

**MANUAL V**  
**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND**  
**RECORDS [SECTION 4(1)(B)(V)]**

1. The Banaras Hindu University Act (Act No.XVI of 1915)
2. Statutes of Banaras Hindu University as contemplated in Section 17(2) of the BHU Act, 1915 & BHU (Amendment) Act, 1966.
3. Ordinances of the University as contemplated under Section 18 of the BHU Act, 1915.
4. Regulations as provided under Section 19 of the BHU Act, 1915.
5. Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

*CHAPTER 5*

**POSTING AND TRANSFER**

**LIMIT OF RETENTION OF ASSISTANTS IN THE SAME SECTION**

No assistant should be allowed to remain in the same seat for more than three continuous years without specific approval of the Registrar and in the same section for more than 5 continuous years without the specific approval of the Vice-Chancellor. Also a person having worked in a seat or section for the prescribed period would not be posted again to the same seat or section after a short interval. Relaxation of these orders should particularly be avoided during the two years preceding the retirement of a person.

**PROFESSIONAL HISTORY AND TRANSFER HISTORY CARD**

With a view to facilitating the postings of persons with experience of particular section and also to give an all round training to the assistant, Administration should know the professional history of every assistant including Section Officer. For this purpose an index sheet should be maintained in the form shown in Annexure to this Chapter.

The sheets should show the chronological sequence of the sections in which the official has worked. To facilitate the quick preparation of index sheet, each assistant or Section Officer should be supplied with a blank card in which entries should be made by each and returned on completion to the Administration section. Every employee should be held responsible for supplying correct information.

**GRANTING OF PERMISSION TO OFFICE ASSISTANTS TO APPLY FOR POSTS ELSEWHERE**

It is the duty of an University employee, who wishes to transfer his services to a Government Office or Department, or elsewhere to obtain the consent of the authority which appointed him to his existing post, before taking up the new

employment. If he takes up the new employment without such consent, he commits breach of discipline and is liable to be punished, in the last recourse, by dismissal from his post and consequent loss of pensionable service. Resignation of his former appointment will not, it should be noted, protect him from this penalty.

All applications for appointments elsewhere should be despatched from the Administration Section, so that, that section may have a record of all cases in which permission to apply elsewhere has been given by the proper authority.

In granting or withholding consent to the acceptance by a subordinate of other employment, the University authorities must consider whether the transfer will be consistent with the interest of the public service. Permission should not be refused, however, without strong reason, which should be recorded in writing.

It has been decided that unless an University employee is sponsored by the University or applies through or with the specific prior approval of the University for a Scholarship or fellowship, he will not be permitted to take up such scholarship or fellowship.

#### **PRINCIPLES TO BE OBSERVED IN CONSIDERING THE QUESTION OF FORWARDING APPLICATIONS OF EMPLOYEES BELONGING TO SCHED- ULED CASTES/ SCHEDULED TRIBES FOR EMPLOYMENT ELSEWHERE**

Subject to the general principle that the authority must balance the interest of the University against the necessity to avoid hardship to the individual, the applications particularly in the case of Scheduled Castes and Scheduled Tribes should be readily forwarded even though they are permanent employees unless in very rare cases, there are compelling grounds of public interest for withholding them. Employees belonging to the Scheduled Castes/Scheduled Tribes should be afforded every facility to improve their prospect.

(Based on GIMHOM No.130/54-Ests (A)-I dated 28th February 1955 read with GIMHOM No.28/3/59-Ests (A) dated 15th June, 1959 and No.1/6/64- SC.I dated 19th March, 1964).

#### **SENDING CONFIDENTIAL REPORTS OF EMPLOYEES TO OUTSIDE BOD- IES**

Executive Council Resolution No. 345 dated 12-2-1961.

Considered the question of making the rules for sending the confidential reports of University employees to outside bodies.

Resolved that the following rules for sending the confidential reports of the employees be made :

- (i) Confidential reports of the employees of the University may be sent to other Government Departments, Public Service Commission and Univer- sities. on their request but should not be sent to the Non-Government Institutions.
- (ii) A certain amount of discretion may be exercised when there is a demand

for such reports from semi-Govt. Institutions.

- (iii) Confidential reports should be forwarded to the requisitioning authorities in double sealed covers addressed to a responsible Officer by name and a proper acknowledgement should be obtained. The reports should be returned by the outside authorities in double sealed covers and be properly checked on return to verify that no page is missing.

ANNEXURE  
Vide para 5.2

Index Sheet of..... showing  
the full history of his service in the Banaras Hindu University.

Date of Birth .....

Educational Qualification .....

Date of Joining .....

Date of permanent appointment .....

Sl. No.	Section In which employed	Nature of duties	Period of Service  From To	Total	Remarks
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## CHAPTER 6

### PROMOTION AND CONFIRMATION

#### CONFIRMATION OF CLASS IV EMPLOYEES AFTER PROMOTION TO CLASS III POSTS

The Government of India have decided that the appointment of Class IV Government Servants to Class III posts should be treated as transfer for the purposes of pensionary benefits. Such Government servants will also be allowed to carry forward the leave accumulated to his credit while in Class IV service subject to the usual condition.

It has further been decided that while holding the Class III appointment, the person concerned, if he is purely temporary, should be considered for confirmation in Class IV if he is so considered with effect from a date before his appointment to Class III posts and if such Class IV employees are given "No Objection" certificate for registration at an Employment Exchange and are given the advantage of changing their line and thereby bettering their prospects. There should, however, be no question of their being considered for confirmation with effect from a date after they have taken over Class III post.

(GIMHOM No.12/29,156-RPS dated the 22nd March, 1957)

#### RESERVATION OF VACANCIES IN THE MATTER OF CONFIRMATION OF CLERKS WHO HAVE NOT PASSED TYPEWRITING TEST

Junior Clerks will be eligible for the benefit of confirmation only from the date of the typewriting test in which they qualify. They could, therefore, be deemed to have been passed over if they had not already qualified in typewriting when their turn for confirmation arose. Posts need not, therefore, necessarily be reserved for them. The above orders will be made applicable to those Junior Clerks recruited on or after the date of approval of the orders by the Executive Council.

#### FIXATION OF SENIORITY OF SCHEDULED CASTES/ SCHEDULED TRIBES CANDIDATES

The Cabinet Secretariat, Department of Personnel, Government of India have clarified that the orders for reservation in services envisage, only priority to S.C./S.T. candidates in the matter of appointment/promotion against reserved vacancies and that the seniority of these S.C./S.T. candidates should be fixed in accordance with provisions in the rules for recruitment/promotion as the case may be.

#### PROMOTION OF CLASS IV STAFF TO THE CADRE OF JUNIOR CLERKS

- (i) All Class IV employees who have put in five years service and who have passed Matriculation examination or equivalent will be eligible for promotion to the Junior Clerks grade.
- (ii) Such eligible candidates will be tested in
  - (a) A typing test in English/Hindi for a minimum speed of 30 words per minute and after qualifying in the test. Note : If an employee does not pass the typing test and is otherwise eligible for promotion, he be promoted subject to the condition that he passes the typing test within 2 years from the date of his promotion, failing which he will be reverted.

Provided further that for such employees, typing tests be held at least twice a year.

- (b) Two papers of simple English, Hindi and Arithmetic of one Hour's duration.
- (iii) 10% of the vacancies in the Junior Clerks cadre will be reserved for such employees.

(Authority : Executive Council Resolution No. 223 dated 2nd/3rd Nov. 1980)

#### **INCREASE IN THE QUOTA OF RESERVATION TO CLASS- IV STAFF**

The reservation for promotion of Class IV employees, to the posts of Junior Clerks be raised from 10% to 20% as in Jawaharlal Nehru University. (Executive Council Resolution No. 61 dated 15-6-1980),

#### **PROMOTIONAL QUOTA WITH REGARD TO PROFESSIONAL STAFF OF THE LIBRARY**

In modification of Executive Council Resolution No. 159 dated 26th December, 1976, the promotional quota with regard to professional staff of the Library be-regulated in accordance with the practice obtaining in respect of the promotion of Laboratory and Workshop staff of the University i.e. 50% by promotion. (Authority : Executive Council Resolution No. 61 of 15th June, 1980)

#### **REVISED RULES FOR APPOINTMENT/ PROMOTIONS OF LABORATORY STAFF/ WORKSHOP STAFF**

The Executive Council accepted the Delhi University pattern in principle and resolved that hereinafter all vacant Laboratory/ Workshop Assistants/ Senior Laboratory Assistants/ Senior Workshop Assistants/Senior Technical Assis- tants/ Assistant Foreman will be advertised locally for recruitment from within the University, as per prescribed qualifications. The selections will, be made by Selection Committees at the University level as for permanent appointments through open, recruitment. All things being equal, preference will be given firstly to employees of the concerned Department and secondly to employees of the concerned Faculty. If no one is found suitable in the whole. University for any of these posts, the posts will then, only be advertised for open recruitment in the scheduled way.

As for Technical Assistants/equivalent Workshop posts like Head Mechanic, the recruitment from within. the University will be on a 50% basis as hitherto, but, with local advertisement and selection procedures as indicated earlier. 50% of the posts, as well as posts not filled up through local recruitment procedures, will be advertised for open recruitment as per scheduled selection procedure.

Resolved further that Departmental Promotion 'Committee be constituted at the University level for the purpose, which would operate the scheme as per present practice of giving preference to department, faculty, university candidates in that order provided they fulfil the necessary qualifications before deciding to advertise the post for recruitment from the open market.

(Authority : Executive Council Resolution No. 15 of 27th April, 1982)

#### **FACILITIES FOR EDUCATION TO CLASS IV STAFF**

Adult Education Unit of the Banaras Hindu University be requested to arrange facilities for education and literacy to Class IV staff and evolve a scheme in that connection for further processing by the University bodies.

(Authority : Executive Council Resolution No. 8 of 27th April, 1982)

## SENIORITY

(a) Teaching Staff :

Whenever in accordance with the Statutes of the University any teacher is to hold any office or be a member of any authority of the University by rotation according to seniority, such seniority shall be determined as per principles laid down in Statutes 33.

(b) Non-Teaching Staff :

Seniority of employees in a particular grade shall be determined as per principles laid down in Ordinance 8 of group B of Chapter IV Calendar Part I, Volume I (Revised).

## ERRONEOUS CONFIRMATION OF AN EMPLOYEE - PROCEDURE FOR CANCELLATION - INSTRUCTIONS REGARDING—

The following procedure should be followed while cancelling orders relating to confirmation of employees: which are later on found to be erroneous :

- (i) Confirmation can be cancelled if the order of confirmation was clearly contrary to the Statutory Rules and there is no power or discretion to relax the Rules.
- (ii) If the orders of confirmation was made when there was no substantive vacancy and the confirming authority had no power to create the post in which the officer was confirmed.
- (iii) If the order of confirmation was made in error e.g. naming wrong person—mistake in identity.

Orders of confirmation in the above mentioned cases are void *ab initio* and the officer does not acquire any right to hold the post in which the order purported to confirm him. Provisions of article 311(2) of the Constitution are not, therefore, attracted and the procedure of “Show cause notice” is not required to be followed before cancelling the order of confirmation.

If the order of confirmation was made in contravention of executive or administrative instructions, it cannot be set aside. Cancellation of confirmation in such cases would amount to reduction in rank without any fault on the part of the officer confirmed. These instructions take effect from the date of issue of the Government of India orders in this regard i.e. from 21-3-1968.

(Authority :GIMHA OM No. 12/2/67 (D) Estt. (D) dated 21-3-68.

**Note :** It has been decided by the Government of India that in cases where juniors are confirmed erroneously in contravention of Executive or administrative instructions and whose confirmation cannot be set aside vide para 2 of the aforesaid Office Memorandum, the Administrative Ministries/ Departments may create with retrospective effect i.e. from the date the Junior was erroneously confirmed, a permanent post in consultation with the Associate Finance, in accordance with the order contained in Government of India decision No. 7 below rule 8 of the delegation of financial power rules 1958. The senior officer referred to may, after creation of such a permanent post, be confirmed against the post so created from the date of its creation if he is otherwise considered fit for confirmation.

If the junior officer is erroneously confirmed from a date earlier than date of confirmation of his senior, a permanent post may be created in the manner in the preceding paragraph for the purpose of ante-dating the confirmation of the senior officer.

Authority :GIMHA OM No. 12-3-69 Estt. (D) dated 18-7-1970.

## GUIDELINES & ORDINANCES

S.N	GUIDELINES & ORDINANCES	PARTICULARS LINKS
1	BHU Act and Statues	<a href="https://www.bhu.ac.in/guidelines/acts.pdf">https://www.bhu.ac.in/guidelines/acts.pdf</a>
2	Guidelines on Institutional Biosafety	<a href="https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf">https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf</a>
3	Ordinances related to Examinations	<a href="https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf">https://www.bhu.ac.in/research/INSTITUTIONALBIOSAFETY.pdf</a>
4	Ordinances Governing Intellectual Property Policy	<a href="https://www.bhu.ac.in/ordinances/ipp.pdf">https://www.bhu.ac.in/ordinances/ipp.pdf</a>
5	Internal Audit Manual	<a href="https://www.bhu.ac.in/guidelines/audit.php">https://www.bhu.ac.in/guidelines/audit.php</a>
6	Project Guidelines-2018	<a href="https://www.bhu.ac.in/guidelines/project.php">https://www.bhu.ac.in/guidelines/project.php</a>
7	Non-NET Fellowship Guidelines	<a href="https://www.bhu.ac.in/guidelines/nonnet.php">https://www.bhu.ac.in/guidelines/nonnet.php</a>
8	Intellectual Policy Ordinances	<a href="https://www.bhu.ac.in/ordinances/intell.php">https://www.bhu.ac.in/ordinances/intell.php</a>
9	Office Procedure Manual	<a href="https://www.bhu.ac.in/rtiact/pdf_files/Transparency%20Audit%20Report%20(Year%202020-21).pdf">https://www.bhu.ac.in/rtiact/pdf_files/Transparency%20Audit%20Report%20(Year%202020-21).pdf</a> (Placed on Page Nos. 279 to 476)
10	Executive Council Resolution (Agendas and MOMs)	<a href="https://www.bhu.ac.in/ec/">https://www.bhu.ac.in/ec/</a>



## CHAPTER 1

### CONSTITUTION

The Vice-Chancellor shall be the principal Executive and Academic Officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of its authorities.

The following shall be the authorities of the University –

- (a) The Court,
- (b) The Executive Council,
- (c) The Academic Council,
- (d) The Finance Committee,
- (e) The Faculties,
- (f) Such other authorities as may be declared by the Statutes to be the authorities of the University.

For day-to-day administration of the University the Vice-Chancellor is assisted by the Registrar, Finance Officer and Controller of Examinations (presently designated as Officer-on-Special Duty). The Vice-Chancellor exercises control over the affairs of the University through the Central Office.

There is an Internal Audit Office responsible for auditing the accounts of the 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 furnish suitable replies to the Government Auditors of their Audit Rough Notes, finalisation of the replies to the Audit Reports, furnished by A.G., U.P., Allahabad before its incorporation in the Annual Accounts of the University.

The work of the Central Office has been distributed among various sections which are headed by Section Officers under the direct supervision of an Officer of the rank of Assistant Registrar. Some sections, however, function under direct supervision of a Deputy Registrar.

There are altogether 14 Faculties in the University consisting of 105 Departments (as on 1-10-1984). Each Faculty is under the direct supervision of a Dean whereas the Departments function under the supervision of Heads of the Departments. The appointments of Deans and Heads of the Departments are regulated as per provision of the Statutes. Besides, there are three Institutes in the University each of which is headed by a Director. There are also two undergraduate Institutions and three School level Institutions in the University where supervision vests, in the respective Principals. The administration of the Director's Office, Dean's Office and the Office of the

Heads of the Departments/Colleges/Schools are done through small units under the supervision of Section Officers and these units function under the direct supervision of Deputy Registrar/Assistant Registrar where load of work justifies creation of such posts. The immediate control of these units rests with the Directors, Deans, Heads of Departments and Principals as the case may be. These units are called the teaching Departments of the University. There exist several non-teaching units (service units) such as University Works Department, Electric & Water Supply Department, Notified Area Committee, Horticulture Department, B.H.U. Press, Public Relations Office, etc. having separate offices.

## CHAPTER 2

### GENERAL ORDERS

#### RESPONSIBILITY OF OFFICERS

All officers are expected to own responsibility for supervision of duties assigned to them.

E.g. when a pension case is put up for approving the service, it is incumbent on the Deputy Registrar (Admin.) to see the past records of the retiring employee concerned and to state specifically whether his services have been established and approved. This approval of -service by the Head of the Office is not meant to be a routine matter and the Vice-Chancellor would hold the administrative officer responsible for seeing that pension cases are not submitted without adequate scrutiny of the antecedent of the would be pensioners and the pension sanctioned.

#### RESPONSIBILITY OF SECTION OFFICERS

The Section Officer is responsible for the work of his section. He should generate confidence in the team working under him. He should bring to the notice of the Officer Incharge of the Section any flagrant delay or persistent negligence of duty on the part of his subordinates ; and should exercise a careful supervision over his staff and see that everyone is sufficiently employed. He should see that Codes, Regulations and Procedure are correctly applied and strictly adhered to ; and should on no account allow any departure from any prescribed procedure or prevailing practice without the express orders of proper authorities.

The Section Officer should not allow urgent work to suffer and arrears to accumulate unnecessarily during the short absence of an assistant of his section. He will be held personally responsible for delays in the disposal of such documents and, therefore, he should arrange with other assistantsto have the work done in time.

The Section Officer is also personally responsible for drawing a report on the state of work of his section as it actually stands on the last dayof each quarter i.e. for the quarter ending 31st March, 30th June, 30thSeptember and 31st December and submit them to the Officer Inchargeof the Section. The quarterly report should reach the Officer Incharge ofthe Section by the last working day of the first week of the month fol-lowing the end of each quarter. Where marginal overtime work becomesnecessary and is duly authorised by the competent authority, the SectionOfficer shall personally supervise the work.

The Section Officer should not sign the certificate of arrear in the quar-terly report lightly and withot satisfying himself fully that there are noother arrears except those detailed in the arrear report.

### LIST OF DUTIES

A list showing duties assigned from time to time to each member of the office establishment should be maintained in each section and this list of duties should be formally communicated by the Section Officer to each individual concerned. The original list should be approved by the Deputy Registrar of the group to which the section belongs. No change should be made in the duty list without sanction of the Deputy Registrar Incharge. A copy of each of such duty list will be obtained from the sections concerned and maintained in the Registrar's Office.

### PLEDGING OF ADEQUATE SECURITIES BY CASHIER

<sup>1</sup>It has been decided by the Government of India that adequate securities both in form of cash and property should be obtained from a person entrusted with duties of handling cash. Cash receipts should be remitted daily to the Bank immediately after collection and higher authorities should carry out verification of all such remittances with a full sense of responsibility.

### FIDELITY BOND

In Finance Department Memorandum No. D/ 2434-P dated 28th May, 1931, the Departments of the Government of India were authorised to de-mand, at their discretion, securities from persons employed under them. In a case when a Department, in exercise of this discretion, decided to accept a Fidelity Bond in lieu of cash security, some difficulty was experienced in enforcing recovery of the loss caused to Government because of the presence, in the Bond of a clause giving the Insurance Corporation concerned the right to insist upon prosecution of the insured person in the event of his dishonesty. As the grant of such a right to the Insurance Corporation seriously affects the value of such Bonds, it has been decided that before a Fidelity Bond is accepted, the Department concerned should have it scrutinised and insist on the deletion of any unnecessary reservation like the one mentioned above.

(G.I.F.D.O.M. No. D-7688-F dated 16-12-1939)

It has been decided by the Government of India, Ministry of Finance, that all important documents, i.e. Contracts, Agreements, Deeds, Bonds, etc. ought to be kept in the safe custody of the Office, instead of keeping them in the relevant file in the respective sections or in the custody of the branch officer concerned from the point of view of security and also of safe-guarding them from easy accessibility to interested or unauthorised persons. Important Contracts and Agreements which are duly signed and contracts which are current over a long period would have to be kept in proper custody and authenticated working copies retained for use in files.

(G.I.M.F. Department of Expenditure, O.M. No. F.1 ((15)-  
(Coord)/62 dated 26-11-1962)

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<sup>1</sup>(G.I.M.F. O.M. No. F.14(10) EGI/54 dated 1-10-54)

## GRADATION LIST

A list of the establishment of the University (including officers) showing strength of each sections and branches as on 1st March each year should be prepared, cyclostyled and distributed to each unit of the University for information. The Gradation list as above should be prepared in administration section under the charge of Deputy Registrar (Admin.).

## ORDER BOOKS

There are five order books for the office, namely

- (i) The office order book relating to personal matter in which all appointments, promotions, confirmations, degradation, suspension and other changes permanent or temporary, are entered by establishment section and sub-mitted to Deputy Registrar (Admin. on the occasion of each change.
- (ii) The Establishment note book in which all orders relating to the office establishment which cannot conveniently be incorporated in the Manual are entered by the establishment assistants.
- (iii) Leave register in which details of the leave granted to the members of the staff of the office are entered chronologically by the Establishment Assistant for facility of the posting of Service Books and leave accounts. Register is to be submitted to the Branch Officer every month on, the 25th.
- (iv) Office order book in which all orders relating to Office procedure and other general matters are chronologically entered with brief subject and reference to the original file. Subjectwise grouping of pages ought to be made.
- (v) Section order book which is maintained in each section by the Section Officer in which all orders affecting the procedure and work of the section are entered by the Section Officer or by any Assistant specially entrusted with the work.

## TIDINESS AND INSPECTION OFFICE ROOMS

All Section Officers should see that the files and papers relating to their sections are neatly arranged in the racks and Almirahs allotted to them. All papers and files relating to other sections should at once be made over to the sections concerned, and steps should be taken to send to the 'old Record Section' such of the files, registers, etc. as are not required for current use. Section Officers should also see that the racks are kept clean by Class IV staff, any negligence on their part should be reported to the Branch Officer. Each Assistant in the office should, before he leaves office, arrange his papers, books and files etc. on his table and what-nots. Section Officers will be held responsible for seeing to the general tidiness of their sections. They should also once in a fortnight examine the tables and the drawers, boxes or other receptacles in their sections with a view to seeing that no official paper has escaped disposal or has been unnecessarily detained there instead of being placed in the proper files.

### TAKING AND MAKING OVER CHARGE

Every Clerk/Assistant or Section Officer should prepare the Charge Report on being transferred from the section or on proceeding on leave and make over the charge report to the Section Officer/Branch Officer as the case may be.

Every Section Officer or Assistant while taking or making over charge of his duties from or to another unit even temporarily, is expected to ascertain whether the working is absolutely upto-date, and to report in writing at once to his immediate superiors any arrears or irregularities he may notice, in order that prompt action may be taken. If no such report is submitted, the Section Officer or Assistant as the case may be assuming or relinquishing charge will be held personally responsible for the state of the work under his charge including any arrears or irregularities which may exist.

Whenever an Assistant is relieved on leave or on transfer he should correctly report the state of work and properly hand over all papers to his successor or Section Officer if the successor is absent at the time of relief. The Section Officer should see that this is done.

### CHARGE REPORT BY SECTION OFFICER AND OTHER OFFICERS

1. When a Section Officer proceeds on leave or is transferred from one Section to other or outside, he should-

(i) make out a brief charge report for the benefit of successor showing therein the following :

(a) The state of arrears in the section ;

(b) The important papers or points requiring immediate or special attention by his successor. The Charge Report left by the predecessor should be seen by the Branch Officer, who passes suitable orders on it. The successor is responsible to see that the arrears are cleared and all other important points mentioned in the note are attended to as early as possible. He should also submit a periodical Report to his Branch Officer requiring clearance of above.

(ii) Write upto-date Confidential Reports on the work and conduct of all assistants who had worked under him for 4 months or above.

2. The above procedure applies mutatis-mutanda to other officers also.

### MAINTENANCE OF DICTIONARY OF REFERENCES AND SECTIONAL NOTEBOOKS

Each assistant and Section Officer should maintain a record of the points he has to watch but which are required to be noted in any one of the prescribed registers. This record should be handed over to the successor whenever there is a change in incumbency.

