INTERNAL AUDIT MANUAL

संव्यवहार

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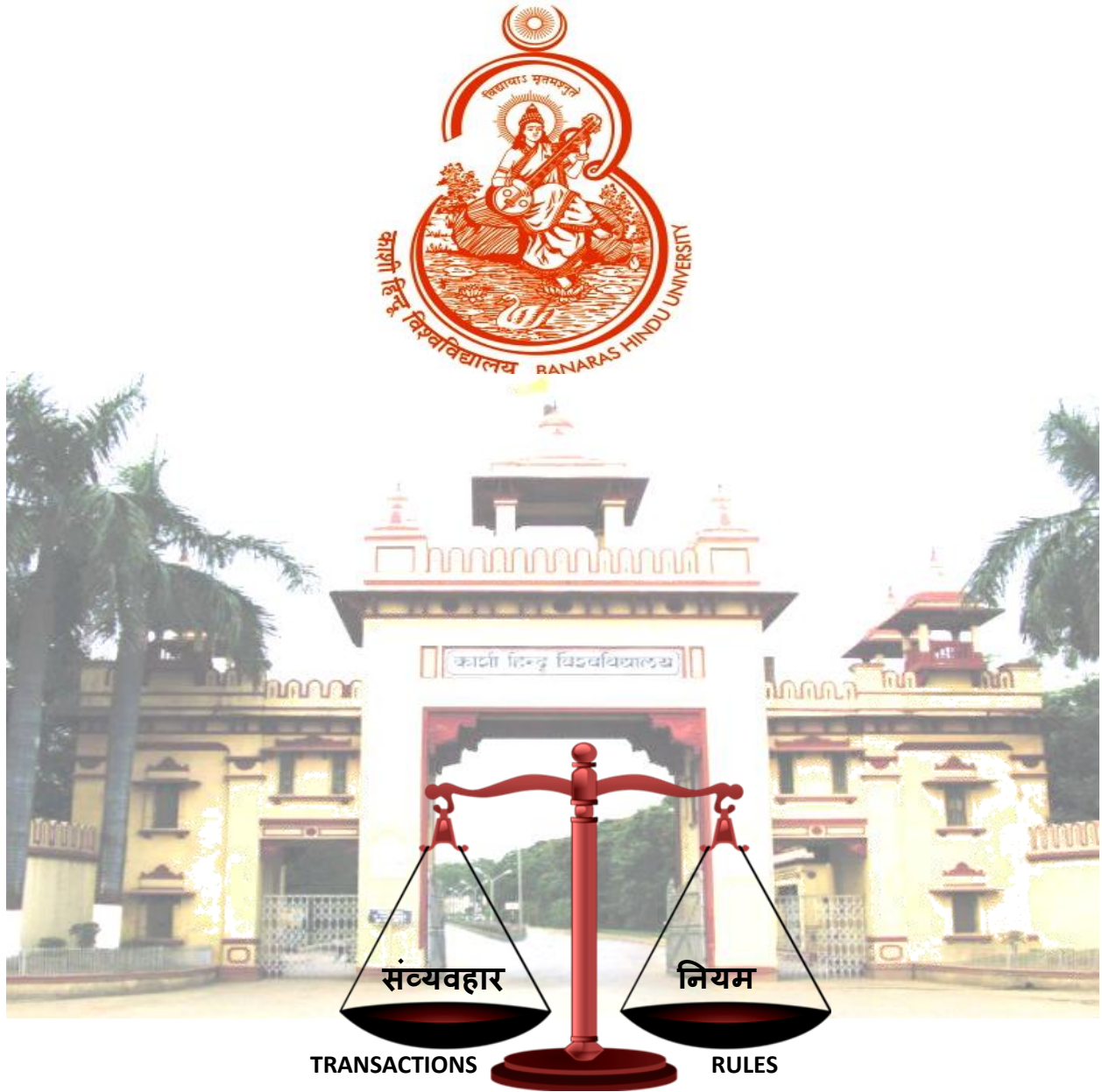
RULES

INTERNAL AUDIT OFFICE

BANARAS HINDU UNIVERSITY

2018

संस्थापक

काशी हिन्दू विश्वविद्यालय

महामना पण्डित मदन मोहन मालवीय

२५.१२.१८६१ – १२.११.१९४६

(पौष कृष्ण अष्टमी, वि. सं. १९१८ – मार्गशीर्ष कृष्ण पंचमी, वि. सं. २००३)

The Founder
of the
BANARAS HINDU UNIVERSITY
Mahamana Pandit Madan Mohan Malaviya

25.12.1861 – 12.11.1946

(Paush Krishna Ashtami, V.S. 1918 – Margashirsha Krishna Panchami, V.S. 2003)

न त्वहं कामये राज्यं न स्वर्गं नाऽपुनर्भवम् ।
कामये दुःखतप्तानां प्राणिनामार्तिनाशनम् ॥

"I do not covet kingdom, neither heaven, nor Nirvana
the only desire to serve Disconsolate."

