initial phase of three Five Years Plans, the development and expansion started during Third and subsequent Five Year Plans after the visits of Pal committee (1964), Naik committee (1968), Gautam Committee (1972) and Pawar Committee (1976).

With a humble beginning in 1931 with only 3 teachers, the Institute now has a strength of 135 teachers and scientists. The Institute offers education at under graduate and postgraduate levels. The credit course system of instruction was introduced in 1974 to bring this institute at par with State Agricultural Universities (SAUs) and to improve the standard of Agricultural Education. Admissions are made through All India Entrance Examination. The present intake of students of B.Sc. (Ag), and M. Sc. (Ag) / Ph.D. per department is 80 and 8 respectively. Besides this 15 and 25 per cent seats are allocated to ICAR sponsored candidates at B.Sc. (Ag) and M. Sc. (Ag) levels respectively.

Institute of Environment & Sustainable Development

Our future development is limited and constrained by the growing population, the depletion of natural resources and global climate change. Therefore, for the further development of society, we must seek growth in a sustainable manner. The challenge of reconciling economic growth, social development and preservation of the natural environment is widely seen as the single greatest issue facing the global community. Sustainable development requires active and knowledgeable citizens and caring and informed decision makers capable of making the right choices about the complex and interrelated economic, social and environmental issues the humansociety is facing.

Rio Earth Summit's Agenda 21 emphasized that education is critical for promoting sustainable development and improving capacity of the people to address environment and development issues. The UN General Assembly in its 57th Session in December 2002,

proclaimed the Decade of Education for Sustainable Development (DESD) for the period 2005 - 2014. DESD emphasizes reorientation of existing education programmes by rethinking and revising education to include more principles, knowledge, skills, perspectives and values related to sustainability in each of the three realms viz., social, environmental, and economic, important to our current and future societies. It is visualized that education for sustainable development will develop and strengthen the capacity of individuals, groups, communities, organizations and countries to make judgements and choices in favour of sustainable development. A strong message from the 2002 Johannesburg Earth Summit was that the research community needs to complement its historic role in identifying problems of sustainability with a greater willingness to join with the development and other communities to work on practical solutions to those problems. This Summit defined sustainable development priorities in terms of the so-called "WEHAB" targets for water, energy, health, agriculture, and biodiversity.

In accordance with the UN visualization that higher education should contribute significantly to the development of appropriate knowledge and competences in the area of sustainable development, a nation-level Institute of Environment & Sustainable Development has been established in the Banaras Hindu University. The institute will cover education about sustainable development (developing an awareness of what is involved) and education for sustainable development (using education as a tool to achieve sustainability). The institute will be dedicated to a better understanding of critical scientific and social issues related to sustainable development goals through guided research.

Banaras Hindu University established a national level Institute of Environment & Sustainable Development in the year 2010. Using education as a tool to achieve sustainability, the institute aims to cover education about and for sustainable development. Mission of the Institute is to carry out teaching, research and extension relevant to India's sustainable development leading to a future that ends poverty and delivers and sustains efficient and equitable management of the country's natural resources.

Faculty of Arts

The Faculty of Arts is the oldest and largest faculty and occupies a unique position in the history of Banaras Hindu University. Earlier it was known as the Central Hindu College. It was founded in 1898 by Dr. (Mrs.) Annie Besant and became the nucleus from which the Banaras

Hindu University grew after its establishment in 1916 by Mahamana Pt. Madan Mohan Malviya. It is also popularly recognized as the "Mother Faculty" out of which many other faculties and departments of the university grew out. Realizing the significance and important role of humanities in modern education as well as in the nation building efforts, Pt. Madan Mohan Malviya envisaged it as a centre to preserve and disseminate the best thought and culture of India. As such through its various departments, the Faculty represents the cultural diversity and pluralism which form the salient features of the Indian cultural heritage and tradition. Since its inception, it has pursued with great devotion teaching and research in the field of humanities earning a distinction for itself and for Banaras Hindu University. Its excellent tradition has continued uninterruptedly.

Currently the Faculty's focus lies in three broad areas of studies, namely,

- (i) History, Culture and Philosophy,
- (ii) Language and Literature; and
- (iii) Professional and Vocational courses.

The first area is represented by the departments of Ancient Indian History, Culture & Archaeology, History of Art, and Philosophy & Indian Religion. These have since long been recognized as national centres for research and scholarship in their respective fields with a distinguished faculty of international repute.

Under the second area of studies comes a large number of Indian and foreign language departments, that did distinctive contributions in research such as Hindi, Sanskrit and English. Not lagging far behind are such departments as Pali and Buddhist Studies, Bengali, Urdu, Telugu, etc, which are carrying out important research works besides teaching. Realizing the significance of foreign languages, departments of both Asian and European languages were established long back which impart training in more than 11 languages at various levels under the departments of Foreign Languages, French Studies, German Studies, Arabic and Persian. Known for their excellent academic output, these language departments have created a niche for themselves far and wide. This places Banaras Hindu University among the select few in India with excellent facilities for teaching and research in a large number of languages catering to the needs of national integrity and globalization.

The dynamism of the Faculty is revealed in its ability to keep itself growing with the times by opening new departments suited to the contemporary needs of society. This forms the part of its third area of focus which includes the professional courses like Physical Education, Library and Information Science, and Journalism and Mass Communication, and the most recently developed Vocational Courses like Tourism & Travel Management, Archaeology and Museology, Functional Hindi and Functional English. It would be no exaggeration to say that the Faculty of Arts has continued to play a crucial role in building up the unique position of the Banaras Hindu University in India and abroad.

Faculty of Social Sciences

Faculty of Social Sciences (bifurcated from the Faculty of Arts formerly Central Hindu College) was established in 1971 comprising five Departments of Economics, History, Political Science, Psychology and Sociology.

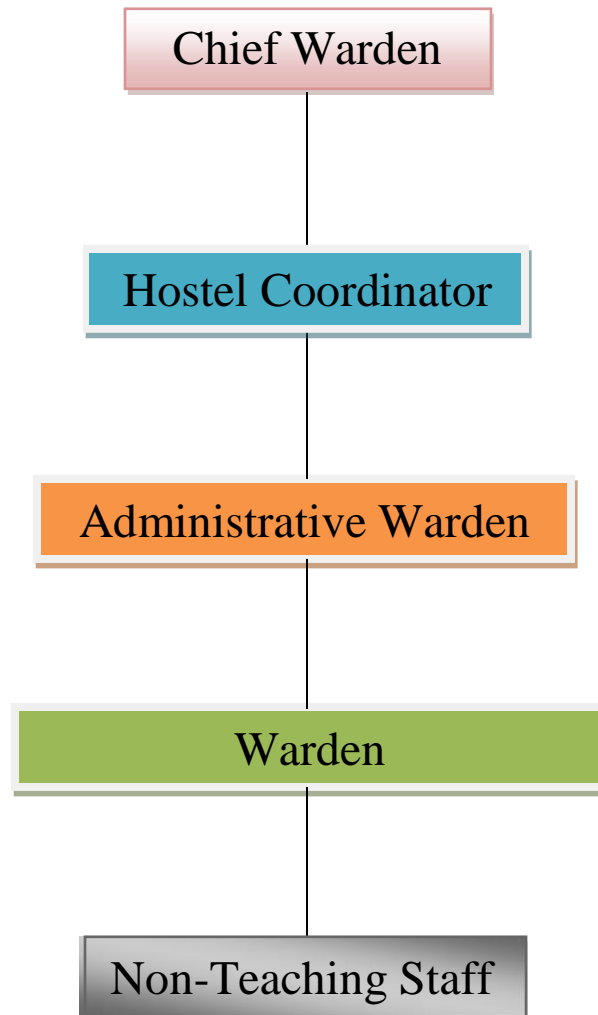
The Faculty of Social Sciences being one of the oldest and distinguished centers of learning has a long lineage of strengthening the academic fabric of the Banaras Hindu University. It has hosted scores of scholars and researchers whose contribution has been recognized and acclaimed world over. In addition to the catering of teaching at the undergraduate and postgraduate levels in the five disciplines of Economics, History, Political Science, Psychology and Sociology, the Faculty has branched out its new direction by setting up new centres in areas such as Women's Studies and Peace Studies along with some of the professional courses to meet the emerging challenges of present day world. Research is also an integral and significant component of the academic activity at the Faculty level and the contribution of some of the teachers has been recognized at the national and international levels. The first quarter of the 21st century is witnessing the unprecedented changes brought about by Information & Communication Technology (ICT), Systems of Cybernetics & informatics and the overall changes brought about by techno-electronic development. The bio-technological revolutions all over the world are going to control population genetics and alter human nature. It is in this reference that the importance of social sciences has gained global concern. Since economy, polity and social structure are the major themes of studies of social sciences and all scientific researches and technological innovations are ultimately meant for the betterment of society and

humanity at large the social scientists in the wake of modern changes have to emerge as social designers, as interpreters and as social theorists of economy and polity. The Faculty of Social Sciences (bifurcated from the Faculty of Arts), established in 1971 has presented landmark impacts with the help of the rigorous exercises done by the Sociologists, Psychologists, Economists, Political Scientists and Historians. Many of the Faculty members have earned international reputations by their intellectual output and a number of social scientists from UK, USA, Germany, Italy and other developed countries have frequented their visit to the Faculty. The Institute of Rural Development Programme, Malaviya Centre for Peace Research and Centre for Women's Studies and Development have made commendable academic output in the areas of developing human relations and social solidarity. **It is in this light of consideration that the faculty proposes to upgrade its status as an Institute of Social Sciences.**

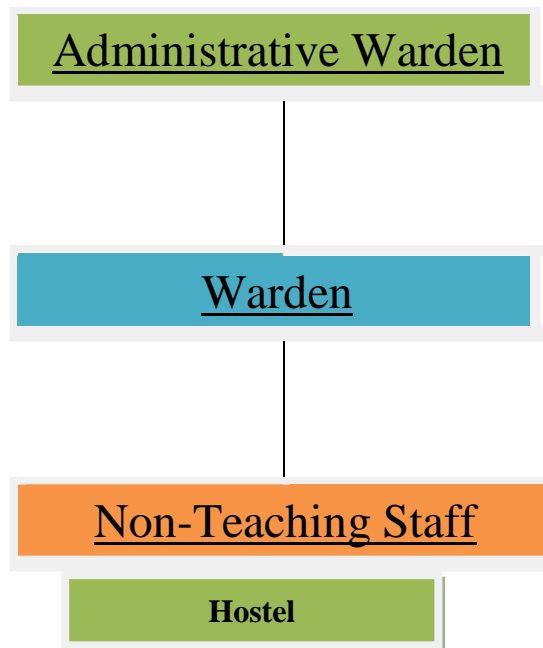
**Department of Journalism and Mass Communication
(Faculty of Arts)**

The Department of Journalism and Mass Communication was established in 1973 in the Faculty of Arts. It runs a 2-year (four semesters) course in Master of Arts in Mass Communication with a provision for specialization and a mandatory 8-10 weeks of internship programme. The departmental library has more than 5 thousand titles. It has a computer laboratory of 40 systems with Internet connectivity. The departmental film library has more than 200 Compact Discs (CDs) and Digital Video Disc (DVDs) of classical films. It has the state of the art equipment for TV and radio programme production. The department publishes its students' laboratory news bulletin called Parisar.

**ORGANIZATIONAL CHART OF HOSTEL ADMINISTRATION
MMV**



ORGANIZATIONAL CHART OF HOSTEL ADMINISTRATION



Banaras Hindu University, the largest among the residential universities of India, has the distinction of providing residential accommodation to about 12000 students in as many as 62 hostels. Most of the hostels have been named after dignitaries who have been associated with the University or who have been donors to a particular hostel. A large number of renowned personalities like Prof. C.N.R. Rao, Devendra Lal, U.R. Rao, Sri Jagjivan Ram and many others occupying various important positions in the sphere of Industry, Business, Administration, Academia, Civil Services, Science and Law world over have resided in the hostels of this University. The Institutes and Faculties have a definite number of hostels under their control. There is Triveni complex of girls hostels which accommodates female students of different courses including research scholars of different Institutes/Faculties. The intake capacity of individual hostel varies from 37 students (Ram Kinkar Hostel of Faculty of Visual Arts) to 651 students (Broacha Hostel of Faculty of Science). Of the total 62 hostels, 38 are for boys and 24 for girls.

The Dean of Students is Over-all In-Charge of welfare activities of the hostels and the Dean of the concerned Faculty is head of the hostels falling under the faculty. He governs the functioning of a hostel through a Co-ordinator (one for the concerned faculty), one Administrative Warden and suitable number of Wardens. Every hostel of the University is provided with lobby servants, sweepers and gardeners. Every

hostel has an office with adequate staff. Electric and water supply is looked after by EWSS department while repair and minor construction is the responsibility of UWD.

The mess arrangement is provided on government subsidy and self supporting basis in terms of prescribed mess charges.

The hostels are run on the Hostel Manual duly approved by the Executive Council vide ECR No.218 dated 29th June, 2014.

Audit Manual – Preliminary Assessment

The Comptroller and Auditor General of India (CAG) widely known as the Government Auditors in the University has stipulated the audit process inclusive of the following steps :-

- Planning
- Definition of audit objectives and scope
- Evaluation of controls
- Evidence collection
- Evaluation of evidence
- Reporting and follow up

Planning

The Auditing standards of CAG of India state that:

- The auditor should plan the audit in a manner, which ensures that an audit of high quality is carried out in an economic, efficient and effective way and in a timely manner.
- The work of the audit staff at each level and audit phases should be properly supervised during the audit, and a senior member of the audit staff should review documented work.
- The auditor, in determining the extent and scope of the audit, should study and evaluate the reliability of internal control.

Perhaps the most important activity of any audit is planning. The greater the care taken in the planning, the more precise and effective will be the audit. Although concentrated at the beginning of an audit, planning is an iterative process performed throughout the audit. This is because the results of preliminary assessments provide the basis for determining the extent and type of subsequent testing. If auditors obtain evidence that specific control procedures are ineffective, they may find it necessary to reevaluate their conclusions and other planning decisions made based on those conclusions.

Understanding the Organization

The auditor has to perform gather knowledge and inputs on the following aspects of the entity to be audited:

- Organizational function and the operating environment
- Organizational structure

- Criticality of systems
- Nature of hardware and software used
- Nature and extent of Risks affecting the systems

An understanding of the overall environment can be developed by:

- Reading background material including organization publication, annual reports and independent audit/analytical reports
- Reviewing prior reports
- Reviewing long-term strategic plans
- Interviewing key personnel to understand business issues
- Visiting key organization facilities

The extent of the knowledge of the organization and its processes required by the auditor will be determined by the nature of the organization and the level of detail at which the audit work is being performed. Knowledge of the organization should include the extent to which the organization relies on outsourcing to meet its objectives. The auditor should use this information in identifying potential problems, formulating the objectives, scope of the work and performing the work.

Organizational Environment

As part of the planning process, auditors should obtain an understanding of the overall environment of the entity. This should include a general understanding of the various business practices and functions relating to the auditee, the types of information systems supporting the activity, as well as environment it is operating in. Understanding the organization helps decide what to audit, at what frequency, when, how and to what extent.

Some essential aspects to understand about the organizations are as follows:

- The organization's functions/business (what it does and how it does it) and its strategic goals and objectives
- The major types, classes and volume of transaction and assets involved in carrying out the business
- The critical organizational units or functions involved in conducting the business
- The number of operating units or locations and their geographic dispersion

- The key computer based application systems used to process and control these transactions and assets
- The types of risks faced by the transactions and assets, computer systems, organizational units, functions, projects and programs involved in the environment within which the business operates and competes
- The regulatory frame work within which the business is carried out

Organizational Structure

Organizational structure and management controls are an important area of auditor's evaluation to decide upon identification of the line of audit enquiry, determination of audit areas and audit objectives. Organization and management controls include these controls that provide protection for the actual or tangible physical environment, as well as for the staffing and operation of the information processing facility (IPF).

Criticality of IT Systems

With the increase in the investment and dependence on computerized systems by the auditee, it has become imperative for audit to change the methodology and approach to audit because of the risks to data integrity, abuse, privacy, etc. In an information technology (IT) system, especially implemented in an environment of deficient controls as compared to a manual system, an independent audit is required to provide assurance that adequate measures have been designed and are operated to minimize the exposure to various risks.

As the general audit process and its related planning activity described above are equally applicable to audit in the environment of information systems. The above needs to be kept in mind while considering the audit of Computer Centre in the University system. In this connection Organizational and management controls within the IPF encompass the following:

- Sound human resource policies and management practices
- Separation of duties between the information processing environment and other organizational environment or functions
- Separation of duties within the information processing environment
- Methods to assess effective and efficient operations

The auditor needs to obtain an understanding of the organizational hierarchy as well as the structure and hierarchy of the department. The knowledge of the organizational levels and

delineation of the responsibilities provides valuable inputs into supervisory controls and responsibility centres.