Since the Dictionary of reference and the Sectional note books serve different purposes, the maintenance of both the records is necessary. The Dictionary of reference should be maintained for the University as a whole in some Central Section only. The detailed instructions as to what should be recorded in each and how they should be maintained are detailed below :

Each section should maintain a sectional book (and the I.O.'s Office should keep the Dictionary references).

In addition to the above, each Assistant or Section Officer should maintain a Note Book to record the points and orders for day-to-day work he/she has to watch as far as his/her seat is-concerned. These Note Books should contain all useful materials other than those which are embodied in any one of the prescribed registers or manuals. All these note books should be handed over to the successor when there is a change of incumbency.

For the proper maintenance of Dictionary of references by I.A.O., all sections should after completing all action required on their part, pass on to I.A.O. all important communications and orders received from the University Grants Commission, Government of India etc. and have them noted in it. File orders should not be given on such letters until Internal Audit Officer has certified that a note has been kept or need not be kept in the Dictionary of reference.

As a further step against omission, particularly in regard to letters received in the past, Section Officers working under the I.A.O. should periodically examine the University Grants Commission and Government of India's inward diary and with reference to the subject matter pick out letters at which seem to be of sufficient importance for the Dictionary, call for them and note them. Any orders in the Dictionary which deserve to be manualised should also be manualised.

#### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of different categories- of staff have been given in Appendix 'A'.

## CHAPTER 3

### RECRUITMENT

#### ORDINANCE REGARDING CENTRAL BOARD OF RECRUITMENT FOR CLASS III AND CLASS IV POSTS-MINISTERIAL, TECHNICAL AND NON-TECHNICAL

1. There shall be a “Central Board of Recruitment” consisting of the members as noted below for recruitment of Class III and Class IV staff of the University Ministerial, Technical and Non-Technical :
  - a) Rector, or nominee of the Vice-Chancellor – Chairman
  - b) One Professor nominated by the Vice-Chancellor - Member
  - c) Finance Officer
  - d) Registrar
  - e) Rotational members –
    - (a) in respect of Institute :  
Director and Dean, and if the vacancy relates to a Department, the Head of the Department shall also be a member of the Central Board of Recruitment ;
    - (b) in respect of Faculty :  
the Dean, and if the vacancy relates to a Department, the Head of the Department shall also be a member of the Central Board of Recruitment ;
    - (c) in respect of College :  
In the event of a vacancy relating to a College, Principal of the College shall also be a member of the Central Board of Recruitment.

The tenure of the members of the Central Board of Recruitment shall be for one year from 1st July to 30th June.

- 2.(i) It shall be the duty of the Central Board of Recruitment to conduct examinations, if necessary, as per guidelines already prescribed by the University for recruitment in various categories of posts, for appointment of Class III and Class IV staff ministerial, technical and non-technical, to the services of the University.
- (ii) The Central Board of Recruitment shall constitute a Core Committee to draw detailed patterns of recruitment procedure for Class III and IV services of the University.
- (iii) The Board of Recruitment shall be consulted :
  - (a) on all matters relating to methods of recruitment to Class III and Class IV services of the University ;
  - (b) on the principles to be followed in making appointments to Class III and Class IV staff and on the suitability of candidates for such appointments ;

- (c) on all disciplinary matters affecting a person serving under the University in Class III and Class IV posts including memorials or petitions relating to such matters.
  - (d) on any claim by or in respect of a person who is serving or has served under the University in Class III and Class IV posts, concerning any costs incurred by him in defending legal proceedings instituted against him in respect of acts done or purporting to be done in the execution of his duty should be paid out of the University funds ;
  - (e) on any claim for the award of a pension in respect of injuries sustained by a person belonging to Class III and Class IV posts while serving under the University, and any question as to the amount of any such award.
3. The concerned department shall send the requisition for filling up of the vacancies by new appointment & to the Secretary to the Central Board of Recruitment and the Secretary will arrange for advertising the posts, if necessary, mentioning the qualifications, experience, etc. of the candidates as per guidelines already prescribed by the University for the recruitment of various categories of posts.
4. On receipt of applications in response to the advertisement mentioned above the Secretary will process the applications and arrange for the date of interview/tests as the case may be under the orders of the Chairman, Central Board of Recruitment.
5. *Advertisement and inviting of applications :*
- (a) All permanent posts/temporary posts likely to be made permanent shall be advertised.
  - (b) All posts below the grade of Rs. 700-1300 will be advertised in two insertions in Hindi/ English ' dailies with wide circulation. Advertisement for filling up of the posts in the technical area shall be drawn up, by the respective faculties and made through the Central Board. The details of the form of application and other essential particulars of the post and pay-scale will be included in the advertisement.
  - (c) Specific mention regarding the number of posts to be kept reserved for S.C./ S.T. candidates shall also be mentioned in the advertisement.
  - (d) Last date for the receipt of applications will ordinarily be fixed as two months from the date of issue of the advertisement. The last date shall be clearly specified.
  - (e) The advertisement may stipulate the probable number of vacancies to be filled in. In case of common cadre posts viz., ministerial, stenographers and Class IV non-technical the probable vacancies that will be available during a year should be mentioned in the advertisement.
  - (f) Where Selection Committee have not met, even after a year after advertising the posts, the posts will be re-advertised.
6. *Panel :-*
- (a) A separate panel will be prepared for each categories of posts.
  - (b) Central Board of Recruitment may, also recommend a panel of names for recruitment in the technical posts where qualifications prescribed



for appointment are similar. The panel will remain in operation even in the event of resignation.

Departmental Promotion Committee now in existence shall continue to make promotions and transfers from one post to another on the suitability of candidates for promotions or transfers.

7. The Central Board of Recruitment while recommending appointments shall ensure proper representation of (candidates belonging to S.C./ S.T. communities, physically handicapped persons in the appointments of the University service as per norms prescribed by the Government of India in this regard. The communal composition rosters of various categories of posts shall also be maintained in the 'Recruitment Cell' under the Secretary of the Board to watch proper representation by the candidates belonging to various reserved communities.

(Authority : E.C.R. No. 384 dated 2nd/3rd March, 1984)

#### QUALIFICATION FOR RECRUITMENT

The minimum standard qualification necessary for direct recruitment as a Clerk and Stenographer in the University have been prescribed in Calendar Part I at Chapter IV Appendix IV.

The minimum educational qualification for recruitment in Class IV posts is presently a Middle School or equivalent standard.

The possession of the minimum educational qualification prescribed in the preceding sub-para is not necessary for recruitment for Sweepers and Malis.

#### AGE LIMIT

The minimum age limit for recruitment to Clerks/ Stenographers posts is 18 years unless otherwise stipulated in G.O. or Executive Council Resolutions.

The maximum age limit for entry to Clerk's/Stenographer's posts is 27 years. The maximum age limit will be relaxed upto 32 years for candidates belonging to Scheduled Caste/ Scheduled Tribes and those already in the service of the University.

#### RELAXATION OF MAXIMUM AGE LIMIT

- (i) Ministerial Staff:

The Vice-Chancellor may relax the prescribed maximum upper age limit on his own authority upto one year in respect of persons whose names are placed in the panel when they were within the prescribed age limit.

- (ii) Class IV Staff:

The Registrar may condone over age upto one-year at the time of appointment provided the candidates concerned were within the prescribed age limit at the time of interview and empanelment.

#### MINIMUM, AND MAXIMUM AGE LIMIT OF TECHNICAL STAFF

The minimum age limit for recruitment to technical staff is 18 years unless otherwise stipulated in G.O. or Executive Council Resolutions.

The maximum age limit for appointment to technical staff shall be indicated in the advertisements calling for applications for appointment as per decision of the Institutes/Faculties with the approval of the Registrar.

## RESERVATIONS AND RECRUITMENT

The instructions relating to the representation of Scheduled Caste/Scheduled Tribes in services issued by the Government of India from time to time should be carefully observed.

In the case of Direct recruitment to Class III and Class IV posts, which normally attract candidates from a locality or a region, reservations for Scheduled Caste/Scheduled Tribes should be made in accordance with the 40 point roster prescribed vide Appendix I to the Brochure, as replaced vide Ministry of Home Affairs. Office Memo. No: 1/13/63 SCT(I) dated 21-12-1963.

## PLURAL MARRIAGES

It has been decided that-

- (a) No person who has more than one wife living or who, having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to service ; and
- (b) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to service.

Provided that the University may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

## PLURAL MARRIAGES OF UNIVERSITY EMPLOYEES PRESCRIPTION OF A MARRIAGE DECLARATION FORM

It has been decided that a declaration regarding plural marriages of University employees should be obtained from the new entrants of both the sexes in the form as shown below :

### DECLARATION

I, Shri/Shrimati/Kumari .....  
declare as under :

1. <sup>1\*</sup>

That I am unmarried/a widower/a widow.

\*\*

(i)(ii) That I am married and have only one wife living.

(iii) That I am married and have more than one wife living.

Application for grant of exemption is enclosed.

(iv) That I am married and that during the life time of my spouse I have contracted another marriage. Application for grant of exemption is enclosed.

(v) That I am married and my husband has no other living wife, to the best of my knowledge.

(vi) That I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

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<sup>1\*</sup>Note : Please delete clauses not applicable.

2.I solemnly affirm that the above declaration is true and I undertake that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated ..... Signature .....

**APPLICATION FOR GRANT OF EXEMPTION**

(Vide para I(iii), (iv), (vi) of declaration)

To

.....  
.....

Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of a person having more than one wife living woman who is married to a person already having one wife or more living.

Reasons

Yours faithfully,

Dated ..... Signature .....

(Government of India, Ministry of Home Affairs O.M No.

25/52/57(Ests-A) dated 2-1-1958).

**PLUR MARRIAGES— OF EMPLOYEES FOR  
AL REQUESTS UNIVERSITY  
PERMISSION TO REMARRY WHILE FIRST WIFE IS STILL LIVING**

It has been decided that a public servant, who has a wife living, shall not contract another marriage without first obtaining permission of the Government notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him. Before such cases are referred to the Home Ministry, the Ministry or department concerned should cause an enquiry to be made on the following lines :

The first point to be scrutinised when application for permission is received is whether such marriage is permissible under the personal law applicable to the applicant. If so, the question arises whether there are sufficient grounds for allowing an exception to Government's general policy. The alleged grounds, given in support of the request, should be scrutinised to see whether the allegations are true and well founded. In case the wife also joins the application, it should be ascertained whether she has willingly consented and whether any letters etc., purporting to proceed from her, is genuine and is the outcome of her own free will. For this purpose, higher officers in the department concerned may, if necessary, send for the applicant and his wife and make personal enquiries. Where the first wife's views have not been stated, they should, if possible, be ascertained. If permission is sought on grounds of alleged sickness of the wife's as much information as possible should be obtained in consultation with the medical authorities. The arrangements made by the husband for the maintenance of the first wife should also be ascertained and it should be examined whether they are satisfactory.

(G.I. Ministry of Home Affairs O.M. No. 219/51-Ests. dated 16th February; 1955)

## RECRUITMENT OF GESTETNER OPERATOR

It has been decided by the Government of India, Ministry of Home Affairs, in consultation with the Ministry of Finance that there will be two grades—Senior and Junior of Gestetner Operator. The post in the higher scale will be classified as Class III (Ministerial) and that in the lower will be classified as Class IV.

Posts of Gestetner Operator in Junior Grade will be filled by promotion of Daftaries in order of seniority subject to proficiency of handling the Gestetner Machines and that promotion to Senior Grade will be from junior grade on the basis of seniority in that grade. But in case suitable departmental candidates are not available, the post may be filled by direct recruitment. Middle School standard should be the qualification prescribed in case of direct recruitment. Specific qualification need not be prescribed if the post is to be filled by promotion.

It has been further specified that where a Ministry or office has more than one post of Gestetner Operator, not more than 50

(Government of India, Ministry of Home Affairs, O.M. No. 2/25 154-R.P.S. dated 3-10-1957 read with G.I., M.H.A. O.M. No. 2/47/57 R.P.S. dated 12-7-1957)

## MEDICAL CERTIFICATE OF FITNESS

Medical Certificates of fitness should be obtained in all cases at the time of appointment.

With a view to simplifying the existing procedure regarding medical examination of University employees it has been decided that on first joining service, an University employee should produce a certificate from the appropriate Medical authority, which should be affixed to his first pay bill except in case where the appointment is made specifically for a period not exceeding three months when no medical certificate is necessary. The Competent medical authority for this purpose will be the Superintendent, Sir Sunderlal Hospital, Banaras Hindu University, or any Medical Officer of the S. S. Hospital specially authorised by the Superintendent to conduct medical examination.

## JOINING REPORT<sup>2</sup>

(a) Every employee shall at the time of joining University service, submit the joining report in *OPM 7*.

(b) The joining report shall be accompanied with :

(I) certified copy of Matriculation/ High School certificate, (Scholar's Register in case of non-Matriculates) in proof of date of birth of the employee;

(II) a list of family members in the prescribed form *OPM 8*

(III) medical certificate of fitness on the prescribed form from the Medical Supdt., S.S. Hospital, BHU in case of Group 'A' employees and from the Medical Officer of the employees Health Service Scheme of the University for other Categories of employees.

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<sup>2</sup>Added vide ECR No. 216 dated 28-30 Sept., 1991.

- (c) The first salary of an employee shall not be drawn & paid unless the Joining Report on the prescribed form alongwith the aforesaid certificates/ documents has been received in the Administration Section and the portion of the Joining Report meant for Finance Section, is duly endorsed by the Administration.

## CHAPTER 4

### SCALE OF PAY, SPECIAL PAY, INCREMENT ETC.

#### SCALE OF PAY

The scales of pay attached to the different posts of the University have been indicated in Calendar Part I at Appendix V of Chapter IV.

#### SPECIAL PAY

The following table shows the special pay attached to certain posts of the University :

(i) Cashier :

(a) Amount of cash handled upto*	
Rs. 4,000	Rs. 10.00 P.M.
(b)Rs. 4,000 to Rs. 20,000	Rs. 20.00 P.M.
(c)Rs. 20,000 to Rs. 50,000	Rs. 30.00 P.M.
(d)Rs. 50,000 to Rs. 1,00,000	Rs. 40.00 P.M.
(e)Over Rs. 1,00,000	Rs. 50.00 P.M.

\*Provided the official has furnished security

(ii) Payment of Special Pay to the Telephone Operators :

Telephone Operators should be on the same scale as recommended for Junior Clerks. When the Telephone Operators are drawn on tenure basis from the general clerical cadre, they should be given special pay at the following rates :

- (a) Rs. 20/- P.M. in case of Telephone Operators drawn from Clerks (Junior Clerks) ;
- (b) Rs. 30/- P.M. in case where the Telephone Operators are drawn from Senior Clerks for manning certain supervisory posts.

(Based on the recommendations of the Third Pay Commission approved by the Government of India G.I.M.F. (Deptt. of Expenditure) O.M. No. F. 6(15)- E-III (B)/75 dated 20-9-74).

#### PAYMENT OF HONORARIUM TO CLASS IV SERVANTS FOR PERFORM- ING THE DUTIES OF THE GESTETNER OPERATOR

An honorarium at the rate of Rs. 15/- P.M. is paid to Class IV servants for performing the duties of a Gestetner Operator when the regular Gestetner Operator is absent on casual or regular leave of a short period and regular officiating arrangement in his place is not permissible or considered necessary, or where there is light load not justifying creation of a Gestetner Operator post.

**REGULATION OF INCREMENTS ON THE FIRST OF MONTH-  
RECOMMENDATION OF THE THIRD PAY COMMISSION**

Based on the recommendation of the Third Pay Commission contained in para 22 of Chapter VIII in Volume I of their report, it has been decided that in future, an increment be granted from the 1st of the month in which it falls due instead of from the actual date on which it accrues.

These orders shall take effect from the 1st November, 1973.

(Based on GIMF (Deptt. of Expenditure) No. F. 1- (22)-E. III (A)/73 dated 7-1-74 read with No. F. 1(22)- E-III (A)/73 dated 27-5-1974)

**CENTRAL CIVIL SERVICE (REVISED PAY) RULES 1973  
MANNER OF OPERATION OF EFFICIENCY BARS**

The pay of an employee electing the revised scales will be fixed under the C.C.S. (R. P.) Rules 1973 in revised pay scales and the efficiency bars will become operative only with reference to such bars in the revised scales irrespective of whether an employee had crossed or had been held up at the efficiency bar in the existing scales.

(Based on Government of India GIMF (Deptt. of Expenditure) OM No. 67/11/22/74 dated 15-5-1974)

**GRANT OF ADVANCE INCREMENT BEYOND THE EFFICIENCY  
BAR**

Under various incentive schemes for Class III Staff, advance increments are granted.

Cases may arise where the grant of advance increments under these schemes may take a person beyond the Efficiency Bar Stage. In such cases, the persons concerned should not get the increase in pay beyond the Efficiency Bar stage unless they are declared fit to cross the Efficiency Bar by the Competent authority.

While recommending cases for the grant of advance increments under these schemes, a certificate regarding fitness to cross the Efficiency Bar, where applicable, may invariably be given.

(Based on C.A.G.'s letter No. 2109/NGB-I/144-64 dated 11-12-1964)

## CHAPTER 5

### POSTING AND TRANSFER

#### LIMIT OF RETENTION OF ASSISTANTS IN THE SAME SECTION

No assistant should be allowed to remain in the same seat for more than three continuous years without specific approval of the Registrar and in the same section for more than 5 continuous years without the specific approval of the Vice-Chancellor. Also a person having worked in a seat or section for the prescribed period would not be posted again to the same seat or section after a short interval. Relaxation of these orders should particularly be avoided during the two years preceding the retirement of a person.

#### PROFESSIONAL HISTORY AND TRANSFER HISTORY CARD

With a view to facilitating the postings of persons with experience of particular section and also to give an all round training to the assistant, Administration should know the professional history of every assistant including Section Officer. For this purpose an index sheet should be maintained in the form shown in Annexure to this Chapter.

The sheets should show the chronological sequence of the sections in which the official has worked. To facilitate the quick preparation of index sheet, each assistant or Section Officer should be supplied with a blank card in which entries should be made by each and returned on completion to the Administration section. Every employee should be held responsible for supplying correct information.

#### GRANTING OF PERMISSION TO OFFICE ASSISTANTS TO APPLY FOR POSTS ELSEWHERE

It is the duty of an University employee, who wishes to transfer his services to a Government Office or Department, or elsewhere to obtain the consent of the authority which appointed him to his existing post, before taking up the new employment. If he takes up the new employment without such consent, he commits breach of discipline and is liable to be punished, in the last recourse, by dismissal from his post and consequent loss of pensionable service. Resignation of his former appointment will not, it should be noted, protect him from this penalty.

All applications for appointments elsewhere should be despatched from the Administration Section, so that, that section may have a record of all cases in which permission to apply elsewhere has been given by the proper authority.

In granting or withholding consent to the acceptance by a subordinate of other employment, the University authorities must consider whether the transfer will be consistent with the interest of the public service. Permission should not be refused, however, without strong reason, which should be recorded in writing.



It has been decided that unless an University employee is sponsored by the University or applies through or with the specific prior approval of the University for a Scholarship or fellowship, he will not be permitted to take up such scholarship or fellowship.

**PRINCIPLES TO BE OBSERVED IN CONSIDERING THE QUESTION OF FORWARDING APPLICATIONS OF EMPLOYEES BELONGING TO SCHEDULED CASTES/SCHEDULED TRIBES FOR EMPLOYMENT ELSEWHERE**

Subject to the general principle that the authority must balance the interest of the University against the necessity to avoid hardship to the individual, the applications particularly in the case of Scheduled Castes and Scheduled Tribes should be readily forwarded even though they are permanent employees unless in very rare cases, there are compelling grounds of public interest for withholding them. Employees belonging to the Scheduled Castes/Scheduled Tribes should be afforded every facility to improve their prospect.

(Based on GIMHOM No.130/54-Ests (A)-I dated 28th February 1955 read with GIMHOM No.28/3/59-Ests (A) dated 15th June, 1959 and No.1/6/64- SC.I dated 19th March, 1964).

**SENDING CONFIDENTIAL REPORTS OF EMPLOYEES TO OUTSIDE BOD-IES**

Executive Council Resolution No. 345 dated 12-2-1961.

Considered the question of making the rules for sending the confidential reports of University employees to outside bodies.

Resolved that the following rules for sending the confidential reports of the employees be made :

- (i) Confidential reports of the employees of the University may be sent to other Government Departments, Public Service Commission and Universities. on their request but should not be sent to the Non-Government Institutions.
- (ii) A certain amount of discretion may be exercised when there is a demand for such reports from semi-Govt. Institutions.
- (iii) Confidential reports should be forwarded to the requisitioning authorities in double sealed covers addressed to a responsible Officer by name and a proper acknowledgement should be obtained. The reports should be returned by the outside authorities in double sealed covers and be properly checked on return to verify that no page is missing.

**ANNEXURE**

Vide para 5.2

Index Sheet of ..... showing the full history of his service in the Banaras Hindu University.

Date of Birth .....  
 Educational Qualification .....  
 Date of Joining .....  
 Date of permanent appointment .....

Sl. No.	Section in which employed	Nature of duties	of	Period of Service	of	Total	Remarks
				From To			

## CHAPTER 6

### PROMOTION AND CONFIRMATION

#### 6.1 CONFIRMATION OF CLASS III POSTS AFTER PROMOTION TO CLASS IV EMPLOYEES

The Government of India have decided that the appointment of Class IV Government Servants to Class III posts should be treated as transfer for the purposes of pensionary benefits. Such Government servants will also be allowed to carry forward the leave accumulated to his credit while in Class IV service subject to the usual condition.

It has further been decided that while holding the Class III appointment, the person concerned, if he is purely temporary, should be considered for confirmation in Class IV if he is so considered with effect from a date before his appointment to Class III posts and if such Class IV employees are given "No Objection" certificate for registration at an Employment Exchange and are given the advantage of changing their line and thereby bettering their prospects. There should, however, be no question of their being considered for confirmation with effect from a date after they have taken over Class III post.

(GIMHOM No.12/29,156-RPS dated the 22nd March, 1957)

#### RESERVATION OF VACANCIES IN THE MATTER OF CONFIRMATION OF CLERKS WHO HAVE NOT PASSED TYPEWRITING TEST

Junior Clerks will be eligible for the benefit of confirmation only from the date of the typewriting test in which they qualify. They could, therefore, be deemed to have been passed over if they had not already qualified in typewriting when their turn for confirmation arose. Posts need not, therefore, necessarily be reserved for them. The above orders will be made applicable to those Junior Clerks recruited on or after the date of approval of the orders by the Executive Council.

#### FIXATION OF SENIORITY OF SCHEDULED CASTES/ SCHEDULED TRIBES CANDIDATES

The Cabinet Secretariat, Department of Personnel, Government of India have clarified that the orders for reservation in services envisage, only priority to S.C./ S.T. candidates in the matter of appointment/promotion against reserved vacancies and that the seniority of these S.C./S.T. candidates should be fixed in accordance with provisions in the rules for recruitment/ promotion as the case may be.