– Mahamana Malaviya

प्रो. राकेश भटनागर
कुलपति

Prof. Rakesh Bhatnagar Ph.D.
FNA, FASc, FNASc

Vice-Chancellor

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October 23, 2018

PREFACE

I have great pleasure in release of the Internal Audit Manual of BHU which was much awaited publication for many decades. It enables the Auditors as well as the readers to understand the nuances of the organization in entirety.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. It is a catalyst for improving an organization's governance, risk management and management controls by providing insight and recommendations based on analyses and assessments of data and business processes. With commitment to integrity and accountability, internal auditing provides value to governing bodies and senior management as an objective source of independent advice. While internal auditors are not independent of the organizations that employ them, independence and objectivity are cornerstones of the professional standards.

Internal auditing activity is primarily directed at evaluating internal control. Internal auditors typically issue reports at the end of each audit that summarize their findings, recommendations, and any responses or action plans from management. Each audit finding within the body of the report may contain five elements, sometimes called the "5 C's" such as Condition (What is the particular problem identified?); Criteria (What is the standard that was not met?); Cause: (Why did the problem occur?); Consequence (What is the risk/negative outcome (or opportunity foregone) because of the finding?) and Corrective action (What should management do about the finding? What have they agreed to do and by when?).The recommendations in an internal audit report are designed to help the organization achieve effective and efficient governance, risk and control processes associated with operations objectives, financial and management reporting objectives and legal/regulatory compliance objectives.

With this Manual, the professionalism of Audit job being executed by the officers and staff of the office of Internal Audit Officer will be certainly achieved and it would benefit BHU in the days to come.

I extend my sincere greetings to Shri D.Damodaran, Internal Audit Officer for having brought out the long felt publication to enrich the knowledge of Audit with the officers and staff of BHU.

(Rakesh Bhatnagar)

काशी हिन्दू विश्वविद्यालय   BANARAS HINDU **UNIVERSITY**

ESTABLISHED BY PARLIAMENT BY NOTIFICATION NO. 225 OF 1916

D. DAMODARAN.
M.A., B.G.L., M.B.A.,

INTERNAL AUDIT OFFICER

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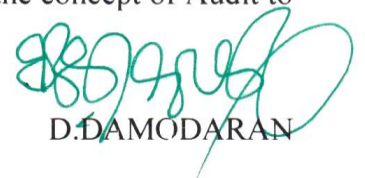|	
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October 08, 2018

AUTHOR'S FOREWORD

The Banaras Hindu University the world renowned institution was established in the year 1916 by the great visionary Pandit Madan Mohan Malviya. It was created to institutionalize spread of national spirit, communal harmony and knowledge the essence of human living for world peace. Since the creation of this capital of knowledge, it has chequered history in terms of spread of the campus, great personalities holding office of the Head of this university and the variety of courses in Arts, Science and Technology etc being imparted to the students of different backgrounds of this great country as well as foreign nations.

In the institutional hierarchical architecture, the Financial Administration is the backbone of this great institution. Within this hierarchy, the office of the Internal Audit is one wing which assumes importance in that it is the mechanism to guide the Administration, Accounts and various Departments in conducting their transactions in terms of governing rules and regulations of the Government of India primarily as well as the subsidiary instructions of the University Grants Commission which do not override the spirit of the Central Civil Services in entirety.

The Internal Audit Office which has been in existence since 1960s does not have its own Manual which has been adversely commented upon in the reports of Comptroller and Auditor General of India over the years. In this connection, the University Grants Commission also has been advising this University to have the Manual as desired by the Constitutional Audit.

Based on the criticality of the Manual for the Internal Audit Office, the Government Audit has also been requested to make available any such manual in operation. However, no such manual was made available till the time of writing up this Manual. Therefore, the undersigned being Senior Audit Officer in the Defence Audit Department under the Comptroller and Auditor General of India with an experience spanning for more than three decades and presently holding the office of Internal Audit Officer of this great university on deputation, felt the necessity and urgency to draft the Manual based on the field audit experience in Government Audit as well as the operational requirement of pre-audit and post-audit of transactions of the University being observed from close quarters for more than two years as Head of the Internal Audit Office. It is firmly hoped that this Manual will be a useful tool for understanding the nuances of the Audit being carried out in this university.

In this endeavour, I have had the valuable support of the Honourable Vice-Chancellor, the Registrar, the Finance Officer and the officers and staff of the Internal Audit Office of this great university to whom I shall ever remain grateful for this opportunity of finalizing this Manual. I am sure it will go a long way in enriching the understanding of the concept of Audit to the users in the years to come.