Further the major spending projects or programmes in progress or planned for computer systems and equipments needs to be understood.

For better understanding of the IT environment, IT systems can be categorized as MissionCritical Systems and Support Systems. Mission Critical Systems are those whose failure would have very serious impact on the organization. Support Systems are those that support management decision making the absence of which may not result in as serious an impact as Mission Critical Systems. For example, failure of Air traffic Control Systems or Railway Reservation System will have serious consequences that may not be the case with failure of a filemanagement system in education department. The scope and extent of audit would be specific to each IT system. Therefore, in planning audit, the auditor needs to carefully consider the nature of the programmes or functions and the importance to the organization.

Nature of Hardware and Software Used

Understanding the hardware details of the organization in general and IT system in particular is of critical importance to the auditor. This information provides the auditor an understanding of the risks involved. Though the world is moving towards standardized hardware, differences still exist and each type of hardware comes with its own vulnerabilities that require specific controls. The auditor should also evaluate the hardware acquisition and maintenance process as a part of his/her preliminary assessment.

The auditor needs to understand the type of software used in the organization. Broadly software can be either developed in house or purchased as a commercial product off the shelf. The policy regarding decision on whether to develop software in-house or buy commercial products needs to be understood. The auditor needs to collect details of operating systems, application systems and Database Management Systems used in the organization. The auditor as a part of the preliminary information gathering exercise also needs to collect information relating to network architecture used, the technology to establish connectivity, where firewalls are placed etc. Preliminary assessment of hardware and software would enable planning the audit approach and the resources required for evidence collection.

With this backdrop the organization of Banaras Hindu University needs to be introduced to the auditor for understanding the extent and scope of internal audit to be carried out as programmed by the Internal Audit Officer (IAO). The details of the organizational activities being carried out in the respective Units, Departments, Faculties, Institutes etc., are provided in the succeeding paragraphs.

Process of Decision making Identify Key Decision Making Points

APPENDIX

{A}

(Referred to in paragraph 2.12)

Note : { The duties and responsibilities as prescribed for different categories of staff are not exhaustive and shall be suitably amended/modified under the orders of the Heads of Departments/Sections-in-Charge as per actual needs and interest of the University.

16. TECHNICAL POSTS

Job specifications approved by a Committee consisting of Prof. Shamer Singh, Director, Institute of Medical Sciences as Chairman, Prof. M. S. Kanungo, Department of Zoology, Prof. B. B. Dhar, Department of Mining Engineering as Members and Shri A. C. Karanjai, O.S.D. (Admin.) as Member- Secretary at its meeting held on 12th June, 1984.

9. Laboratory (Non-Teaching) Posts

1. Senior Technical Assistant :

Senior Technical Assistant shall work under the direct supervision and guidance of Section Incharge and assist in the smooth functioning of the different Laboratory namely, Research { Postgraduate and Undergraduate, maintenance and upkeep of equipment.

He shall be responsible for operation, upkeep and maintenance of equipment entrusted to his care as also rectification of minor defects in these instruments.

He shall maintain ledgers of consumable and non-consumable items and such other stores of the Laboratory.

Handle correspondence entrusted to him by the Head of the Department, Professor & Section Incharge.

Supervision of works of the subordinate technical staff of the Laboratory and maintenance of the Attendance Register of the laboratory and timely submission of reports to Section Incharge and Head of the Department.

And such other jobs that may be assigned to him by the Head of the Department/Section-in-Charge.

2. Technical Assistant :

Technical Assistant shall assist the Senior Technical Assistant in his duties.

Upkeep, repair and fabrication of instruments, equipments, tools, etc.

He shall arrange and carry out Laboratory work designed for students.

The duties of Technical Assistant shall be the same as Senior Technical Assistant where there is no post of Senior Technical Assistant or in the absence of the Senior Technical Assistant.

And such other jobs that may be assigned to him by the Head of the Department/Section-in-Charge.

3. Senior Laboratory Assistant :

He shall maintain the laboratory equipment in working order and help in arranging the practical classes.

He shall also keep the record of students' laboratory, journals, etc.

He shall be able to operate the machineries and laboratory equipments.

He may also be entrusted with the store keeping of the Laboratory including maintenance of its accounts. And such other jobs as may be assigned to him by the Head of the Department/ Section-in-Charge.

4. Junior Laboratory Assistant :

He shall assist the Senior Laboratory Assistant in his duties.

The duties of Junior Laboratory Assistant shall be the same as Senior Laboratory Assistant in absence of the latter official.

Junior Laboratory Assistant may also be entrusted with the store keeping of the Laboratory including maintenance of its accounts.

And such other jobs as may be assigned to him by the Head of the Department/ Section-in-Charge.

5. Laboratory Attendant (Senior and Junior)

Laboratory Attendants shall help the students in all respects in fabrication work and in conducting experiments or in execution of jobs etc.

They shall be responsible for washing glass wares, sterilization of media, preparation of animal and plants for experiments, cleaning the Laboratory tables and laboratory working benches.

Laboratory Attendants must be conversant with the laboratory equipments/

machineries etc. They shall maintain cleanliness of the instruments/ machineries and their surroundings.

They shall help other staff in the installation and movement of machineries, equipments, etc. And such other jobs as may be assigned by Head of the Department/ Section-in-Charge.

35. Workshop (Non-Teaching) Posts

1. Assistant Foreman :

To maintain in working conditions of all the machines/ equipments in the Workshop. To distribute and assign day to day work to the various workers in the shop.

To help students/teachers in the design and fabrication of jobs/ experiments/ models etc. etc. To maintain records/ stores/ accounts of the shop with the help of his subordinate staff.

To maintain attendance and look after the welfare of the workers under his charge in his shop.

To attend all such functions performed by a Foreman in his absence.

2. Mechanics { all categories :

He should be able to repair and fabricate equipments/ instruments/tools etc.

He shall keep a record of the daily work done in a logbook.

Mechanics of Teaching Workshops shall assist in fabrication jobs of students/Research scholars/Teachers etc. and do such other jobs as may be assigned by Head of the Department/Section-in-Charge.

3. Mechanic (Faculty of Performing Arts) :

Repair and maintenance of string instruments and other musical instruments used in the Faculty and other jobs as may be assigned by the Head of the Department/Section-in-Charge.

4. Fine Mechanic (Faculty of Performing Arts) :

Operating/Repairing/Maintaining of Radio, Recording sets, Record players, Tape Recorders, Amplifiers and Micro-phones of various makes, Maintenance of electric fittings and other jobs as may be assigned by the Head of the Department/Section-in-Charge.

5. Senior Workshop Assistant :

He shall maintain the Workshop equipments in working orders.

He shall keep the record of students, Laboratory/ Workshop

journals, etc. He shall operate the machinery and other equipment.

He shall be required to do such other work as assigned to him by the Head of the Department/Section-in-Charge.

6. Junior Workshop Assistant :

He shall assist the Senior Workshop Assistant in his duties. The duties of Junior Workshop Assistant will be the same as Senior Workshop Assistant where there is no post of Senior Workshop Assistant or in the absence of Senior Workshop Assistant and also other works as assigned to him by the Head of the Department/Section-in-Charge.

7. Taxidermist (S.T.A.):

He shall prepare skeletons of animals including humans, prepare permanent stuffed animals, prepare skeletons, stuffed and stained animals for museum.

He shall assist students, research scholars and teachers in the above preparations.

He shall be required to do such other work as assigned to him by the Head of the Department/Section-inCharge.

8. Animal Collector :

He shall be responsible for proper supply of living and preserved animals for use of students in their class, and for use by research scholars and teachers.

He shall be required to maintain living animals/preserve animals for use by students/research scholars/teachers as and when required.

He shall be required to do such other work as assigned to him by the Head of the Department/Section-inCharge.

9. Animal Assistant' Animal Curator :

He shall be responsible for the maintenance of living animals including those in the Animal House, feed the animals, breed them, keep the animal rooms and surroundings clean with the help of Attendants. He shall keep a record of animals including death and birth of animals.

He shall be required to preserve animals when they die and also keep pre-served animals for use by students/ research scholars/teachers.

He shall be required to do such other work as assigned to him by the Head of the Department/Section-inCharge.

10. Museum Keeper :

He shall be responsible for the maintenance and upkeep of the museum including proper arrangement of specimens, labeling and detailed record of each specimen, its proper preservation.

He shall keep a record of all specimens of the Museum, assist students/ research scholars/ teachers in the study of specimens.

He shall be required to do such other work as assigned to him by the Head of the Department/ Section-inCharge.

11. Culture Assistant :

He shall maintain and propagate culture of animals/ plants and keep their record.

He shall be required to do such other work as assigned to him by the Head of the Department/Section-in-Charge.

12. Workshop Attendant (Senior and Junior):

He shall maintain the cleanliness of the instruments, machines and their surroundings in the Workshop.

He shall help other staff in installation and movement of machine and material in the Workshop and do other job/jobs as assigned to him by the Head of the Department/Section-in-Charge.

13. Instrument Operator :

Maintenance and operation of sophisticated instruments. He should be capable of detecting and rectifying minor defects in such instruments.

He shall assist students, research scholars, teachers and others in the operation of such instruments and do other jobs as per direction of the Head of the Department/Section-in-Charge.

14. Glass Blower :

Fabrication, designing and repairing of scientific glass apparatus (Glass Blowing) and other jobs as per direction of the Head of the Department/Section-in-Charge.

61. Special Type of Technical Posts in Institute of Medical Sciences

1. Social Worker :

To participate in training of Medical Graduates and Postgraduates, research and socio service programme of the Department and to motivate the community people to avail of various health and welfare facilities and to educate the community through mass media and arrange health care programme for the community.

And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

2. Medical Social Worker / Health Worker :

Duties are similar to those of 'Social Workers' plus Data collection.

3. Extension Educator :

To motivate the community to adopt family planning and to observe the Health Care Programme.

4. Public Health Nurse :

To organise M.C.H., Family Planning and health care in Rural and Urban areas.

5. Health Visitor :

To work as Health Visitor in Primary Health Centre and to guide the local inhabitants in their medical health care.

6. Photo Artist :

To draw diagrammatic charts, illustrations and to prepare book jacket of technical nature and photographic work.

And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

7. Projectionist :

To operate, maintain and repair audio-visual equipments.

8. Photographer :

To do all sorts of Photographic and Photo-micrographic work including preparation of slides etc. And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

9. S.T.A. (Art & Photo) :

To draw diagrammatic charts, paintings and photographic' work including preparation of slides, tracing, etc.

And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

10. Mortuary Attendant :

To carry dead body and assist in autopsy and other cadaveric work.

And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

11. Dental Hygienist :

Dental hygiene work of patients.

12. Dental Mechanic :

To prepare denture and other related jobs.

13. Animal Attendant :

Feeding, breeding and to dress the animals for teaching/ experimental work, including cleaning and maintaining animal room and related work etc.

And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

IV. Special Type of Technical Posts in the Institute of Agricultural Sciences

(a) Agriculture Farm

1. Farm Superintendent :

To supervise the operation, functioning of the farm, maintenance of Accounts and Stock Registers, etc.

To assist Teachers, Students, Research Scholars in their experiments.

And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

2. Assistant Farm Superintendent :

To assist the Farm Superintendent in all the above jobs and perform the duties of Farm Superintendent as and when assigned in the absence of the Farm Superintendent.

3. Farm Assistant :

To assist the Farm Superintendent/Assistant Farm Superintendent in all the above jobs.

4. Tractor Driver :

Maintenance and operation of Tractor for ploughing the elds and cartage etc.and any other jobs assigned.

5. Farm Mate :

To assist and work in eld operation.

And such other jobs that may be assigned to them by the Head of the Department/Section in-Charge.

6. Farm Labourer :

To work in elds as per daily duty allotments.

(b) Dairy Farm

7. Live Stock Farm Manager/Dairy Farm Superintendent :

Overall supervision, planning and management of feeding of animals. To supervise the work of accounting of animal feed, sale of Dairy produce including maintenance of Stock Registers. Assisting teachers, Research scholars, students in their experiments.

To take care of animal health and maintain proper breeding environments.

8. Dairy Farm Assistant :

To assist the Dairy Farm Superintendent in his day-to-day work.

And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

9. Veterinary Compounder :

First aid work, diagnostic work and treatment of animals.

10. Literate Attendant :

Same as Laboratory Attendant.

11. Butterman :

Manufacture of dairy products.

12. Dairy Farm Labourer and Dairyman :

Milking, feeding, handling of animals and milk distribution etc.

13. Fieldman :

Sowing for various co-ordinated and station trials, various field operations, recording of data, supervision of harvesting, thrashing and Storage of seeds.

14. Field Assistant :

Recording of data and layout of experiments, supervision of various field operations, assisting in breeder seed production.

15. Sub-Assistant :

Conduct of trials, supervision of field operations, tabulation of data, breeder seed production.

17. UNIVERSITY WORKS DEPARTMENT, ELECTRIC AND WATER SUPPLY SERVICES AND HORTICULTURE UNIT

Job specifications approved by a Committee consisting of Professor V. S. Sub-barao, Department of Electrical Engineering, Institute of Technology as Chair-man, Prof. B. N. Roy, Department of Civil Engineering, Institute of Technology, University Engineer, E.W.S. Engineer as Members and Shri A. C. Karan-jai, Officer-on-Special Duty (Admin.) as Member-Secretary at its meetings held on 26th July, 1984, 16th October, 1984 and 3rd December, 1984. Shri U. D. Singh, Horticulturist, attended the meeting as an invitee.

9. University Works Department

1. University Engineer :

The University Works Department of the University shall be under an University Engineer who shall be responsible for all execution and maintenance of works entrusted to the department by competent authority. He shall be primarily responsible for procurement of material and machinery for speedy and economic execution of the works in his charge and also responsible for implementation of the terms and conditions of contracts entered into with various parties viz. Contractors and Suppliers.

The University Engineer shall be primarily responsible to competent authority for forwarding information in cases of probability of excess over the estimated costs of the works in his charge. He is responsible for suggesting proper measures to competent authority to be taken to preserve the University buildings and roads in good condition.

2. Assistant University Engineer/S.D.Os. :

The University Works Department has few sub-divisional units under it. According to location and workload each such unit is headed by an Assistant University Engineer/Sub Divisional Officer. An A.U.E.

S.D.O. is responsible to the University Engineer for planning, estimation, progress reports, supervision and execution of the works according to the norms and standards laid down for the same in designs, drawings and estimates. The successful achievement of the target fixed for completion of each project/works with the due consideration to speed and economy or proper maintenance of buildings, structures, etc. under the charge of an A.U.E./S.D.O. mainly depend

upon faithful implementation of the policies and orders by the A.U.E./S.D.O. and Junior Engineers (S.Os.) working under him.

All Assistant University Engineers are responsible for opening quotations properly and assist in opening tenders. They are to examine/recommend the tenders for acceptance/rejection.

An A.U.E./S.D.O. has to see the proper preservation of stores, weeding thereof and their proper accounts {quantity and value both. He is also required to inspect the buildings, structures and roads, etc. in his charge as often as necessary about their condition from safety and maintenance point of view

and take/suggest necessary action. The A.U.E./S.D.O. are also required to test-check the measurements recorded by the Junior Engineers (S.Os.) under their dated initials in the M.Bs. In addition all A.U.E's/S.D.O's shall assist his superiors in performance of all above and other miscellaneous duties which may be assigned to him by University Engineer/Superiors.

3. Junior Engineer (Section Officer) :

Junior Engineers (Section Officers) are employed on original works ; maintenance and petty works ; planning work and store work on the civil side. On the electrical side, they are employed in original works ; maintenance and petty works.

Section Officer is the primary supervisory element in the executive and planning unit. He is responsible both for the execution of works and maintenance of accounts with which he is concerned.

The duties of the Junior Engineers (Section Officers) engaged on original and maintenance works are as below :

1. To collect engineering data for estimates and prepare rough drawing and site plans connected therewith.
2. To supervise and see that all works under his charge are done according to the specifications, drawings, standards laid down and approved samples. He is expected to remain at site for appropriate time in order to see that the works are executed properly in accordance with the requirements. If any work is done by a Contractor below specification it is the duty of the Section Officer to bring it at once to the notice of the Assistant Engineer/S.D.O. Incharge and also make a note in the site order book.
3. To arrange for the materials, T & P from store/ by purchase from the market ; issue materials, T & P to contractors/works at the proper time so that there is no obstruction in the execution of work.
4. To keep University materials ; T. & P in his custody and care ; maintain proper accounts of receipts, issues and balances ; arrange adequate watch and ward.
5. (i) To record measurements of work done by the contractor/departmental labour.
(ii) To take the levels of areas where earth work is done and prepare earth work calculation sheets, lead charts, etc. for calculating the quantities of work done.
6. To prepare abstract of measurements at the time of preparation of bills/closing of Muster Rolls.
7. To prepare the recovery statements for the materials/ T & P supplied to contractors, or other

services rendered by the department and send them to the A.U.E./S.D.O. for effecting recovery.