#### **PROMOTION OF CLASS IV STAFF TO THE CADRE OF JUNIOR CLERKS**

- (i) All Class IV employees who have put in five years service and who have passed Matriculation examination or equivalent will be eligible for pro-motion to the Junior Clerks grade.
- (ii) Such eligible candidates will be tested in
  - (a) A typing test in English/Hindi for a minimum speed of 30 words per minute and after qualifying in the test. Note : If an employee does not pass the typing test and is otherwise eligible for promotion, he be promoted subject to the condition that he passes the typing test within 2 years from the date of his promotion, failing which he will be reverted.  
Provided further that for such employees, typing tests be held at least twice a year.
  - (b) Two papers of simple English, Hindi and Arithmetic of one Hour's duration.
- (iii) 10% of the vacancies in the Junior Clerks cadre will be reserved for such employees.  
(Authority : Executive Council Resolution No. 223 dated 2nd/3rd Nov. 1980)

#### **INCREASE IN THE QUOTA OF RESERVATION TO CLASS- IV STAFF**

The reservation for promotion of Class IV employees, to the posts of Junior Clerks be raised from 10% to 20% as in Jawaharlal Nehru University.  
(Executive Council Resolution No. 61 dated 15-6-1980),

#### **PROMOTIONAL QUOTA WITH REGARD TO PROFESSIONAL STAFF OF THE LIBRARY**

In modification of Executive Council Resolution No. 159 dated 26th December, 1976, the promotional quota with regard to professional staff of the Library be-regulated in accordance with the practice obtaining in respect of the promotion of Laboratory and Workshop staff of the University i.e. 50% by promotion.  
(Authority : Executive Council Resolution No. 61 of 15th June, 1980)

#### **REVISED RULES FOR APPOINTMENT/ PROMOTIONS OF LABORATORY STAFF/ WORKSHOP STAFF**

The Executive Council accepted the Delhi University pattern in principle and resolved that hereinafter all vacant Laboratory/ Workshop Assistants/ Senior Laboratory Assistants/ Senior Workshop Assistants/Senior Technical Assistants/ Assistant Foreman will be advertised locally for recruitment from within the University, as per prescribed qualifications. The selections will, be made by Selection Committees at the University level as for permanent appointments through open, recruitment. All things being equal, preference will be given firstly to employees of the concerned Department and secondly to employees of the concerned Faculty. If no one is found suitable in the whole. University for any of these posts, the posts will then, only be advertised for open recruitment in the scheduled way.

As for Technical Assistants/equivalent Workshop posts like Head Mechanic, the recruitment from within. the University will be on a 50% basis as hitherto,

but, with local advertisement and selection procedures as indicated earlier. 50% of the posts, as well as posts not filled up through local recruitment procedures, will be advertised for open recruitment as per scheduled selection procedure.

Resolved further that Departmental Promotion 'Committee be constituted at the University level for the purpose, which would operate the scheme as per present practice of giving preference to department, faculty, university candidates in that order provided they fulfil the necessary qualifications before deciding to advertise the post for recruitment from the open market.

(Authority : Executive Council Resolution No. 15 of 27th April, 1982)

#### FACILITIES FOR EDUCATION TO CLASS IV STAFF

Adult Education Unit of the Banaras Hindu University be requested to arrange facilities for education and literacy to Class IV staff and evolve a scheme in that connection for further processing by the University bodies.

(Authority : Executive Council Resolution No. 8 of 27th April, 1982)

#### SENIORITY

##### (a) Teaching Staff :

Whenever in accordance with the Statutes of the University any teacher is to hold any office or be a member of any authority of the University by rotation according to seniority, such seniority shall be determined as per principles laid down in Statutes 33.

##### (b) Non-Teaching Staff :

Seniority of employees in a particular grade shall be determined as per principles laid down in Ordinance 8 of group B of Chapter IV Calendar Part I, Volume I (Revised).

#### ERRONEOUS CONFIRMATION OF AN EMPLOYEE - PROCEDURE FOR CANCELLATION - INSTRUCTIONS REGARDING—

The following procedure should be followed while cancelling orders relating to confirmation of employees: which are later on found to be erroneous :

- (i) Confirmation can be cancelled if the order of confirmation was clearly contrary to the Statutory Rules and there is no power or discretion to relax the Rules.
- (ii) If the orders of confirmation was made when there was no substantive vacancy and the confirming authority had no power to create the post in which the officer was confirmed.
- (iii) If the order of confirmation was made in error e.g. naming wrong person - mistake in identity.

Orders of confirmation in the above mentioned cases are void *ab initio* and the officer does not acquire any right to hold the post in which the order purported to confirm him. Provisions of article 311(2) of the Constitution are not, therefore, attracted and the procedure of "Show cause notice" is not required to be followed before cancelling the order of confirmation.

If the order of confirmation was made in contravention of executive or administrative instructions, it cannot be set aside. Cancellation of confirmation in such cases would amount to reduction in rank without any fault on the part

of the officer confirmed. These instructions take effect from the date of issue of the Government of India orders in this regard i.e. from 21-3-1968.

(Authority :GIMHA OM No. 12/2/67 (D) Estt. (D) dated 21-3-68.

**Note :** It has been decided by the Government of India that in cases where juniors are confirmed erroneously in contravention of Executive or administrative instructions and whose confirmation cannot be set aside vide para 2 of the aforesaid Office Memorandum, the Administrative Ministries/ Departments may create with retrospective effect i.e. from the date the Junior was erroneously confirmed, a permanent post in consultation with the Associate Finance, in accordance with the order contained in Government of India decision No. 7 below rule 8 of the delegation of financial power rules 1958. The senior officer referred to may, after creation of such a permanent post, be confirmed against the post so created from the date of its creation if he is otherwise considered fit for confirmation.

If the junior officer is erroneously confirmed from a date earlier than date of confirmation of his senior, a permanent post may be created in the manner indicated in the preceding paragraph for the purpose of ante-dating the confirmation of the senior officer.

Authority :GIMHA OM No. 12-3-69 Estt. (D) dated 18-7-1970.

## CHAPTER 7

### CHARACTER ROLL AND PERSONAL FILES

#### CHARACTER ROLL

The Character Roll is a double edged sword. It acts as a shield for the employees and a defence for the employer.

The Character Roll is meant to serve the purpose of an official history of each employee and it should, therefore, be kept with great regularity. The reporting Officer's remarks should be based, as far as possible, on his personal knowledge of the man. The Character Rolls relating to the Section Officers and the officials of equivalent status will be kept in the safe custody of the Deputy Registrar (Administration) and the others in the custody of the Assistant Registrar (Administration). When an assistant is transferred from one wing to another, the date of joining the latter wing should be noted in the Character Roll at the time the report for the year is written. The key of the Box in which the Character Rolls are preserved will also remain in the custody of the Deputy Registrar (Administration) or Assistant Registrar (Administration), as the case may be.

When a note whether of any special good work or an unfavourable remark has to be made in the Character Roll of an assistant, the necessary entry should be made immediately and attested by the Officer Incharge. It is very important that the note should state briefly but explicitly the circumstances of the case as the principle documents based on which promotions are made.

#### COMMUNICATION OF ADVERSE REMARKS IN CHARACTER ROLL

In no case should an official be kept in total ignorance for any length of time that his superiors are dissatisfied with his work. In case where a warning might eradicate or help to eradicate a particular fault instead of leading to defences, objections and frictions, the advantage of prompt communication of the warning should not be missed.

In case where warnings or censure have been administered in the course of daily work, the fact may be mentioned in the Character Roll. Only those defects need be pointed out to the officer concerned which can be remedied since it would serve no useful purpose to communicate such criticisms as lack of ability or intelligence. Periodical enumeration of defects without any acknowledgement of useful work done may only lead to discouragement and soreness and do more harm than good. Resentment of criticism on the part of a good officer has often prejudicial effect on his future efficiency. Great attention should accordingly be paid to the manner and method of communication of the defects and short-comings in order to ensure that the advice given and the warning or censure administered whether orally or in writing shall have regard to the temperament of the Officer concerned be most beneficial to him. It is important

that the' effect of previous admonition should be mentioned in the subsequent notes.

**Note :** The above instructions will apply to subordinate staff also.

**REGISTER OF CHARACTER ROLLS**

An independent list of Character Rolls should be maintained in a register in the form shown below showing the number in the seniority list and the names of the members in respect of whom they are maintained. Separate lists should be kept for those in the custody of the Deputy Registrar (Administration) and As- sistant Registrar (Ad-nn). The additional vertical columns in the form should be utilised for making the dates on which- the Character Rolls are filled in from year to year. When the Character Rolls are transferred from the custody of Deputy Registrar (Administration) and Assistant Registrar (Administration), entry should be made in the remarks column. The result of periodical inspection should also be recorded in this register. At the time of transfer of charge by the Deputy Registrar (Administration) and Assistant Registrar (Admin.), as the case may be, a certificate of handing over and taking over of the Con- fidential Reports should be recorded both by the relieved and the relieving officer.

**FORM OF REGISTER OF CHARACTER ROLL**

Number in the seniority list	Name	1981-82	1982-83	1983-84	and so on for other years	remarks
1	2	3	4	5	6	7

The following instructions for the future recording and up keep of the Char- acter Rolls maintained in the University be followed :

- (i) As the Character Rolls are very important records, meant for taking stock, in 'its entirety of an employee, it is necessary, that they- should be written complete in all respects.
- (ii) The Character Rolls, after being written up, should be placed carefully in loose folders to be opened separately for each individual. As the records to be preserved for about 30 to 35 years, the folders used should be sufficiently thick and stable. The pages of the Character Rolls should be numbered serially.
- (iii) Loose fitted pigeon holes in plywood may be fitted in a steel Almirah, for keeping the Character Rolls. The pigeon holes can be indexed alpha- betically and the Character Rolls placed in the proper places, so that it would be easy to take out a particular Character Roll without having to handle the whole lot.
- (iv) A set of 'counter-parts' may also be prepared and kept in a box. Whenever a Character Roll is removed, the reason for the removal and the person to whom it is sent should be noted on the counterpart, which should then be placed in place occupied by the Character Roll. When the Character Roll is received back the counter-part should be removed and .replaced in the box.



#### PERIOD OF PRESERVATION OF CHARACTER ROLLS

The Character Rolls may be preserved for five years after the death or retirement of the official concerned, whichever is earlier and thereafter the Character Rolls be destroyed.

#### PERSONAL FILES

In order to have a complete record of service of members of the University in one self-contained file, a personal file should be maintained by the Administration Section for each member of the University in which all papers, orders etc. relating to him should be chronologically filed. Casual leave application should be filed in a separate file to be maintained by each section.

The personal files will also be very useful for recording important mistakes and omissions on the part of particular persons, and for Section Officers and Group Officers in writing up of Confidential Character Rolls. The outward letter regarding employees, of which office copy should be kept in personal file, should be numbered under the file heading number.

## CHAPTER 8

### OFFICE ESTABLISHMENT

#### SERVICE BOOKS

A Service Book as prescribed must be maintained for every employee of the University holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post with the following exceptions :

University employees officiating in posts or holding temporary posts who are recruited for purely temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointment.

In all cases in which a Service Book is necessary under the conditions mentioned above, such a book shall be maintained for an University employee from the date of his first appointment to University service.

Every step in an employee's official life must be recorded in his Service Book, and each entry must be attested by the Head of the Office or if he himself is the Head of the Office by his immediate superior. The Head of the Office must see that all entries are duly made and attested, and that the book contains no error or overwriting, all corrections being neatly made and properly attested.

#### COST OF SERVICE BOOKS AND SUPPLY OF CERTIFIED COPY OF SERVICE BOOK ON QUITTING SERVICES

The cost of service book should be borne by the University and it should not be returned to the University employee on retirement, resignation or discharge from service even in cases where he might have paid for it already.

The question whether it would be permissible to supply a certified copy of the service book of a Government servant who asked for it on quitting Government service by retirement, discharge or resignation has been considered by the Government of India and it has been decided that in such cases, a certified copy of a Service Book may be supplied to the Government Servant on payment of a copying fee of Rs. 5/-.

A Similar procedure shall be followed for supplying certified copy of Service Book to University employees on quitting services.

( GIMF OM No. F.12(16)-E.IV/6 dated 9th May, 1961 )

#### DECLARATI AN FIXATI MEMOS BE PASTED SERVICE ONBOOKS<sup>1</sup> D ON TO IN

(1) The Service Book of an University Employee shall interalia contain the following information:

- (a) The 'Options' exercised by the University employee electing the scale of Pay;

<sup>1</sup>Earlier paragraph replaced Vide ECR No. 216 dated 28-30 Sept., 1991.

- (b) Statement showing the fixation of Pay in the relevant scales of Pay initially or on subsequent revision of Pay Scales in support of the entries in the Service Book;
- (c) The declaration given by the employee at the time of joining the University Service, in respect of his/her family members, in form *OPM 8* and subsequent changes therein.

The aforesaid documents shall be posted in the Service Book and the fact of such posting of documents shall be recorded in the Service Book.

- (2) A clear note shall be recorded in the Service Book stating that the Nomination for Retirement/Death Gratuity, Provident Fund, GIS have been received and kept in safe custody of authorised officer.

**Note** The Provident Fund A/c number allotted to the subscriber shall be entered on the right handtop of the cover page of the Service Book.

#### SUSPENSION AND INTERRUPTION OF SERVICE

Every period of suspension from employment and every other interruption of service must be noted, with full details of its duration, through an entry made across the page of the Service Book and must be attested by the Attesting Officer. It is the duty of the Attesting Officer to see that such entries are promptly made.

#### PERSONAL CERTIFICATE OF CHARACTER

Personal certificates of character must not unless the Vice-Chancellor/Registrar so directs, be entered in a Service Book but, if an University employee is reduced to lower substantive post, the reason for the reduction must be briefly shown therein.

#### INSPECTION OF SERVICE BOOKS BY EMPLOYEES

It shall be the duty of the Officer Incharge, Service Book Section to initiate action to show the Service Books to the University employees every year and to obtain their signature therein in token of their having inspected the Service Books. The University employees shall inter-alia ensure before affixing their signature that their services have been duly verified and certified as such.

#### VERIFICATION OF SERVICES

At a fixed time early in the year the Service Books shall be taken up for verification by the Head of the Office who, after satisfying himself that the services of the University employees concerned are correctly recorded in each of the Service Books, shall record in each case a certificate in the following form over his signature.

Service verified upto (.....) (date)  
from (the record from which the verification is made)

The verification of service referred to above is indicated to ensure that the Head of the Office has satisfied himself that the University employee's entire service whether permanent, temporary or officiating as recorded in the Service Book, is completely borne out by actual facts.

Questions affecting pension or pensionable service of an University employee which for their decision depend on circumstances known at the time should be

considered as soon as they arise and should not be left over for consideration until the University employee retires or is about to retire. Definite decision should be arrived at on all such questions in consultation with the concerned authorities and recorded in the Service Book quoting reference to the orders of the competent authority.

**PROCEDURE FOR A BONAFIDE CHANGE OF NAME BY UNIVERSITY EMPLOYEES**

An University employee wishing to adopt a new name or to effect any modification in his existing name should be asked to adopt the change formally by a deed changing his name. In order that the execution of the document may not be in doubt, it is desirable that it should be attested by two witnesses preferably those known to the Registrar. A sample deed form is given below. The execution of the deed should be followed by publication of the change in a permanent local newspaper as well as the Gazette of India, publication being undertaken by the University employee at his own expense in both cases. For the publication of the advertisement in the Gazette of India, the University employee should be directed to approach the Manager of Publications, Government of India, Publication Branch, Civil Lines, Delhi.

It is only after the formalities described above have been complied with and a satisfactory evidence of identity and execution of the document adduced by the University employee that the adoption of the new name or Change in the existing name should be recognised officially, entries in University record so far as may be necessary being amended accordingly. True copies of the relevant documents should be retained by the University.

**DEED CHANGING-SURNAME**

By this deed I, the undersigned A.B.C. (new name) of etc., how lately called A.C. (old name) do hereby

- (1) For and on behalf of myself and my wife and children and remoter issue wholly renounce, relinquish and abandon the use of my former surname of C (only) and in place thereof do adopt from the date hereof the surname of B.C. and so that I and my wife and children and remoter issue may hereafter be called, known and distinguished not by former surname of C (only) but by my assumed surname of B.C.
- (2) For the purpose of evidence such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions as well private and public and upon all occasions whatsoever use and sign the name of B.C. as my surname in place of and in substitution of former surname of C (only).
- (3) Expressly authorise and request all persons at all times hereafter to designate and address me and my wife and children and remoter issue by such assumed surname of B.C. accordingly.

In witness whereof I have here-unto subscribed my former and adopted names of A.C. and A.B.C. and affixed by seal this .....

..

Signed, sealed and delivered by the above named A.B.C. Formerly A.C. in the presence of (b)

A C .....

(Based on G.I.M.F. OM No. 601274148 Ests dated 3-11-1948)

It is further clarified that the above instructions are not to be applied in cases where girls in University service may desire on their marriage, a change of name to be noted in the official records and the formalities mentioned in the above Office Memorandum need not be observed in such cases, provided the Head of the Office is satisfied that the change sought to be affected is, in fact, in pursuance of marriage and the name is after the name of the husband.

**RE-CHANGE OF NAME/ SURNAME IN CONSEQUENT OF DIVORCE**

In the case of the married woman who while in service gets a divorce and desires to revert back to her maiden name and also in the case of widow who remarriages it is advisable that the formalities for the change of name may be observed to avoid legal complications.

**COURT ATTACHMENT**

In the case of attachments against the pay of employees of the University the orders should initially be received in the salary bill section of the Finance Wing. The Salary Bill Section will record the particulars in a Register maintained in the Section and put up the orders with the Registrar to the Finance Officer. The attachment order received from the Court, after being entered in the attachment Register should be sent to the assistant concerned dealing with the pay bill of the concerned employee who should sign in full in Attachment Register in token of having seen the order. The attachment order should then be sent to the Drawing Officer of the concerned Faculty[ Office, where the salary bill of the concerned employee is prepared and drawn with instructions to deduct the amount from the pay of the employee every month in instalments as directed by the Court. The Finance Wing on receipt of the salary bill of the employee shall prepare a separate cheque in favour of the Court for the amount recovered as per Court's order and the cheque should be delivered to the concerned Court immediately after noting the details of the deduction in the Attachment Register. The Court acknowledgement regarding the receipt of cheque should be numbered and filed in a separate file to be kept in the salary bill section and submitted to the Finance Officer for review on the first week of each month.

When an attachment order is to be enforced against any member of the staff, enquiry should be made in terms of Conduct Rules with a view to ascertain whether the financial position of the University employee concerned has reached a stage at which confidence in him must be diminished, and if so, the question of taking appropriate disciplinary action against him should be considered.

**REGISTER OF RECOVERIES**

A Register of Recoveries should be maintained by disbursing officer.

The details of the amount on account of advances of pay, travelling allowance, General Provident Fund, Leave Travel Concession and also Medical, Festival, Motor Cycle advances etc., due from members of the establishment, should be noted in this Register. This Register should invariably be consulted by the dealing assistant entrusted with the preparation of salary bills while preparing bills of the office.

The recoveries of advances effected from the salary bills of an employee should also be noted in this Register in proper columns till completion of the recovery of advances.

#### INCREMENTS

For purposes of watching regular and timely drawal of increments by the staff, the Establishment (Administration Section) shall maintain a register of increments, in Form No. O.P.M. 1 in which the entries relating to increments separately for separate cadre of staff (namely Section Officers, Special Assistants, Senior Clerks, Junior Clerks, etc.) should be made for each calendar month separately. When, in any case, an increment is withheld or postponed, a note to that effect shall be made against the name of the official concerned quoting the number and date of the order withholding increments in the register over the dated initials of the officer.

An increment shall ordinarily be drawn as a matter of course unless it is withheld by the authority empowered to withhold such increment in accordance with the relevant provisions of the Conduct Rules. Any order withholding an increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

Where an Efficiency Bar is prescribed in any timescale, the increment next above that bar shall not be given to an University employee without specific sanction of the authority empowered to withhold the increments. When an University employee is allowed to cross an Efficiency Bar which has previously been enforced against him, he shall draw the pay in the time-scale at such stage as the authority empowered to withhold increment may fix, provided that the pay so fixed shall not exceed the pay that he would have drawn, had he not been stopped at the Efficiency Bar.

The admissibility of each increment shall be checked and attested by the Section Officer with reference to the Service Books and Leave Documents of the concerned official to ensure that the date of normal increments may not be revised due to grant of any kinds of leave during the year which will not count for increments.

As a further safeguard against wrong payments, the Establishment (Administration Section) shall scrutinize in advance all cases which fall due for granting increments during the next month and send intimation, informing the Heads of the Departments for sending their recommendation. These recommendations shall also be taken into account before passing increments and the same shall be filed in the Personal File to be retained as a permanent record.

On receipt of final orders an "Increment Certificate" in Form O.M. 3 shall be prepared by the Establishment (Administration Section) and be sent to the Department concerned before the 15th of the month, to which the increment relates so that the same may be included by the Department in the bills to be submitted by them to the Finance Section for further necessary action and payment.

### ADVANCE INCREMENTS

As a matter of principle, all applications for the grant of advance increments should be refused. No application for an advance increment should be entertained, if it emanates from the person concerned. Such proposals must emanate from the Head of Office itself or an officer next below him in rank. Recommendations for advance increments should only be made when the officer concerned is prepared to say that the official is fit to supersede his seniors, otherwise the grant of any benefit must be warranted by exceptional circumstances or other personal considerations and in such cases it would be appropriate to recommend the grant of a suitable amount as remuneration to the person concerned for specific work done by him because the grant of any advance increment confers upon the person concerned benefit of a permanent and recurring nature.

### PAY BILLS

The responsibility for the preparation of establishment pay bills shall rest on the Heads of Departments concerned. It will be their duty to ensure that the bills are prepared in time and that the facts mentioned therein are correct and based on the information contained in various records used for preparation of such bills.

The basis for preparation of pay bills is generally the previous month's bill, the order book, increment certificate received from the Administration Section, intimation regarding leave, appointments, promotions, advances etc. The Income Tax should be deducted at the time of preparing the pay bills in accordance with the instructions on the subject issued from time to time and there should be no excuse for not deducting the amount due on this account.

Note :

- (i) The pay bills should not be copied blindly from the previous month's bill, even though it is stated to be the basis for its preparation. A careful intelligent review of the various items is essential to ensure correctness of drawals.
- (ii) All corrections in the total of the pay bills whether in words or in figures should be attested by full dated signature of the drawing officer.
- (iii) Spaces left blank at the end should invariably be covered by oblique lines.

Any increase or decrease in the amounts drawn in the bill with reference to the corresponding amounts drawn in the previous month's bill should invariably be explained with a small note quoting authority therefor.

The bills so prepared shall be submitted by the departments concerned to the Finance Section for scrutiny and further necessary action.

The responsibility for disbursement of pay bills to the employees rests on the State Bank of India (B.H.U. Branch) under existing arrangements and employees shall receive their pay direct from the Bank. The difficulties, if any, should be reported to the Finance Officer.

## RETIREMENTS

An employee of the University shall retire from University service on the date on which he attains the age of sixty years as mentioned in Ordinance '11' of Chapter IV, of Calendar Part I, Volume I.

With a view to keep a watch over retirement of individuals the Administration Section shall maintain a register showing the names and full address of persons who are to superannuate within the next one year and intimation to this effect sent to the Head of the Office under whom the employee is working on that date. Notwithstanding this provision, it shall also be the responsibility of the office where the employee is posted at a given point of time to ensure that the employee does not continue beyond the date of superannuation. The Administration Section shall also process the pension papers of the employee to ensure, that sanction of pension is not delayed, and the individual receives his pension immediately after one month from the date of his superannuation.

## PROVIDENT FUND

The instructions relating to the Provident Fund of . the employees are contained in the Central Universities Retirement Benefit Rules, 1967. Those instructions should be scrupulously followed to avoid any over-payments.

Immediately on retirement, resignation or removal etc. of the employee, the Administration Section shall send an intimation to the Finance Section to take suitable action and find out the amount due and payable to the person concerned as his own contribution, contribution by the University in case of employees under the Contributory Provident Fund Scheme and interest thereon and also arrange to send notices to the various departments for submission of "no dues" certificate within a week from the date the official actually retires. 8.17.3 Since recoveries cannot be effected from the amount contributed by the employee himself, it should normally be possible to pay that amount to the employee on the day following that on which he actually, retires, provided the employee has submitted an application to that effect. For this purpose it will be necessary for the Finance Section to submit the case to the sanctioning authority, about a week before the actual date of retirement so that orders may be obtained in advance and the money kept ready for payment even at the shortest possible notice. The rest of the amount shall be paid on receipt of "no dues certificate" from the competent authorities.