D. DAMODARAN

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

- Planning

- Definition of audit objectives and scope

- Evaluation of controls

- Evidence collection

- Evaluation of evidence

- Reporting and follow up

Planning

The Auditing standards of CAG of India state that:

- The auditor should plan the audit in a manner, which ensures that an audit of high quality is carried out in an economic, efficient and effective way and in a timely manner.

- The work of the audit staff at each level and audit phases should be properly supervised during the audit, and a senior member of the audit staff should review documented work.

- The auditor, in determining the extent and scope of the audit, should study and evaluate the reliability of internal control.

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

Understanding the Organization

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

- Organizational function and the operating environment

- Organizational structure

- Criticality of systems

- Nature of hardware and software used

- Nature and extent of Risks affecting the systems

An understanding of the overall environment can be developed by:

- Reading background material including organization publication, annual reports and independent audit/analytical reports

- Reviewing prior reports

- Reviewing long-term strategic plans

- Interviewing key personnel to understand business issues

- Visiting key organization facilities

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

Organizational Environment

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

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

- The organization's functions/business (what it does and how it does it) and its strategic goals and objectives

- The major types, classes and volume of transaction and assets involved in carrying out the business

- The critical organizational units or functions involved in conducting the business

- The number of operating units or locations and their geographic dispersion

- The key computer based application systems used to process and control these transactions and assets

- The types of risks faced by the transactions and assets, computer systems, organizational units, functions, projects and programs involved in the environment within which the business operates and competes

- The regulatory frame work within which the business is carried out

Organizational Structure

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

Criticality of IT Systems

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

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

- Sound human resource policies and management practices

- Separation of duties between the information processing environment and other organizational environment or functions

- Separation of duties within the information processing environment

- Methods to assess effective and efficient operations

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

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

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

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

Nature of Hardware and Software Used

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

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

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

ORGANIZATIONAL CHART - ADMINISTRATION

Vice-Chancellor

Registrar

Joint Registrar	Deputy Registrar	Joint Registrar	Joint Registrar	Joint Registrar	Joint Registrar	Controller of Examination	Joint Registrar	Chief Proctor	Deputy Registrar	Finance Officer
Recruitment & Assessment Cell	Executive Council Cell	Academic Section	General Admin. GAD	Develop-ment	Admin.-Teaching		Admin.-Non-Teaching		Estate Office	Finance

JR A/c I	**IAO**	JR A/c -II

Recruitment and Assessment Cell (RAC)

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

1. Inviting Draft Advertisement for teaching and non-teaching posts from various departments/office for advertisement.

2. Preparation of Reservation Rosters for teaching and non-teaching posts of the University.

3. Inviting online applications for recruitment of teaching and non-teaching posts through Advertisement.

4. Short-listing of candidates online by the Faculty Affairs Committee of the various Departments/Schools/Centres as per UGC guidelines, Ordinance 11.A (1) and Short-listing guidelines of the University for teaching positions.

5. Issue interview letter to the candidates through e-mail based on the recommendation of the Faculty Affairs Committee of the various Departments/Schools/Centres.

6. Holding meeting of Selection Committee as per consent of the Visitor's Nominee.

7. Place the sealed envelopes of recommendation of Selection Committee to the Executive Council for its approval and after approval of the recommendation of the Selection Committee of teaching and other academic staff, Group-A posts and School teaching post, appointment letter is prepared and sent to the selected candidates for their joining.

8. In addition to above, promotion of teachers on various stages is done under Career Advancement Scheme as per UGC guidelines, Medical Officers under DACP Scheme and promotion of Group-A Officer (SO/PS to AR & AR to DR) under CAS.

9. Date of eligibility on promotion of teachers is also decided by the concerned Head, Dean and Director of the Faculty/Institute.

10. Short-listing of candidates by the Committee constituted by the Vice-Chancellor of non-teaching posts of the various Departments/Schools/Centres as per prescribed guidelines and issue letter of written Test/Skill Test to the eligible candidates.

11. Checking of OMR Answer Sheet and declare the result strictly based on the merit list prepared based on the score obtained by the candidate for Group-B and C posts and after verification of documents, appointment letter is issued.

12. The application form as well as the copy of appointment letter is sent to the Administration Section of the University of teaching and non-teaching post for their record and further course of action like fixation of pay, confirmation etc.

13. Correspondence of various data related to teaching and non-teaching posts to the MHRD/UGC/National Commissions etc. from time to time.