8. To prepare theoretical consumption statements.
9. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors hindrances to the execution of work.
10. To maintain the prescribed registers/accounts like cement register ; cube testing of fine aggregate. M.A.S. account site order book, Account of-Temporary advances ; Imprest Accounts, Stock account ; T & P account ; standard M.Bs. etc.
11. To maintain Register of Inspection of Buildings in his section in the pre-scribed form and to bring to the notice of his superior officers any defects noticed at the time of his inspection. If any building/ structure is particularly unsafe, this should be specially brought to the notice of higher authorities.
12. To prepare complete drawings ; extra and substituted items statement, deviation statements; reduction rate statements.
13. To mark the attendance of W.C. and regular staff in the register, to maintain the muster rolls properly; to mark the attendance of casual labour in Muster Rolls; to arrange for casual labour required for departmental works ; to see that the Work-charged staff is properly and fully employed ; to watch the - out-turn and performance of the staff and labour engaged under him ; to send daily reports as required under the rules.
14. To prepare estimates for additions and alterations in buildings.
15. To prepare estimates for annual repair and special repair works and petty works after collecting data from site. 16. To furnish full details and prepare supplementary estimates, revised estimates.
16. To submit reports of all accidents.
17. To prepare NIT/NIQ's and then prepare comparative statement of tenders.
18. To check and compare fair drafts, NIT's/NIQ's, estimates.
19. To verify bills, A.T.D.S. etc.
20. To submit required returns to his superior officers.
21. To maintain drawings of buildings, services etc. under his charge.
22. To initiate action for disposal of surplus/unserviceable materials/T & P/empties etc.
23. To ensure prompt action on complaints received in enquiry offices.
24. Preparation and checking of rough cost estimates.
25. Preparation and checking of preliminary estimates.
26. Preparation and checking of detailed estimates.
27. Preparation and checking of revised estimates.

28. Preparation and checking of revised estimates/ NITS estimates.
29. Preparation and checking of Designs.
30. Preparation and checking of drawings.
31. Preparation and checking of Schedule of Rate,.
32. Preparation and checking of specifications.
33. Preparation and checking of theoretical consumption of materials.
34. Preparation and checking of cost index calculations.
35. Calculation and checking of plinth areas, floor areas, etc. from drawings.
36. Calculation of preliminary sizes of structural members.
37. Checking of extra, substituted and deviation item statements.
38. Preparation and checking of survey reports ; checking of tenders, quotations.
39. Scrutiny of drawings prepared by Architects.
40. Examination of arbitration cases.
41. Examination of case relating to approval of materials.
42. Examination of cases relating to wages of labour. ('151)
43. Carrying out of survey work of areas for development and preparation of Survey plans,
44. Custody of Mathematical and survey instruments, tools and plant including their receipt and issue and maintenance of their account.
45. Assist in carrying out Laboratory test on materials such as cement, steel, timber, metal, soil, etc.
46. Assist in carrying out field tests on soils etc.
47. To carry out valuation of buildings.
48. The duties of Junior Engineers (Section Officers) employed on the Stores work are as follows :
 - (i) To take delivery of materials/T & P; in time check them and report shortages/breakages to higher authorities.
 - (ii) To be in custody of materials/T & P; to arrange for their proper storage.
 - (iii) To issue materials/ & P..
 - (iv) To maintain proper accounts of materials/T & P as required.
 - (v) To submit accounts/returns as required.
 - (vi) To ensure proper watch and ward arrangements for materials/ & P.

(vii) To mark the attendance of staff under him and to supervise their

works. (viii) To verify bills of suppliers, ATDs, etc.

(ix) To initiate action for disposal of surplus/unserviceable materials/T & P.

(x) Submit reports of thefts/accidents.

(xi) Maintain proper account of temporary advances and imprest accounts.

General:

The above mentioned duties are only illustrative and not exhaustive. A Junior Engineer (Section Officer) is expected to assist his superiors in performance of all those duties which he may have to assume on his promotion, if promoted, to the post of Assistant University Engineer/S.D.O. in course of time and observe and check all administrative orders/ instructions issued by University from time to time.

4. Divisional Accountant :

Divisional Accountant is overall responsible for preparation and scrutiny of contract agreements, tender checking of bills with M. Bs., maintenance of contract and works accounts, scrutiny of store accounts, recoveries from contractors' bills and other defects, objections, etc. Arbitration cases, Reports dealing financial matters, Budgetary matters, etc.

5. Assistant Mason :

(i) To attend to all types of masonry work including bricklaying, plastering, pointing, pointing, white colourwashing, etc. required in the University.

(ii) To attend to all repairs/newals of all types of masonry work in the University buildings or structure

(iii) To keep all tools and other materials required in clean and working condition.

(iv) To assist/help senior skilled personnel.

(v) To carry out any other duties assigned.

6. Mason :

Same as prescribed for the Assistant Mason, plus

(vi) To supervise the work of any junior skilled/unskilled personnel entrusted.

(vii) To prepare estimate of materials required and help in the purchase of materials where needed and keep proper account of materials issued.

7. Assistant Carpenter :

(i) To construct and erect all wood work including doors, windows, frames, trusses, furniture and other structural constructions, etc. required.

(ii) To carry out repairs of all wood work (inside and outside) in various units of the University.

(iii) To assist/help the senior skilled personnel as required.

(iv) To keep all tools and other materials required in clean and working order.

(v) To carry out any other duties assigned.

8. Carpenter :

Same as prescribed for Assistant Carpenter, plus

(vi) To supervise the work of any junior skilled or unskilled personnel entrusted.

(vii) To prepare estimates of materials required and help in the purchase of materials required and keep proper account of materials issued.

9. Assistant Painter :

(i) Paint woodwork, walls and other structures to the required colour and shade.

(ii) Varnishing/polishing/painting of quality woodwork and other furniture or machines and equipment as required.

(iii) Lettering and painting of sign-boards/name-boards as required.

(iv) To assist/help the senior skilled personnel as required.

(v) To keep all tools and other materials required in clean and working order.

(vi) To carry out any other duties assigned.

10. Painter :

(i) Paint woodwork, walls and other structures to the required colour and shade.

(ii) Varnishing/polishing/painting of quality woodwork and other furniture or machines and equipment as required.

(iii) Lettering and painting of name-boards/sign-boards as required.

(iv) To prepare estimates of materials required and help in the purchase of materials when required and keep proper account of materials issued.

(v) To supervise the work of any junior skilled or unskilled personnel entrusted.

(vi) To carry out any other duties assigned.

11. Beldarl Helper :

(i) Shall assist, the skilled artisans in their work (masonry, carpentry, etc.)

(ii) Shall maintain cleanliness of instruments, machines, tools, etc. and their surroundings in their place of work as instructed.

(iii) Shall do other unskilled jobs such as earth work, movement of machines/ materials etc. as required.

(iv) Any other miscellaneous work as assigned.

12. Truck Driver ;

To handle heavy vehicle as per the direction of U. W.D. authorities.

13. Road Roller Driver

Driving roller on the newly built roads under construction and on roads requiring rolling at the time of repas per direction of superiors.

14. Fireman-cum-Cleaner

- (i) Cleaning and oiling of the Road Rollers.
- (ii) Loading of coal and any other materials required into the re box as required.
- (iii) Any other work as assigned.

15. Truck Khalasi

- (i) To attend the loading/unloading of trucks and shift' of materials as re-quired.
- (ii) To maintain the cleanliness of the trucks, tools, and surroundings in their place of work, as instructed
- (iii) Any other miscellaneous work as assigned.

16. Workshop Attendant (Junior/ Senior)

- (i) He shall maintain the cleanliness of the instruments, machines, tools, etc. and their surroundings in theirplace of work as instructed.
- (ii) He shall help other sta , in installation, removal, movement of machines and materials etc. as required.
- (iii) Routine operation of machines/pumps and other equipment entrusted and their maintenance like oiling,cleaning etc. under the supervision of skilled personnel.
- (iv) Any other miscellaneous work as assigned to him. SEWAGE SCHEME (U.W.D.)

17. Senior & Head Mechanic :

- (i) To repair and maintain all equipments, pumps & motors and all other equipments.
- (ii) To report about breakdown of pumps immediately and take action for prompt repair.
- (iii) To supervise and guide the work of Mechanics, Fitters, Operators and other skilled and unskilledpersonnel working under him.
- (iv) Any other duty assigned.

18. Senior Workshop Assistant (Electrician)

- (i) To carry out construction, maintenance and repair, operation work of all electrical installations includingH.T./L.T. lines, sub-station equipment, air-conditioners, electric motors, pump sets, etc.
- (ii) To supervise and guide the work of junior skilled and unskilled personnel under their control.
- (iii) To prepare est;mates of materials required and help in purchase of mate-rials required and

keep proper account of materials issued.

- (iv) To keep all tools and other materials required in clean and working order.
- (v) To carry out any other duties assigned.

35. Electric & Water Supply Services

1. E.W.S. Engineer

Electric and Water Supply Department of the University shall be under the charge of an E.W.S. Engineer who shall be responsible for all execution and maintenance of works entrusted to the Department. He shall be directly responsible for procurement of men, material and machinery for speedy and economic execution of the works in his charge and also for implementation of the terms and conditions of contracts entered into with various parties viz. Contractors and Suppliers.

The E.W.S. Engineer shall be responsible for ordering information in cases of probability of excess over the estimated costs of works in his charge. He is required to inspect all electrical and water installations under his charge and is responsible for proper measures to be taken to preserve them in good condition.

2. Assistant Foreman :

The Assistant Foreman shall be responsible to the E. W. S. Engineer for the management and execution of works within his unit. The duties of Assistant Foreman shall also include - {

- (a) to collect Engineering data for estimates and prepare rough drawing and site plans connected therewith ;
- (b) to supervise and see that all works under his charge are done according to the specifications, drawings, standard laid down and approved samples. He is expected to remain at site throughout in order to see that the work is executed properly in accordance with the requirements. If any work is done by a contractor below specifications, it is the duty of the Assistant Foreman to bring it at once to the notice of the E.W.S. Engineer and also make a note in the site order book ;
- (c) to arrange for the materials, T & P from Stores/by purchase from the market ; issue materials, T & P to contractors/works at the proper time, so that there is no obstruction in the execution of work ;
- (d) to keep University materials, T & P in his custody and care ; maintain proper accounts of receipts, issues and balances and arrange adequate watch and wards ;
- (e) to prepare theoretical consumption statements ;
- (f) to maintain Register of Inspection of works and installation of his unit and to bring to the notice of the E.W.S. Engineer any defects noticed during the inspection ;
- (g) to prepare estimates for new works of his unit ;
- (h) to prepare estimates for annual repair and special repair works and petty works of his unit after collecting data from site ;
- (i) to furnish all details for preparing supplementary estimates, revised estimates ;
- (j) to submit reports of all accidents ;

- (k) to give first aid and arrange for medical aid in case of accidents ;
- (l) to detect and report unauthorised additions and alterations of the electric and water fittings ;
- (m) to allot various types of works to the personnel under his charge and supervise their work and submit full and regular reports on the progress of works ;
- (n) to ensure proper maintenance of all records like attendance registers, materials registers, etc.

3. Senior & Head Mechanic :

- (i) Erection, repair and maintenance of L.T. and H.T. overhead lines and other outdoor equipment ;
H.T. &
L.T. cables and their jointing and other associated equipment.
- (ii) Erection, repair and maintenance of various appliances and other equipment in H.T. substation and other indoor installations.
- (iii) To guide and supervise the work of other skilled and unskilled personnel under their charge.
- (iv) To arrange for the materials, T & P required for the works under their control and issue materials to them (personnel under their charge).
- (v) To prepare estimates of materials required for works under their charge and ensure keeping of proper records for all works under their control.
- (vi) To provide the electric and water supply section any other administrative and technical assistance as and when required.
- (vii) To carry out any other duties assigned.

4. Mechanic :

Same duties as prescribed for Senior & Head Mechanic except (iii), (v), (vi) & (vii) ; plus {

- (i) Repair and fabricate and maintenance all necessary tools, instruments required for their work.
- (ii) To prepare necessary estimates and daily log-book & for all works entrusted.
- (iii) When attached to teaching workshops, assist in the fabrication of student job/projects.
- (iv) To provide necessary assistance to senior technical staff when needed.
- (v) To carry out any other duties assigned.

5. Assistant Turner :

- (i) To carry out all turning and machining operations, on lathes and other machines of the Workshop to the required degree of accuracy and tolerances.
- (ii) To keep all tools and other materials required in clean and working order.

(iii) To carry out any repairs, maintenance or installation work of lathes or other workshop machines as required.

(iv) To assist/help the senior skilled personnel as required.

(v) To carry out any other duties assigned.

6. Turner :

Same duties as prescribed for Assistant Turner except (iv) plus

(iv) To supervise the work of any junior skilled or unskilled personnel.

(v) To prepare estimates of materials required for all jobs of their trade and keep account of materials issued,

7. Assistant Armature Winder :

(i) To carry out all winding jobs of D.C. machines, A.C. machines, trans-formers and other electrical equipment to the required specifications.

(ii) To carry out repairs of electrical coils of various d.c. and a.c. machines, transformers and other electrical equipment.

(iii) To carry out all soldering, brazing, insulating jobs required for all wind-ings.

(iv) To keep all tools and other required materials in clean and working order.

(v) To carry out the repair and maintenance work of all winding machines and other related apparatus.

(vi) To assist/help other senior skilled personnel.

(vii) To carry out any other duties assigned. 2.8 Armature Winder : Same as prescribed for Assistant Armature Winder except (vi); plus {

(viii) To supervise and guide the work of other junior skilled and unskilled personnel.

(ix) To prepare the estimates of all materials required for all jobs of their trade and keep account of all materials issued.

8. Assistant Wireman :

(i) To carry out all wiring work, including additions and alterations of all electrical installations in various university buildings.

(ii) To carry out wiring, testing, maintenance and rep of various electrical equipment like Electric Moto Lifts, Pump-sets, Fans, Coolers, Switches, Dis bution Boards, etc.

(iii) To keep the tools and other materials in clean a working order.

(iv) To assist/help other senior skilled personnel.

(v) To carry out any other duties assigned.

9. Wireman :

Same as prescribed for Assistant Wireman except (iv) plus {

- (i) To supervise the work of other junior skilled/unskilled personnel as re-quired.
- (ii) To prepare estimate of materials required and keep proper accounts of materials issued.

10. Fuseman (Wiring):

- (i) To replace proper fuses in the respective distribution boards, switches, etc.
- (ii) To attend to minor faults in the internal wiring system
- (iii) To report any major fault to his superiors for necessary action.
- (iv) To keep all tools and materials in good and working order.
- (v) To help/assist senior skilled personnel when needed
- (vi) To carry out any other work assigned.

11. Assistant Fitter :

- (i) All kinds of fitting work involving filing, cutting and threading of ferrous and non-ferrous materials.
- (ii) To assist/help other senior skilled personnel as required.
- (iii) To keep all tools and other materials required in clean and working order.
- (iv) To carry out any other duties assigned.

12. Fitter :

Same duties as prescribed for Assistant Fitter plus {

- (v) To supervise the works of junior skilled and unskilled personnel entrusted.
- (v) To prepare estimate of materials required and keep proper accounts of materials issued.

13. Assistant Welder :

- (i) To carry out all types of welding jobs including electric arc, welding, gas welding, spot welding etc. within the premises of the workshops or at outdoor installations.
- (ii) To carry out minor repair and maintenance work of all welding apparatus.
- (iii) To keep all tools and other materials in good and working order.
- (iv) To help/assist the senior skilled personnel when needed.
- (v) To carry out any other duties assigned.

14. Assistant Lineman:

- (i) To carry out the construction, maintenance, repair and operation work of all electric installations including H.T. & L.T. lines, electrical machines, circuit breakers, underground cables, cable joints, etc.
- (ii) To keep all tools and other materials required in clean and working order.
- (iii) To help/assist other senior skilled personnel.
- (iv) To carry out any other duties assigned.

15. Lineman :

Same duties as prescribed for Assistant Lineman except (iii) ; plus {

- (iii) To prepare estimates of materials required and keep proper accounts of materials issued. (iiii) To supervise and guide the junior skilled and unskilled personnel under his control.

16. Fuseman (Mains):

- (i) To replace proper fuses, jumpers in the respective overhead line poles whenever needed.
- (ii) To attend minor repairs in the overhead lines.
- (iii) To report any major faults to his supervisor for his necessary action.
- (iv) To keep all tools and materials in good and working, order.
- (v) To help/assist senior skilled personnel when needed.
- (vi) To carry out any other work assigned.