## CHAPTER 9

### CLASS IV SERVANTS

#### HOURS OF ATTENDANCE FOR PEONS

The Peons attached to various officers and sections - are expected to report for duty 30 minutes before scheduled office timings unless special orders to the contrary are given in any particular case by the officers or the Section Officers to whom they are attached. The duties of Peons include :

- (i) To ensure that office room is kept clean and the chairs, tables, racks and files are dusted.
- (ii) Doors and windows are daily dusted.
- (iii) No cub-web exists in the office room.
- (iv) Serving tea, snacks, water etc., submission of reports to the Section Officer regarding state of cleanliness and items of furniture regarding repair, replacement, polishing, etc. Acting as runner between offices within the University and other offices and persons in the city.
- (v) Checking persons from entering an office without valid permission.
- (vi) Such other duties as are assigned from time to time.

#### DUTIES OF CHOWKIDARS AND HOURS OF THEIR ATTENDANCE:

The duties of Chowkidars are

- (a) to see that the office doors and windows are bolted and locked and the gates are also locked at the close of the day.
- (b) to open the doors and windows of the rooms at 6.00 A.M. and to get the office rooms swept and cleaned by the Sweepers (Safaiwalas) and the office racks, etc., dusted by the Peons. The Chowkidars on duty must be present until the operations of sweeping and dusting are completed and it is his responsibility to see that these duties are thoroughly performed. He must, on no account, entrust the keys to the Safaiwalas and any one else. The Chowkidar should ensure that no property of the University, including papers, are removed from within the office premises outside the office hours without the specific orders of Registrar/Finance Officer/Head of the Department, as the case may be. Any untoward incident coming to his notice should be reported to the above authorities,
- (c) to get the office compound cleaned by the Mali and guard it against intrusion and damage by stray cattle or goats,
- (d) to keep watch over the office property against theft and fire from the time the Peons attached to the officers and sections left office till the time they arrive on the following morning on duty,

- (e) not permitting any outsider to enter into the office premises. If any one enters into the office premises he should be challenged and the Registrar/Head of the Department informed,
- (f) no unauthorised item of construction including any addition or alteration will be allowed to any part of the office/faculty building or to any portion of the building within its premises. Any such unauthorised activity should be brought to the notice of the Registrar or Head of the Department as the case may be,
- (g) no unauthorised rickshaws or any other non-University property are allowed to be parked or kept within the office premises or compound,
- (h) he should also take any other action or precaution necessary to protect University property against loss or pilferage etc.,
- (i) if, on any occasion, any particular matter is to be reported to the Registrar/Head of the Department but the officer is not available, submit a report to the next higher authority over the telephone or despatch a message through one of the Chowkidars not on duty.

#### **9.2.1 DUTIES OF SWEEPERS (SAFAI WALAS) :**

Cleaning of bath-rooms, latrines, urinals and sweeping office rooms, roads, all types of refuse.

#### **EDUCATIONAL QUALIFICATION OF CLASS IV STAFF**

There are many categories of Class IV posts, namely Farrashes, Sweepers (Safaiwalas), Chowkidars, etc., duties of which can be performed efficiently, even if the incumbents do not possess any educational qualification. It has, accordingly, been decided by the Government of India that it is not necessary to prescribe any educational qualification for recruitment to Class IV posts other than those of Peons, Jamadars, Daftaries, Record Sorters, and that it would be sufficient if the primary school standard pass is prescribed only as a desirable qualification for recruitment to such posts.

(Authority : Government of India, Ministry of Home Affairs, Office Memorandum No. 16/3/64 Estt(B) dated 2-9-1965)

The above instructions shall be made applicable to the University with effect from the date these are approved by the Executive Council.

#### **TIDINESS AND CLEANLINESS OF OFFICE PEONS ETC.**

The officers and Section Officers with whom the Peons are attached should ensure, that the men are tidily and cleanly dressed in office uniform supplied to them. Any departure in this regard should be reported to the Administration for taking suitable action against defaulters under the rules.

#### **PROPOSALS TO PRESCRIBE FINES FOR PENALTY**

The question of inclusion of "fines" in the list of departmental penalties for Class IV employees had been under the consideration of the Government of India, in the Ministry of Home Affairs. They have now come to the conclusion that the introduction of this form of penalty will be undesirable, and have therefore, decided not to pursue the matter further.

(Authority : Government of India, Ministry of Home Affairs, Office Memorandum No. 7/2/50 Estt(A) dated 16th December, 1954)

### *CHAPTER 10*

## **CORRESPONDENCE AND ROUTINE**

## **REFERENCING AND FILING**

### **SYSTEM OF FILING**

The system of filing and arranging papers in the various sections of the office is described in the following paragraphs :

The essential features of the system are

- (a) Filing of papers according to subject and periods of their preservation ;
- (b) Filing according to sections in the office, that is, different files for G.A.D., Development, Administration, Finance, etc. ;
- (c) Making of cases under fixed headings, a list of which is maintained in each section of the University.

These file headings will be numbered serially and fixed permanently for each section of the office so that R/GAD (say) will be the "file heading" under which all letters etc. pertaining to G.A.D. Section dealing with the various types of references will be filed in chronological order. It may very often happen that an important matter, comes up for consideration arising out of an original letter to the University or out of a reply to a reference from the University and there may be whole pages of noting by members of the office. If so, all these relevant papers dealing with the same subject will be bodily taken from the file and made into a case. If this is first important matter arising from the file the case will be numbered as R/ GAD/ 2-1 (when the number of file is R/GAD/2), the second R/GAD/2-2 and so on.

In order to distinguish the cases of the particular year from those of another, the year will be shown after the case i.e.

R/ GAD/2-1 of 1981-82

R/GAD/ 2-2 of 1982-83

Each year will have its own consecutive numbers,

Except under the special orders of the Branch Officer one volume only should be opened of each file, a second one is opened only when the first has become unwieldy.

### **MAINTENANCE OF FILES**

In order to bring uniformity and proper maintenance of files, the procedure laid down in the following paragraphs should be followed :

A. The subject of the file :

- (a) Normally a file should contain one subject.
- (b) The subject-matter should be clearly and boldly written on the cover of the file.

(c) A file number should be given which should be recorded in the "Register of Files".

(d) All previous references i.e. previous files dealing with the subject should be noted on the file cover and when the file is closed and new file opened, then an entry should be made for latter reference indicating file number of the newly opened file.

**B. Arrangement of papers in a file :**

The file will consist of two parts viz. :

- (i) Correspondence portion where letters, documents will be kept,
- (ii) Note portion where notes are recorded by the office will be kept.

The correspondence portion of the file should be strung together on tag on the right hand side of the file. The note portion of the file should be strung together on the left hand portion of the file.

**C. Number of pages in a file :**

Normally a file should contain 100 pages on the correspondence side after which, the file should be stitched and closed, and marked Volume-I and Volume-II should be opened.

**D. Paging**

- (a) As the various views recorded in the notes as well as previous letters on the subject have frequently to be referred to in dealing with cases, it is necessary to indicate their exact position i.e. page number in the file. This page numbering is most important for proper maintenance of a file. This numbering is to be done in chronological order, i.e. numbering commences with the earliest documents and goes consecutively through the whole series.
- (b) The correspondence i.e. letters etc. should be kept chronologically. The first letter should be kept below and subsequent letters should be placed above it.
- (c) On the note portion, the noting should be chronologically done as in the pages of a book.
- (d) As the notes and correspondences are to be kept separately the page numbering of the notes and correspondences should be kept separate.

**E. Reference :**

Referencing of previous correspondence or notes are to be made by stating the page number whether of correspondence or of notes. Thus, page 20/C or page 3/N would indicate the page number of correspondence or page number of notes respectively.

**F. Indexing :**

Each file should contain separate pages either attached to the inner side of the front cover of the file or as first two or three pages of the notes, in which an index of important letters should be recorded.

(a) Ordinary In respect of ordinary files, the form of indexing is given as under :

subject	page Number of File
---------	---------------------

(b) Office Orders The Office Orders should be indexed with reference to subject matters. Normally, there should be one Office Order file for one year. If, however, the number of pages in the Office Order file exceeds 100 pages "Volume-II" should be opened, but a complete index of all the volumes should be kept in each volume of the Office Order file indicating whether a particular Office Order is in Volume-I or Volume-II or Volume-III. The indexing in all the volumes should be brought up-to-date once a quarter.

G. Stock taking :

The files kept in the section should be physically checked at least once during a year and a certificate recorded in the "Register of Files".

H. After the close of the year the files with their relevant cases should be sent to the record-room and acknowledgement of the record-keeper thereof be taken in the case register.

Note: On the 1st October each year Section Officers should furnish a certificate, through their Branch Officers to the Officer-in-Charge, Record Room to the effect that all records due to be sent to Old Record have been sent, explanations being furnished for any, that may not be sent for special reasons.

### 10.2.1 REGISTER OF FILES

The list of files to be maintained in each section to be got approved by the group officer and should not be varied except with his approval.

### INWARD LETTERS

All inward letters received from the Government of India, and the University Grants Commission be diarised in a separate Inward Diary Register. All other letters, parcels and other documents shall, on receipt in the department, be diarised in another Inward diary register and all the letters including the letters received from Government of India and University Grants Commission shall then be submitted to the Head of the Department for his perusal. On return of letters from the officer concerned, the Section Officer shall mark the name of the dealing assistant, to whom these letters have to be handed over by the diarist after obtaining their dated initials in the requisite column in token of their having received it.

Each assistant should immediately after receiving these letters carefully read through them, bring to the notice of the section officer letters which either relate to another assistant in his section or another section of the office, but has been marked to him. The Section Officer, if satisfied, will alter the marking and indicate the proper person or section, and letter will then be made over or transferred accordingly. It is highly objectionable that a letter should be retained by an assistant or a section for some time and then transferred when it becomes outstanding. Letters requiring immediate action should be disposed of first. Ordinarily all letters should be disposed of within two days of receipt by the

dealing assistant and submitted to the Section Officer. If the assistant anticipates that there will be any delay in the disposal of any letter, he should immediately bring the matter to the notice of his Section Officer in writing.

Note :The Section Officer is held responsible for the disposal of paper from the time they reach him. His responsibility does not cease if the case is temporarily made over to another section with a requisition. His duty is to keep the case in view all through, and to bring to notice any undue delay in compliance with requisitions.

When it is necessary, for any reason that a letter should be replied to on the same date, it will be marked 'to-day'. Similarly when it is necessary that the answers should go out the next day or when it is overdue or a reminder has been received the letters would be marked 'Urgent' or 'Very Urgent' as the case may be. All letters received from the Government of India and the University Grants Commission shall be treated as "Urgent" whether or not they are so marked. Immediate action for disposal of such letters should be taken as the intention behind such markings is that the reply should catch a particular train, or is to be handed over to a person waiting for the reply or the matter is of such urgency that it cannot be allowed to wait.

If any document is received unsigned or incomplete in any respect or is not required by the section concerned, the same should at once be sent to the department to which it relates, for further necessary action.

If a case has to be circulated for opinion or old papers have to be searched for or orders of higher authorities are to be obtained, the dealing assistant must take the initial step (i.e. call for the papers and old files, and write his note) immediately so as to ensure completion of these preliminary stages within a week.

#### OUTWARD LETTERS

Office copies of outward letters are written on the prescribed draft forms. The diary number as also the case number of the letter with reference to which the draft is written should be quoted on it. A brief abstract of the subject should also be given on the top of the draft. The draft should be put up with all necessary papers to the Section Officer who after examination and approval will submit it to the Officer-in-Charge. After the draft is passed by the Officer it will be numbered in the Sectional Number Book of outward letters by the dealing assistant, the file heading and the case number should be quoted on the draft before the sectional number, each distinctive number being separated by a hyphen. The date on which the first reminder is to issue should be noted on the draft by the Section Officer. After this the outward number will be quoted on the inward letter etc., to which it relates and the draft will be sent to the typist for typing. A fair copy of the draft duly compared will be sent to the officer for his signature and the fair copy will be then sent to the Central Despatch Section along with "Register of Outward letters" for issue. The section shall watch the return of the "Register for outward letters" to the section and verify that the Central Despatch Section

received the fair copy and initialled the register against the particular column with date. The office copy of the outward letter shall then be filed in the respective file or case as the case may be, serially according to their numbers.

The reference clerk is responsible for filing the office copies of the outward drafts in proper files etc. within two days of their issue.

Note :To avoid delay in dealing with letters marked: "out to-day", the section officers should personally satisfy that the letters so marked are dealt with immediately and the replies sent on the days of their receipt.

Issue of reminders to outward letters :

The following instructions should be observed in issuing reminders to outward letters

- (i) When an outward letter requires a reply the facts should invariably be noted in the Outward Register in the column head "Whether a reply is necessary" by the dealing assistant at the time of entering the letter in that register.
- (ii) Reminders should be issued on the date noted by the Section Officer on the draft if a reply has not been received in the meantime.
- (iii) Ordinary letter—first reminder should issue after a fortnight from the date of issue of the letter unless the letters are addressed to the Government of India or University Grants Commission or views of intricate matters, or statements, which have to be prepared in consultation with other officers are warranted in which case the first reminder may issue after a month. Subsequent reminders should issue every fortnight.
- (iv) If no reply is received after two reminders the officer should be addressed a demi-official letter by name under the signature of the Registrar in case of letters addressed to the Government of India or the University Grants Commission, and in other cases by the Deputy Registrar in charge of the group.
- (v) The reference clerk, if there is no such clerk, the dealing assistant is responsible for seeing that reminders are issued on due date.
- (vi) The clerk who prepares the weekly report of letters outstanding should examine the outward letter register and certify either that all reminders due to be issued have actually been issued or that reminders in certain cases (which should be specified) have not been issued though due dates have elapsed.
- (vii) The section officer should review a certain percentage of the pages of outward register in order to satisfy himself of the accuracy of the certificate referred to above and furnish his certificate in that effect in the weekly report of the outstanding letters.
- (viii) Before a reminder is issued, the dealing clerk should certify that no reply has been received.

#### **WEEKLY REPORT OF LETTERS**

All sections should prepare a weekly report of outstanding inward letters which should be submitted to the officer-in-charge every Monday. This report will

include all letters more than a week old which were not disposed of by the preceding Saturday, e.g. a report due on 8th August, 1983 should be in respect of all letters received upto 30th July, 1983 and not disposed of by the 6th August, 1983.

The report should be prepared in the following form in the Diary itself ; suitable space being left therein for the purpose :

Report due on 8-8-83 Current Pending Balance from last report Receipts during the week ending 30.7.83 Total : Disposed of during the week ending 6-8-83 Balance outstanding Dy. No. Date of Receipt Name of Assistant

#### TRANSMISSION OF PAPERS TO OTHER DEPARTMENTS/ SECTIONS

All correspondence and papers required to be sent to other sections or departments must invariably be entered in the Peon Book. The Section Officer of the receiving section will note at once on the letters the name of the clerk who should take action on the letters and pass it on with the Peon Book to the diarist who will receive and deal with them in the Manner explained before.

#### REMARKS ON LETTERS PROHIBITED

No remarks should be written on inward letters by Assistants or Section Officers except such as are required for permanent record thereon, and such papers must not be defaced by notes, or queries from Assistants or Section Officers. Lengthy directions, explanations or notes should be written on a separate sheet or note sheet which should be attached to the inward letter. The same rule applies to drafts of outward letters, etc.

#### DRAFTS

Use of abbreviations

Assistants and Section Officers are not to abbreviate words, designations, and names of districts and place in drafts.

On the top of every draft there should be a brief docket of the subject-matter of the letter. Drafts should be worded as clearly and as concisely as possible, and the relevant instructions should be strictly observed. Each draft should contain clear and complete directions in regard to the names and designations and address of the addressees and the number and particulars of the enclosures. The dealing assistant is responsible for furnishing this information.

In preparing draft the practice of forwarding copies of voluminous correspondence to other departments should be discouraged. The section concerned should make compact and self-contained summary of such correspondence stating the case, the decision reached and where necessary, the action to be taken by the recipients. Even when it is essential to forward actual copies of the correspondence, the covering letter or office memorandum should contain such a summary and indication of the action to be taken, if necessary.

Drafts to be initialled by Section Officer :

The Section Officer is not required himself to prepare the note or draft in every case, but he should satisfy himself that the noting and drafting of his subordinates are accurate and complete. All letters, cases etc.,



for orders must pass through the Section Officer of the Section, who will initial all notes and drafts by subordinate staff.

Section Officer's responsibility for drafts written by-Officers-

When the Vice-Chancellor, Registrar or any other officer drafts a letter himself, it must be understood that the Section Officer of the department concerned is responsible for the correctness of any facts the Vice-Chancellor, Registrar or any other officer may state, just as if the letter was drafted by the Section Officer himself. Section Officers are also responsible for bringing to notice any orders of Government of India, University Grants Commission or any other authority which the Vice-Chancellor or the Registrar or the Officer may have accidentally over-looked. Any draft, which is altered by the Vice-Chancellor or Registrar should be invariably returned to the department to which it belongs before it is handed over to the copying department.

#### SIGNATURE OF LETTERS

- (i) Ordinary letters should be signed by the Officer-in-Charge of the section or by the Group officer in case the branch officer considers that the letters are important enough to be sent over the signature of the Group officer.
- (ii) When some policy decisions are to be taken, the letters in that connection should be signed by Registrar/Officer on Special Duty/Finance Officer/Head of Department and may also be shown to the Vice-Chancellor, if Registrar (Officer on Special Duty/Finance Officer considers it proper.
- (iii) In order to afford certain amount of relief to the officers in charge of the sections and to facilitate prompt disposal of business, the Section Officers are authorised to issue certain routine correspondences under their own signature signing for the Officer-in-charge. A list of papers which may be issued under the Section Officer's signature is given below :
  1. Advice of adjustments made by book transfer.
  2. Acknowledgement of papers, documents, books, etc.
  3. Call for acknowledgement of Permanent Advance.
  4. Correspondence with the Banaras Hindu University Press in connection with the printing of approved forms and statements and sending proofs of all papers to press.
  5. Call for vouchers, schedules and wanting documents.
  6. Call for charge Reports.
  7. Call for information for compilation of the History of Service and for the preparation of Last Pay Certificate.
  8. Call for certificates of acceptance of balances of Loans, Personal Advances etc.
  9. Fair and post copy of telegrams.
  10. Intimation of Grant or refusal of leave to. Assistants.
  11. Intimation of excess in the proportionate grant for Contingent Expenditure.
  12. Issue of warning notices, regarding instalments. of Loan repayments.
  13. Memos, forwarding copies of letters.

14. Replies to reminders of a routine nature.
15. Objection memoranda and half margins relating to routine objections of the kind mentioned below :
  - (i) Want of absentee Statement
  - (ii) Want of increment certificates
  - (iii) Want of vouchers and sub-vouchers
  - (iv) Asking for credits and debits
  - (v) Pointing out debit or credit in accounts
  - (vi) Asking for information regarding (a), purpose of journey (b) dates of taking/ handing over charge
  - (vii) Want of details.
16. Signing of routine acknowledgement and also routine reminders under their own designation.
17. Issue of annual statements of accounts to the subscribers.
18. All connected correspondence calling for details. of missing Credits and debits for adjustment of unposted items in the P.F. Sections.
19. Issue of advices to loanees for prompt payment of instalments.
20. Calling for acknowledgement of balances in the case of all loans and advances.
21. Issue of objection statements for objections with money value e.g. want of stamped vouchers, want of sub-vouchers etc.
22. Requisition for copies of letters.
23. References regarding withdrawals from the General Provident Fund.
24. References regarding classification of charges.
25. Issue of warning notices, regarding instalments. of loan repayments.

#### REGISTER OF PENDING CASES

A register of pending cases should be maintained in each section in the following form :

Date	Particular of the letter or memo kept pending	Short sub-ject	When to be taken up	Date of the final disposal	Initial of the Section Officer
(1)	(2)	(3)	(4)	(5)	(6)

The register should be submitted to the Officer- in-charge on the first Monday of each month.

**REGIST OF REMINDERS, RECEIVED**                      **TELEGRAMS, EXPRESS LETTERS**

In -order to watch the disposal of reminders and telegrams including express letters received in the University, a register will be maintained in each section in the following form :

Sl. No.	Whether telegram or express letter of reminder	Date of receipt	From whom received	Brief subject	How disposed of	remarks
(1)	(2)	(3)	(4)	(5)	(6)	

The register will be submitted to the Head of the Department through the Officer-in-charge every Monday. The reminders, telegrams, express letters will be entered in this register in the order of their receipt.

In order to keep track of the reminders and to watch that these are promptly dealt with, the following in-

structions should be followed in addition to those in para 10.11.

- (i) The register for telegram, express letter, and reminder should be submitted to the Branch Officer every Monday and Thursday to enable him to see to the early disposal of the outstanding cases.
- (ii) Second and third reminders should invariably be submitted to the Head of the Department with the register and the original case within two days of the receipt and while submitting the Register twice a week to the Branch Officer, the section officer should state whether second and third reminders were received during the period and whether these were submitted to the Head of Department.
- (iii) Section Officers and Branch Officers will ensure that provisions of above para are followed strictly. Serious note will be taken of any breaches of the same. The due dates of submission of the Register to the Branch Officer and Head of Department should be noted in the Calendar of Returns.

In order to ensure that adequate and prompt action has been taken on original letters received from the Government of India and the University Grants Commission, such letters should be filed only under the initials of the Branch Officer concerned. In addition, all reminders from whom-so-ever received should be filed only under the initials of the Branch Officer concerned. Branch Officers, before doing so, should satisfy themselves that –

- (a) whether proper and complete action, as necessary, on the part of the office, has been taken to dispose of the case ; and
- (b) delays in the office are investigated and responsibility fixed.

#### CALL FOR COPIES OF PAPERS, ETC. FROM OTHER OFFICE

No letters or reminders to letters calling for a copy of orders or of letters or other documents from Government or from University Grants Commission should issue from any section of the University without being first enquired from the central diary and a certificate of non-receipt of the document in question obtained. Such requisition should be made under the signature of an officer, who should put a stop to unnecessary references and, if possible, direct his section to search the books of record for the desired information.

Letters more than two years old must be searched for by the sections concerned from the books kept by the Old Record.

The Section Officer of a section, despatching such a call, will be held responsible for seeing that this is done, and no excuse will be accepted for non-compliance with the above procedure.

#### CALL FOR ACKNOWLEDGEMENTS

The practice of calling for an acknowledgement of letters in petty routine matters should be discontinued - as it causes unnecessary increase of work in both offices.

#### CALL FOR PAPERS BY OFFICERS

When papers and back references are called for by an officer or a query is raised by him, the Section Officer will ensure that the call is obeyed at once. He must examine the information or papers before submission in order to see that nothing is wanting and will report to the officer concerned (through his own Branch Officer, if necessary) the reason for any delay, if the call cannot be promptly or speedily complied with.

#### RETURNING OF DOCUMENTS

The return, in original, of vouchers is objectionable as such document-S, once received in the office, should never, as a rule, be parted with. No voucher, may, therefore, be returned unless it is absolutely necessary to do so, for purposes, such as for instance in the following cases :

- (a) want of drawer's signature in bills,
- (b) want of signature to Life Certificates attached to salary or pension bill.

#### TELEGRAMS

Telegrams should be issued only in cases of real urgency where expressletters are not expected to serve the purpose equally well.

No message regarding leave, pay, promotion, appointment or other matters of a private character should be sent by telegram unless it is perfectly clear that the interest of the University will be adversely affected if the message is not sent by telegram.

Post copies of telegram should be made and despatched on the same day under the signature of the Section Officer concerned.

When a repetition of an official telegram is asked for, no transmission charge is required to be paid in the first instance. Necessary charge will be recovered only when the repetition reveals no error on the part of the Telegraph Department.

#### STANDARD FORMS

To minimise clerical work and to facilitate quick issue of calls for information as well as reminders, printed standardised forms meant for the purpose should be made use of.

## CHAPTER 11

### OFFICE PROCEDURE

#### DISCONTINUANCE IN OFFICIAL DOCUMENTS OF TITLES CONFERRED ON INDIANS

The Government of India have decided, in supersession of all previous orders on the subject, that with the exception of hereditary titles and award for act & of gallantry conferred upon Armed Forces Personnel, no reference should hereafter be made in official documents to titles against the names of any Indians.