Executive Council Cell

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

Act 10 -   The Executive Council:

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

Statute 14 -   The Executive Council:

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

Functions of the Executive Council:

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

Broad Functions of RO Academic/ Outline of procedure

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

1. Meeting Unit-Prospectus Unit

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

S.No.	Broad function	Broad procedure
1.	Appointment of External Members - Board of Studies (BOS)/Faculty and Academic Council	• Seeking approval of the Dean (in case of BOS), Vice-Chancellor/Academic Council. • Communication of appointment and seeking consent • Notification • Record Keeping for timely updating.
2.	Constitution of *Ad-hoc* Board of Studies	• Seeking approval of the Vice-Chancellor/Academic Council. • Notification • Record Keeping for timely updating.
3.	Processing establishment of a new Institute/Faculty/Department/Centre in the University or amalgamation/ division/ abolition of an existing unit	• Agenda- Minutes of AC • Agenda for EC • Processing statutory amendment • Notification (in case of Centres)
4.	Processing institution of new Courses/programmes 1.1 Organizing framing of Syllabus	• Organizing meeting of the Board of Studies of the Department (Notice) • Organizing meeting of the Faculty concerned (Agenda/ Minutes) • Organizing meeting of the Academic Council (Agenda/minutes) • AC agenda-minutes for consideration of

	1.2 Organizing framing of Ordinances governing the programme	EC • Communication of approvals • Organizing preparation of prospectus of studies for courses/ programmes • Record keeping of all the above
5.	Processing amendment in syllabus/ ordinances of an existing Course/ programme 1.1 Summary of revision/amendment in syllabus 1.2 Summary of revision/amendment in Ordinances of a programme	As above
6.	Amendment in existing academic ordinances (General Ordinances)	• Meeting of the Committees (for general Ordinances) • Obtaining inputs from the Faculty concerned • Meeting of the Academic Council (for all academic Ordinances needing approval/ratification of AC) • AC agenda-minutes for consideration of EC • Communication/notification of revised academic policies/ ordinances • Record keeping of all the above
7.	Processing requests received from the Departments/ faculties/ institutes regarding application or interpretation of academic ordinances on case to case basis.	Placing the matter for consideration of the Vice-Chancellor (V.C.) and communication of his orders thereon to the concerned.
8.	Processing representations on removal of difficulties arising out of application of any provision of an academic ordinance	Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.
9.	Processing all policy matters connected with the Colleges admitted to the privileges of the University	• Inspection; Report of the Inspection Committee for consideration of AC; • EC approval to AC recommendations; • Notifications and record keeping.
10.	Processing of all miscellaneous matters arising out of communication from UGC/ MHRD under the ambit of powers and functions of the AC	• Issues connected with existing policies are appropriately processed and responded. • Issues necessitating formulation of new policy/ amendment in existing policies are processed as detailed at Para 4 above.

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

2. Establishment - Deputation Unit

S.No.	Broad function	Broad procedure
1.	All establishment related matter of the Officials posted in R.O. (Academic)	
2.	Maintenance of Equipment of R.O. (Academic)	Through Registrar/ Finance Officer (F.O.)
3.	All Financial matter including maintenance of stores of R.O. (Academic)	Through Registrar/FO
4.	Implementation of Guidelines of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC)	Through Registrar/VC
5.	Revision of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC) Guidelines	• Organizing Committee meetings, minuting the recommendations and seeking the approval of the Vice-Chancellor/Academic Council/ Executive Council for implementation.
6.	Organizing meetings of Teachers Development and Faculty Development Committee (TDFDC) and Non-Teaching Employee's Development Committee (NTEDC)	• Agenda, Minutes, Vice-Chancellor's approval and communication to the Faculty members/employees. • Control of expenditure within the budgeted amount.
7.	Processing the cases of Teachers/Employees of the University seeking funding from external agencies for foreign deputation.	Through Registrar's/Vice-Chancellor's approval.

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

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

4. Admission Unit

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

S.No.	Broad Function	Broad Procedure
7.	All matters related to Admission/ Re-admission to all courses	Through University Admission Coordination Board (UACB)/ Registrar/VC
8.	Appointment of the Visiting Professor/ Fellow/ Honorary Professor/ Adjunct Faculty member/ foreign language teachers/ Course Coordinators for Special Courses/ contractual staff under Special Courses/ internal Guest Faculty members/Ph.D. Scholars for taking classes on honorarium basis	Through Registrar/VC
10.	Matter related to selection of teachers in Affiliated Colleges	Through Registrar/VC
11.	Matters related to the approval of courses from statutory bodies (for B.Ed/M.Ed, B.P.Ed/M.P.Ed courses from NCTE)	Through Registrar/VC
12.	Processing requests received from the Departments/ faculties/ institutes regarding application or interpretation of the concerned ordinances on case to case basis.	Placing the matter for consideration of the Vice-Chancellor and communication of his orders thereon to the concerned.
13.	Processing representations on removal of difficulties arising out of application of provision of admission as per the existing ordinance.	Case goes upto VC and the orders are communicated. If any provision is amended under administrative order, the same is prepared as an agenda item for ratification by AC.
14.	Processing cases related to disciplinary action on students	Enquiry Committee/Registrar/Vice-Chancellor
15.	Processing decisions of the Anti-Ragging Committee (ARC) of the University	Anti-Ragging Committee (ARC) -Registrar
16.	Matter related to RTI/VIP Reference/ Parliament Questions	

5. Statistical Unit

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

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

General Administration

The works related to General Administration are as under:-

1. Reimbursement of medical expenses on outside treatment including condonation of delay in submission of the claims for reimbursement.