17. Pump Fitter :

- (i) To erect, install, test, repair and maintain all pump and related ttings.
- (ii) To keep records of all repair and replacement wor done on .each pump.
- (iii) To inform su ciently in advance the requirement of all materials needed for satisfactory running of thpump.
- (iv) To carry out necessary repairs of the electrical installations under his charge.
- (v) To keep all tools and other materials required in clean and working order.
- (vi) To supervise and guide the work of junior skilled and. unskilled personnel.
- (vii) To carry out other duties assigned.

18. Assistant Pump Fitter :

Same as Pump Fitter, except (vi) and

(vi) To assist/help senior skilled personnel.

19. Pumpman

- (i) To operate and maintain the pump-sets including the motors, starters, switches, etc.
- (ii) To carry out minor repairs in pumping installation like gland packings, electrical faults, etc. and ensure satisfactory and continuous operation as needed.
- (iii) In case of major breakdown or mal-operation, submit detailed reports to the supervisory staff immediately.
- (iv) To prepare estimates of materials required and keep proper accounts of materials issued.
- (v) To keep all tools and other materials required in clean and working order.
- (vi) To supervise the work of junior skilled and unskilled personnel.
- (vii) To carry out other duties assigned.

20. Assistant Pumpman :

Same duties as prescribed for Pumpman, except (vi) and

(vi) To assist/help senior skilled personnel.

21. Refrigeration Mechanic :

- (i) To attend to all faults of refrigerators and air-conditioners in various units of the University and carry out any necessary maintenance and repair work on the spot wherever possible.
- (ii) To install, erect and commission refrigerators and air-conditioners wherever required in the University.
- (iii) To carry out testing, maintenance, repair and recharge of all refrigeration and air-conditioning equipments' including compressors within the workshop when needed.
- (iv) To prepare estimates of materials required and keep proper accounts of materials issued.
- (v) To keep all tools and other materials required in clean and working order.
- (vi) To supervise/guide the work of other junior skilled/ unskilled personnel.
- (vii) To carry out other duties assigned.

22. Assistant Refrigeration Mechanic :

Duties same as Refrigeration Mechanic, except (vi)

plus To assist/help other senior skilled personnel

when needed.

23. Generator Operator :

- (i) To start and operate the electric generators and other necessary switches to ensure proper electric supply.
- (ii) To keep proper records of consumption of various materials including Fuel oil, lubricating oil and otherspare parts etc.
- (iii) To inform su ciently in advance the requirements all materials needed for satisfactory running of tgenerators.
- (iv) To keep proper log books of the energy generators a any faults detected.
- (v) To carry out necessary repairs to the electrical installations under his charge.
- (vi) To assist/help other skilled personnel.
- (vii) To keep tools and other materials in clean and world order.(viii)To carry out any other duties as required.

24. Meter Tester :

- (i) To test, calibrate all types of electrical measuring instruments including energy meters, ammeter, voltmeters, wattmeters, current and potential transformers etc.
- (ii) To carry out any minor adjustments or repairs ensure satisfactory oper-ation of all measuring instruments wherever possible.
- (iii) To install and connect various measuring instruments wherever needed including sub-station panels etc.
- (iv) To assist/help other skilled personnel.
- (v) To keep tools and other materials in clean and working order.
- (vi) To carry out any other duties as required. (165)

25. Meter Repairer :

- (i) To repair all measuring instruments including energy meters, ammeters, voltmeters, wattmeters, etc.
- (ii) To keep all tools and materials in good and working order.
- (iii) To help/assist senior skilled persons when needed.
- (iv) To carry out any other work assigned.

26. Switch Board Operator :

- (i) To operate various switches in all sub-station under their control as and when required to ensuresatisfactory distribution of electricity.

- (ii) To switch on and isolate any faulty feeder or equipment as required during operation.
- (iii) To maintain proper log-books of all readings; faults, break-downs etc. as required.
- (iv) To report of any major faults, trippings etc. to the supervisory sta .
- (v) To contact and report of any breakdown in the incoming supply to the UPSEB personnel as required.
- (vi) To keep all tools and materials in good and working order.
- (vii) To help/assist senior skilled personnel when needed. g(viii) To carry out any other work assigned.

27. Assistant Switch Board Operator :
Same duties as prescribed for Switch Board Operator.

28. Junior Workshop Attendant :

- (i) To help the skilled personnel in the execution of their respective trades.
- (ii) To carry out minor repairs in their respective trades under supervision when needed.
- (iii) To maintain cleanliness of all equipment, machinery and other apparatus and tools in the place of his work.
- (iv) To help other sta in installation of machinery, movement of machinery and materials and do other incidental jobs as required.
- (v) To carry out any other duties assigned.

29. Assistant Mason :

- (i) To attend to all types of masonry work including bricklaying, plastering, pointing, ooring, white or colour washing, etc. required in the University.
- (ii) To attend to all repairs renewals of all types of masonry work in the University buildings or structures.
- (iii) To keep all tools and other materials required in clean and working con-dition.
- (iv) To assist/help senior skilled personnel.
- (v) To carry out any other duties assigned.

30. Mason :

Same duties as prescribed for Assistant Mason ; plus

- (vi) To supervise the work of junior skilled/unskilled personnel entrusted.
- (vii) To prepare estimate of materials required and keep proper accounts of materials issued.

31. Assistant Blacksmith:

- (i) To shape, handle and mould wrought iron or mild steel to required sizes and shapes and to required degree precision.

- (ii) To re-weld iron or mild steel pieces and to attend to all repair and/or renewals of iron mongery and other articles of mild steel etc. to the required degree of accuracy.
- (iii) To carry out the repair and maintenance of all furnaces and other apparatus used in their trade.
- (iv) To keep all tools/other materials in clean and working order.
- (v) To help/assist senior skilled personnel as required.
- (vi) To carry out any other duties assigned.

32. Blacksmith :

Same duties as prescribed for Assistant Blacksmith except (v) plus

- (v) To supervise and guide the work of senior skilled or unskilled personnel.
- (v) To prepare the estimates of all materials required and keep account of all materials issued.

33. Assistant Plumber :

- (i) To assemble, x, install, plumbing pipes, xtures, ttings for water supply and for sanitary installations.
- (ii) To maintain and repair of pipes xtures and ttings of the water supply and for sanitary installations and drainage system.
- (iii) To keep tools and other materials required in clean and working condition.
- (iv) To carry out any other duties assigned.

34. Plumber :

Same duties as prescribed for Assistant Plumber ; plus

- (v) To supervise the work of junior skilled/unskilled personnel entrusted.
- (v) To prepare estimate of materials required and help in the purchase of materials where needed and keep proper accounts of materials issued.

35. Assistant Carpenter :

- (i) To construct and erect all woodwork including doors, windows, frames, trusses, furniture and other structural constructions etc. required.
- (ii) To carry out repairs of all woodwork' (inside and outside) in various units of the University.
- (iii) To assist/help other senior/skilled personnel as required.
- (iv) To keep all tools and other materials required in clean and working order.
- (v) To carry out any other duties assigned.

36. Carpenter :

Same duties as prescribed for Assistant Carpenter ; plus

- (vi) To supervise the work of any junior skilled or unskilled personnel entrusted.
- (vii) To prepare estimates of materials required and help in the purchase of materials required and keep proper account of materials issued.

37. Assistant Painter :

- (i) Paint woodwork, walls and other structures to the required colour and shade.
- (ii) Varnishing/polishing painting of quality woodwork and other furniture or machines and equipment as required.
- (iii) Lettering and painting of sign-boards, name-boards as required.
- (iv) To assist/help the senior skilled personnel as required.
- (v) To keep all tools and other materials required in clean and working condition.
- (vi) To carry out any other duties assigned.

61. Horticulturist Wing

1. Horticulturist

- (1.) The Horticulturist shall be responsible for general supervision of works done by his subordinates.
- (2.) He shall be responsible to the University Engineer for supervision and execution of the works according to the norms and standards laid down for the same in designs, drawings and estimates.
- (3.) He will also be responsible for the successful achievement of the targets fixed by the University for the completion of each project with due consideration of speed and economy in respect of maintenance of the gardens, including road-side gardens, nurseries, trees, over-show, propagation of plants and maintenance of tools and plants and stores.
- (4.) He shall be responsible for proper maintenance of accounts of his office.
- (5.) The Horticulturist shall be responsible for the maintenance of cash-book and imprest account of his office.
- (6.) He shall also be responsible for the maintenance of stores and tools and plants accounts of his office including that of nursery, live-stock and road-side stock.
- (7.) He shall also be responsible for proper arrangements of over-shows and decorations of other University functions and ceremonies.

2. Inspectors:

- (1) Inspectors are employed on original works ; maintenance and petty works ; planning work ; etc.
- (2) Inspector is a primary element in the Executive Unit. He is responsible both for the execution of work and maintenance of accounts with which he is concerned.
- (3) The duties of the Inspectors engaged on original and maintenance work are as below : {
 - (i) to collect data for estimates and prepare rough drawings and site plans connected therewith ;

- (ii) to supervise and see that all works under his charge are done according to the specifications, drawings, standards laid down and approved samples. He is expected to remain at site throughout in order to see that the works are executed properly in accordance with the requirements ;
- (iii) To arrange for the materials, tools and plants from stores ; issue materials, tools and plants to works at the proper time so that there is no obstruction in the execution of work ;
- (iv) to keep University materials, tools and plants in , his custody and care ; maintain proper accounts of receipts, issues and balances ; arrange adequate watch and ward ;
- (v) to record measurements of work done by the contractor/ departmental labour ;
- (vi) to prepare abstract of measurements at the time of preparation of bills closing of Muster Rolls ;
- (vii) to prepare the recovery statements for the materials, tools and plants supplied to contractors, or other: services rendered by the department and send them; to the Horticulturist for effecting recovery ;
- (viii) to prepare theoretical consumption statements ;
- (ix) to submit progress report of works and to bring to the notice of the Horticulturist any hinderances in the execution of works ;
- (x) to maintain the prescribed register/accounts like curing register, testing of plants, account of temporary advances, imprest accounts, stock account, T & P account etc. ;
- (xi) to maintain register of inspection of gardens including road-side gardens, nurseries, trees, etc. to bring to the notice of the Horticulturist any defects at the time of inspection ;
- (xii) to mark the attendance of work-charge/departmental and regular staff. To mark the attendance of casual labour in muster rolls, to arrange for casual labour required for departmental works ; to see that the work-charge/departmental staff is properly and fully employed ; to watch the output and performance of the staff and labour engaged under him ; to send daily reports to the Horticulturist ;
- (xiii) to prepare estimates for additions and alterations in gardens, road-side gardens, nurseries, etc. ;
- (xiv) to furnish full details for preparing supplementary estimates, revised estimates ;
- (xv) to submit report of all accidents ;
- (xvi) to give first-aid and arrange for medical-aid in case of accidents ;(xvii)to detect and report unauthorised felling of trees, branches, etc.

(xviii) to verify bills ;

(xix) to maintain drawings of gardens including roadside gardens, nurseries, trees, etc. under his charge ;

(xx) to initiate action for disposal of surplus/unserviceable material/T & P/empties etc. ;

(xxi) to ensure prompt action on complaints in respect of works under his charge received in the Horticulturist/U.W.D. Offices.

The Inspector shall also be responsible for-

1. Preparation and checking of rough cost estimates. Preparation and checking of preliminary estimates. Preparation and checking of detailed estimates.

Preparation and checking of revised estimates. Preparation and checking of Designs ; Preparation and checking of drawings. Preparation and checking of Schedule of Rates. Preparation and checking of Specifications.

Preparation and checking of theoretical consumption of materials.

2. Carrying out field tests on soil etc.

3. Submit reports of thefts/accidents.

3. Supervisor :

(1.) A batch of 15-20 Malis shall work under the direct supervision of one Supervisor.

(2.) The Supervisor shall be responsible to the Inspector Incharge for completion of work strictly as per plan and estimate within the time mentioned in the work order.

(3.) Negligence on the part of the Malis in the performance of duties shall be reported by the Supervisor to Inspector for whatever disciplinary action considered necessary by the latter official.

(4.) He shall be responsible for returning the tools and plants and other University stores collected for the execution of works by Malis of his batch.

(5.) He shall submit progress report of works to the Inspector hindrances, if any, to the execution of work.

(6.) He shall submit reports of all accidents and to give first-aid and arrange for medical-aid in case of accidents with the help of Inspector Incharge.

4. Malis :

(1) The duty hours of Malis shall be 8 hours and can be in breaks or spells as fixed by the Horticulturist { Head of the Department in cases where the Malis are attached to the Department.

(2) The Malis shall work in the gardens including road-side gardens, nurseries, for propagation of plants, cutting of hedges, etc., etc.

(3) The work of Malis also includes levelling and preparation of land for planting ; maintenance of

gardens ; cutting of hedges ; watering of gardens, nurseries, etc. ; looking after University trees ; anti-termite treatment of plants/ trees and other work as per direction of the Horticulturist/ Inspector/ Supervisor.

R. HOSTEL ADMINISTRATION

Job specifications have been drawn up in consultation with Dean of Students and Registrar.

9. Administrative Warden

The Administrative Warden assists the Directors, Deans and Principals who are the administrative heads of the concerned hostels in performance of duties entrusted to them under the relevant statutes and ordinances of the University or by the Vice-Chancellor.

General administration, supervision and control of the concerned hostels.

Arrangements in the beginning of each academic year (or at such time or times as may be necessary) of duties { such as the supervision of blocks, of matters connected with hostel, and delegacy unions, management of messes, work of the hostel employees and purchase of materials, and all other activities associated with the concerned hostels.

Administrative Warden shall maintain discipline and supervise the cultural activities of students residing in the concerned hostels.

Administrative Warden shall supervise the work of the Wardens of the Hostel.

Administrative Warden shall attend to such cases of misbehaviour, indiscipline and illness of students residing in the Hostel.

At least once in a month, Administrative Warden shall meet the Dean of Students and keep him posted with the affairs of the Hostel. He/She will assist the Dean of Students in the discharge of his duties.

Administrative Warden shall plan and supervise cultural life in hostels, social service, etc., etc.

Administrative Warden shall nominate the Treasurer the Hostel Union from amongst Wardens who will operate the funds of the said Union. He/She shall be the Returning Officer and shall conduct the election of the Hostel Union every year. He/She shall also conduct the election of students' representatives in hostel.

The Administrative Warden shall expeditiously decide the matter of grievance of a student or clerical or subordinate staff within the limitations of his/her powers.

The Administrative Warden shall be Chief Executive Officer to implement the decision of the Hostel Committee & either personally or through Committees as the case may be. He/She shall seek the guidance of the Dean/ Director/ Principal of the Faculty/ Institute/ College concerned and Hostel Committees, if necessary. He/She shall be the overall incharge of the all Hostel Establishments under the Faculty.

In addition to his/ her duties as Administrative Warden, he/ she will discharge duties and exercise powers, which have not been specifically assigned to any other person or body or which has been specifically assigned to him/her by the Dean/ Director/ Principal of the Faculty/ Institute/ College, concerned. .

In case of emergency, the Administrative Warden in consultation with the Dean/Director/Principal concerned shall exercise powers and discharge duties which under ordinary circumstances would have been done by a person/persons or by a body/bodies.

The Administrative Warden shall be in charge an administrative head of the hostel office. The details of assignment and timings shall be decided by him/her under intimation to the Deans/Directors/Principals concerned. The maintenance of all official records shall be his/her responsibility. He/She shall send annual confidential report to the Dean/Director/Principal concerned for onward transmission to the Main Registry.

The Administrative Warden shall take an undertaking from each hosteller to abide by Act, Statutes, Ordinance Rules and Orders of the University regarding payment of mess dues by the 15th of every month, maintenance hostel discipline and regarding misuse of room, electricity furniture, fittings, water and treatment with the hostel and mess employees.

In a case of serious misconduct committed by a hosteller the name of the student shall be entered in the Conduct Book, maintained with the Administrative Warden of each Hostel. If the name of a student has been entered thrice in the Conduct Book for misconduct, the student shall be liable for expulsion from the hostel for which purpose the Conduct Book shall be sent to the Office of the Dean of Students or to an officer appointed by the University.

In serious cases of indiscipline and/or misconduct, the Warden shall report the case to the Administrative Warden of the Hostel who may fine the student upto Rs. 50/- and enter the name of the student so fined in the Conduct Book maintained by the Administrative Warden.

The Administrative Warden shall inspect the messes regularly.

The Administrative Warden shall be a member of the Students' Admission-Committee.

35. Warden

The Warden shall allot seats to the students in their respective Blocks and shall assist the Administrative Warden in all matters of administration and supervision which have been referred to them by the Administrative Warden. They shall also perform such duties as are delegated to them by the Administrative Warden.

The Warden shall be ex-officio member of the Executive Bodies of the Hostel Union and shall work as local guardian of the students residing in his/her respective block.