It is not proposed that titles should be surrendered, only their use in official documents should be stopped.

(Government of India, Ministry of Home Affairs, letter No. F.15/148/49 Public dated the 13th July, 1949)

#### APPEALS TO THE VICE-CHANCELLOR FROM SUBORDINATE - STAFF

Assistant/Clerks and others who wish to make a personal representation to the Vice-Chancellor will obtain permission to do so from the Section Officer in charge of their respective sections. The Section Officer will verify all facts referred to in the representation and record his own opinion. He will then submit the case to the Officer in charge of the section concerned who will similarly record his opinion and send papers to the Vice-Chancellor through Registrar.

#### 11.2.1 SUBMISSION OF DIRECT TO CHAIRMAN UNIVERSITY GRANTS COMMISSION AND SECRETARY TO THE GOVERNMENT OF INDIA, MINISTRY OF EDUCATION AND CULTURE

Petitions and memorials, ordinary or telegraphic, addressed direct to the Chairman, University Grants Commission or Secretary to the Government of India, Ministry of Education by the members of this office, besides contravening the rules regulating their submission to higher authorities, throw unnecessary work on these offices and therefore, it should be clearly understood that no action shall be taken on such petitions, etc.

#### 11.2.2

Relatives of an University servant sometimes make representations concerning service matters affecting the University servant. This is done in some cases in hope of reviving a representation which the University servant had himself made and which had been turned down. In some cases, this procedure is resorted to in order to get round the requirements, that the University Servant should submit his representation through his official superiors. The practice is obviously undesirable, and should be strongly discouraged. It has accordingly been decided that no notice should be taken of a representation on service matters submitted by a relative of an University Servant. The only exceptions

may be cases in which because of the death or physical disability, etc. of the University Servant, it is impossible for the University Servant himself to submit a representation.

#### 11.2.3

Appeals/petitions etc. made in terms of the provisions of the conduct rules have necessarily to be forwarded to the authorities concerned and cannot be withheld under any circumstances whatsoever.

#### 11.2.4

Whenever in any matter connected with his service rights or conditions, an University Servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of the Office, or such other authority at the lowest level, as is competent to deal with the matter.

#### 11.2.5

An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representation to still higher authorities (e.g. those addressed to the Visitor, the Government or to Ministers) must not be made unless all means of securing attention or redress from lower authorities have been exhausted, even in such cases, the representation must be submitted through proper channel.

#### 11.2.6

Appeals, representation and pressure from external sources will be taken serious note of.

### **SEEKING REDRESS IN COURTS OF LAW BY UNIVERSITY SERVANTS OF GRIEVANCES ARISING OUT OF THEIR EMPLOYMENT OR CONDITIONS OF SERVICE**

In the matter of grievances arising out of a University Servant's employment or conditions of service, the proper course is to seek redress from the appropriate Departmental and University authorities. Any attempt by an University servant to seek a decision on such issues in a Court of Law, (even in cases where such a remedy is legally admissible) without first exhausting the normal official channel of redress, can only be regarded as contrary to official propriety and subversive of office discipline and may well justify the initiation of disciplinary action against the University servant.

(Based on Government of India; Ministry of Home Affairs, O.M. No. 25/52/52/Ests. dated the 11th October, 1952.)

**COMPLETION AND DESPATCH OF RETURNS AND OTHER REPORTS  
RELAT TO OF UNIVERSI COMMITTE AND  
ED MEETINGS THE TY ES  
OTHER IMPORTANT WORKS IN CONNECTION WITH THE  
STUDENTS, TEACHERS AND STAFF WHICH FALL DUE  
DURING THE HOLIDAYS**

All works of the nature mentioned in the subject which fall due within the holidays must, if possible, be despatched/completed by the evening of the last working day. If in any case this cannot be done, the Assistants concerned must attend office during such portion of the holidays as will be required to complete the work and send them out on the prescribed due dates, and Section Officers must make necessary arrangements for this being done.

**DESPATCH OF FAIR COPIES OF DRAFTS AND  
STATEMENTS BEFORE HOLIDAYS**

Fair copies of all drafts and statements, passed by 12 noon or letters passed later (but marked "issue To-day" under the signature of the officer) on the last working day, must go out on that day, specially those addressed to officers in the University Grants Commission and Government of India. If, in any case, the officer concerned has left the office before the fair copy is prepared, it should be sent to his residence ; but if the officer has left the station, it should be submitted for signature to the next senior officer, who may be in office or at the station at the time, who will sign 'for' the other officer.

**ARRANGEMENTS FOR DELIVERY OF TELEGRAM AND  
OPENING AND DISTRIBUTION OF DAK AND DISPOSAL OF  
URGENT LETTERS DURING HOLIDAYS**

Prior to commencement of long holidays, namely Durga Puja/Winter Vacations etc. when the University office also generally remains closed for a number of days, the Registrar in consultation with other officers shall assign to some officers roster duty to receive telegrams/ and other letters addressed by name to officers by their official designations. The telegrams and letters shall be opened by the officer on duty during holidays and arrangements for the disposal of urgent letters made in consultation with the concerned officer if he is in station or in consultation with the senior-most officer in station. To assist the officers assigned roster duties, a group of Section Officers of all the wings of the Central Registry shall also be placed on roster duty. The addresses of all such officers, remaining in head quarters during holidays should be kept on record before the commencement of holidays to guide the Section Officers in the disposal of the telegrams! letters. Two or three Class IV employees may also remain attached with the officer on duty during holidays.

Letters addressed by name and marked confidential/ secret may not be opened by the officer on duty and should be handed over to the addressee.

The name and address of the officer on duty will be communicated to the Post Master, B.H.U. Post Office with the request to deliver the telegrams and other official dak to the duty Officer of the Central Registry.

Institutes, Faculties, Colleges and Schools of the University shall also make similar arrangements to ensure prompt disposal of telegrams and other important letters received when offices are closed for a few days.

#### DOUBTFUL POINTS

As a general rule, in important matters, verbal orders should be avoided as far as possible. Wherever, therefore, a case arises in which there is any room for doubt, a brief precis of the matter should be put up on the prescribed note form through the Section Officer to the Officer-in-Charge of the Group for orders.

#### MARGINAL REMARKS ON OFFICE NOTES

In drawing up notes on cases, marginal remarks will be made by members of the office establishment only when it is required :

- (i) to draw the attention of the officers to points which have for good reasons not been treated in the body of notes, and
- (ii) to invite reference to papers, etc. in the file or to passages therein. Such remarks will be made in ink. They must not be in pencil.

Enquiries and instructions between the assistants in a section will be made and issued on buff sheets for routine noting. These slips will not form part of the papers but will be removed before the office notes are submitted for orders. Under these orders, pencilings are strictly interdicted and notes will contain no marginal remarks that are unnecessary for the officers to give decision on the issue.

#### SECTION OFFICER'S RESPONSIBILITY FOR DISPOSAL OF PAPERS

The Section Officer is held responsible for the disposal of papers from the time they reach him until they are finally disposed of. His responsibility does not cease if the case is temporarily made over to another section with a requisition. His duty is to keep the case in view all through and to bring to notice any undue delay in compliance with requisitions.

All references received from the University Grants Commission and the Government of India should be acknowledged within two days of receipt.

The Branch Officers must always make it a point to, call for and see any letters from whomsoever received which are three weeks old in the weekly reports of outstanding letters of the sections.

Reminders received from the University Grants Commission and Government of India should be put up immediately to the Head of the Office together with connected papers and any other information available, for his perusal and orders. The submission of the reminders must not be delayed in the hope (often not realised) of putting up final disposal soon.

A Section Officer, before passing a letter on to another section, must take all action necessary on it in his own section, so that the Section Officer of the last section receiving it, will be justified in assuming that it has been completely disposed of in the other section.

This does not mean that each section should issue an independent report or reply to the letter, dealing with its own portion alone but should pass



on to the next section with all its portion of the material necessary for the final disposal attached ; ordinarily the last section dealing with the letter will issue the consolidated report or reply. If, in any case, this causes an , obviously unfair distribution of work to a section only remotely concerned in the matter, it is in the discretion of officers to direct some other section to dispose it of.

It is absolutely necessary that on receipt of the daily dak, the Section Officer of the section should himself see, initial and date all letters. He should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions as will ensure prompt and proper attention being paid to it.

The following should be observed in connection with the documents received in a section-

- (1) Every letter, express or ordinary Telegram or any other documents coming into a section must be seen first by the Section Officer of the section.
- (2) If the Section Officer notices that his Branch Officer has not seen the letter, it will be his duty, to send the letter to his Branch Officer forthwith for him to see.
- (3) If the section Officer is absent on Casual Leave, the Senior Assistant's initials may be taken and a note made by the Senior Assistant that the Section Officer is absent. It will then be the Senior Assistant's duty to show to his Branch Officer as at (ii) above.
- (4) On return from Casual Leave, it will be the Section Officer's duty to ascertain what letters, etc. were received in his section during his absence.

It is of utmost importance that Branch Officers and Section Officers should know exactly what has been received in their Sections at the earliest opportunity.

#### **MANNER IN WHICH OBJECTION SHOULD BE RAISED BY INTERNAL AUDIT OFFICE**

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 procedures should not, unless specially ordered by the Finance Officer (or by the Internal Audit Officer) be authorised 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 authorised, 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 follow up action is the responsibility of the executive and all that the Audit needs to see is that matters requiring their approval or sanction 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; in many cases the required documents which are already in I.A.O.'s office have been called for not once, but several times. 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.

#### CALENDAR OF RETURNS

Every Section Officer will maintain a Calendar of Returns in form No.

O.P.M. 5 showing all the statement, returns, accounts etc. due from his section with the date fixed for their despatch or submission according as they are weekly, fortnightly, monthly, quarterly, half-yearly or annual, arranged according to dates i.e. all those monthly returns which are due on the first of each month should be entered first and then those due on subsequent dates.

The Calendar of Returns shall be maintained by the Section Officer himself and submitted to the immediate superior officer every week on Mondays and to the Head of the Department on the first of every month. In the case of delay in submission of any return, suitable

explanation for delay shall be given for information of the officer-in-charge.

#### TYPED FAIR COPIES OF DRAFTS

Examination of typed fair copies of the drafts shall be done by the assistant concerned who originated it and he shall be responsible for correctness of facts and figures mentioned therein. He will also put his initial on the fair copies before it is submitted to the officer concerned for signature.

#### QUARTERLY PROGRESS REPORT ON THE STATE OF WORK OF SECTION

Rule 2.2.3 refers to the submission of report on the state of work as it actually stands on the last day of each quarter i.e. for the quarter ending 31st March, 30th June, 30th September and 31st December and to submit them to the Officer-in-charge of the section.

The quarterly report should continue to be in the form of descriptive memo bringing out the state of affairs in each of functional group or sub-group. It should specify only the items of work which are in arrears and in which the quantum of arrears exceeds 15 Mondays, the reasons for such arrears, steps taken to reduce them and the time likely to be taken to clear the arrears briefly indicated.

Each quarterly report should be accompanied by the following annexures :

Annexure I Inspection reports outstanding for over six months (for I.A.O.'s office only).

Annexure II The amounts held under objection for over six months (for Trade Bill Section-Finance, only).

Annexure III Arrears in correspondence.

Annexure IV Statement of arrears in terms of Mondays.

Any other items of work which the Section Officer considers necessary to bring to the notice of his Branch Officer through the arrear's report.

The dates prescribed for submission of the quarterly reports as in rule 2.2.3 should be strictly adhered to.

#### DATING OF INITIALS

Whenever it is necessary for any one to initial any document or register, the initials must invariably be dated.

Officers, at times, may use their discretion as to when it is necessary to date their initials, but should be careful to see that the order is strictly observed by their subordinates.

## CHAPTER 12

### OFFICE DISCIPLINE

#### SANCTION OF CASUAL LEAVE TO OFFICERS

Heads of Department in the Central Office shall sanction casual leave to the Officers working under them. In case of Institutes and Faculties, Directors and Deans shall be the competent authority to sanction casual leave to the Administrative Officers working under them. The casual leave account of the Officers in the Central Registry shall be maintained in the Administration and by Directors and Deans in respect of the Officers working under them under intimation to the Administration.

Officers, who propose to come late or leave office early should obtain necessary permission from the competent Officer, i.e. the officer competent to grant them casual leave. ,

In -case of statutory officers, however, the application for grant of casual leave and extension thereof will be submitted directly to the Vice-Chancellor/Registrar who will pass necessary orders in regard to the distribution of officer's charge. They will also take permission of the Vice-Chancellor/Registrar, if they desire to come late or leave office early.

The maximum amount of casual leave admissible to the staff serving in the University shall be 15 days in an academic year that is from July to June. 12.1.5 Sanction of casual leave to the Section Officers, Assistants and other staff of the Sections/Groups shall be accorded by the Officers-in-charge of the Sections/ Groups subject to the condition that the total number of days of absence at a time on casual leave plus Sundays or closed holidays either prefixed or suffixed or both and/or falling within the period of casual leave shall not exceed 10 days.

#### ADDRESS OF OFFICERS ON LEAVE

When an Officer goes on leave the address at which the communications will find him should be intimated to the officers who are competent to sanction their leave. Any change in the address should also be intimated to the said officers.

#### RULES OF ATTENDANCE

The office hours are presently from 10.30 a.m. to 5.00 p.m. without lunch break. These are the ordinary hours of attendance but when any one is required in the interest of the University service to work over-time or on holidays, it must be done as a part of his regular duties. The Officers-in-Charge may direct the attendance of any subordinate till 6.00 p.m. or beyond, if necessary.

## PUNCTUALITY IN OFFICE-GRANT OF HALF DAY'S CASUAL LEAVE

- 12.2. It has been found that, in many offices late attendance, with or without permission is frequent. While occasional late attendance due to unavoidable reasons namely, illness in the family, cycle puncture, late running of buses/trains etc., may be condoned, there is no justification for frequent late attendance for these reasons. In fact, frequent late attendance even with prior permission is not conducive to efficient transaction of work. It has accordingly been decided that half day's casual leave should be debited to the casual leave account of an University servant for each late attendance, but late attendance upto an hour, on not more than two occasions in a month may be condoned by the competent authority, if he is satisfied that it is due to unavoidable reasons like those mentioned earlier. In case, such a course does not ensure punctuality of the University servant, suitable disciplinary action may be taken against him in addition to debiting half a day's casual leave to his casual leave account, on each occasion of his late attendance.
- 22.2. It is understandable that there may be occasions on which an University employee may have some urgent, type of work which does not require a full day's casual leave, namely, when he has to go to railway station to receive a friend or a relative or to a dispensary to have himself or a member of his family treated. It has been decided that in such cases, half a day's casual leave, if applied for by the University servant, may be granted to him and the existing practice of allowing an University servant to attend office late, i.e. practice of late coming with permission should cease forthwith.
- 32.2. The University employee may have some urgent private work in the afternoon which does not require a full day's casual leave. If he desires half-a-day's casual leave in the afternoon, it may be granted and the existing practice of leaving office early with permission dispensed with.
- 42.2. For the grant of half day's casual leave the dividing line should be (i) if a person takes half day's casual leave for forenoon session, he is required to come office at 2.00 p.m., (ii) if a person takes leave for afternoon session, he can be allowed to leave office at 1.30 p.m.
- 52.2. In view of the orders contained in the preceding paragraphs, the balance at credit in the casual leave account of some University servants may be in terms of full day or days' casual leave plus a half-day. In such cases, there is no objection to the grant of half day's casual leave, in conjunction with full day or days casual leave, if so applied for. Likewise, even when the casual leave at the credit of an University servant is in terms of a full day or days, there is no objection to the grant of half-day's casual leave in conjunction with full day or days casual leave, subject to the condition that the total number of casual leave that can be normally granted at a time is not exceeded.
- 62.2. In the case of an University employee who, having exhausted his casual leave, attends office late upto one hour at a time for unavoidable reasons mentioned in sub-para (1) above, such late attendance may be condoned on not more than two occasions in a month. If, however, he attends office

late on subsequent occasion(s) in the month, disciplinary action may be taken against him.

72.2. As no orders regarding punctuality would be fully effective, unless strict measures are taken for their enforcement, Section Officers / Supervisory Officers should be very particular in scrutinizing the attendance registers. (Based on Government of India, Ministry of Home Affairs, O.M. No.60/17/64-Esstts. (A) dated 4th August, 1965)

82.2. As casual leave cannot be combined with regular leave, a question has been raised as to how half day's casual leave, availed of by an officer in the afternoon is to be treated, if the officer has no further casual leave to his credit but is unable to resume duty on the next working day due to sickness or further compelling grounds and has to avail of regular leave to cover his absence for that working day.

The position is that, since casual leave cannot be combined with regular leave, an officer who has only a half day's casual leave to his credit should satisfy himself that he would be in a position to attend office on the next working day before he avails of half a day's Casual leave in the afternoon. Nevertheless it is possible, in some cases, that an officer who avails of half day's Casual leave in the afternoon may be unable to resume duty on the next working day because of unexpected illness or some other compelling grounds and is thus constrained to take leave for that day.

After careful consideration of the matter, it has been decided that the officer referred to in above para may, as an exception to the general rule, be permitted to combine half-a-day's Casual leave with regular leave if this absence on the next working day was due to sickness or other compelling grounds.

Those who have only half-a-day's Casual leave at their credit and who will not attend office on the next working day having already applied for leave of the kind due and admissible to cover their absence for that working day and for subsequent days, if any, should not be allowed the last half-a-day's casual leave for the afternoon.

(Based on Government of India, Ministry of Home Affairs, O.M. No. 60/45/65/Ests. (A) dated, the 4th February, 1966)

## PUNCTUALITY IN OFFICES

The following measures may be taken for enforcing punctuality in the office : .

- (i) The Section Officers should close the Attendance Registers promptly at ten minutes past the prescribed time and submit the register to the Branch Officer after making a circle in red ink against the name of those who have not come by that time.
- (ii) The late comers should be asked to initial indicating the time of arrival, in the Branch Officer's room vsr- here the attendance register would be available.
- (iii) The Branch Officer should ensure that all the attendance registers reach them from the respective Sections well in time.

(iv) The Branch Officers should also put their dated initials against his name in the Attendance Register to be written at the bottom of the page.

(v) The Group Officers should carry out surprise checks of one or two sections daily to see that the procedures of closing the attendance register is being followed scrupulously.

Half-a-day's Casual Leave should be debited to the casual leave account of an University servant for each late attendance but the late attendance upto an hour, on not more than two occasions in a month, may be condoned by the competent authority (the authority who is competent to grant casual leave of the employee) if he is satisfied that this is due to unavoidable reasons. In case such a course of action does not ensure punctual attendance, suitable disciplinary action may be taken against the University servant in addition to debiting half-a-day's Casual leave to his casual leave account on each occasion of such late attendance.

Strict measures should be taken by the administrative authorities for enforcement of punctuality and Section Officers and Supervisory Officers should be more particular in scrutinising the attendance registers.

Surprise daily checks should be carried out in Sections under the direct supervision of a senior officer.

Habitual non-observance of scheduled hours for attending office is highly objectionable and will amount to lack of devotion to duty, thus attracting rule 2 . 1(b) of the Conduct Rules of B. 1-Conduct, Section II in Chapter IV of Calendar Part-I, Volume-I.

Note :The instructions contained in this rule shall be made applicable mutatis mutandis to offices where the "Office hours" differs and the Attendance Registers in these Offices should be closed promptly at ten minutes past the prescribed time of attendance and the Register will be submitted to the Branch Officer after making a circle in red ink against the names of those who have not come by that time.

#### **CUSTODY OF ATTENDANCE REGISTER AND CASUAL LEAVE REGISTERS**

If Attendance Registers and Casual Leave Registers are not kept under proper custody in the Sections, they are open to risk of manipulation, and even of loss of pages.

With a view to avoiding such risks, these registers should always be kept under lock and key under the personal custody of the Section Officer/Incharge of the Group on whose table and in whose presence only the assistants should initial the Attendance Register on coming to office ; Section Officers/Incharge of the Group will be held personally responsible in cases of loss or manipulation.

The attendance registers should be closed monthly and the amount of casual leave taken during the month and since the beginning of the casual leave year should be agreed with entries in the casual leave register which should always be kept up-to-date.

The cross mark for late attendance should be made clearly and in red ink. If it is subsequently treated as Casual Leave, it should be marked as such prominently. Holidays should be shown as such. No column should be left blank in the register.

#### USE OF ELECTRIC LIGHTS AND FANS

Utmost economy should be exercised in the use of electric lights and fans. Unnecessary waste of energy should be avoided.

The Grade IV staff attached to Officers as also the users of the premises are responsible to switch off the fan and light when they go out of the room, even temporarily.

At the close of the office the last person leaving a room should switch off all the lights and fans. It should be the duty of the Chowkidars also to make sure before closing the doors that no lights or fans are on.

No one should meddle with the electrical installation or accessories. In case any light or fan is not working a report should be made forthwith to the Office of the E. W. S. Engineer.

#### DISMISSAL FOR INCOMPETENCY AND MISCONDUCT

Every employee in the office has clearly to understand that inefficiency, misconduct, irregular attendance and indebtedness may at any time lead to his degradation or removal from the office.

#### MISCONDUCT OF STAFF

It is the duty of every Section Officer to bring to the notice of the Registrar immediately any disorderly conduct, irregular habit, or insubordination on the part of any assistant in his Section, and, as soon as the matter has been investigated, to submit a full report through the Officer-in-Charge for the orders of the Registrar.

#### PROHIBITION OF PUBLIC SERVANTS FROM BIDDING (EITHER PERSONALLY OR BY PROXY) AT GOVERNMENT AUCTION

A question has been raised whether a specific provision should be added to the Central Civil Services (Conduct) Rules 1955, regarding participation by Government servants in auctions of property owned or confiscated by Government. Even if the transaction is in fact free of any element of undue influence or dishonesty, the suspicion that all is not above board is bound to arise in cases where property sold at Government auctions is purchased by Government Servants, particularly by buyers belonging to the same Ministry or Department as the one by which or under whose orders the auction is conducted. While, thereafter, it may not be necessary to frame a specific Conduct Rule for the purpose, it is obviously undesirable for Government servants to bid at auctions arranged by their own Ministries or Departments. Any Government Servant who does so would be regarded as indulging in Conduct unbecoming a Government within the meaning of the Conduct Rules.

(Authority : Government of India, Ministry of Home Affairs O.M. No. 25112/57-Ests(A) dated, the 21st January, 1958)



Instructions contained in the Government of India orders shall be made applicable *mutatis-mutandis* for- bidding (either personally or by proxy) by University servants at University auction.

#### INVESTIGATION OF CHARGES OF MISCONDUCT

Departmental enquiries into the conduct of University servants are not being done, in several cases, according to the prescribed procedure laid down in this regard in the Conduct Rules. The most common defects of procedures observed are—

- (i) that officers frequently fail to comply with pre scribed procedure requiring a written charge and a written defence in respect of each offence ;
- (ii) that after framing charges they often fail to give a specific finding on each charge ; and
- (iii) that sometimes they do not even discuss the charges framed but confine their remarks on the whole case to some major charges which has not even been framed against the person who is the subject of the enquiry.

Departmental enquiries should, therefore, be conduc- ted in conformity with the spirit of the Conduct Rules so as to avoid the defects of procedure men- tioned above and any other similar defects.

#### ADMISSION TO OUTSIDERS IN OFFICE

Neither the Section Officer nor any Assistant should directly deal with a visitor on official business in the University unless authorised to do so by the Branch Officer. Outsiders who wish to see an employee on some private matter are not allowed to enter the sections. The employee may, however, meet the visitor outside the section.

#### LOITERING AND GOSSIPING IN THE CORRIDOR

The practice of loitering about and talking in the corridors and verandahs, particularly near the rooms of the Officers, is most objectionable, and any one found indulging in the practice without just reason will be punished.