2. Constitution of Committee, issuance of notification and holding of meetings as well as preparation of Minutes, obtaining approval of the participant and implementation of the decisions taken in the meetings/committees.

3. Appointment of Head & Dean/Chief Proctor/Proctorial Board/Dean of Students/ Coordinators of various Institutes/Faculty/Department & Centres.

4. Handling of various types of miscellaneous files/correspondence, administrative approval & notification, from time to time.

5. Finalization and notification of the list of University holidays.

6. Processing of HBL/Vehicle/Festival advances of University employees.

7. Disposal of RTI matters related to G.A.D.

8. Amendment of Act & Statutes, Ordinances and Correspondences with UGC/MHRD.

9. The Correspondence/Meeting related to Vishwa Panchang publication.

10. Monitoring of care taking work of Central Registry building.

11. Monitoring, control and management of Telecommunication system of University.

12. Distribution of various types of Daks through Central Despatch Unit of Central Registry. (Notifications/Invitations of Convocations & other major events)

13. Monitoring of/Correspondence and Meetings etc. on major ongoing projects in the campus like Wi-Fi, GAIL, Digitization, Solar Power etc.

14. Other Misc. work allotted from time to time by the authority in regard to P.M.O./UGC/ MHRD related major events (like S.B.M. (Swachh Bharat Mission)/ U.B.A. (Unnat Bharat Abhiyan)/ I.D.Y. (International Yoga Diwas)/ Ambedkar Jayanti/ Video Conferencing of President/ Prime Minister)

15. All the work related to allotment of Election Duty by local administration, during the Lok Sabha/ Vidhan Sabha Elections

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

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

- Overall Supervision of the Grants

- Preparation of Utilization Certificate of various funding agencies

- Compliance of audit objections

- Correspondence with Coordinator of Schemes and funding agencies for demand of Grants, such as ICAR, IMS etc.

- Accounting of receipt and payment related with development account

- Dealing with Five year plans

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

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

Sub-Section - 1

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

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

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

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

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

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

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

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

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

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

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

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

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

Audit Utilization Certificate to the Funding Agency: -

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

> Sub-Section - 2

1. Uploading online of the details of the following Fellowship/Scholarship.
   - UGC - National Eligibility Test (NET) - JRF
   - Dr. D.S. Kothari (PDF)
   - Post Doctoral Fellowship for Women (PDF)
   - UGC Research Fellowships in Science for Meritorious students allocated to identified Special Assistance Programme (SAP) departments
   - Post Doctoral Fellowship for SC/ST
   - Dr. S. Radhakrishnan Post Doctoral Fellowship
   - Maulana Azad National Fellowship for minority student
   - CSIR Fellowship
   - Rajiv Gandhi National Fellowship for SC/ST
   - UGC PG Merit & Single Girls Child Scholarship
   - Vivekanand Girls Scholarship
   - Post Graduate Scholarship for Professional Course for SC/ST Student.

2. Typing works of the Scholarship Section
3. Preparation of the Claim of fellowship (CSIR) on data base
4. Allotment of File No.
   - (i) On receipt of award letter and Joining Report from Research Scholar, file No. is allotted under National Fellowship for Students of Other Backward Classes (OBC) Fellowship.
   - (ii) Scrutiny of the following documents submitted by Research Scholars is done before signature of the Registrar for submission to UGC and Canara Bank towards payment of fellowship etc., to the Research Scholars through Bank :
   - ❖ Joining Report
   - ❖ Continuation Certificate
   - ❖ HRA Certificate
   - ❖ Half Yearly Progress Report/ Yearly Progress Report
   - ❖ Accounts of Contingency grants & Utilization Certificate
   - ❖ Three Members' Assessment Committee Report for upgradation of JRF to SRF
   - ❖ No Objection Certificate
   - ❖ DRC Report
   - ❖ Verification proforma

Particulars of Fellowship handled :

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

Description of Fellowship :

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

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

Payment of professional fee for preparation of utilization certificate

Process of payment:

1. Preparation of Office Note

2. After receipt of the office order, letter is prepared

3. Preparation of A.R. 37 bill for payment of Chartered Accountant

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

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

2. Preparation of office notes and Letter of Award

Sub-Section - 4

1. U.G.C. JRF Research Fellowship –

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

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

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

3. Work related to other State – Regarding scholarship of students from other states, invoices are prepared for scholarship and checking of the receipts through RTGS/ NFT is done. Then they are sent to the concerned department of the students

4. Various types of Official Work –
   - Filing, numbering and then putting in a proper place
   - Providing information sought by the financial institution and preparing reports from time to time

Sub-Section - 5

1. Gold Medal is given on the basis of the donation of Rs.50,000/- received by the University. The donated amount is deposited in the Special Fund through invoice. For giving the Gold Medal to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.