The Wardens of the Hostels with the concurrence of the Administrative Warden and Deans of the Faculties, Directors of Institutes and Principals of Colleges will decide all matters of hostel administration within their purview (block) including cases of indiscipline and recommend to the University such steps as may be necessary for the improvement in Hostel.

The Warden shall allot rooms to students assigned to his/ her block.

He/She shall maintain a list of students along with permanent addresses of guardians and such other information as may be required on a form

prescribed by the appropriate authority. In this connection the report of Dhokalia Committee is

worth considering :

(i) Much confusion prevails in some hostels because they have failed to maintain allotment registers for several years while for each academic session the Administrative Wardens are

required as per Rules to maintain these records. Each Hostel should record in the registers the details of the inmates regarding the class, fees, permanent address as well as their moment. Some Wardens do not have even a knowledge of such registers and they found difficulty in making available the data required by the Committee. Even today at the time of finalisation of the report so hostels have failed to supply any data persistently required by the Committee. All reminders failed to draw any response."

X X X .

He/She shall enforce the rules relating to residence, management of messes, extracurricular activities and all other rules and orders connected with the residence of students in the hostel or delegacy.

He/She shall enforce discipline amongst the students living in his/her block in accordance with rules framed therefor.

He/She shall report to the Dean/ Director/ Principal concerned the cases of misbehaviour of students, who residing in his/her block, through the Administrative Warden.

He/ She shall attend to all matters of health, sickness diet of students and sanitation and cleanliness of premises of the concerned Block or delegacy in accordance with the advice of the Medical and Health Officers.

He/She shall assist the Dean/ Director/ Principal, concerned in the discharge of his/her duties.

He/She shall follow all other such things and acts as may be assigned to him/her by the Dean/ Director/ Principal concerned or as may be required of him/her under relevant ordinances, regulations, rules and orders.

The Warden shall assist the Dean of Students in discharge of his/her duties.

The Warden shall be responsible for the safe custody maintenance of properties of the concerned hostel delegacy as entrusted to him/her and for their repairs with the funds allotted for the purpose.

The Warden shall be an ex-officio member of the Students' Union of the concerned hostel.

For acts of indiscipline and/or misconduct, a student may be fined by the Warden upto a limit of Rs. 25/-. In serious cases of indiscipline and/or misconduct, the Warden shall report the case to Administrative Warden of the Hostel for necessary action.

He/She shall take all such actions with the concurrence of the Administrative Warden and forward the report through him. He/She may be required to stay in the accommodation attached to a particular hostel or in a quarter owned by the University.

The Warden shall be a Member of the Hostel Union and may have to work as a Treasurer of the Hostel Union.

The Warden shall be responsible for general discipline and tidiness, and cleanliness of his/her block, including health, sickness of students and sanitation.

He/She shall make rounds in the morning and evening every day to ensure tidiness and cleanliness of the block and also to see that the Chowkidars are doing their duties properly and punctually. He/She shall be available in his/her block-office every day at least for an hour in the morning and evening and shall attend to the problems of the students of his/her block with the assistance of block-servants.

Every block should have its own Attendance Register which should be kept in the custody of the Warden of the block. There should be a fixed time and place as notified by the Warden for recording the attendance of the employees. Those who are literate must sign the Attendance Register and the attendance of illiterate employees should be recorded by the Warden.

The names of all employees of the block should be written in the Attendance Register in order of seniority.

The Warden of the concerned block should authenticate the attendance of the employees of his block by putting his initials and date every day.

Attendance Register should be for one year from July to June and under no circumstances more than one Attendance Register be used for the same year. Any correction and/or alteration in the Attendance Register should be made neatly by the Warden under his/her full signature with date.

As soon as an employee goes on leave the facts should be intimated by the Warden to the Administrative Warden with recommendation, if a substitute is needed against the leave vacancy. The Administrative Warden, on receipt of the recommendation, from the Warden, should forward the proposal of appointment to the Registrar within a week from the date of engagement of the substitute with detailed justification for filling up the post when the leave of regular employee does not exceed 30 days.

He/She also forward the Annual Confidential Report of the employees to the Administrative Warden for onward transmission through the Dean/Director/ Principal concerned to the Main Registry for necessary action.

The Warden shall inspect the messes regularly.

He/She shall be a Member of the Hostel Administration Sub-Committee.

61. (Block Servant

Matter in Hindi
S. LIBRARY STAFF

Job specifications of different categories of staff have been framed by a Committee consisting of Shri H. D. Sharma, Librarian as Chairman, Shri S. N. Raghav, Deputy Librarian as Member and Shri A. C. Karanjai, O.S.D. (Ad-min.) as Member-Secretary at its meeting held on 9th July, 1984.

9. Librarian

Duties Assigned :

- (i) To plan and organise library service of the University.
- (ii) To control, develop and manage the staff cadres of the library system of the University.

- (iii) To coordinate, control and manage the library system of the University.
- (iv) To organise library support to instructional, research and publication programmes in coordination with the Faculty.
- (v) To organise and provide instructional programme for freshers in library use.
- (vi) To provide practical library training to the students of Library Science.
- (vii) To develop library collection by selecting books and other materials from various sources.
- (viii) To organise bibliographical, documentation reference service to the students, research scholars and teachers.
- (ix) To plan and bring out the publications to support the University library service.
- (x) To keep abreast of the new developments in Library and information science and to apply those as far as possible.

35. Deputy Librarian Duties Assigned :

- (i) To coordinate and supervise the work of sections under their charge.
- (ii) To provide bibliographical and reference service to the teachers and research scholars.
- (iii) To conduct instructional programmes in lib for freshers.
- (iv) To train students of library science in practical work of the library.
- (v) To help in the building of the library collections in their respective areas of specialisation.
- (vi) To help the Librarian in planning of library and services.
- (vii) To inter-relate instructional, research and academic programmes of different departments library resources and services.
- (viii) To keep abreast of the new developments in Lib and Information Science and to apply those as far as possible.

61. Assistant

Librarian Duties

Assigned:

- (i) To train persons under his/her charge and supervise their work.
- (ii) to assist the Deputy Librarian in conducting 'University Library' programmes for the freshers.
- (iii) To assist in collection building by selecting books from various sources in their field of specialisation
- (iv) To assist in practical training of Library Science students.

- (v) To provide spot reference service to students, research scholars and fresh-ers.
- (vi) To keep abreast of the new developments in Library and Information Science field and to apply them as far as possible.

IV. Professional

Assistant Duties

Assigned :

- (i) To handle acquisition routines of books and periodicals.
- (ii) Classification of books.
- (iii) Cataloguing of books.
- (iv) Providing spot reference service.
- (v) Preparing bibliographies and documentation lists.
- (vi) Circulation work.
- (vii) Stack and maintenance work.
- (viii) Assisting the Incharge in the supervision of the Section.
- (ix) Other professional work.

V. Semi-Professional

Assistant Duties Assigned :

Preparation of books selection slips, Duplicate checking, Accessioning, Typing catalogue cards, Transcribing, Catalogue card filing, registration (Periodicals and newspapers) routine, binding routine, circulation work and connected routine. Processing the bills for payment. Other routine technical work as assigned.

VI. Catalogue

Typist Duties

Assigned :

To type Catalogue cards.

VII. Library Attendant (Senior and

Junior) Duties Assigned :

Cleaning of books and shelves, sorting of books, shelving of books and journals, shelf rectification. Labelling and stamping of books, Catalogue card duplicating, Dak distribution. Preparation of books and journals for binding and such other jobs as to be assigned to them by the supervising staff.

VIII. Janitor Duties Assigned :

To have check the outgoing reading materials and other library assets that they are properly issued at the entrance and exit points.

T. HOSPITAL STAFF

Job Specifications as approved by the Government of India in the Directorate General of Health Services Hospital Manual as amended from time to time, have been adopted for the Banaras Hindu University Hospital by a Committee consisting of Maj. Gen. S. C. Das, Medical Superintendent, Sir Sunderlal Hospital as Chairman, Dr. K. P. Singh and Dr. S. Dwivedi, Deputy Medical Superintendents as Members and Shri A. C. Karanjai, Officer on-Special Duty (Admin.) as Member-Secretary at its meeting held on 28-9-1984. It was also decided by the Committee that where the designations of the Officers and other staff

of S.S. Hospital differs or partially differs with the designations of Officer and other staff of the Government of India Hospital, the Medical Superintendent, Sir Sunderlal Hospital, shall decide the duties and responsibilities of the Officers and other staff of his Hospital with the Officers and other staff of comparable designations of the Government of India Hospital and his decision in this regard shall be taken as final.

The duties and responsibilities of different categories of Hospital staff as prescribed in the "Hospital Manual" of the D.G.H.S., Ministry of Health & Family Welfare, Government India, are as under.

9. Duties and Responsibilities of Officers of Hospital Administration

1. Medical Superintendent :

1. Planning, medical supervision and coordination.
2. Medical consultation/Operations/Ward work.
3. Teaching (not exceeding three hours a week to be arranged preferably in one or two sessions).
4. Financial and Administrative functions {Administrative work which should be performed specially by the Medical Superintendent under the rules and cannot be delegated to lower levels, the matters of general principles and policy in hospital administration ; sanction of all kinds of leave to gazetted staff ; appeals of Class I and Class IV staff against decisions at lower levels.

2. Deputy Medical Superintendent :

1. Day-to-day routine medical administration of the hospital subject to the control and general supervision of the Medical Superintendent.
2. Medical Examination (overall incharge of Medical Examination Cell).
3. Free anti-rabic treatment in cases of indigent patients.
4. Sanction of free blood to indigent patients and routine administrative matters of Blood Bank.
5. Matters concerning treatment of patients, enquiries and their complaints and related parliamentary questions.
6. Medical records for medico-legal cases and court summons relating to them.

7. Matters relating to post-graduates and library.
8. Matters relating to Central Sterilisation Room.
9. Matters relating to residents hostel.
10. Call duty after office hours.
11. Any other duty that may be specified by the Medical Superintendent from time to time.

3. Medical Officer/Assistant Medical Superintendent :

1. Sanitation.
2. Medical Stores responsibilities connected to G.F.R. 106 and 107.
3. Surprise stock verification of stores and cash.
4. Detailing of ambulances.
5. Casualty Emergency Service and O.P.D.
6. Security and re-ghosting.
7. Call duty after office hours.
8. Any other duty that may be specified by the Medical Superintendent from time to time.

4. Administrative Officer :

1. Establishment matters.
 2. Sanction of Casual leave and other kinds of leave to Class III staff.
 3. Fixation of pay of Class III and Class IV staff in consultation with Accounts Officer.
 4. O. & M. Work study, Operational Research etc.
 5. Legal matters.
 6. Maintenance of hospital buildings and liaison with C.P.W.D.
 7. Matters relating to hospital and residential accommodation.
 8. Assistance to Medical Superintendent in planning and development of the hospital and preparation of Capital budget.
 9. Workshop and laundry.
 10. General Stores, linen stores and stationery stores|responsibilities connected to G.F.R. 106 and 107.
 11. Transport-Controlling, maintenance and repair of staff cars, station wag-ons, load carrying vehicles and other vehicles of the hospital-Detailing of ambulances, staff cars, station wagons and load carrying vehicles.
 12. Such administrative matters as are specially delegated to Administrative Officer by the Medical Superintendent or any other superior authority from time to time.
5. Welfare Officer Labour Officer /Public Relations Officer
Statutory Functions :
- Staff Welfare and Reconciliation comprising inter-alia.
1. Establishing contacts and holding consultation for maintaining harmonious relations between hospital management and its staff.

2. Projecting before the management the individual and collective grievances of sta for securing expeditious redressal.
3. Acting as a negotiating officer with association and trade unions of sta and workers.
4. Assisting management in formulating labour policies and interpreting these policies to the workers.
5. Exercising restraining influence over sta going on illegal strikes and help in peaceful settlement of legal strikes.
6. Helping workers to adjust and adapt themselves.
7. Ameliorating their working conditions.
8. Promoting management-sta relations which will ensure productivity and efficiency.
9. Securing provision of sta amenities like canteen, drinking water facilities etc.
10. Personal matters relating to Class IV sta . Other Functions :
 1. Complaints of and assistance to patients.
 2. Complaints against employees.
 3. Liaison with police, N.D.M.C., etc.
 4. Personal problems and other difficulties of the sta .
 5. T. V. shows, sports activities and get-together.
 6. Call duty after office hours.
 7. Any other duty as may be specified by Medical Superintendent from time to time.
6. Accounts Officer :
 1. Preparation of the hospital Revenue Budget.
 2. Drawing and disbursing officer for pay and allowances of the hospital establishment.
 3. Processing of cases, drawal and disbursement of various advances admissible to and claimed by sta .
 4. Detailed scrutiny of store purchases/salary bills, passing of contingent bills etc.
 5. Maintenance of financial accounts.
 6. Processing and collection of demands of dues of the hospital.
 7. Maintenance of accounts relating to non-Government funds.
 8. Pension cases.

9. Joint custody of cash exceeding Rs. 5,000/- with the Cashier.
10. Endorsement of service books of staff in token of having checked them with the pay bills.
11. Financial advice.
12. Technical advice in costing.
13. Any other duty that may be specified by the Medical Superintendent from time to time.

7. Nursing Superintendent :

1. Recruitment and training of nursing staff .
2. Regular rounds in hospital wards and department daily visits to seriously ill-patients and surprise nightrounds.
3. Submission of daily reports regarding admissions, discharges and deaths compiled by night sisters.
4. Assigning nursing staff to various wards and departments.
5. Organising and conducting staff meetings of the nursing staff .
6. Sanitation of wards and departments.
7. Matters relating to nursing school.
8. Matters relating to nurses hostel.
9. Leave roster of the nursing staff .
10. Sports and recreation of nursing staff .
11. Grievances of nursing staff .
12. Any other duty that may be assigned by Medical Superintendent from time to time.

8. Dietician :

1. Management of dietetic department.
2. Management of therapeutic kitchen.
3. Standardization of receipts and supervision of cooking.
4. Teaching dietetic trainees, nursing staff and others.
5. Maintaining duty roster of kitchen staff , leave record, six monthly health record of Class IV employees and other records required for personnel management.
6. Running nutrition clinic and to attend to Dietetic Clinic.
7. Taking surprise visits to ensure proper distribution of food to patients particularly therapeutic diets.

8. Ordering dietary articles (dry and fresh) and supervising the receipts and issues of all supplies.
9. Checking of purchase of bills relating to dietary articles in regard to their specification, quantity and rates and passing them on to Accounts Section.
10. Maintenance of proper accounts for all dietary articles and inventory for dead stock articles.
11. Sanitation and cleanliness of kitchen areas.
12. Supervision of re precautions in the department.
13. Any other duty that may be specified by the Medical Superintendent.

II. Duties and Responsibilities of Medical Staff

1. Heads of Departments :

The Heads of Departments will be responsible for the proper and efficient functions of their respective departments keeping in view the over-all requirements of the institution and specific needs of hospital services. For the purpose they are authorised :

1. To deploy and utilize staff and equipment etc., and to delegate functions in any manner as and when they consider necessary in the best interest of the institution and functioning of the constituent units. In this matter, they are expected to keep close liaison with the Medical Superintendent. In all major matters prior consultation/concurrence of the Medical Superintendent should be obtained.
2. To sanction casual and restricted leave of the non-gazetted staff working in their departments in accordance with the existing rules and order for which they will keep proper record.
3. Departmental correspondence as well as leave applications of the staff (excluding casual leave) and including their own casual leave applications will continue to be submitted to the Medical Superintendent. While sanctioning casual leave and submitting other leave applications/proposals in respect of the staff and their own, it will be ensured that satisfactory alternative arrangements have been made and these will be recorded on the applications. In case satisfactory internal arrangements are not possible, the leave should not be recommended. In genuine/deserving cases such applications/proposals should however be submitted with specific recommendations/suggestions. Mere forwarding of applications/proposals will be presumed as NO OBJECTION to the acceptance of the proposal/request etc.

The Head of Department will, in addition, perform duties as assigned by the Medical Superintendent from time to time.

2. Heads of Units :

1. The heads of units will be responsible for the medical care and attention of all patients admitted to their units (indoor, emergency wards, etc.).
2. The heads of units must see all patients as soon as possible after admission. For serious cases, the heads of the units must ensure immediate consultation/examination as considered necessary and the same should be properly recorded.
3. During the stay of patients in the wards, the heads of units should exercise continuous personal attention to all seriously ill cases as also to other cases and should be available for consultation in cases of need in respect of patients in their units.
4. No patient should ordinarily be discharged from the hospital except on instructions from the

head of the unit.