#### DISCLOSURE OF OFFICIAL INFORMATION TO NON-OFFICIAL PER-SONS

No Section Officer or Assistant should approach any members of the legislatures with a view to having his individual grievances made the subject of interpel- lations in the Assembly/ Council, as this entails the disclosure to non-official persons of information obtained from official sources. Any such disclosure is a breach of University Servant's Conduct Rules and will be seriously dealt with.

## CHAPTER 13

### CODES AND MANUALS

#### ISSUE OF CORRECTION SLIPS

Deputy Registrar (Admin.) shall be responsible for updating Calendar, Part-I, Volume-I, and "Office Procedure Manual incorporating the resolutions of the Executive Council which require to be brought into these books. Deputy Registrar (Academic) and Deputy Registrar (Accounts)-I shall similarly be responsible to keep the Calendar, Part-I, Volume-II (now Calendar, Part-VI) and other parts of Calendars and "Accounts Rules" up-to-date incorporating therein the resolutions of the Executive Council concerning Academic and Accounts matters respectively. The work of regular issuance of correction slips be done through some section under them and Section will maintain a "Register of Corrections" for each book.

- (a) The Heads of Offices will note "Manual" on such letters when they see them in the 'Dak' and Section Officers, through the Branch Officers, will be required to bring to notice any letter in which the Heads of Offices has apparently omitted to make such a note.
- (b) Before such a letter is filed, a draft correction should be prepared and put up to the Head of the Office concerned for approval and placement before the Executive Council. The Executive Council Section will be responsible to ensure that "corrections" duly approved by the Executive Council are received by Deputy Registrar (Admin.)-I, Deputy Registrar (Academic) and Deputy Registrar (Accounts)-I promptly quoting therein the Executive Council Resolution number and date as authority.
- (c) No file orders should be recorded on a letter on which 'Manual' is inscribed unless it is certified that necessary correction has been drafted and entered in the "Register of Corrections" and placed before the Executive Council for approval.

Copies of corrections duly approved by the Executive Council should be kept in a file (separate file for each book) date-wise. The Section Officer will arrange to send the "corrections" to press on first week of October and first week of April for printing. Printed copies of the correction slips, on receipt from the Press, shall be distributed to all Departments and Sections of the University for bringing their copies of Calendars/Manuals etc. up-to-date. Section Officers shall be responsible to see that the correction slips to the books supplied to their offices are pasted therein as soon as possible after their receipt.

#### SUPPLY OF DEPARTMENTAL CODES ETC.

Normally all Codes, Manuals of the University shall be printed and published by the B.H.U. Press. As B.H.U. Press is required to function on commercial lines, such Codes/Manuals should be priced publications. The prices of the books issued to different Departments as per their requisitions will be adjusted by debiting the cost to the Departments *per contra* credit to the B.H.U. Press.

## *CHAPTER 14*

### **DESTRUCTION OF RECORDS**

The records of the office are due for destruction on expiry of the periods noted against each in the Annexure to this Chapter. Records separated for destruction are to be actually destroyed only after the orders of a responsible Officer have been passed in accordance with the executive orders in force from time to time.

As letters will be filed according to the periods of their preservation, while opening new files the year of destruction for each file should be marked on the cover in bold letters. Unless this is done, Record Section should not accept the correspondence files.

The main principles which should guide the destruction of records should be that so long as an objection is outstanding and the accounts have not been completely checked and accepted in audit, they and the supporting documents should not be destroyed even though the period of preservation as per the relevant rules may have expired.

Where any objection is outstanding, accounts records of all kinds, in connection therewith, should not be destroyed until the whole position has been reviewed by or under the orders of the Finance Officer and a decision is taken as to the earliest period up to which the accounts could safely be destroyed.

*ANNEXURE*  
**Period of Preservation of Records**

A — ACCOUNT RECORDS AND REGISTERS

S. No	Name of Record	Period of preservation in departmental Office	Period of preservation in record's office
1	Cash Book	3 years	Permanent
2	Journal	3 years	Permanent
3	Transfer Entry Book	3 years	Permanent
4	General Ledger	3 years	Permanent
5	Consolidated Abstract	3 years	Permanent
6	Bank Statement	3 years	Permanent
7	Cheque Register	3 years	Permanent
8	Ysed Cheque Book	1 year	3 years
9	Paid Cheques returned by bank	3 years	5 years after final reconciliation of accounts
10	Annual Audit Statements with Audit Reports (Prints)	Permanent (10 copies in Section and 2 copies in Central Library after the records are placed before the Parliament)	
11	Original Budget	3 years	Permanent
12	Internal Audit Reports	Till the reports are finally settled	Permanent
13	Audit Reports and Rough Audit notes (Government)	5 years	10 years or till final settlement of the objections
14	Internal Rough Audit Notes	2 years	3 years
15	Balance Sheet (approved Office copy)	3 years	Permanent
16	Computer print-out Ledger	3 years	Permanent
17	Computer Print-outs : Monthly statement of Accounts		
18	Pass book	Permanent (to be kept under the personal custody of the Officer-in-Charge of the concerned section of Finance)	
19	Insurance Policies	Till the period of validity (to be kept in Section under lock and key)	

20	Defunct Insurance Policies	3 years	6 years
21	Investment Records	Permanent (To be kept in the custody of Section Officer under lock and key)	
22	Income Tax Records	3 years	Permanent
23	Capital and Revenue accounts of Buildings	3 years	Permanent
24	Royalty records	Permanent (To be kept in Section)	
25	Endowment Reports and Summaries	Permanent (To be kept in Section under lock and key)	
26	Endowments : Working papers	3 years	Permanent
27	Agreement with the state Bank of India	Permanent (To be kept under personal custody of concerned Deputy Registrar)	
28	Opening and closing of new accounts or new heads of accounts	5 years	Permanent
29	Provident Fund 'A' Form	5 years	40 years
30	Provident Fund 'B' Form	5 years	10 years or till final settlement of the objections
31	Provident Fund Nomination Form	Till final payment	5 year (After final payment)
32	Provident Fund payment Vouchers	2 years	6 years (After final Payment)
33	Provident Fund Payment cases to nominees as per subscriber's declaration	2 years	6 years (After final Payment)
34	Income Tax, Quarter Rent, Water charges and any other deductions made out of salary	3 years	20 years
35	Donation registers	16 years	Permanent
36	(I) Contract Agree-ment	3 years after payment of final bills (To be kept in Section under lock and key)	Upto 5 years after payment of final bills

	(ii) Register of Con-tract	Permanent (To be kept in Section under lock and key)	Permanent
37	Establishment Check Register	3 years	Permanent
38	Register of contingencies paid by Cashier	1 year	2 years
39	Register of Refund bills	2 years	3 years
40	Register of issue of Receipt Books	5 years	5 years
41	Quarter Allotment register	5 years	5 years
42	Register of Refund of Miscellaneous Deposits	2 years	3 years
43	Uniform Register	2 years	3 years
44	Imprest Account	5 years	10 years
45	Advertisement Register	2 years	3 years
46	Reappropriation register	3 years	5 years
47	Caution Money Register	3 years	7 years
48	Appointment Noting Register	3 years	7 years
49	Register of University properties alongwith its purchase and sale records	Permanent (To be kept in the personal custody of Section Officer under lock and key)	
50	Money Order Receipt Register	6 years	12 years
51	Demand and Collection Register	6 years	12 years
52	Bill Register	1 year	15 years
53	Re-appropriation order	1 year	3 years
54	Caution Money Re-ceipt Register	5 years	10 years
55	Scholarship Register	5 years	10 years
56	Deposit Register	5 years	Permanent
57	Advance Register	3 years	10 years
58	Unpaid Salary Register	3 years	10 years
59	Lapsed Deposit Register	10 years	Permanent
60	Purchase Register	2 years	15 years

61	Stock Register	5 years	15 years
62	Register and other papers in connection with Bill receipt register	2 years	10 years
63	Objection Book	2 years	10 years or till objection, if any, are finally settled.
64	Paid Salary Bills	1 year	Permanent
65	Travelling Allowance Bills	2 years	6 years
66	Trade Bills	2 years	6 years or till objections, if any, are finally settled.
67	L.T.C. Bills	2 years	6 years
68	Medical Reimbursement bills	2 years	6 years
69	Stock Verification Reports	5 years	10 years
70	Purchase Documents	1 year	5 years
71	Imprest Cash Book	3 years	10 years
72	Counterfoils of Receipts	6 years	12 years
73	Freeship lists, Fine lists, and Dues Register and Defaulters list	2 years	15 years
74	Cash Adjustment Chalan files Register and Pay-in-Slips	1 year	3 years
75	Scholarship Ledger	5 years	10 years
76	Special Fund Personal and Imprest Account Ledger	5 years	15 years

#### B — EXAMINATIONS

	Particulars of Record	Period of Preservation
1	Degrees received back undelivered	Till they are delivered
2	Printed Marksheets (Unused)	Permanent
3	Cancelled Degrees	1 Year after convocation
4	Counter-foils of Provisional, Migration and other Certificates	2 Years after Issue
5	General Correspondence regarding Certificates, Degrees, Diplomas, Marksheets etc.	2 Yyears
6	Order of Presentation duly signed by the Vice-Chancellor	Permanent
7	Tabulation Registers 2 bound copies	Permanent



8	Graduate Register Printed (till 1959) One copy	Permanent
9	Degrees Conferred	Till delivery
10	Absentia List	Permanent
11	Result sheets	Till holding of Convocation/ Grace meeting of the year concerned
12	Application form for Original/ Duplicate/ English Version of Degrees/ Marksheets/ Migration/ Provisional Certificates/ Diplomas, Degrees etc.	1 year
13	Examination Application Forms (Final Year)	One year after despatch/ distribution of degrees
14	Examination application forms of other examinations	2 years (after commencement of examinations)
15	Resolution file	Permanent
16	Cross list	Till holding of next examination
17	Counter foil of Enrolment receipt	2 Years after Issue
18	Enrolment Registers	Permanent
19	Files pertaining to students grievance	2 Years after Issue
20	Records : Constitution of Board of Examiners	4 years
21	Records : Recommendations of Board of Examiners	4 years
22	(a) Question Papers (Old question papers)	6 months
23	Answer-books (examined)	To be destroyed after 6 months under direct supervision of an officer not below the rank of Assistant Registrar
24	Examiner's marksheet	To be destroyed after 6 months under direct supervision of an officer not below the rank of Assistant Registrar
25	Examiner's Notes	To be destroyed after 6 months under direct supervision of an officer not below the rank of Assistant Registrar
26	Examination Schedule	To be destroyed after two years
27	Printed Question Papers	Two copies of bound volume to be kept for 20 years
28	Prospectus	Till release of Calendar containing Prospectus
29	Registers of Examiners (Appointment)	5 years or till settlement of payment to examiners, whichever is later
30	Files pertaining to cases of unfair means (containing reports and contraband materials)	3 years after disposal of cases

- |    |   |  |
|----|---|--|
| 31 | Acceptance Forms of Examiners and Reports   | 1 year   |
| 32 | Files regarding Revaluation of Answer-books | 2 years after disposal.  |
| 33 | Admit Cards                                 | 4 years  |
| 34 | Tabulation Registers (Two copies)           | Permanent One copy each to be kept with Deputy Registrar and Assistant Registrar |

Note : The records of Examination wing shall not be sent to 'Records Section' for preservation.

C — DEVELOPMENT

S.No.	Name of Record	Period of preservation in departmental office	Period of preservation in Record's office
1	Plan proposals	Permanent	
2	Project proposals	Till projects are completed	
3	Visiting Committee Reports with letters of sanctions of plan items by funding agencies and other related correspondence in this regard	Permanent	
4	Letters of sanction of projects by the funding agencies and related correspondence in this regard	Permanent	
5	Ledgers-Plans and Projects	permanent	
6	Scholarship award letters	5 years	10 years
7	Scholarship application	1 year	3 years or till the award of scholarships
8	Scholarship award precis	1 year	3 years or till award of scholarships
9	Sanctioned Projects	Permanent	
10	Routine correspondences	2 years	3 years
11	Challan books for deposit of receipts	Till reconciliation of accounts are completed	
12	Audited copies of Utilization Certificates (Plans and Projects)	Permanent	

D — ACADEMIC

1	Annual Reports (with original papers)	2 years	10 years (Printed copies of the Annual Reports shall be kept permanently as under : 10 copies in section under the custody of D.R. (Academic) 5 copies to Central Library 5 copies to Record)
2	Affiliation of Colleges and Schools	2 years	Permanent
3	Conferment of Hony. Degrees	5 years	Permanent
4	Convocation film with speeches	5 years	Permanent
5	Research file	5 years	Permanent
6	Rustication and Expulsions	5 years	Permanent
7	List of Degrees printed and issued	5 years	Permanent
8	Book lists of Mark-sheets	5 years	Permanent
9	Cross lists	2 years	5 years
10	Examination Programme	2 years	3 years
11	Grant of certificates to the students and staff	3 years	10 years
12	Scholarship award list	2 years	Permanent
13	List of change of subjects	2 years	5 years

#### E - MISCELLANEOUS

1	Personal files of employees	Till retirement / death / resignation / dismissal	10 years after retirement death / resignation / dismissal
2	Application for appointments -		
	i. Successful candidates	To be placed in the personal file as first letter of the file	
	ii. Unsuccessful candidates	1 year	2 years

3	Pension case file	Permanent	
4	Register of Application form	1 year	3 years
5	Stamp Recoupment Register	2 years	5 years
6	Register of firms	3 years	6 years
7	Service Book	1 year after finalisation of claims	20 years after retirement / death / resignation / dismissal
8	Rough drafts	1 year	5 years
9	Application of Casual Leave	1 year	3 years
10	Attendance Register	2 years	Permanent
11	Register of casual leave	1 year	3 years
12	Medical Examination (Annual) of students	1 year	4 years
13	Condolence Resolutions	1 year	4 years
14	Representation, Appeals, etc.	3 years	Permanent
15	Ceremonial functions		
	(i) Normal	1 year	3 years
	(ii) Special	1 year	Permanent
16	Interpretations and Revision of provision in the Acts and Statutes including certifications of Aims and Objects etc.	3 years	Permanent
17	Law cases	3 years	Permanent
18	Agreement with District Board and Municipal Corporation	5 years	Permanent
19	Papers relating to election of various posts, bodies	2 years	20 years
20	Amendment to revision of Ordinances, Rules, Orders, Manuals	To be retained in concerned Sections till correction slips, to the Calendars, Manuals and codes are circulated	Permanent

21	Parliament questions and replies	1 year	5 years
22	Correspondence with Visitor	5 years	Permanent
23	Equivalence Committee papers	5 years	Permanent
24	Change of Names	1 year	Permanent
25	Miscellaneous Correspondence		
	(i) Ephemeral interest	1 year	2 years
	(ii) Cases of general interest	1 year	5 years
	(iii) Important cases	2 years	Permanent
26	Diary, Despatch and Postage Register	2 years	5 years
27	Peon Books	3 years	10 years
28	Sectional stationery correspondence	2 years	3 years
29	Index Register	5 years	Permanent
30	Delegacy cards	1 year	
31	Office copies of letters forwarding cheques	2 years	
32	Promotion list	2 years	
33	Students' fine list	2 years	
34	Freeship list	2 years	
35	Students' Welfare Fund (Award List)	2 years	
36	Statement of undischarged salary from Bank	3 years	
37	Statement of light and water charges	3 years	
38	Intimation of Provident Fund Deductions	3 years	
39	Security Bond after redemption	2 years	10 years
40	List of members of Purchase Committee	1 year	3 years
41	Proof Budget and Balance sheet	1 year	2 years

**F - MINUTES AND SUPPORTING PAPERS**

1	Court	Permanently	Original copies of the minutes signed by ink and two more sets with copies of notice of meeting and agenda to be kept in the custody of Officer-In-charge Council Section)
2	Executive Council	Permanently	Two sets with copies of Notice of Meeting and Agenda to be kept in the custody of d.R. (Admin)-I
3	Academic Council	Permanently	Two sets with copies of Notice of Meeting and Agenda to be kept in the custody of D.R. (Academic)
4	Finance Committee	Permanently	Two sets with copies of Notice of Meeting and Agenda to be kept in the custody of D.r. (Accounts)-I

**G - LIST OF INVENTORIES**

1	Library accessories	Permanent	To be kept in Libraries
2	Inventories : Furniture and Equipment	Permanent	To be kept with the Head of Office
3	Insurance schedule	Permanent	To be kept with the Head of Office

**H - CIRCULARS**

1	Instructional	Permanent	Selected one set in the custody of Section Officer (GAD)
2	Others	Permanent	Selected one set in the custody of Section Officer (GAD)

3	Newspaper cuttings of University interest	Permanent	In the custody of Public Relations Officer
<b>I - PHOTOGRAPHS</b>			
1	Prints and negatives of University Interest	Permanent	In the custody of Public Relations Officer
<b>J - PROPERTY RECORDS</b>			
	Land and premises deeds of title	Permanent	In the personal custody of the Executive Officer
<b>K - BOARDS AND COMMITTEES</b>			
1	Boards	Permanent	Two sets with copies of Notes of Meetings to be kept in the custody of - (i) DR (Academic) in respect of the Boards constituted by the Academic Council (ii) PA to Registrar in respect of Boards constituted by the Executive Council
2	Committees	Permanent	Two sets with copies of Notice of Meetings to be kept in the custody of - (i) DR (Academic) in respect of the Committees constituted by the Academic Council (ii) PA to Registrar in respect of the Committees constituted by the Executive Council / Vice Chancellor's orders
<b>L - MAPS AND PLANS</b>			



1	University site maps and plans - printed	Permanent	To be kept (two sets) under personal custody of the University Engineer
2	University site maps and plants - manuscript		To be kept under personal custody of the University Engineer till printed

## CHAPTER 15

**DELEGATION OF POWERS UNDER STATUTES 15 (XVIII)**

## Delegation of Powers under statutes 15 (XVIII)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
1	Permanent appointment and confirmation of all Class III Staff (non-technical) and Class III Technical Staff	Vice Chancellor in consultation with the Appointments Committee	Full Powers - ECR No. 15 dated 6.5.1972
2	Permanent appointment and confirmation of all Class II Staff (Technical and Non-technical) with maximum of the grade upto Rs.1200/-	Vice Chancellor in consultation with the Appointments Committee	Full Powers - ECR No. 15 dated 6.5.1972
3	Permanent appointment and confirmation of Teaching Staff, administrative staff of the grades Rs.700-1300 and above and other technical staff of the grades Rs.700-1300 and above	Executive Council	Full Powers

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
4	Appointment and confirmation of of Class IV staff (against clear permanent vacancies duly certified by administration - Registrar's Office)	(i) Directors of the Institutes in respect of Class IV staff of the Institute	Based on ECR No. 180 dated 13.12.1975

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	<p>Note : In regard to appointment of Class IV employees, the Central Directives including reservation percentages for Scheduled Castes / Scheduled Tribes candidates and that the Heads of the Departments will follow the prescribed selection procedure. Further they will have the powers of making appointments subject to the approval of the Registrar (ECR 249 (B) (i) of the 5th / 6th January, 1981).</p>	<p>(ii) Deans of Faculties (except the Deans of the Institutes in respect of Class IV Staff of the Faculties</p> <p>(iii) Principal, Mahila Mahavidyalaya in respect of Class IV Staff of Mahila Mahavidyalaya</p> <p>(iv) Principal, Evening College - in respect of Class IV Staff of Evening College</p> <p>(v) Registrar - in respect of Class IV Staff of the Central Registry including Finance Wing, Vice Chancellor's Office, Examination, Estate Office, University Works Department, Telephone Exchange (P.A.B.X.), Shree Vishwanath Temple, Town Committee, Students' Union, BHUPress, Electric &amp; Water Supply Service, Horticulture Unit, LD Guest House and University Guest House</p>	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(vi) Superintendent, SS Hospital - in respect of Class IV Staff of the Hospital	
		(vii) Dean of Students - in respect of Class IV staff of the Hostels, International House and its Annex and City Delegacy	
		(viii) Chief, University Employment & Information Bureau in respect of Class IV staff of his office	
		(ix) Director, Bharat Kala Bhavan in respect of Class IV staff of his office	
		(x) Chief Medical Officer - in respect of Class IV staff of the Dispensaries under his charge	
		(xi) Secretary, School Board - in respect of Class IV staff of Ranvir Sanskrit Pathshala, Central Hindu Boys' School and Central Hindu Girls' School	
		(xii) Librarian, Central Library in respect of Class IV staff of Central Library	

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Delegation of Powers under statutes 15 (XVIII) *(Continued)*

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(xiii) Chief Proctor - in respect of Class IV staff of Chief Proctor's Office	
		(xiv) Director, Physical Education - respect of Class IV staff of his office	

*Continued on the next page*

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
5.	<p>(a) Sanction of annual increment to all the members of staff of the Department / Offices (Note 2)</p> <p>(b) Temporary appointment of Class III staff Ministerial (from the approved panel of candidates maintained in the Registry) and Class III staff Technical (through Internal Selection Committees) for his Department / Office</p> <p>(c) Permission to leave the Station on duty (Note 3)</p>	<p>(i) Director, Institute of Technology in respect of the staff of his Institute including Workshop</p> <p>(ii) Director, Institute of Medical Sciences in respect of the staff of his Institute</p> <p>(iii) Director, Institute of Agricultural Sciences, in respect of the staff of his Institute</p> <p>(iv) Deans of the Faculties (excluding Dean of the Faculty of Technology, Dean of the Faculty of Medical Sciences and Dean of the Faculty of Agricultural Sciences) for their Faculty offices including offices of Students' Adviser, attached hostels Faculty Athletic Associations and Faculty Common Room</p> <p>(v) Registrar for the Office of the Registrar including Controller of Examinations, Development Section, Estate Office, Public Relations Office, Telephone Exchange (PABX) Shree Vishwanath Temple, Town Committee, Students' Union, Banaras Hindu University Press, Electric and Water Supply Unit</p>	ECR No. 15 dated 6.5.1972

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(vi) Finance Officer for Finance Office including Internal Audit Office and Central Purchase Organization	
		(vii) Heads of Teaching Departments for their Departments and Units attached to their Departments	
		(viii) Heads of Institutions other than those specifically provided elsewhere in the Delegation order for their institutions	
		(ix) Superintendent, SS Hospital for Hospital staff working under him	
		(x) University Engineer for Public Works Department	
		(xi) Dean of Students for his office including International House and its Annexe and City Delegacy	
		(xii) Chief, University Employment and Informaiton Guidance Bureau for his office	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(xiii) Director, Bharat Kala Bhavan for his organization	
		(xiv) Chief Medical Officer for Dispensaries under his charge	
		(xv) Secretary, School Board for Ran-vir Sanskrit Pathshala	
		(xvi) Principal / Special Officer, Central Hindu Boys' School for the Central Hindu Boys' School	
		(xvii) Principal, Central Hindu Girls' School for the Central Hindu Girls' School	
		(xviii) Librarian for the Library	
		(xix) Chief Proctor for his office	
		(xx) Director, Physical Education for University Athletic Association and Swimming Pool	
		(xxi) Investigator Incharge of Scheme for the staff under the scheme subject to the University Rules and Instructions issued from time to time	
		(xxii) Controller of Examinations for Examination Section	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(xxiii) Principal, Mahila Mahavidyalaya all Class IV staff within MahilaMahavidyalaya	
		(xxiv) Principal, Evening College - all Class IV staff within Evening Col-lege	

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	<p>Note 1 : Nothing in this delegation order will prevent the Officers to whom powers have been delegated from further delegating those powers consistent with the provisions and scheme of this order  <i>subject to the specific provisions of this delegation order</i></p> <p>Note 2 :</p> <p>(a) The Vice Chancellor will sanction the annual increment to the following</p> <p style="padding-left: 40px;">:-(i) Director, Institute of Technology  (ii) Director, Institute of Medical Sciences  (iii) Director, Institute of Agricultural Sciences  (iv) Dean of Faculties  (v) Registrar  (vi) Finance Officer  (vii) Heads of the Teaching Departments and all Professors (except the heads of Departments and Professors in the Institute of Technology, Institute of Medical Sciences and Institute of Agricultural Sciences)  (viii) Heads of Institutions mentioned in No. 5 (viii) above in the delegation order</p>		

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated
	Remarks	(ix) Director, Bharat Kala Bhavan
	(x) Librarian	
	(xi) Chief Proctor	
	(xii) Dean of Students	
	(xiii) Principal, Mahila Mahavidyalaya	
	(b) The Director, Institute of Technology will sanction the annual increments except to cross Efficiency Bar stages, where such stages exist, of all the Heads of Teaching Departments, and the non-teaching staff employed in the Institute	
	(c) The Director, Institute of Medical Sciences will sanction the annual increments, except to cross Efficiency bar stages, where such stages exist, of all Heads of the Teaching Departments, and the non-teaching staff of the Institute including the Superintendent, SS Hospital	
	(d) The Director, Institute of Agricultural Sciences, will sanction the annual increments, except to cross Efficiency Bar stages, where such stages exist, of all the Heads of the Teaching Departments, and the non-teaching staff employed in the Institute	
	(e) The Registrar will sanction the annual increments of the following :-	
	(i) University Engineer	
	(ii) Chief Medical Officer for Dispensaries	
	(iii) Principal / Special Officer, Central Hindu Boys' School	
	(iv) Principal, Central Hindu Girls' School	
	(v) Director, Physical Education	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	Note (3) :		
	(a) The Vice Chancellor will grant permission to leave the station to the following		
	:-(i) Director, Institute of Technology		
	(ii) Director, Institute of Medical Sciences		
	(iii) Director, Institute of Agricultural Sciences		
	(iv) Dean of Faculties		
	(v) Registrar		
	(vi) Finance Officer		
	(vii) Director, Bharat Kala Bhavan		
	(viii) Librarian		
	(ix) Chief Proctor		
	(x) Dean of Students		
	(xi) Principal, Mahila Mahavidyalaya		
	(b) The Director, Institute of Technology, will grant permission to leave the station to all the Heads of the Teaching Departments, and non-teaching staff in the Institute of Technology		
	(c) The Director, Institute of Medical Sciences, will grant permission to leave the station to all the Heads of the Teaching Departments, and the non-teaching staff in the Institute of Medical Sciences including the Superintendent, SSHospital		
	(d) The Director, Institute of Agricultural Sciences, will grant permission to leave the station to all the Heads of the Teaching Departments, and non-teaching staff in the Institute of Agricultural Sciences		
	(e) The Dean of Faculties (excluding the Dean of the Faculty of Technology, the Dean of the Faculty of Medical Sciences and the Dean of the Faculty of Agricultural Sciences) will grant permission to leave the station to all the Heads of the Teaching Departments		

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(f) The Registrar will grant permission to leave the station to the following :-		
	(i) University Engineer		
	(ii) Chief Medical Officer for Dispensaries		
	(iii) Principal / Special Officer, Central Hindu Boys' School		
	(iv) Principal; Central Hindu Girls' School		
	(v) Director, Physical Education		
6	<b>GRANT OF LEAVE</b>		
	<i>A. Teaching Staff:</i>		
	(i) Earned Leave		
	(ii) Half Pay Leave		
	(iii) Commuted Leave		
	(iv) Maternity Leave	Registrar power	Full
	(v) Quarantine Leave		
	(vi) Compensation Leave		
	Annexure - I to Leave Rules of Teaching staff approved by the Executive Council vide ECR No. 258 dated 19th/20th December, 1981.		