2. Scholarship – The undergraduate and postgraduate students are given 12 month scholarship against the donation amount of Rs.200000/- received by the University, which is deposited in Special Fund through challan. For giving the Scholarship to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.

3. Cash Reward – Minimum amount of cash award of Rs.150000/- is received from donor, which is deposited in the Special Fund by the challan. For giving the Cash Reward to a student, first of all an agenda is prepared and sent to the Academic Council for its approval and after that it is given from the academic session.

4. Indira Gandhi Single Pursuit Scholarship – This scholarship is given by the UGC and the 2 years scholarship is given to postgraduate students.

Sub-Section - 6

1. Leave - After Earned leave is registered in the section after signature by the Officer, it is sent to the Administration (Non-Teaching). Similarly, the application of Casual leave is registered after signature by the Officer and kept in the section

2. Salary – After receipt of the details of salary of all the employees of development section from the Electronic Data (E.D.) Cell, it is checked and after signature of the Officer, it is sent to the salary section

3. Telephone bills and other bills are made in AR37 and sent to the Trade Bill section for clearance

4. Purchase – The required items are ordered as per the index of the purchase section. After receipt of the same, it is entered in the Stock and Purchase Register and distributed to the concerned sections as per requirement.

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

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

1. Posting of applications filled online by UG/ PG students and students studying in the University, is done on the website of the respective States by scholarship department.

2. Forwarding of online joining reports is done through the portal of related agencies etc. of all research students.

3. After the receipt of research students' three-month continuity certificate from the department, it is submitted for forwarding by the Registrar.

4. Disposal of RTI applications related to scholarship is done.

5. Posting of office comments and their disposal after orders are done.

6. The unit tries to settle any issue within 3 days of receiving the paper related to all the above mentioned tasks.

Full form of Abbreviations given above is detailed below:-

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

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

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

- Project sanction & release of the Grant-in-aid Receipt

- Selection & Joining of Project Staff

- Seminar/ Symposium/ Workshop/ Additional Programme

- Utilization Certificate

- Statement of Expenditure

- Fellowships

- Audit Utilization Certificate

- Overhead deduction and sanction

- Submission of Final Technical Report

- Issuance of No Dues certificate

- Disposal of applications under Right to Information Act (RTI)

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

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

(A) Functions of Plan Unit of Development Section :

1. Forwarding of various proposals to the various funding agencies viz., UGC, MHRD, DST, DBT, Ministry of Health & Family Welfare, Ministry of Culture etc. for sanction of financial assistance duly recommended by the Policy and Planning Committee (PPC) of the concerned Deptt. of the Institute/ Faculty.

2. As and when the sanction/ release of grant is received from the funding agency scheme number is allotted individually for each sanction and the details thereof are noted in a proper register showing the date of sanction letter as well as sanctioned amount under the head 'Non-Recurring and Recurring'.

3. Approval/ sanction letter received from the funding agency is forwarded to the concerned Coordinator/ P.I. of the Scheme/ Project.

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

1. The diarized letters received from the Diary Unit on daily basis are marked to the concerned dealing Assistant.

2. The dealing Assistant thoroughly examines the letter (s) & if there is any short-fall/discrepancy in the letter, then the letter (s) is/are returned immediately in original to the concerned Head/ Coordinator/P.I.

3. Letter (s) not related to any section, is/are forwarded in original to the concerned.

4. Letter (s) related to the concerned section is/are being dealt with the concerned file & sent for orders from the competent Authorities.

5. The Diarist before sending the files to the competent Authorities records the movement of the files in the File Movement Register.

6. Besides above, internal file movement register is also maintained in the Unit.

7. The files with the reference numbers are kept in the cabinets, showing the identity of the files.

8. As and when the files are received from the competent Authorities, action is being taken immediately for compliance of the orders passed on the files.

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

Check List for services rendered

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

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

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

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

Administration (Teaching)

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

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

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

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

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

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

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

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

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

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

1. The University enters into various agreements, through Memorandum of Understanding (MoUs) and Memorandum of Agreement (MoAs). Prior to finalization, MoU/MoAs, which are referred to the Legal Cell, are vetted / scrutinized.

2. The Legal Cell gives opinion on the matters of various departments/sections, referred to the Legal Cell.

3. All the files pertaining to legal matters are routed through the Legal Cell.

4. The copies of notices/writ petitions/plaints received in the Legal Cell are sent to the departments/ sections concerned for their comments and on their receipt, the same are transmitted to the University Advocates after due verification of the facts for drawing the reply.

5. The Legal Cell contacts the University advocates for opinion on legal matters and discusses the matters related to the University court cases.

6. The bills of the Advocates are forwarded to the Finance Section after due scrutiny and getting approval from the authority.