5. It would be the special responsibility of the head of the unit to ensure that the case sheets of the patients are maintained properly and in chronological order and a true and faithful record of various events in connection with his treatment, referrals and progress in the hospital is kept.
6. Patients should be placed on the 'Seriously Ill List' or 'Dangerously Ill List' as the case may be by the head of the unit, and such list should be sent to the Enquiry (Central Admission Registry) daily. In all these cases heads of units must explain to the relatives about patients' condition.
7. The head of the unit should ensure consultation with his colleagues in case of need. The consultant would similarly record his observations in the case sheets. Urgent consultations should be so mentioned and consultations arranged without delay.
8. In case of surgical operations adequate operation notes regarding the surgical approach used, findings at the operation and operative procedure done, and post-operative orders should be written.
9. The head of the units will be responsible for the proper maintenance and up-keep of the ward in his area and also ensure submission of timely orders of the various articles required for the treatment of the patients in the ward. The head of the units under guidance from the Head of the Department of the speciality should lay down definite procedure to be adopted in case of emergencies and also ensure that the staff working under him has been thoroughly drilled in the techniques to be followed.

3. General Duties :

1. The Junior Medical Officer of the unit will work in collaboration with the Registrar/Senior Resident of the unit and supervise the day-to-day work of house surgeons and interns.
2. He will accompany the physician/surgeon in charge for ward rounds.
3. On the day the physician/surgeon in charge is not available for ward rounds, the Junior Medical Officer will take rounds of his own ward. It would be his sole responsibility to contact the physician/surgeon and discuss about the serious cases in the ward and if necessary to show these cases to the physician/surgeon.
4. He will scrutinise the clinical documents completed by the house staff and -make corrections where necessary..
5. The senior-most Junior Medical Officer will allocate night duties by rotation to house staff in consultation with the respective Registrars/Senior Resident of different units. and will ensure that the respective staff is available for duty. The duty roster will be hung up in the duty rooms on the board indicating the name and unit. The next on duty will be shown in the same list. In case the duty officer is not available for urgent reasons, the next on duty will act for him.
6. On day of admission he will be available in the afternoon and evening till relieved by the Registrar/Senior Resident by 19.00 hours. He will ensure that all patients have received attention and necessary discharges from

Accident and Emergency Department have been elected He will report to the physician/surgeon in charge phone wherever available.

7. He will also attend to referred cases till the evening: Thereafter Registrar will take the

responsibility of referred cases.

4. Registrars /Senior Residents :

1. Sanitation and cleanliness of wards { The Registrar/ Senior Resident, will take a sanitary round with the ward sta before he starts his professional work and ensure cleanliness of the ward. He will cooperate with the ward sta to maintain discipline in the ward.
2. The Registrar/Senior Resident will be directly responsible for supervision of patient care in his unit with the assistance of house-surgeons.
3. He will be contacted by the house surgeons on duty in case of emergency, if he thinks necessary, he should consult the physician/surgeon in charge of the unit or. G.D.O. when available.
4. He will go through all the case notes .written by house-surgeon and will make corrections where necessary.
5. Besides taking round in the wards during day time, he will daily take round late in the evening with the house-surgeon on call.
6. On admission days he will attend to cases referred for medical opinion from other wards. If necessary, he may contact the physician/surgeon in charge for necessary advice.
7. In case of death it is his responsibility to scrutinize that case documentation is complete in every respect and will write a brief summary of the case, before it is sent to the Medical Records Section.
8. He will maintain a book to indicate the patients in his charge who would need attention after the night rounds and he will apprise the duty house sta of such cases.
9. He will maintain a register to indicate that the relatives of seriously ill patients are informed through the central registration office of the hospital. This is applicable in case of patients absconding from the ward and also in case of death.
10. When house surgeons are not available, he will carry all the duties of a house surgeon.
11. Registrars/Senior Residents will certify death.

5. House Surgeon :

1. He will take advice from Registrar/Senior Resident for guidance and efficient execution of professional care of his patient.
2. In O.P.D. house sta will refer the case to the Registrar/ Senior Resident or the G.D.O. with a short history and physical findings of the case written on the O.P.D. Card.
3. House sta is primarily responsible for the case allotted to him. Besides, he would have a general idea of all the cases in the ward. As soon as a case is admitted, patient will be examined by the house surgeon who will complete the case sheet in all details. He will then show the case to the Registrar/Senior Resident or G.D.O. He will see that all necessary investigations are done in time, and entered in the case sheet.
4. In case of acutely ill patients, it is his responsibility to show the case immediately to the Registrar/Senior Resident or G.D.O. for advice.
5. He will enter the daily follow up of the case in case-sheet. In case of seriously ill patients the

progress of the case will be recorded every time the patient is examined.

6. On admission days one house physician will be physically present on duty in Accident and Emergency Department during O.P.D. timing for attending to cases admitted there. After the O.P.D. closes, two house surgeons will be present on duty throughout the day in Accident and Emergency Department. In the night one house surgeon will be on duty in Accident and Emergency Department.
7. On other days the house surgeon on duty should be present in the doctors duty room.
8. On Sundays and gazetted holidays all house surgeons will come for rounds in the forenoon. In the afternoon and thereafter only one house surgeon will be on call duty.
9. Night emergency duty in ward (from 21.00 to 08.00 next day) { House Surgeons from each unit will be on emergency duty in the night for the respective units in addition to one house surgeon staying in Accident and Emergency Department. The house surgeon on night call will apprise him-self by direct contact with the Registrar whose case would need special attention.
10. Laboratory and X-Ray investigations { Requisite forms for laboratory and X-Ray investigations should be filled in the previous evening with full clinical notes for routine cases. In emergency it should be done immediately. The requests for investigations should be collected in time to be useful.

6. Post-Graduate Students:

1. They will attend the O.P.D. on the scheduled O.P.D. days of the unit to which they are attached.
2. They will go through and examine all the cases admitted in their respective units and attach a review of the case on a separate sheet of paper. They will go through the recent medical literature available on all aspects of the case and add it to the review of the case. During ward rounds they will discuss the case with the physician/ surgeon.
3. They will attend the clinical meetings and present cases for the same.
4. For other purposes they will work in collaboration with the Registrar/Senior Resident.
5. They will not certify 'death' and will not discharge a medico-legal case.

7. Interns :

1. They will work in collaboration with the house surgeon.
2. They will attend O.P.D. on the admission days of the unit to which they are attached.
3. In the wards they will be allotted beds. They will examine the patients on the beds under them and complete their case sheets.
4. They will work in the clinical side-room and do routine blood, urine, stool and sputum examination of the cases under their care.

5. They will be on emergency duty in Accident and Emergency Department according to the duty roster prepared by the Department.
6. They will attend special clinics, run by their units on the respective days.
7. Interns will neither prescribe treatment nor certify deaths.

61. Duties and Responsibilities of Nursing Staff

1. Sta Nurse :

The Sta Nurse is responsible for the complete nursing care of the patients assigned to her. The following duties would be shared with nursing students, if any, and auxiliary sta such as nursing orderlies, ward boys, Ayas, sweepers as the situation warrants :

General care of the patients :

1. Admission and discharge of patients.
2. Assistance and instructions to patients and their relations.
3. Bathing patients including daily care of mouth, nails and pressure points.
4. Four hourly, or more frequent attention to pressure points.
5. Giving and removing of bed pans and urine pots.
6. Giving and removing of hot water bottles.
7. Bed making.
8. Feeding of patients.
9. Distribution of diets, milk, etc.
10. Preparation of special foods, eggs, milk, etc.
11. Technical nursing care of patients ;
 - (a) Administration of medicine.
 - (b) Administration of injections.
 - (c) Assistance in administration of intravenous injections.
 - (d) Preparing for injections and clearing up.
 - (e) Recording of medicines and injections given.
 - (f) Taking and charting T.P.R.
 - (g) Rounds with doctor.
 - (h) Technical procedures e.g., enema, catheterization, dressings, irrigations, oxygen therapy, preparing for and clearing up after procedures.
 - (i) Preparation for and assistance in clinical tests and medical procedures.
 - (j) Pre-and post-operative care.
 - (k) Urine Testing.
 - (l) Collecting labelling and despatching of specimens.
 - (m) Escorting patients to and from departments.

(n) Giving and receiving reports.

Ward management :

(a) Handing over and taking charge of shift.

(b) Keeping the ward clean and tidy.

(c) Preparation of surgical supplies, bandages, splints.

(d) Routine care and cleaning of dressing trolleys, cupboards, apparatus, makintosh, etc.

(e) Care of clean and soiled linen.

(f) Disinfection of linen, beds, and bed pans.

12. Demonstration and guidance to student nurses and domestic staff.

13. Supervision of domestic staff.

14. Assistance in orientation of new staff nurses.

15. Participation in staff education and staff meetings.

16. Participation in professional activities.

17. Any other duty that may be assigned from time to time.

2. Non-Resident or Part-Time Staff Nurse :

A part-time staff nurse will be working only for six hours during the day, according to the time convenient to the department or ward she is posted. Her responsibilities are, however, the same as those of a staff nurse.

3. Ward Sister :

The ward sister is responsible to the Nursing Superintendent Matron for the management of the wards and supervision of the (197) nursing and domestic staff. She would be assisted in carrying out the following duties by staff nurse, clinical and domestic staff as the case may be. The main aim of the ward sister should be to foster team spirit in her area of work :

Nursing care of patients :

1. Admission and discharge of patients.

2. Efficient nursing care, personal comfort and toilet of patients, administration of drugs and treatment, observation and recording.

3. Patients' Diet.

4. Rounds with medical staff.

5. Assistance to medical staff in examination of patients and treatment.

6. Assistance at or supervision of clinical investigations, pre-operative and post-operative care.

7. Maintenance of patients' records.

8. Care of patients' personal effects in accordance hospital rules.
9. Following of prescribed rules regarding death of a patient.
10. Giving and receiving reports. Information to relatives and friends.
11. Intimation to Nursing Superintendent/Matron of any special emergency in the ward.

Teaching of nursing students :

1. Planned and incidental teaching.
2. Supervision of students' work.
3. Consultation and cooperation with sister tutor in arranging demonstrations.
4. Discussion with students to promote good attitudes, complete "Record of practical work" and in relation to confidential reports.

Ward staff :

1. Assignment of work and arrangement of duties by taking roll calls of nursing and domestic staff .
2. Coordinating and facilitating work of other staff , e.g., occupational therapist, social worker, dietician, voluntary worker.
3. In-service training.
4. Orientation of new staff .
5. Maintaining good relationships among all categories of staff and with patients and their relatives.
6. Discipline of nursing and domestic staff . Reporting on absence of staff .
7. Confidential reports.

Ward Management :

1. Cleanliness of ward, its annexes and environments.
2. Linen and ward. equipment- up-keep and repairs.
3. Custody of dangerous drugs. Record of their administration.
4. Indents for drugs, surgical supplies ,stores, diets.
5. Maintenance of stock registers, inventories,
6. Interpretations of hospital policies and regulations and their implementation.
7. Investigation of complaints.

8. Issue of stores, etc.
9. Control of visitors.

General :

1. Rounds with medical staff and Nursing Superintendent/ Matron.
2. Taking round special visitors.
3. Participation in staff education and staff meetings.
4. Participation in professional activities.
5. Any other duty as may be specified from time to time

4. Assistant Nursing Superintendent :

Nursing care of the patient and ward management of the Department :

1. General supervision of the nursing care given to the patients and all nursing activities within the nursing unit. ,
2. Cleanliness and order in her department and environment.
3. Regular rounds in her department including out-patient clinics and night rounds.
4. Receiving reports from the night staff regarding the nursing care of the patient at night.
5. Analysing/evaluating the kind and amount of nursing services required in her unit.
6. Rotation of the nursing staff in her department to ensure good nursing care.
7. Staff meeting with the departmental staff .
8. Planning in cooperation with the sisters of each unit for effective administration.
9. Interpreting the principles of good management to ward sister, especially to those who are inexperienced and orientating them to apply these principles to their daily work.
10. Helping the ward sister to ensure supplies and equipment and rechecking their use and care.
11. Acting as the public relations officer for the unit and deal with problems if any specially with the Class IV staff and patient's attendants.
12. Keeping the Nursing Superintendent/Matron informed of the needs of the nursing unit and of any special problem.

Nursing education :

1. Organising the training programme in this particular speciality in consultation with the doctor in charge and the Nursing Superintendent/Matron.
2. Responsible for arranging the classes and clinical teaching in this speciality for nursing students.

3. Implementing the ward teaching programme with the help of doctors and ward sister.
4. Arranging for proper clinical experience of students.
5. Counselling and guidance of nursing sta and students.
6. Assisting in planning for and participation in the training of auxiliary per-sonnel.

General :

1. To plan and implement a proper orientation for all new personnel posted to her department.
2. Taking the Medical and Nursing Superintendent/Matron and special visitor round the department.
3. Helping the Nursing Superintendent/Matron in the o ce work, if necessary.
4. Participation in sta education, sta meeting and other professional activi-ties.
5. Any other duty delegated by the Nursing Superintendent/ Matron.

5. Sister Tutor

The Sister Tutor is responsible to the Nursing Superintendent/ Matron for the organisation and conduct of the teaching programme in the School of Nursing. In a large school a Senior Nursing Tutor will be assisted by one or more tutors and Public Health Nurses to whom she would delegate appropriate duties. The following responsibilities and duties pertain to the Sister Tutor :

Teaching :

1. Planning of the teaching. programme including an orientation programme in consultation with the NursingSuperintendent/Matron and the medical and nursing teachers.
2. Planning for students' practical experience, ward assignments and vacations in consultation with theMatron.
3. Planning of ward teaching programme with the cooperation and collabora-tion of ward sisters.
4. Preparation for classes and demonstrations, display of educational material on notice board.
5. Teaching of all nursing subjects with assistance from other members of the sta .
6. Guidance to students in methods of study and use of reference book and library. Individual attention tostudents when necessary including individual assignments.
7. Conduct of periodical and terminal tests.
8. Organization of seminars, panel discussions, debates, etc.
9. Assuring that students who go in for examinations ful l all requirements.
10. Regular visits to the hospital wards and departments and other practice elds.
11. Writing of annual reports pertaining to school.

Records of students : She will maintain the following records : {

1. Register of attendance at classes, demonstrations, , visits, etc.
2. Record of practical experience.
3. Marks of terminal tests and examinations.
4. Leave account of students. -
5. Records of classes given by nursing, medical and other teachers.
Students health :
1. Arrangement for initial and periodical health examinations and maintenance of health records.
2. Periodical visits to students' rooms to make sure that they practice personal hygiene.
3. Organising recreation and social programme.

General :

1. Participating in the selection of students.
2. Supplying of time tables of classes to Ward Sisters.
3. Maintenance of library, requisition of new books and journals.
4. Inventory of class room supplies.
5. Inventory of class room equipment.
6. Arrangements for functions for prize distribution, capping, etc.
7. Any other duty that may be assigned to her from time to time relating to nursing education.

6. Public Health Nurse:

The Public Health Nurse is a member of the staff of the -school of Nursing and is responsible to the Sister Tutor. She may also be directly responsible to the Matron for the conduct of any Public Health Nursing Services which are established in relation to the training programme.

Teaching :

1. Planning the Public Health Nursing part of the course in consultation with the Sister Tutor including Planning and arrangements for observation visits.
2. Consultation with the Tutors and Ward Sister to plan and effect integration of Public Health in the entire curriculum.
3. Teaching of health subjects, i.e., hygiene, public health nursing and nutrition in collaboration with other teachers.
4. Personal guidance and supervision of students in their practice of health teaching in the hospital and in all aspects of training in the public health field.

Students health:

1. Taking special responsibility for the students health programme including immunizations.
2. Guidance and supervision of students individually for developing good health habits.

General :

1. Development of a field for experience for students in public health nursing.
2. Maintenance of records and registers of the public health nursing service.
3. Records of students' experience.
4. Reports on students.
5. Help to promote health practices and health education in the hospital wards and departments.
6. Any other duty that may be assigned to her from time to time.

7. Home Sister/House Keeper (Nurses' Hostel):

1. Keeping the premises neat and tidy.
2. Making the common rooms attractive and comparable.
3. Receiving and distribution of nurses, mail, telegrams, parcels, etc.
4. Requisitioning of hostel linen, cleaning materials, furniture, crockery, cut-lery, etc., and maintaining records relating to these items.
5. Rechecking the maintenance of buildings, fixtures, etc. of the Hostel.
6. Duty Roll Call of inmates of the hostel and their general welfare.
7. Management of the hostel mess and control of the domestic staff attached to the hostel.
8. Any other duty that may be assigned from time to time relating to the hostel.

8. Warden :

1. Maintaining the discipline of the hostel and the inmates.
2. Allotment of rooms to the members.
3. Arranging for an appetising and balanced diet and proper and timely service of meals.
4. Supervising the service of meals with the help of Home Sister/House Keeper or other designated nursing staff ..
5. Organising guidance, counselling and recreational activities.
6. Arranging medical care and examination of the inmates and staff of the hostel.
7. Ensuring proper maintenance of accounts of the hostel..

8. Allocating duties to the staff working in the hostel.
9. Supervising the work of Home Sister/House Keeper.
10. Any other duty that may be specified from time to time.