*Continued on the next page*

Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(vii) Extra-ordinary leave		
	(viii) Leave not due		
	(ix) Study Leave	Vice-Chancellor	Full powers. To be reported to the Executive Council
	(x) Sabbatical Leave		
	(xi) Special Casual Leave		
(xii)	Duty Leave		
	(xiii) Casual Leave		(i) Registrar - in respect of Directors / Deans Heads of Departments / Principals of Colleges (ii) Heads of Departments / Principals of Colleges in respect of other Teachers of the Departments / Colleges

*B. Non-Teaching Staff :*

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## Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	
	Remarks(a)Sanction of Leave of all kinds to –		
	(i)Registrar		
	(ii)Controller of Examinations	Vice-Chancellor	Full Powers
	(iii)Finance Officer, and		
	(iv)Librarian, Central Library		
	(b)Sanction of Leave of all kinds (except Study Leave and Casual Leave) to –		
	(i)Deputy Registrar	Registrar	Full Powers. ECR No. 45dated 15.7.1978
	(ii)Assistant Registrar		
	(iii)Finance Officer, and		
	(iv)Internal Audit Officer		
	and other officers of the equivalent grades		
	(c)Study Leave	Vice Chancellor on the recommendation of the Study Leave Committee	Full Powers. Para 15.4 of Study Leave Rules (Group F of Chapter IV; Calendar Part I, Volume-I

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(d) Class II and Class III staff (Technical and Non-Technical)	Concerned Deputy Registrar (Administration) of the Central Registry on the Recommendation of the Head of the Department under whom they work	Full powers as per present practice
	(e) Sanction of Leave of all kinds except 'Study Leave' and Casual Leave - Class IV Staff	Authorities mentioned against item - 4 (Page - 108)	ECR No. 180 dated 13.12.1975
	(f) Casual Leave	(a) Vice Chancellor	Full powers - for (i) Registrar (ii) Finance Officer (iii) Controller of Examinations (iv) Librarian, Central Library (v) Dean of Stu- dents (vi) Director, Bharat Kala Bha- van (vii) Chief Proctor & (viii) Heads of Institutions men- tioned in 5 (viii)

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(b) Directors of Institutes	Full powers - in respect of non-teaching staff working in the Director's Office including Workshops
		(c) Deans of Faculties	Full powers - in respect of Non-teaching staff working in the Faculty Office
		(d) Heads of Departments	Full powers - in respect of non-teaching staff working in the Departments
		(e) Principals of Colleges	Full powers - in respect of non-teaching staff working in the Colleges

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated (f) Registrar	Remarks
			Full powers - in respect of Deputy Registrars, Assistant Registrars, and equivalent of the Central Registry (excluding Examinaiton, and Finance Wing), Estate Office and Auxiliary Units of the University, viz. University Works Department, Electric & Water Supply Department, Horticulture Unit, Public Relations Office, Town Committee, BHU Press, etc.

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(g) Controller of Examinations	Full powers - in respect of officers of the rank of Deputy Registrars and Assistant Registrars of the Examination
		(h) Finance Officer	Full powers - in respect of the officers of the rank of Deputy Registrars, Assistant Registrars and equivalent of the Finance wing including I.A.O.'s office
		(i) Librarian, Central Library	Full powers - in respect of Deputy Librarian and Assistant Librarian
		(j) Head of Offices	Full powers — in respect of staff working under them

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
		(k) Dean of Students (l) Director, Bharat Kala Bhavan	Full powers — in respect of staff working under them
		(m) Chief Proctor and Head of Institutions mentioned in 5 (viii) - (Page - 112)	
7	Controlling Officer - for purposes of TA		
	(i) Members of the Executive Council and Finance Committee	Vice Chancellor	Rule - 46 of the TA & DA Rules
	(ii) Rector (iii) Directors (iv) Deans (v) Principals of Colleges (vi) Registrar (vii) Professors and (viii) Librarian	Vice Chancellor	
	(ix) Teaching staff including Professors and non-teaching staff in the respective Colleges / Faculties / Institutes	Directors of Institutes / Deans of Faculties / Principals of Colleges	
	(x) In all other cases	Registrar	

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated
	Remarks Note 1. The Vice Chancellor shall be his own Controlling Officer Note 2. The duties of the Controlling Officer have been prescribed in rule 46 of the T.A. and D.A. Rules (item No. 4 of Chapter - VIII of Calendar Part - I, Volume-I)	
8	Transfer of all non-teaching staff within the Institute / Faculty	Directors / Deans in case of Institutes / Faculties (excluding the Deans of Faculties of Institute of Technology, Institute of Medical Sciences, Institute of Agricultural Sciences)
9	Appointment of Research Fellows, Research Assistants and Research officers under Schemes like PL 480 etc.	Investigator Incharge, subject to the University Rules and instruction issued from time to time
10	Temporary appointment not exceeding a period of six months to teaching and Administrative posts	Vice Chancellor
11	Resignation of staff - Non-teaching staff upto the level of Assistant Registrars and Teaching staff upto the level of Lecturers	Registrar  Other cases of resignation would be submitted to the Vice Chancellor

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
12	Permission to cross Efficiency Bar	Appointing authority	Efficiency Bar is allowed to be crossed only after the Departmental Promotion Committee has reviewed the work and Confidential Character Roll critically; Efficiency Bar is not to be allowed to cross as a matter of course
13	Forwarding of applications for outside employment	Registrar	Two applications are allowed to be forwarded in a Calendar year
14	Creation of temporary posts for a period not exceeding six months	Vice Chancellor	
15	Permission for sending University vehicle outside Corporation limits	Registrar	Subject to the conditions mentioned in the "Rules & Regulations for maintenance and use of staff Car"

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
16	Allotment of residential accommodation on the recommendation of the Committee	Finance Officer	The allotment of residential accommodation is made on the recommendations of the Committee which are subject to the rules or allotment. These rules do not fet-ter the hands of the Vice Chancellor in extending out-of-turn priority for cogent reasons
17	Payment of scholarships against scheme in anticipation of funds	Finance Officer	On the recommendations of the concerned Dean / Director and Officer-incharge of the Section dealing with the subject matter in the Registry

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
18	Matters concerning award of Research Scholarships and Fellowships	Vice Chancellor	Vice Chancellor presides over meetings for the intiaial award of Research Scholarships / Fellowships
19	Extension and renewal of Research Scholarships / Fellowships	Registrar	On the basis of progress reports received from the departments
20	Admission of foreign students	Dean of the Faculty concerned	On the specific recommendations of the concerned Dean / Director and the Registrar
21	Advance payment of scholarships to foreign students	Finance Officer	
22	Change of names	Registrar	After verification from the Finance Section that the fees had actually been realised
23	Refund of fees	Registrar	
24	Reappropriation of funds upto Rs.25,000/-	Finance Officer	

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Delegation of Powers under statutes 15 (XVIII) (Continued)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
25	Sanction relating to students Aid Fund (on the advice of dean of Students and the concerned Committee)	Vice Chancellor	
26	Disposal of Pension and Gratuity cases	Finance Officer	
27	Investment as proposed by Finance Officer upto Rs. 1 lakh	Vice	
28	Sanction for actual Taxi / Air fare -TA/DA	Chancellor	
29	Signing all financial papers relating to investment etc.	Vice Chancellor Finance Officer	
30	Reimbursement of medical charges	Registrar	
31	Will preside over the following Committees		
	(a) Tender Committee / Technical Sub Committee, now called Building Committee	Vice Chancellor	
	(b) Purchase Committee	Vice Chancellor or his nominee	the present composition of the Committee may continue
	(c) Central Hindu School Board	Vice Chancellor may nominate a Chairman	
	(d) Kendriya Vidyalaya Management	Vice Chancellor	
	(e) Temple Committee		
	(f) Gita Samiti		

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Delegation of Powers under statutes 15 (XVIII) (*Continued*)

Sl. No.	Nature of Powers	Authority to whom delegated	Remarks
	(g) Bharat Kala Bhavan		
	(h) Bharat Kala Bhavan Purchase Committee	Vice Chancellor or his nominee	
32	Controlling Officer for Guest Hosue	Registrar	University Guest House
33	Press and Publication	Registrar	
34	Preside over the Committee for grant to Cultural Association	Vice Chancellor	
35	Controlling Officer for Public RelationsOffice	Registrar	Authority for items 10 to 35 - 45 ECR dated July 15, 1978

## CHAPTER 16

### PAYMENT OF RETIREMENT BENEFITS

Notwithstanding anything to the contrary contained in any rules regulations or ordinances, the procedure as laid down in succeeding Paragraphs, shall regulate admission and payment of retirement benefits on superannuation and on death while in service or after retirement.

#### PREPARATION OF LIST OF UNIVERSITY EMPLOYEES DUE FOR SUPER-ANNUATION

With a view to keeping a watch over superannuation, the Administration Section shall maintain a register showing the names and full addresses of the University employees with their dates of birth and due dates of superannuation. In respect of Group 'D' employees such a register, shall be kept by the Heads of the Departments/Offices.

The Administration/ Section Heads of the Departments/ Offices shall have a list prepared every six months, i.e., on 1st January and, 1st July, each year, of such University.

*(something missing)*... employees as are due to superannuate within the next 12 to 18 months of that date.

The list of such superannuating employees shall be sent to the Head of the Departments/ Offices under whom the employees are working on that date, along with an intimation to the superannuating employees.

Notwithstanding the above provision, it shall also be the responsibility of the Head of the Department/ Office where an employee is posted at a given point of time to ensure that the employee does not continue in service beyond the date of superannuation.

The list of such superannuating employees shall be supplied to all the concerned Units of the University including different Units of Finance and Administration, by 31st January or 31st July as the case may be, of each year to start the process of finalization of retirement and pensionary benefits of the employees due for superannuation and to take steps themselves for issue of 'No demand' certificate.

#### DETERMINATION OF QUALIFYING SERVICE, EMOLUMENTS ETC.

The Administration Section shall take suitable step

- (a) to ensure that as required under rule 8.7, issues affecting pension or qualifying service of the superannuating employees, are considered expeditiously and are not postponed until the University employee superannuates.

- (b) to arrange verification of service, and identify if there are any omissions, imperfections, or deficiencies and determine the service qualifying for pension on the basis of entries in the Service Book, verification of correctness of the emoluments drawn or to be drawn during last ten months of service.
- (c) to settle all pending cases of fixation of salaries, sanction of increments, payment of arrears of salaries, recovery of salaries in case of leave without pay, recovery of Leave Salary and Pensionary contributions if involved in any case, settlement of leave account and other related matters.
- (d) to ensure that list of family members, and all nominations are properly received and entries recorded in the Service Book.

Immediately on receiving intimation of the list of employees due for superannuation, the Provident Fund Section, Salary Section, Trade Bill Section and Special Fund Section in Finance shall take suitable steps to complete their Provident Fund Account and review recoveries along with interest in respect of personal loan and advances for purposes like House Building, Vehicle, Medical Treatment, Festival, as also dues from the University Co-operative, Teachers Welfare Funds and other Welfare Funds and other advances against 0 Rs. etc. (*sic*)

The Heads of the Departments/Offices will take similar action in respect of Group 'D' employees and take suitable action for the completion of Service Book as per rule 8.7 of the OPM and they ensure salary settlement of all loans, recoveries, advances, leave matters, completion of G.I.S. amount etc.

#### MONITORING AND REPORTING OF RETIREMENT CASES

With a view to eliminate delays in the Payment of superannuation pension and retirement/ death gratuity, on account of incomplete/ deficient records or for any other reasons and to fix accountability for such delays, and to ensure commencement of payment of pension on the first of the month in which it is due, the progress of the pension/ gratuity and other benefits due shall be watched by means of monthly and quarterly statements.

For proper monitoring and reporting system, each concerned unit in the Administration/ Finance/ Department shall maintain a control register and shall submit monthly, quarterly statement to the Head of the Department/ Office in prescribed forms *OPM 10* and *OPM 11*.

A quarterly statement shall be submitted to the Head of the Department/ Office showing the number of pending cases, by every concerned unit in Form *OPM 12*.

The Head of the Department/ Office concerned will initiate action to fix responsibility of the concerned staff, in case where considered necessary.

The Head of the Department/ Office and the Development Section shall take suitable action

- (a) to ensure that accounts of Project/ Schemes, if any, under the charge of the employee are completed.

- (b) to take steps for deciding names of drawing Officers in case of continuing projects.
- (c) to initiate steps for preparing an inventory of articles for transfer of charge on the due date, transfer of assets acquired under Projects/ Scheme, if any, under the charge of the employee.
- (d) to initiate recovery of dues of any other kind, including recovery of arrears, licence fee, electricity and water dues if any in consultation with the Estates and Finance Office.
- (e) to complete the Service Book in respect of group 'D' employees and transfer the same to the Main Registry at least 3 months before the date of retirement.

### SPEEDY SETTLEMENT OF RETIREMENT BENEFITS

#### GENERAL PROVIDENT FUND

The amount of G.P.F. admissible to superannuated employee shall be payable in instalments. The first instalment which shall include the amount standing at the credit of subscriber on the date of superannuation, shall be paid on the day following the date of his/ her retirement. The subsequent instalment(s) shall include interest accrued but not included in earlier instalment(s) together with adjustments, if any.

A University employee due to retire on superannuation shall not make any subscription to the G.P.F. during the last three months of his/ her service. The discontinuance of subscription shall be compulsory and not optional.

In order to enable the Finance Section to complete the G.P.F. Account, no P.F. advance or withdrawal shall be sanctioned during the last three months of his/ her service.

To enable a subscriber to withdraw the amount in his/her fund immediately on superannuation, the Administration Section shall send to the subscriber necessary forms one year in advance of the date on which the subscriber attains the superannuation.

The subscriber shall return the forms duly completed to the Finance Section through Head of the Deptt./ Office concerned three months in advance of superannuation for payment of the amount due.

Immediately on receipt of application, the Finance Section shall take necessary steps to complete the Provident Fund Account. The Audit Section shall after verification with the ledger account, finalise the amount payable duly checked by the audit at least one month before the date of superannuation and shall arrange the payment of the amount due to the concerned employees on the day immediately following the date of his superannuation.

Production of 'No dues' certificate shall not be necessary for making payment of G.P.F. to the superannuated employee.

Where no application for the payment of P.F. is submitted by the superannuating/ superannuated subscriber, his/her P.F. account shall be closed and finalized by the Finance Section in the aforesaid manner six

months after the date of superannuation. No interest shall be paid after such closing of the P.F. Account. In such cases the amount shall be kept in the deposit under Special Fund for payment on completion of necessary formalities and an intimation shall be sent to the superannuated employee.

16.4.9 All application for final payment shall be entered in a register which shall contain relevant details regarding G.P.F. final payment.

#### CONTRIBUTORY PROVIDENT FUND (C.P.F.)

The Contributory Provident Fund shall consist of subscriber's own contributions and the University's contribution.

Subscriber's own contribution shall be processed and paid in the manner specified in respect of payment of General Provident Fund.

Employer's contribution shall be payable after submission of 'No dues' and subject to the recovery of University's dues, if any.

No contribution shall be payable in respect of any period for which the subscription is permitted under the rules not to subscribe to the fund.

#### PENSION AND GRATUITY

##### *Preparation of Pension & Gratuity Papers*

The Administration Section shall undertake the work of preparation of Pension and Gratuity papers, one year before the date on which the University employee is due to retire on superannuation.

In the first stage the Administration Section (Head of the Department/Office, in case of Group 'D' employees) will go through the Service Book of the employee and take suitable steps in terms of rule 16.2.

The application submitted by the employee and duly accompanied by the required documents and endorsement of the Head of the Department/Office, should reach the office of the Registrar (Pension Unit) eight months before the actual date of superannuation.

The Pension Unit in the Administration Section shall on the basis of entries in the Service Book & other relevant papers process the case provided that the employee is eligible to draw Pension/ Gratuity.

The cases of employees, who seek Voluntary retirement or are due for superannuation while on a foreign assignment outside the University may be examined by the Administration with regard to their eligibility for Pension/ Gratuity.

##### *Verification of Qualifying Service*

While determining the period of qualifying service, the Administration Section shall verify the periods of past service of the employee if any accepted on transfer, counting of periods spent on leave or training, any period of such extra ordinary leave for which benefit is allowed under rules, Periods of suspension etc. for which benefit and discredit, if any, is to be allowed under rules, including consideration of forfeiture of his past service on account dismissal/ removal or resignation, break of Service, etc.

While determining the period of qualifying service the Administration Section shall also consider cases where interruption in service have been condoned or any addition to qualifying service in special circumstances is allowed under any provision of the University rules.

*Verification of Average Emoluments*

- (a) The Administration Section shall in consultation with the Head of the Department/ Office and Finance Section take necessary steps to verify the 'emoluments' of the employee due at the time of retirement for the purpose of gratuity and shall determine period of ten months for the purpose of 'average emoluments'.
- (b) 'Average emoluments' shall be calculated on due basis unless under any special circumstances it becomes absolutely necessary to wait till the last salary is drawn. If for any reason during the last ten months there is a change in average emoluments, the same shall be recalculated by the Administration Section and shall be communicated to audit.

The Pension Unit in the Administration shall complete *Part I of Form P-2* and shall send the proposal to the Internal Audit Officer along with Service Book of the employee which should, be duly completed upto date in all respects including leave account, list of Family members, particulars of nomination and relevant files, not later than three months before the date of superannuation of the University employee.

Pension including provisional pension shall be authorised atleast one month before the date of superannuation. Submission of 'No Dues' shall not be required for authorisation of Pension.

- (a) In special circumstances, where pension cannot be fixed on final basis, within one month of the date of superannuation it may be fixed provisionally. Provisional pension so fixed in such cases shall be subject to adjustments, if any.
- (b) In cases where provisional pension payment order has been issued, final pension must be fixed as per rules positively within three months and all the formalities must be completed within the period. A note will be kept in the pension file regarding the date of issue of provisional pension and final pension.

*Communication of Gratuity and Pension Papers to Finance*

After complying with the requirements, *Form P-4* and *P-5* duly completed with covering letter in *Form P-6* along with Service Book of the employee, shall be sent to the Finance Section to arrangement payment of pension on or after the first day of the following month. The Administration Branch shall retain a copy each of the above Forms for their record.

*Communication of calculation sheet to the Pensioner*

The calculation sheet (*Form P-2*) shall be prepared in triplicate, one copy of which shall be given on demand to the Pensioner duly countersigned by the Finance Section

*Issue of P.P.O.*

The pension payment order shall be issued within one month of the date of superannuation of the University employee.



#### SUBMISSION OF 'NO DUES' CERTIFICATES

It is in the interest of the employee to complete all such formalities for facilitating issue of 'No Dues' from concerned Units.

The expression 'University Dues' includes:

- (a) Dues pertaining to University accommodation and Electricity and Water Charges including arrears, if any.
- (b) Loan & Advance - Other Dues namely balance of advance/ loan on account of House Building, Vehicles, Festivals, Advance against O.B.'s/ Projects, T.A., L.T.C., welfare/ Co-operative Funds etc.
- (c) Other dues such as overpayment of Pay and allowances or Leave Salary and arrears of Income Tax deductions at source, Library dues, or any other dues which comes to notice subsequently.

16.7.2(a) It shall be duty of the Head of the Deptt./ Office to ascertain University dues payable by a University employee due for superannuation, from the offices of the University which are normally required to issue 'No Dues' Certificate such as Estates Office etc.

- (b) The Head of the Department/ Office, after ascertaining the University dues, shall furnish the particulars thereof to the Finance Office at least two months before the date of superannuation of the University employee in *Form OPM-13*.
- (c) The offices concerned to issue 'No Dues' Certificate shall take steps to intimate the dues within 30 days of the receipt of intimation of due date of superannuation/ death of the employee. If intimation is not received and later on any dues are detected subsequently, it shall be the responsibility of the Head of the Department/ office from which the 'No Dues' are concerned.

#### *Dues on account of University Accommodation*

- (a) The Estates Office shall issue in advance 'No Dues' Certificate to the Department concerned with a copy endorsed to the individual concerned six months before the date of superannuation informing the arrear of licence fee if any due upto that period.
- (b) Subsequently till the date on vacation of the quarter the Estates Office shall intimate the amount of Licence fee.
- (c) Concerned Units of the University required to issue 'No Dues' Certificates shall arrange to issue the same by the stipulated date while employee is still in service and shall not wait for the issue of the certificate till the University employee actually retires.

#### RECOVERY OF DUES

The University dues outstanding against a person no longer in the University employment may be adjusted against

- (a) Last Salary
- (b) Gratuity
- (c) BHU Contribution to P.F.
- (d) Pensioner's Relief; and
- (e) In certain specified cases only out of Provident Fund.