7. Day to day monitoring of the court cases at High Court and Civil Court.

8. Patent filing related works i.e. issuing No Objection Certificate (NOC) and conducting the workshops in IPR matter.

9. The Legal Cell performs other works as and when assigned to it.

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

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

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

International Students Cell

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

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

5. Facilitate, assist and help Foreign Scholar visiting India as Visiting Lecturer/Professor etc./ R.O. (Acad.).

6. Facilitate, assist and help Alumni Association of Foreign Students.

7. Organise International Culture Festivals for Friendship by way of an Exhibition, Food Festival & Cultural Show, etc.

8. Being a base for the Indian Council for Cultural Relations (ICCR) assisting scholars and thereby enhancing bilateral relations.

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

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

SC/ST

A. Special Cell for SC/ST

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

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

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

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

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

B. SC/ST Reservation Policy

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

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

C. Standing Committee for SC/ST

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

D. SC/ST Observers

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

E. Data Preparation

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

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

F. Complaint Register

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

G. Online Complaint Register

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

H. Grievance Redressal Cells

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

Other Backward Classes

(a)   Special Cell for OBC

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

(b)   OBC Reservation

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

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

(c)   Data Preparation

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

(d)   Complaint Register

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

(e)   Committee for doubtful OBC certificate

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

Remedial Coaching Centre

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

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

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

Disability Cell

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

Equal Opportunity Cell

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

Duties of the Equal Opportunity Cell

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

Anti Discrimination Officer (ADO)

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

Controller of Examinations

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

Non-Teaching Unit (I & II)

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

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

10. Re-engagement after superannuation

11. Sanction of Lien/Deputation

12. Deposition of Cheque/Draft received during lien/deputation

13. Issue of No Objection Certificate (NOC) for Passport/VISA

14. Issue of No Dues Certificate after Retirement/Death

15. Sanction of Composite Transfer Grant after Retirement/On transfer (Deputationists)

16. Release of HRA after vacating the University Accommodation

17. Verification of Proforma for allotment of Quarters

18. Acceptance of Resignation/Voluntary Retirement Scheme (VRS)

19. Preparation of Para-Wise Narrative for legal case

20. Verification of Proforma for extending benefit of Assured Career Progression/ Modified Assured Career Progression (ACP/MACP)

21. Disposal of RTI/Appeal applications

22. Disposal of the complaints received from/against Non-Teaching Staff

23. Engagement of Security Personnel through Outsourcing

24. Preparation of agenda note for E.C. & Grievance Committee and disposal of application through recommendation of Non Teaching Staff Grievance Committee (NTSGC)

25. Engagement of persons on contract basis

26. Revision of rate contract of contractual workers/Daily wagers

27. Sanction of Mandays for SSH, University Sports Board etc.

28. Promotion of group D employees under 25% quota

29. Promotion of Lab Attendant/Workshop Attdt./Staff Nurse/Pharmacist/Medical Social Worker etc. as per recommendation of Departmental Promotion Committee (DPC) of the Faculty/Institute concerned

30. Securing of Police verification reports related to newly recruited staff

31. Verification of vacancy position

32. Other miscellaneous works

Non-Teaching Leave Unit

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

1) Preparation and maintenance of leave file after appointment of Non-Teaching Staff - Ministerial, Technical & including erstwhile Group 'D' employees of the Central Registry, EWSS, IIT (BHU), Institute of Management Studies, S.S. Hospital, Central Library, Horticulturist Unit and Chief Proctor Office and Non-Teaching staff in various faculties.

2) Dealing with all kinds of leave (Earned Leave, Commuted Leave, Half Pay Leave, Child Care Leave, Paternity Leave, Maternity Leave, Study Leave etc.) of the Technical and Non-Teaching Staff of Group 'C' employees of the University and group 'D' employees of the Central Registry, EWSS, IIT (BHU), Institute of Management Studies, S.S. Hospital, Central Library, Horticulturist Unit and Chief Proctor Office and Non-Teaching staff in various faculties.

3) Finalisation of the proposal for leave encashment of unutilized balance of Leave at credit of the retired/ expired/ resigned including technical resignation cases of Technical & Non-Teaching Staff (Group 'C' & 'D').

4) Sanction of encashment of ten days Earned Leave for LTC purpose.

5) Disposal of RTI Applications.

6) Other Miscellaneous works.

Office of the Chief Proctor

Following is the brief about the Chief Proctor office:-

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

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

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

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

The functioning of the Estates Office is detailed below:-

1. **Residential Accommodation** :- Allotment of teaching and non-teaching residential accommodation and venues for ceremonial functions, realizations of Licence fees etc.

2. **Shop**: - Allotment of shops in the BHU and Rajiv Gandhi South Campus, Barkachha (RGSC), BHU Campus, realization of rent etc.