IV. Duties and Responsibilities of Technical Staff

1. X-ray Technician/Radiographer

1. Taking diagnostic radiographs of patients as required by medical officers.
2. Advising patients or ward staff regarding preparation of patient before X-Ray.
3. Developing and drying the exposed X-Ray films.
4. Loading cassettes with X-Ray films.
5. Storing unexposed X-ray films properly.
6. Keeping account of X-ray films and other supplies. Maintaining record of X-ray reports of the patients referred.
7. Sending radiographs and the opinions of the Radiologist to the department concerned.
8. Receiving back the X-ray films after the discharge of the patient and filing them in such a way that retrieval is easy.
9. Taking precautions to protect himself, patients and other workers of the department from the hazards of X-ray.
10. Assisting the Radiologist in the deep X-ray treatment.
11. Assisting the Radiologist in the training of X-ray Technicians.
12. Wearing the film badge at all times of working in the department.
13. Carrying the portable X-ray apparatus to other departments of the hospital and taking the radiographs of patients seriously ill.
14. Keeping the premises of the department clean and adequately stocked with forms and stationery required.
15. Maintaining cordial public relations.
16. Performing duties as may be assigned by the hospital authorities.

2. Laboratory Technician (Histopathology)

1. Helping the histopathologist in grossing.
2. Processing specimens, i.e., dehydrating, cleaning embeddings.
3. Preparing and cutting the paraffin blocks.

4. Fixing the blocks in objective holders.
5. Sharpening the instruments used for cutting.
6. Doing routine haematoxylin and eosin staining.
7. Doing special staining.
8. Undertaking screening of cytology smears for the detection of malignant cells.
9. Helping the histopathologist in post-mortem work.
10. Receiving specimens from operating theatres.
11. Doing clerical work related to the laboratory.
12. Doing any other work that may be specified by the hospital authorities.

3. Museum curator (Histopathology Laboratory)

1. Preparing surgical specimens for display.
2. Helping in photo-micrographic work.
3. Indexing surgical specimens.
4. Maintaining and furnishing the museum.
5. Compiling statistical data.
6. Doing clerical work related to his task.
7. Doing any other duty that may be specified by hospital authorities from time to time.

4. Laboratory Technician (Bacteriology)

1. Collecting specimens.
2. Preparing smears for examination.
3. Dealing with centrifugation and preparation of urine deposit for smear examination.
4. Doing sensitivity test of pathogenic organisms.
5. Preparing and maintaining stock media.
6. Pouring media in plates.
7. Sterilizing and maintaining glassware.
8. Inoculating specimens on various media and processing: them for culture.
9. Doing serological test for various isolated organisms.

10. Investigating cases of infection in the hospital.
11. Checking the efficiency of autoclaving in Central Sterilization Room, laundered linen, etc.
12. Doing related clerical and public relation work.
13. Doing any other duty that may be specified by the hospital authorities.

5. Laboratory Technician (Biochemistry)

1. Collecting specimens.
2. Doing clinical tests like blood sugar, blood urea, blood protein, blood cholesterol, urine, stools, S.G.O.T., S.G.P.T., etc.
3. Doing related clerical and public relations work related to the task.
4. Doing any other duty that may be specified by the hospital authorities.

6. Laboratory Technician (Haematology)

1. Collecting specimens.
2. Counting the cellular constituents of blood estimating haemoglobin.
3. Testing the coagulation mechanisms of bloods.
4. Knowing the use of haematological apparatus and preparing small pieces of apparatus.
5. Maintaining routine records connected with the laboratory work.
6. Maintaining cordial public relations.
7. Doing any other duty that may be assigned by the hospital authorities.

7. Technician (Blood Bank)

1. Controlling all nursing orderlies and sweepers and maintaining cleanliness and discipline in the department.
2. Grouping of all donors, paid or voluntary.
3. Bleeding of donors and arranging subsequent rest.
4. Labelling, documenting, storing and issuing blood.
5. Grouping and matching of all samples from the wards, O.T.s., etc., and issuing matched blood as and when needed.
6. Doing Rh factor test of referred cases and maintaining their records.
7. Preparing distilled water and sterile parenteral solutions of various kinds for use in the hospital.
8. Arranging, cleaning, preparing, assembling and sterilizing of blood and giving infusion sets for the whole hospital.

9. Maintaining and accounting for various stores and equipment.
10. Preparing the annual indent of stores indenting and receipt of stores and their maintenance.
11. Preparing and despatching monthly progress reports.
12. Doing any other work that may be assigned by the hospital authorities.

Note :- Laboratory Assistants will assist the Laboratory Technicians and function as their deputies. Laboratory Attendants* will look after the Laboratory in the matter of cleanliness, washing of glassware, dusting the Laboratory area and will be constantly learning the job of laboratory assistant through in-service training.

8. E.E.G. Technician

1. Handling and maintaining electro-encephalographic machine.
2. Taking electro-encephalographs for patients on the advice of the doctor.
3. Maintaining records related to his work.
4. Maintaining cordial public relations.
5. Doing any other duty that may be assigned by the hospital authorities.

9. Operation Theatre Technician :

1. Supervising the working of the domestic staff working in the operation theatre and recovery room.
2. Being responsible for storage, maintenance and accounting of instruments, tables and other supplies belonging to the operating theatre and recovery room.
3. Taking adequate precautions against fire and other hazards.
4. Keeping the emergency outfit up-to-date and in good working order in the theatre.
5. Supervising cleanliness and maintenance of operating theatre.
6. Seeing to the proper sterilization of instruments, linen and other appliances before use.
7. Seeing to the testing of electric equipment by the electrician periodically and descaling of.
8. Ensuring aseptic conditions in clean theatres.
9. Helping in arranging conveyance of patients to and from the operating theatre.
10. Doing any other duty as may be specified by hospital authorities.

10. Technician (C.S.R.) :

1. To function as incharge of the maintenance and upkeep of autoclaves.
2. Sterilizing needles, syringes, dressing gloves, ward and theatre instruments, catheters rubber tubing, etc.
3. Arranging and issuing ward packs and theatre packs on an as required basis.

4. Sharpening needles, preparing Pot Dichromate solution.
5. Keeping proper account of receipt and issuing of various articles dealt with in the Central Sterilization Room.
6. Doing a weekly check up of losses and institute measures to reduce the losses.
7. Maintaining relevant records and charts.
8. Doing any other duty that may be assigned by the hospital authorities.

11. Pharmacist :

1. Compounding and dispensing prescriptions according to the hospital formulary or prescriptions of doctors in the hospital.
2. Being responsible for initiating the indents, storage and maintenance of stocks and accounting of medical supplies and appliances under his charge.
3. Providing first-aid to the injured and repeat prescriptions of physicians when ordered.
4. Compiling statistics of hospital in accordance with the instructions of the hospital authorities.
5. Attending to the work of the clinical side room and doing the routine tests of urine, faeces and blood, provided he has undergone adequate training.
6. Performing such other duties as may be assigned by the hospital authorities.

22. Duties and Responsibilities of Medical Record Staff

1. Medical Record Officer:

1. Management of Medical Record Department (including Central Admitting and Enquiry Office).
2. Development, analysis and technical evaluation of clinical records.
3. Development of secondary records (i.e. indexes of various types).
4. Preservation of medical records.
5. Development of statistics.
6. Assistance to the medical staff.
7. Co-operation with all other departments in the matter of records.
8. Participation in educational and training programme.

2. Statistical Assistant (Or Assistant Medical Record Officer):

1. Disposal of all letters received in the department.
2. Maintenance of files for different subjects dealt with in the department.

3. Scrutiny of statistical returns compiled by the Admission and Discharge Analysis Desk and the Medical Statistics Desk.
 4. Forwarding of statistical returns to the D.G.H.S. and other agencies.
 5. Control of furniture, linen and stationery items through proper inventory, preparation of monthly indents for these items.
 6. Supervision of the department work in the absence of Medical Record Officer.
 7. Participation in the training programmes of the department.
3. Medical Record Technician :
1. Compilation of data for research from records.
 2. Preparation of statistical reports.
 3. Review of medical records to ensure presence of all component parts.
 4. Coding diseases and operations according to the accepted classifications.
 5. Maintenance of indexes according to the planned procedures.
 6. Preparation of Daily Hospital Census.
 7. Analysis of records of discharged patients.
 8. Analysis of admissions.
 9. Compilation of monthly and annual statistical reports.
 10. Computation of rates, percentages, etc.
 11. Maintenance of Birth Registers.
 12. Maintenance of Death Registers.
 13. Scrutiny of Birth and Death Reports received from the wards.
 14. Supervision of Incomplete Records Control Desk.
 15. Supervision of Filing Area.
 16. Instructing new employees in the procedures of their jobs.
 17. Checking the work of employees directly under supervision.
 18. Taking records to courts.
 19. Attending to medico-legal works while working in the Medical Record Department, as under :
 - (a) Receiving medico-legal registers from the Casual Medical Officer when such registers are complete.
 - (b) Getting those medico-legal reports which are incomplete- by the doctors, duly completed in

respects.

- (c) Preparing a list of all those medico-legal reports which are not completed in spite of personal efforts, doctor-wise and submitting the same to DMS for necessary action.
- (d) Controlling issue of medico-legal registers by maintaining a register.
- (e) Issuing medico-legal reports to the police authorities as and when required.
- (f) Providing assistance to police officials in obtaining X-ray films and other documents required by them.
- (g) Supply of blank medico-legal registers to the Casualty Medical Officer, on request, after numbering it with the automatic numbering machine.
- (h) Attending courts and producing records there, as, and when summons are received.
- (i) Keeping all the medico-legal documents in safe custody.

20. Participation in the training programmes of the department.

4. Receptionist (Central Admissions and Enquiries):

- 1. Guiding patients to various O.P.Ds/Clinics/Departments in relation to their diseases.
- 2. Preparation of Admission Records of all patient to be admitted.
- 3. Attending to enquiries.
- 4. Maintenance of Index Cards of patients and Medical Officers.
- 5. Maintenance of Central Admission Register.
Arranging funeral vans on request.
- 6. Sending messages to patient's relatives and doctors and phonograms.
- 7. Maintenance of furniture, equipment, stationery' medical record forms, etc., lying in the Central Admitting and Enquiry Office.
- 8. Announcement on paging system.
- 9. Supervision of the staff working in the Central Admittin and Enquiry Office.

5. Junior Medical Record Technician :

- 1. Typing of patient's name index cards.
- 2. All the duties performed by the Receptionist on the Central Admission Counter as well as Enquiry counter during the night and in the absence of a Receptionist.
- 3. Hospital Census work, viz. :
 - (a) Collection of daily ward census reports prepared by night nursing staff.
 - (b) Tallying number of admissions recorded in the ward with the duplicate copies of admission advice.

- (c) Collection of records of discharged patients.
 - (d) To remove patient's Name Index Cards of discharged patients from 'In-the-House' cabinets kept in the enquiry office.
 - (e) Preparation of consolidated Hospital Census Report.
4. Assembling of Medical Records of discharged patient according to a specific order.
 5. Typing of daily discharge list.
 6. Proper filing and maintenance of patient's name Index cards of discharged patients.
 7. Typing work of the department.
 8. Assisting the Medical Record Technicians working the incomplete as well as completed records in the areas.
 9. Attending courts for production of medico-legal register and medical records, etc..
 10. Assisting Medical Record Technicians in Admission and Discharge Analysis.
 11. Registration of out-patients in various OPDs and Clinics.
 12. Assisting the Medical Records Technician Incharge of Out-patient Statistics in the collection and compilation of data on attendances and diseases.
6. Medical Record Attendants :
1. Filing of medical records of discharged patients.
 2. Retrieval of medical records.
 3. Checking medical records for missing files.
 4. Proper maintenance of medical record files in the incomplete as well as completed records areas.

VI. Duties and Responsibilities of Domestic Staff

1. Steward
 - (i) He will receive indents from the wards, compile them and make consolidated indent for daily requirements of food articles.
 - (ii) He will indent, receive, store, issue and account for bulk supplies of food articles when store keeper is not provided.
 - (iii) He will receive the daily supplies of raw food from the contractor, issue it to the Head Cook of the Kitchen according to scale and keep proper accounts when store keeper is not provided.
 - (iv) He will check the monthly bills of the contractor regarding the correctness of the supplies made with reference to lodgers and other documents.
 - (v) He will arrange for local purchases of food articles not supplied by the contractor.

- (vi) He will supervise the cooking to see that food is cooked as required by the Dietician/Catering Officer.
- (vii) He will see that the cooked food is stored temporarily under hygienic conditions till it is distributed towards.
- (viii) He will supervise the distribution of food to the wards.
- (ix) He will supervise the proper cleaning of utensils, maintain the cooking appliances in good condition and see to the general cleanliness of the kitchen.
- (x) He will supervise the disposal of food wastes.
- (xi) He will report to the Dietician/Catering Officer or other higher authorities regarding :
 - (a) Problems of food service ;
 - (b) Problems of maintenance of buildings and appliances and
 - (c) Problem of staffing of the department.
- (xii) He will do any other duty that may be assigned to him.

2. 6.2 Store Keeper (Kitchen)

- (i) He will receive, store and issue supplies according to scales whenever pre-scribed or with reference to orders issued by the officer in charge kitchen.
- (ii) He will report to the officer in charge kitchen about inadequacy or delay in supplies.
- (iii) He will show all supplies received to the officer in charge of the kitchen for approval.
- (iv) He will maintain stock registers satisfactorily.
- (v) He will verify suppliers' bills.
- (vi) He will properly arrange his stores and do physical checking of store every week or month and submit his report regarding surpluses, losses, etc.
- (vii) He will perform such other duties as may be specified by the officer in-charge kitchen.

3. Head Cook

- (i) He will supervise the work of kitchen staff working under him.
- (ii) He will see to the care and maintenance of the equipment.
- (iii) He will see to the sanitation and cleanliness of the department.
- (iv) He will open and close the kitchen.
- (v) He will maintain and improve standards of food preparation and service.
- (vi) He will represent kitchen staff to the Dietician.

- (vii) He will supervise the food service.
- (viii) He will check wastage, spoilage of food, etc.
- (ix) He will assign duties of the kitchen staff whenever necessary.
- (x) He will report about gas requirements to the store keeper,
- (xi) He will do any other duty that may be assigned to him from time to time.

The Head Cook and Cooks should see that the various meals are supplied to the hospital according to the following timings :

Morning Tea	6.30 to 7.30	A.M.
Breakfast	8.00 to 9.30	A.M.
Evening Tea	3.00 to 4.30	P.M.
Dinner	6.00 to 7.30	P.M.

4. Cook

- (i) He will receive food articles according to indents from the steward/store keeper.
- (ii) He will prepare food as required by the Dietician and according to the menu.
- (iii) He will store cooked food properly till distribution.
- (iv) He will distribute the food to the various wards for further distribution by the ward staff and prevent wastage of food.
- (v) He will maintain the cooking ranges and other cooking appliances in good condition.
- (vi) He will supervise the duties of other auxiliaries working in the kitchen and in their training.
- (vii) He will observe personal hygiene and use the special clothing of aprons provided while performing his duties.
- (viii) He will maintain cleanliness of the kitchen and utensils.
- (ix) He will take safety precautions to prevent accidents and injuries to those working in the kitchen.
- (x) He will perform such other duties as may be assigned to him from time to time.

5. Mate Bearer and Khidmatgar

- (i) He will clean grains, wash and cut vegetables, make dough and balls for chapatis.
- (ii) He will help cooks in the filling of water.
- (iii) He will do dusting and arrange equipment in the kitchen.
- (iv) He will give a helping hand to the cooks while cooking.
- (v) He will bring food trolleys, cans, etc., from the wards and take them back.

- (vi) He will serve food to the patients, doctors, and nurses.
- (vii) He will do any other duty that may be assigned by the Head Cook.

6. Masalchies

- (i) He will wash pots, pans and all other kitchen utensils.
- (ii) He will do any other duty that may be assigned to him by the Head Cook.

7. Peon

- (i) He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
- (ii) He will attend to dusting of the tables and walls, and furniture in the area of the office allotted to him and see that the stationery items kept on the desk are always ready for use.
- (iii) He will see that the sweeper allotted to the area cleans floors, walls, toilet, etc., daily before the office hours.
- (iv) He will be on call during the allotted time.
- (v) He will announce the arrival of visitors to the officer concerned and help them to the officer concerned in an orderly manner.
- (vi) He will attend to the telephone calls when the officer is not in his seat.
- (vii) He will carry 'IN' correspondence and files from the main office to the officer's desk and carry the 'OUT' correspondence to the main office from the officer's desk.
- (viii) He will run errands on official business within the hospital and outside, if necessary.
- (ix) He will bring tea and other refreshments from the Canteen to the officer concerned whenever required.
- (x) He will expeditiously deliver the outgoing mail to the addresses and post office and bring the incoming mail from the post office and other offices.
- (xi) He will assist in moving stores from one place to another within the hospital when ordered by responsible personnel. He will move stores from and to the hospital or go to bank to cash cheques, etc.
- (xii) He will assist in packing parcels, closing and stamping of letters.
- (xiii) Whenever necessary and authorised by the responsible personnel, he will also do the duties of a chowkidar or a gate peon.
- (xiv) He will take only half an hour for his mid-day lunch and promptly return to duty after the lunch break.
- (xv) He will do such other duties as may be allotted to him by hospital authorities.