#### *Recovery of Dues from the Last Salary*

In terms of paras 86 of the Accounts Rule the last payment of Salary shall be not be made to an employee who finally goes out of the University service by retirement, resignation, dismissal etc. who is placed under suspension until the Finance Section has satisfied itself by reference to records and other connected departments etc. that they are no demands outstanding against him/ her within a reasonable time. However in cases where security for an amount considered to be adequate to cover the aforesaid demand is taken from such University employee, in cash or by a Security Bond, or by withholding Gratuity or any part of the Gratuity, payable to the University employee, the last payment of pay and allowances, may be made and the last pay certificate issued even if the likely dues from the University employee remain to be assessed and realised.

#### *Recovery of Dues from the Gratuity*

- (I) The amount of Gratuity shall be payable only after submission of 'No Dues' Certificates from all concerned as provided in the rules.
- (II) Recovery of dues is permissible from retirement/ death Gratuity, without the consent of the employee or if he is not alive, of his/ her nominee/ family members.
- (III) The University may withhold payment of amount of Gratuity in full or a part thereof even in case the retention of University accommodation is allowed or if the accommodation is retained unauthorisedly by the allottee beyond the permissible period.

**Note** While ascertaining the amount of dues in respect of any Book, equipment, furniture reported lost by the employee, the amount of 'Dues' shall be the book value but where the same is not available the replacement price as per University approved rate shall be the amount of 'Due'.

#### **PAYMENT OF G.I.S.**

The G.I.S. amount along with interest thereon is payable to the University employee on the date following the date of superannuation. No University dues except the subscription of G.I.S. premium including arrears if any can be set off against the G.I.S. amount due to a superannuating University employee.

The University employee retiring on superannuation shall make application (in *Form G-1*) for payment of G.I.S. to the Head of the Department/ Office, responsible for making deduction of G.I.S. and maintaining G.I.S. Register.

Before forwarding the claim for the payment of the accumulation in the Fund the Head of the Department/ Office shall certify that the subscription amounts were regularly deducted from the salary or recovered in lump sum (wherever permissible) or recovered as dues irrespective of whether the employee was on half pay leave, suspension, study leave, extra ordinary leave or on deputation on Foreign service terms.

Subscription at full rates is also recoverable in respect of the month in which death, resignation, termination of service, takes place.

The Head of the Department/ Office shall forward the G.I.S. claim in *Form G-1* and *G-2* to the Finance for payment. The calculation of interest shall be done by the Finance Section who shall arrange the payment of G.I.S. amount after due intimation to the Payee & the Department concerned. No separate sanction shall be required from Finance.

The Head of the Department/ Office will forward the G.I.S. claim along with the salary bill of the last month, by 10th of the month. The Finance Section shall put up the case for authorisation of payment well in advance to enable payment on the day following the date of retirement in all cases. The payment order shall be recorded in the claim for itself which shall have necessary provision in the form.

#### COMMUTED VALUE OF 1/3 OF PENSION, IF THE UNIVERSITY EMPLOYEE APPLIES FOR COMMUTATION

Application for commutation of Pension shall be made to the Finance Section in *Form C.P. -2* (*C.P. -3* in cases requiring medical examination).

Receipt of the application shall be acknowledged immediately and action shall be taken simultaneously to complete the prescribed form. After verification of the information furnished in the application, the authority for payment of the commuted value of pension on account of commutation shall be communicated.

Application for restoration of commuted portion of Pension after 15 years as per rules, shall be made on *Form C.P.L.*

#### PAYMENT OF TRAVELLING ALLOWANCE AND TRANSPORTATION OF BAGGAGE ON RETIREMENT

16.11.1 (something missing) ... of the journey of the employee and members of his family to his/ her home town or to the place where he and his family is to settle down permanently and in respect of the transportation of his personal effects between the same places. This facility shall be available only once within one year of date of retirement.

16.11.2 The entitlements in such cases shall be subject to the claims and condition as provided under Transfer Travelling Allowance and shall be subject to other conditions for the grant of travelling allowance as amended from time to time.

#### PAYMENT OF CASH EQUIVALENT OF LEAVE SALARY

Administration Section/ Head of the Deptt./ Office shall review and complete leave account of the retiring employee six months before the due date of retirement. The Leave account shall be got audited from the Internal Audit Department at least three months before the due date of retirement.

The Administration Section shall *suo motu* issue order granting cash equivalent of Leave Salary, as per rules, at the time of retirement of the University employee. The amount shall be paid in Lump Sum.

**SPEEDY SETTLEMENT OF RETIREMENT BENEFIT ON DEATH WHILE IN SERVICE OR AFTER RETIREMENT ADMISSION OF CLAIMS ON BEHALF OF THE DECEASED EMPLOYEE/ PENSIONER**

Timely sanction of benefits which include payment of Provident Fund, Gratuity, Family Pension, G.I.S., Life time arrears of salary/ Pension/ Leave encashment etc. admissible to the Nominees or Members of the deceased employee, largely depends on adequacy of information in respect of:

- (a) List of Family members;
- (b) Nominations

furnished by the University employee, during his/ her life time.

The following procedure is laid down to deal with such cases:

16.13.1 Every employee on entering into University service shall furnish along with his/her joining report details of his/ her family in *Form OPM - 8* to the Registrar.

In case of Group 'D' employees intimation shall be given to the Head of the Department/ Office who shall forward one copy of the same to the Registrar for information.

If the employee has no family at the time of entry in the service, he/ she shall furnish the details of the Family members on the prescribed proforma as soon as he/ she acquires a family.

The list of family member shall be kept current by intimating changes from time to time, in the size of his family including the fact of marriage of his/ her female child.

The Administration Section (Head of the Department/ Office in case of Group 'D' employees) immediately on receipt of the intimation about details of Family or subsequent changes thereof on the prescribed form shall acknowledge and arrange for its pasting in the Service Book of the employee concerned and making an entry to that effect in the Service Book.

The first salary of an employee shall be drawn and paid only on the certificate recorded on the pay bill of the employee by the Head of the Department/ Office concerned to the effect the list of Family Members has been received and forwarded to the Registry.

**NOMINATIONS**

An employee is required to give nominations on the approved forms prescribed separately for each of the following purposes :

- (a) Provident Fund
- (b) Retirement/ Death Gratuity
- (c) Arrear of Pension
- (d) Commutation of Pension
- (e) G.I.S.

No nomination is required to be made for Family Pension. Only details of Family members are required to be furnished.

The procedure for filing of nominations, authority to whom nominations are to be furnished, communication and safe custody of Nomination Forms and the stage at which nominations form are to be filled, are laid down as hereunder.

### *Provident Fund*

- (I) Nominations form (in the prescribed *Form F - 1*) shall accompany with the form for allotment of Provident Fund number and shall be sent to the Finance Section within 15 days from the date of joining.
- (II) Finance Office will check the nomination as per rule and if nomination is found valid, it shall acknowledge the nomination to the employee (*Form F-2*) under intimation to the Registrar/ Head of the office for noting in the Service Book. The fact of receiving nomination shall be recorded in the Index Register against the allotted number in the Finance Office.
- (III) All nomination forms shall be kept in a guard file serially numbered (corresponding) to their allotted subscribers Account number in the personal custody of the Assistant Accounts Officer.

### *Retirement/ Death Gratuity*

- (I) Every employee on his initial confirmation on the post shall make a nomination in the prescribed form conferring on one or more persons the right to receive the Death gratuity amount in the event of his/ her death in service.
- (II) Nomination form shall be obtained by the Administration Section before the issue of confirmation letter.
- (III) The Administration Section (Pension Unit) will check the nomination as per rules and if the nomination as per rules and if the nomination is in order it shall acknowledge the nomination to the employee under intimation to the Head of the Deptt./ Office concerned. The Administration Section Registrar's Office shall maintain a Register in which the receipt of nomination form shall be recorded.
- (IV) The accepted Nomination shall be kept in the safe custody of Officer Incharge in the Administration Section (Pension Unit) and a clear note of the fact of receipt of nomination shall be recorded in the Service Book under attestation of the Officer Incharge.

### *Arrear of Pension*

- (I) Every employee who is due to retire shall submit the nomination in the prescribed form through the Head of Department/ Office concerned along with Pension Papers for receipt of the arrears of Pension in case of death of the Pensioner.
- (II) An employee who is already retired and to whom any pension is payable shall submit his Nomination, to the Finance Office (Pension Unit).

### *Commuted Value of Pension*

A pensioner applying for commutation of pension shall make a nomination in the prescribed form alongwith the application to receive the commuted value of pension in case the applicant dies without receiving the commuted value on or after the date on which commutation is sanctioned.

#### 16.14.5 *Group Insurance Scheme*

Every employee shall submit his/her nomination for G.I.S. on the prescribed form at the time of his/ her initial appointment on probation to the Finance Section. The procedure for Acknowledgement and safe custody of the Nomination etc. will be the same as in the case of Provident Fund.

#### PROCEDURE FOR ADMISSION OF CLAIMS IN CASES WHERE EITHER THERE IS NO NOMINATION OR NOMINATION IF MADE, DOES NOT SUBSIST

##### *Verification of Family Surviving Members*

In the absence of a nomination or where the nomination made does not subsist, family members shall be verified from the list furnished by the employee under Rule 16.13.1 and payment shall be authorised to such members of the family as admissible under the relevant rules.

In cases where the list of family members is not furnished by the deceased employee or is not up to date the claim be entertained on production of a certificate from the Head of the Department/ Office on the prescribed proforma or a legal heir certificate.

##### *When a member volunteers to forego his/ her claim in favour of another person*

Where the rules provide for payment in equal shares to the surviving members of the family, the payment should be made to all such members of the family even though any of the members may volunteer or desire that his/ her share may be paid to some other members of the family.

##### *Payment on Behalf of Minor*

- (a) Payment up to Rs.10,000/- (or the first Rs. 10,000/- where the amount exceeds Rs. 10,000/-) on behalf of minor(s) can be made to the natural guardian or where there is no natural guardian, to the person considered fit by the Head of Office to receive payment on behalf of minor(s) without requiring any guardianship certificate. The person claiming payment (other than natural guardian) should be required to execute an Indemnity Bond signed by two sureties to indemnify the University against any subsequent claim. Such claim should also be supported with an affidavit, in addition to the Indemnity Bond, to the effect that the claimant is the de facto guardian and is in charge of the Minor and his property.
- (b) In case where the natural guardian is Hindu widow or Hindu Widower, payment on behalf of her/ his minor children shall be made irrespective of the amount involved without production of guardianship certificate or any indemnity Bond in the prescribed form unless there is anything concrete to show that the interest of Father/Mother are adverse to those of the minor children.
- (c) Muslim lady or a step mother is not a natural guardian for the purpose of this rule.

##### *Payment of Commuted Value of Pension*

Where a Pensioner dies before receiving payment of the commuted value, it shall be paid to the family in the same manner as provided for payment of Gratuity. Cases not covered under Gratuity rules shall require legal heir certificate.

*Cash equivalent of Leave Salary in case of death in service or after Retirement*

In case an University employee dies while in service or after retirement the cash equivalent Salary, admissible as per rules, shall be paid to his family in the manner as laid down below :

- (a) To widow/ husband;
- (b) Failing to eldest surviving son or an adopted son;
- (c) Failing (a) and (b) to the eldest surviving unmarried daughter;
- (d) Failing (a) to (c), to the eldest surviving widowed daughter;
- (e) Failing (a) to (d) to the Father;
- (f) Failing (a) to (d) to the Mother;
- (g) Failing (a) to (f) to the eldest surviving brother below the age of 18 years;
- (h) failing (a) to (g) to eldest surviving unmarried sister;
- (i) Failing above, to the eldest surviving married sister.

*Payment of Arrears of Pension (including Pay and Allowances) after death*

- (i) Subject to the production of 'No demand' Certificate (save when exempted on account of withholding of gratuity or a part thereof), arrears on account of Pension or Pay and allowances of all kinds claimed on behalf of a deceased University employee may be paid without the production of usual legal authority.
- (ii) The case where the Gross amount of claim exceeds Rs.10,000/- the payment will be made only on execution of an indemnity Bond in the prescribed form, duly stamped for the Gross amount due for payment, with such sureties as may be deemed necessary. Provided that the Head of the Department/ Office may make anticipatory payment of an amount not exceeding Rs. 10,000/-.
- (iii) In case of any doubt, payment shall be made only to the person(s) producing legal authority.

**Note :** Normally there should be two sureties both of known financial stability unless the claim is less than Rs. 10,000/- in which case one surety may be accepted.

**Note :** The procedure prescribed in this rule shall apply to any claim for payment of dues or honorarium payable to the deceased non-official.

*Payment of Travelling Allowance and Transfer T.A. on death while in service*

- (a) The concession shall be admissible under the normal Transfer T.A. rules. The amount shall be payable in the following preferences :
  - (i) Widow/ Husband;

- (ii) The eldest surviving (dependent) child of the deceased, provided has attained the majority;
- (iii) Any person who in the opinion of the Head of the department/ office, is fit to receive payment on behalf of minor subject to the execution by such person a bond duly signed by the surities being permanent employee of the University agreeing to indemnify the University against any subsequent claim, submission of indemnity Bond can be dispensed with if the payment is made to a legal guardian.

*Procedure for disposal of claim on death*

*Provident Fund*

- (i) In cases where death occurs while in service, the head of the Department/ office shall intimate the Registrar and the Finance Officer about the death of an employee, immediately on his/ her death.
- (ii) The Finance Officer, on receiving information of death of an employee shall send a letter to the eligible member of the family of the deceased in *Form F-5* or *Form F-6* and asked for necessary claim for release of Provident Fund amount of deceased employee.
- (iii) The claim for payment of the amount shall be made by the nominee(s) or the Family members where either there is no nomination or the nomination does not subsist, in the prescribed *Form F-7*.

*Gratuity*

- (i) The Registrar, on receiving information of death of an employee shall send a letter to the eligible member of the family of the deceased in *Form P-7* and *Form P-8* and ask for necessary claim for release of Death Gratuity.
- (ii) Application for the grant of Death Gratuity to the Nominee/ Family shall be made to the Registrar in *Form P-9* which shall be endorsed by the Head of the Office.
- (iii) Such application shall be processed in the same manner as laid down in case of payment of Retirement Gratuity.

*Family Pension*

- (i) In case where death occurs of an employee while in service, the Registrar, on receiving information of death of the employee, shall send a letter in the prescribed *Form F.P. - 1* to the family of the deceased and ask for necessary particulars/ documents mentioned therein in *Form F.P. - 2*.
- (ii) The Pension Unit in the Administration shall submit proposals for sanction of Family Pension in the prescribed *Form F.P. - 3* to the Internal Audit Officer. After authorisation of family pension, the same shall be communicated to the Finance Office by the Administrative Section through a letter in *Form F.P. - 4*.



- (iii) The sanction of Family Pension shall not be delayed for other payments of Gratuity, P.F., Last salary or for want of 'No dues'.
- (iv) The request for commencement of Family Pension in case of death of the Pensioner shall be made to the Finance Officer.

*Payment of G.I.S. in case of death*

- (i) On the death of a member, if a valid nomination is available, the Head of the Office shall send a letter in *Form G - 3* to the nominee asking him/ her to submit claim.  
Claim for payment of G.I.S. will be preferred by the nominee in *Form G-4* to the Head of the Department/ Office.
- (ii) In case a valid nomination is not available the claim will be preferred by the legal heir and shall be processed in *Form G - 5*.
- (iii) The Head of office will forward the claim after completing entries in death intimation-cum-discharge form in *Form G - 8* along with nomination and Service Book to the Finance Officer.

Work to Be Done

Form No. O.P.M. 1 - Increment Register

Form No. O.P.M. 2 - Recommendation for Grant of Increment

Form No. O.P.M. 3 - Increment Certificate

Form No. O.P.M. 4 - Casual and Compensatory Leave Register

Form No. O.P.M. 5 - Calendar of Returns

Form No. O.P.M. 6 - Gradation List

## APPENDIX

*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.

**P. 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.

**I. 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.

2.2 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. 3.3He 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 later 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.

II. **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.

5.3 He shall operate the machinery and other equipment.

5.4 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 preserved 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.

**III. 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 lease 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. 10.2And

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 field experiments.

1.3And 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 fields and cartage etc. and any other jobs assigned.

5. *Farm Mate :*

To assist and work in field 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 fields 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 field lay-outs 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.

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

Job specifications approved by a Committee consisting of Professor V. S. Subbarao, Department of Electrical Engineering, Institute of Technology as Chairman, Prof. B. N. Roy, Department of Civil Engineering, Institute of Technology, University Engineer, E.W.S. Engineer as Members and Shri A. C. Karanjai, 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.

I. 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 affording 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 works load 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 prescribed form and to bring to the notice of he superior officers any defects noticed at the time of his inspection. If any building/ structure is particularly unsafe, this should be specifically 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 superior officers 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 carry out all administrative orders/ instructions issued by University from time to time.

4. *Divisional Accountant :*

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

5. *Assistant Mason :*

- (i) To attend to all types of masonry work inclu bricklaying, plastering, pointing, flooring, white colour washing, etc. required in the University.
- (ii) To attend to all repairs/newals of all types of mas nary work in the University buildings or structure
- (iii) To keep all tools and other materials required in cle 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, ph

- (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 furnitureor 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 rep as 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 fire 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 required.
- (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 their place of work as instructed.
- (ii) He shall help other staff, 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 unskilled personnel 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 including H.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 estimates of materials required and help in purchase of materials 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.

II. **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 affording 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 the 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, transformers 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 allelectrical 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 required.
- (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 filling, cutting and threading of ferrousand 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 Weldar :*

- (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 fittings.
- (ii) To keep records of all repair and replacement work done on each pump.
- (iii) To inform sufficiently in advance the requirement of all materials needed for satisfactory running of the pump.
- (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 other spare parts etc.
- (iii) To inform sufficiently in advance the requirements all materials needed for satisfactory running of the generators.
- (iv) To keep proper log books of the energy generators and 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 operation 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 ensure satisfactory distribution of electricity.
- (ii) To switch off 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 staff.
- (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 staff 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, flooring, 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 condition.
- (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 fire-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. *Assistaid Plumber :*

- (i) To assemble, fix, install, plumbing pipes, fixtures, fittings for water supply and for sanitary installations.
- (ii) To maintain and repair of pipes fixtures and fittings 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.

III. **HORTICULTURIST WING**

1. *Horticulturist*

- (1.) The Horticulturist shall be responsible for general supervision of works done by his subordinate officers.
- (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 achievements 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, flower-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 flower-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 out-turn 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 or 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 later 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 Malls 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.

### I. 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.

1.3 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 the incharge 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 mess dues by the 15th of every month, maintenance hostel discipline and regarding misuse of room, electricity furniture, fittings, water and treatment with the host and mess employees.

In a case of serious misconduct committed by a hostel] 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.

## II. 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 draw any response.”

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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 live 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 in 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.

1.13 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 san-itation.

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 Ward 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.

### III. (BLOCK SERVANT

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### 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. (Admin.) as Member-Secretary at its meeting held on 9th July, 1984.

#### I. 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 field and to apply those as far as possible.

## II. 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 re 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 field and to apply those as far as possible.

## III. 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 freshers.
- (vi) To keep abreast of the new developments in Library and Information Science field and to apply th 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 filling, 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 In in the Directorate General of Health Services Hospital Man 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.

**I. 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 specifically 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 case's 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 confined 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 fire fighting.
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 confined to G.F.R. 106 and 107.
11. Transport—Controlling, maintenance and repair of staff cars, station wagons, 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 specifically 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 staff for securing expeditious redressal.
3. Acting as a negotiating officer with association and trade unions of staff and workers.
4. Assisting management in formulating labour policies and interpreting these policies to the workers.
5. Exercising restraining influence over staff going on illegal strikes and helping peaceful settlement of legal strikes.
6. Helping workers to adjust and adapt themselves.

7. Ameliorating their working conditions.
8. Promoting management-staff relations which will ensure productivity and efficiency.
9. Securing provision of staff amenities like canteen, drinking water facilities etc.
10. Personal matters relating to Class IV staff.  
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 staff.
  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 staff.
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 night rounds.
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 fire 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 indents 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 Duty Officers :*

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 effected 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 staff before he starts his professional work and ensure cleanliness of the ward. He will cooperate with the ward staff 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 incharge 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 staff 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 staff 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 staff 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 himself 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.

### III. DUTIES AND RESPONSIBILITIES OF NURSING STAFF

1. *Staff Nurse :*

The Staff 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 staff 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, floor 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 meeting.
  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 t ( 197 ) nursing and domestic staff. She would be ass'ted 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 incharge 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 staff and students.
6. Assisting in planning for and participation in the training of auxiliary personnel.

**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 office work, if necessary.
4. Participation in staff education, staff meeting and other professional activities.
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 Nursing Superintendent/Matron and the medical and nursing teachers.
2. Planning for students' practical experience, ward assignments and vacations in consultation with the Matron.
3. Planning of ward teaching programme with the cooperation and collaboration 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 staff.
6. Guidance to students in methods of study and use of reference book and library. Individual attention to students 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 fulfil all requirements.
10. Regular visits to the hospital wards and departments and other practice fields.
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, cutlery, 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 hospit 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, laun-dered 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 parent oral 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.

**V. 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.

6. Arranging funeral vans on request.
7. Sending messages to patient's relatives and doctors and phonograms.
8. Maintenance of furniture, equipment, stationery, medical record forms, etc., lying in the Central Admitting and Enquiry Office.
9. Announcement on paging system.
10. 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 th Central Admission Counter as well as Enquiry counte during the night and in the absence of a Receptionist.
3. Hospital Census work, viz. :
  - (a) Collection of daily ward census reports prepare - by night nursing staff.
  - (b) Tallying numebr of admissions recorded in the war 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 cont areas.
9. Attending courts for production of medico-legal register and medical records, etc..
10. Assisting Medical Record Technicians in Admission a 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 to wards.
- (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 prescribed or with reference to orders issued by the officer incharge kitchen.
- (ii) He will report to the officer incharge kitchen about inadequacy or delay in supplies.
- (iii) He will show all supplies received to the officer incharge 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 fire 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 chapaties.
- (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 officers.
- (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 in carrying 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 fire fighting equipment is kept in good working condition and take immediate steps in fire fighting in case there is an incident of fire.

- (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, floors, 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 in 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 on-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 ;
- 1.4 Supervise sectional photography ;
- 1.5 Arrange educational Programmes for schools and colleges ;

Write books and articles ;  
 Help in the Museum Publication ;  
 1.8 Prepare Progress Report of the section ;  
 1.9 Public relations ;  
     Send requisition of material purchases to the Deputy Director/Deputy Keeper ;  
 Documentation and maintenance of section records ;  
 1.12 Checking up of the punctuality of all subordinate staff;  
     Collecting opinions and Statistics of visitors for removing their difficulties and also for submission of reports thereon ;  
     Maintenance of Accession Registers (sectional registers) and documents including photography of new acquisition and maintenance of relevant files ;  
 Attending to all kind of technical enquiries ; 1.16 Arrange Exhibitions both temporary and permanent ; 1.17 Write general and individual labels etc. ; 1.18 Periodical stock taking of the section ; 1.19 Preparation of Basic and classified. Index Cards ;  
 1.20 Ensuring cleanliness of the galleries under their charge ;  
 1.21 Photographic documentation and preparation of slides ;  
 1.22 Preparation of bibliography ;  
 1.23 Changing of exhibits from time to time ;  
 1.24 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 display 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 ;  
 2.3 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 ;  
 2.7 Preparation of bibliography ;

Arrange Exhibitions ;

Change exhibits from time to time ;

2.10 Attend to chemical conservation ;

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

2.12 Improve display and lighting ;

2.13 Preparation of Annual Programmes and their implementation;

2.14 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 ;

2.18 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 cool-ers ;

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 ;
- 5.4 Conservations of art objects ;
- 5.5 Preservation of already treated objects ;
- 5.6 Maintaining the records of Conservation Works ;
- 5.7 Reporting of objects suffering from acute diseases ;
- 5.8 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 files/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

1. 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 datas.
10. *Analyst : (Institute of Technology):*  
Analysis of samples to find out the percentage o 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 datas.
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 displaying 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. *Offset Machineman :*

Operation, maintenance, repairs of Offset 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 Machine 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.