8. Nursing Orderly :

- (i) He will receive the patients on admission and assist the patient in getting into or out of the bed.

- (ii) He will attend to the personal hygiene of patients, washing and cleaning teeth, changing clothing, giving enema, etc.
- (iii) He will prepare the patients for operations, laboratory, X-ray and other investigations.
- (iv) He will transport patients to various departments in the hospital.
- (v) He will help in feeding patients and giving drinking water to patients and washing utensils.
- (vi) He will assist the nurse in handling and observation of patients and in simple basic nursing procedures.
- (vii) He will assist the nurse or doctor in diagnostic and treatment procedures.
- (viii) He will assist in collection and handling of pathological specimens.
- (ix) He will assist the nurse in receiving supplies by running errands to other departments of the hospital and incarrying messages to other departments and individuals in the hospital.
- (x) He will make beds for ambulatory patients and assist the nurse in making beds of non-ambulatory cases.
- (xi) He will assist the nurse in getting supplies from the laundry, disinfecting mattresses and despatching dirty linen to the laundry.
- (xii) He will clean and do dusting of beds, doors, windows and other furniture. He will assist in debugging and pest control of wards.
- (xiii) He will wash walls and doors in wards.
- (xiv) He will assist in sterilization of instruments, appliances and dressings and dressing of post-operative wounds.
- (xv) He will render first-aid to patients in case of emergency.
- (xvi) He will prepare dead bodies, arrange their transportation to the mortuary and assist in terminal disinfection.
- (xvii) He will do any other duty that may be assigned to him.

9. Chowkidar :

- (i) He will be on duty punctually at the approved area. He will be alert throughout the period of duty and perform the duties diligently and with vigilance.
- (ii) He will be responsible for the security of buildings, equipment and patients in the section allotted to him.
- (iii) He will check that all doors and windows which have to be kept locked during the non-working hours of the hospital are securely locked.
- (iv) He will check daily and see that the lighting equipment is kept in good working condition

and take, immediate steps in reporting in case there is an incident of re.

- (v) He will go round the area allotted to him to see that no unauthorised persons are in the premises and prevent unauthorised movement of personnel, equipment and supplies.
- (vi) He will report immediately to higher authorities of unusual occurrence.
- (vii) He will remain on duty till relieved.
- (viii) When posted as a gate keeper he will see that only authorised persons are permitted to enter the premises
- (ix) He will perform duties as may be assigned by the hospital' authorities from time to time.

10. Sweeper :

- (i) He will clean wards, doors, sinks, lavatories and toilet seats, windows walls and other areas in the ward and ancillary rooms attached to the wards and keep the hospital grounds clean and free from domestic animals..
- (ii) He will clean urine pots, bed-pans and other soiled or contaminated appliances.
- (iii) He will provide bed pans and urine pots to patients with promptness and prepare patients for operations and diagnostic tests.
- (iv) He will assist in collection and handling urine and stool specimens.
- (v) He will transport dead bodies to mortuaries and dispose of specimens and organs removed during operations.
- (vi) He will assist in disinfection of soiled linen mattresses and terminal disinfection of wards, and conveyance of soiled linen to the laundry.
- (vii) He will also do such other duties as may be assigned to him.

11. Stretcher Bearer :

- (i) He will accompany the drivers of the ambulances and bring the weak and feeble patients to the ambulance and carry the patients required to be admitted in the hospital to the various wards/departments of the hospital.
- (ii) He will carry patients for X-ray and laboratory investigations.
- (iii) He will perform such other duties as may be assigned to him from time to time by the hospital authorities.

U. BHARAT KALA BHAVAN

Job Specifications drawn up by Shri O. P. Tandon, Officer-Special Duty.

1. Assistant Curator/Technical Assistant

Holding charge of the objects in their respective Sections, either in display or kept in

reserve ; Opening and closing of Galleries ;
Help Research Scholars and General
visitors ; Supervise sectional photography

;
Arrange educational Programmes for schools and colleges ;

Write books and articles ;

Help in the Museum Publication ;

Prepare Progress Report of the

section ;Public relations ;

Send requisition of material purchases to the Deputy Director/Deputy Keeper ;

Documentation and maintenance of section records ;

Checking up of the punctuality of all subordinate sta ;

Collecting opinions and Statistics of visitors for removing their di culties and also for submission of reports thereon ;

Maintenance of Accession Registers (sectional registers) and documents including photography of new acquisition and maintenance of relevant les ;

Attending to all kind of technical enquiries ;

Arrange Exhibitions both temporary and permanent ;Write general and individual labels etc. ;

Periodical stock taking of the section ;

Preparation of Basic and classi ed. Index

Cards ;:

Ensuring cleanliness of the galleries under their charge ;

Photographic documentation and preparation of slides ;

Preparation of bibliography ;

Changing of exhibits from time to time ;

Attending to chemical conservation wherever needed ;

Ensuring safety and security of the objects under their charge through frequent rounds in the galleries ;Preparation of sectional catalogues and Handbooks ; 1.27 Improving dis-play and lighting ;

Preparation of Papers for Art purchases and Kala Bhavan Samiti meetings ; and

Any other duty assigned by the Joint Director/ Deputy Director/ Keeper/ Deputy Keeper.

2. Keeper/Deputy Keeper

Holding charge of the objects in their respective sections either in display or kept in

reserve ;Periodical stock checking and submission of Report thereon ;

Preparation of- (i) Basic and (ii) Classified Index Card

Maintenance of old General Accession Registers ; 2.5 Ensure cleanliness in the

galleries ;Preparation of labels ;

Help in Museum documentation ;Preparation of bibliography ;

Arrange Exhibitions ;

Change exhibits from time to time ;Attend to chemical conservation ;

Ensure the safety and security of the objects under their charge ;

Improve display and lighting ;

Preparation of Annual Programmes and their

implementation;Prepare reports ;

Allot duties to the Technical Assistants working under them and getting the work done

;Showing visitors whenever needed or called upon to do so by the superiors

;Recommend and send requisition of material purchases for the section ; Assist in organising educational programmes ; 2.20 Help research scholars

;

Write books, articles, catalogues, guide books, etc ; 2.22 Help Museum

publications ;Attend to all kinds of technical enquiries ;

Make suggestions for purchase of books and periodicals ; 2.25 Suggest for new acquisition of

objects ;Prepare and supervise papers for purchase of objects and Kala Bhavan Samiti

meetings ; and

Any other duty assigned by the Deputy Director/Joint Director/Head of the Institution.

3. Guide Lecturer

To guide visitors ;

Help them in taking photographs and purchasing ; articles at the sale counter ;

Will ensure their visit pleasant and comfortable ; 3.4 Preparation of educational programmes ;Inviting school/college students ;

Arrange talks, slide shows, cultural programmes etc.

Collect visitors' opinion and remove their difficulties 3.8 Maintenance of auditorium etc. ;Control reception and sales counter ;

Maintenance and cleanliness of water closets and functioning of water coolers

;Maintenance of notice boards ;

Inspection of uniforms of Class IV employees ;

Any other duty assigned to him by the Deputy Director Keeper/Deputy Keeper.

4. Security Officer

Controlling the keys of opening and closing the museum building;

To bring keys from the house of the Head of the Department every day and to take the same

back ;Checking every nook and corner of the building during opening and closing hours ;

Supervising the gallery attendants on duty ;

Supervising the duties of the night watchman outside as and when required ;

Controlling the leave applications of the night guards and adjust them according to the situations

; Checking the belongings of staff and the visitors as and when they come out of the museum building ;

Maintenance of law and order in the premises while the museum is open.

5. Chemical Assistant

To check up humidity and other climatic effects in the different sections of the museum building regularly ;

To check up the growth of damaging insects and fungi on wooden doors ; walls, floors and on the furniture of the museum building ;

Periodically to check up of strong rooms and other reserve collections ;

Conservations of art objects ;

Preservation of already treated objects ;

Maintaining the records of Conservation

Works ; Reporting of objects suffering from acute diseases ;

Procurement of equipments and chemicals for his own section.

6. Photographer/Dark Room Assistant

Maintenance of photo studio, dark room and its equipments { maintenance of cameras { prepare print and negatives { collect orders for supplying photographs, slides etc. prepare bills for outside supply { inside and outside photography { attend dark room duties { maintenance negative registers { maintenance of les/papers connected with sectional store { help scholars in taking photographs { preparation of photo albums on classified basis.

Any other duty assigned by the Assistant Director/ Deputy Director/ Keeper/ Deputy Keeper.

The Dark Room Assistant will assist the Photographer (S.T.A.) in his duties and shall also carry out his instructions for doing anything connected with photography.

V. SECURITY (WATCH & WARD)

Job Specifications drawn up by the Chief Proctor, Banaras Hindu University.

1. Security officer /Deputy security officer/ Assistant Security Officer

Watch and ward of the Campus, to maintain a liaison with the Police and District officials for maintaining law and order within the University campus, to assist the Chief Proctor in the discharge of his duties and do such other duties as may be assigned by the Chief Proctor from time to time.

2. Varishtha suraksha sainik/ Suraksha sainik

Watch and ward duties of the Campus and to assist the Officers of the Proctorial Organisation in the discharge of their duties and to do such other duties as may be assigned to them by the Officers of the Organisation from time to time.

3. Wireless Operator

To provide operation and maintenance of Wireless sets.

W. MISCELLANEOUS

9. Computer Centre

1. Senior Computer Operator

Supervision of console

operation.

2. Computer

Operator Console

operation

3. Input/Output Assistant

To make the job submitted by the users as well as to return it after processed by computer and to make necessary entries for record purposes.

4. Key Punch Operator

Punching and verification of data.

5. Wireman

Wiring and maintenance of important installation like electronic motors etc.

6. A.C. Operator

Operation of Air-conditioners and maintenance and minor repairs of A.C. Motors.

7. Curator : Institute of Medical Sciences :

To look after the practical demonstration of the Drugs for the M.D. (Ayu.) students and Ph.D. students of Dravya Guna Department specially in Ayurvedic Garden.

To conduct excursion tours with the students of the Department of Dravya Guna.

To take care of Herbarium Museum and Garden, cultivation and preservation of medical plants for the research work of the students of Dravya Guna.

8. Instrument Technologist : (Institute of Technology):

Analysis of Ores, alloys, etc. and maintenance and repair of instruments of sophisticated nature.

9. Investigator : (Deptt. of Political Science) :

Collection of data and also data processing including preparation of statistical tables and interpretation of statistical data.

10. Analyst : (Institute of Technology):

Analysis of samples to find out the percentage composition of various ingredients.

11. Garden Supervisor : (I.Ag.S.Cs.)/(Deptt. of Botany):

1. Supervision work in the garden and providing assistance in Horticulture practical classes.
2. (a) Technical assistance for undergraduate/postgraduate (Hort.) practical classes in the garden and in the nursery.
- (b) Assistance in laying out field trials for Ph.D. Research work.
- (c) Maintenance of garden records, stocks, etc.

12. Statistician : (S. S. Hospital) :

Collection and processing of statistical data.

13. Technical Assistant (Employment, Information & Guidance Bureau):

Maintenance of information and literature on careers, current jobs, scholarships, cases of studies, training and apprenticeship facilities available in India and abroad in subject-wise, institution-wise and country-wise files for display in the career information room of the Bureau.

14. Draftsman (Controller of Examinations):
Writing of degrees, certificates and other calligraphic work of the Examination wing.
15. Manager (Shree Vishwanath Temple) :
Management and administration of Shree Vishwanath Temple.
16. Research Assistant :
To assist teaching and research work and Information of teaching aids.
17. Assistant : (Department of Musicology) :
To assist the Research students and Head of the Department in all research activities.
18. Tabla Accompanist (M. M. V. & Fac. of Performing Arts) :
To provide accompaniment in the Vocal/Instrumental Music Classes and lecture-cum-demonstration programme etc.
19. Tabla Accompanist (C. H. Girls' School) :
To provide accompaniment in the Vocal/Instrumental Music classes and lecture-cum-demonstration programme etc. and also teaching Tabla in Class VI & XI.
20. Patwari :
Measurement and maintenance of records of University property. To perform the duties of court Peon (Pairavi of Court cases in connection with landed properties) and also to assist the Zildar in connection with the Court work and other matters.
21. Gestetner Machine Operator :
Operation of Duplicating Machine and its maintenance.

X. UNIVERSITY SPORTS BOARD

1. Coach :
To train, demonstrate, lecture and coach the students in games, sports in their own areas.
2. Physical Instructor :
To instruct, training students in various sports and games, gymnastics.
3. Filter Plant Operator :
 1. To operate Pump of the Pool and mix chlorine gas as per specification.
 2. Maintenance and repair of minor defects.
 3. Setting the Pump gang in accurate working order.

4. Periodical noting of pool water and its cleaning.
5. Maintenance of accounts of Chemical Stores used in Swimming Pool.

Y. B.H.U. PRESS

1. Foreman :

Distribution of work to the Section-in-Charges and other workers. Supervision of work of the Section Incharges and other workers. To assist the Manager and Assistant Manager in the work. Planning and scheduling and to get the jobs done in time. To take care for good quality Printing. To give machine print orders. To submit a daily progress report of the work done by him.

2. Mono Key Board Operator :

Operation and maintenance of Mono Key Board. To do all type of Mono Key Board operating jobs in English and Hindi. To give the prescribed out turn as per the Norms. To submit a daily written report of the work done by him.

3. O set Machineman :

Operation, maintenance, repairs of O set Machines, plate-making and to do other jobs connected with it. To give the prescribed out turn. To submit a daily written report of the work done by him.

4. Incharge, Binding Section :

Distribution and supervision of work of the Binders, Junior Binders, Paper Issuers and other workers of the section. Operation, maintenance and repairs of the Binding Machines and equipments of the section. To get the work done in time with proper out turn from each worker of his section. To submit a daily written report of the work done in the section.

5. Incharge { Composing English/ Hindi Section :

Distribution and supervision of work of the Compositors, Distributors and other workers of the section. To get the work done in time with proper out turn from each worker of his section. To take proper care for the maintenance of Types, Type case, racks and all other equipment material of the section. To submit a daily written report of the work done in the section.

6. Incharge { Machine Section :

Distribution and supervision of work of the Machine-man, Impositors and other workers working in the section. Operation, maintenance and repairs of the printing machine and other equipments of the section. To get the work done in time with proper out turn and with good quality of printing from each worker of his section. To submit daily written progress report of the work done in the section.

7. Incharge { Mono Section :

Distribution and supervision of the Mono-Key-Board Operators, Casting Ma-chine Operators and other workers in the section. Operation, maintenance and repairs of the Mono-type machines and other equipments and materials of the section. To get the work done in time with proper out turn from each worker of the section.. To submit daily written report of the work done in the section.

8. Compositor :

To do all sorts of composing jobs, their corrections, make-up, proof pulling, distribution etc. To keep the composed matter at proper places, deliver it to machine room for printing and bring it back after printing. To give the required out turn and to submit a daily written report of the work done by him.

9. Machineman :

Operation and maintenance of Printing Machine. To do all sorts of printing jobs. Will take proper care for its quality printing. To submit a daily written report of the work done by him.

10. Mono Caster :

Operation and maintenance of Mono Casting Machine. To do all kinds of mono-casting jobs. To give the prescribed out turn and to submit a daily written report of the work done by him.

11. Binder :

To do all kinds of binding jobs, operation and maintenance of binding machines. Cutting and issue of paper. To give the prescribed out turn and to submit a daily written report of the work done by him.

12. Paper Issuer :

Cutting and issue of paper. To do all kinds of binding jobs, operation and maintenance of binding machines. To give the prescribed out turn and to submit a daily written report of the work done by him.

13. Impositor :

To do all sorts of imposing and locking of forms required for the printing machine and to do the related jobs. To submit a daily written report of the work done by him.

14. Metal Melter :

Melting of metal and to do all kinds of allied jobs. To submit a daily written report of the work done by him.

15. Proof Puller :

Operation and maintenance of Hand proofing Press, pulling of proofs, Cleaning and maintenance of composed matter. To carry the composed matter to machine room and bring it back after printing and to do other related jobs. To submit a daily report of the work done by him.

16. Composing Attendant :

To assist the Section Incharge, Compositors and other workers in the section. Cleaning and maintenance of Type and Type Cases etc. Delivery of proofs. To submit a daily written report of the work done by him.

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