3. **Vehicles** :- Maintenance and deployment of University vehicles

4. **Property** :- Realization of rent, payment of taxes (Property tax, Water/ Sewer Tax and Land Revenue), inspection of University properties and dealing with court cases in consultation with University advocates etc.

ORGANIZATIONAL CHART ON FINANCIAL ADMINISTRATION

Finance Officer

Joint Registrar (A/cs) - I
- Budget
- Cash Book
- Special Fund
- Recovery
- Pension
- Project
- Cheque
- Cash
- Trade Bill
- Salary
- Record
- Electronic Data Cell

Joint Registrar (A/cs) - II
- IMS,Finance
- Fee Counter
- Central Purchase Organization
- Provident Fund
- Medical Reimbursement
- Bank Reconciliation
- Investment
- Works Account

Internal Audit Officer, IAO
- Administration
- Pay Fixation
- Pension/Opinion
- Audit Coordination
- Leave
- Field Audit

Joint Registrar (Development)
- Establishment
- Grant
- Miscellaneous
- Plan
- Project

Budget Section - (R.O. - Finance)

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

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

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

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

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

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

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

Recovery Section - (R.O. - Finance)

The work of recovery section is detailed below:-

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

Pension Section - (R.O. - Finance)

There are two types of family pensioners drawing pension:-

(a) Demise of employee in service

(b) After demise of pensioner

Pension Section is a disbursing unit

Detailed description of the Pension Section is as under:-

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

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

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

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

✓ Deduction of Tax Deducted at Source (TDS) and issuing of Form-16 to pensioners.

✓ Calculation of dearness relief on pension from time to time

✓ Revision of pension and calculation of arrears

Project Section - (R.O. - Finance)

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

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

2. Passing of Fellowship and contingency bills of the students to whom Council of Scientific & Industrial Research (CSIR), Indian Council of Medical Research (ICMR), Indian Council of Agricultural Research (ICAR), Senior Research Fellow (SRF), Indian Council of Social Science Research (ICSSR), Indian Council of Philosophical Research (ICPR), Department of Bio-Technology (DBT) etc. has been awarded.

3. Checking of Statement of Expenditure (Utilisation Certificate of Grants) of the Projects those are running under different Principal Investigators for release of next year grants of funds.

4. Bills related to opening of Letter of Credit (L.C.) and Foreign Drafts of the Projects for Payment to the Foreign Firms.

5. Issue of letters for Demand Drafts in case of refund of unspent balance to the funding agency.

6. Sending of Cheques to the Bank of Baroda and State Bank of India (S.B.I.) in respect of Payment of the Scholarships of the students and Staff of the Projects.

Cheque Section - (R.O. - Finance)

The work of Cheque section is as given below:-

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

Preparation of combined & individual Cheque

- Preparation of Caution Money

- Preparation of Medical bills of Institute of Medical Sciences (IMS) Finance

- Preparation of Scholarship/Fellowship bills, Fee Refund etc.

- Preparation of Combined salary cheque(s) of contractual employees of Development Fund, Special Fund & Project Fund

- Preparation of Combined Medical Cheque(s) of permanent employees

- Preparation of combined salary of Contractual employees/Daily Wager

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

> ### Works before & after preparation of Cheque

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

> ### Combined Real Time Gross Settlement (RTGS) list

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

> **Works before & after preparation of combined RTGS list**

- Receiving and counting bills related to State Bank of India (SBI) & Bank of Baroda (BOB) from Salary, Trade Bill, Works Account and Special Fund section, Project, Fees Counter

- Sending list with vouchers to related section for checking name, account number, amount etc.

- Sending combined cheque(s) to SO/AR

- Receiving signed combined cheque(s) from SO/AR

- Sending signed combined cheque(s) to SBI & BOB Bank by creating CD and maintaining record of soft & hard copy

- Any official work assigned by authorities

> **Single RTGS (After preparation of single Cheque)**

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

Cash Section - (R.O. - Finance)

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

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

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

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

1. To receive, scrutinize and consider different kinds of Trade Bill pertaining to various Institute/ faculty and departments of the University (except Institute of Medical Sciences (IMS), Sir Sunderlal Hospital (SSH) and Trauma Centre) for payment under established rules including Letter of Credit (L.C.) / wire/ Foreign Demand Draft (DD) payment, e-tendering/ Government e-Market place (GeM) etc.

2. To receive, scrutinize and consider the various purchase orders which also need to be registered prior to their placement pertaining to various Institute/Faculty and Departments of the University (except IMS, SSH and Trauma Centre) under established rules.

3. To receive, scrutinize and consider the various kinds of Traveling Allowance bills pertaining to various Institute/ Faculty and Departments of the University (except IMS, SSH and Trauma Centre) for payment under established rules.

4. To receive, scrutinize and consider various kinds of bills pertaining to different projects under Miscellaneous ('M') of various Institute/Faculty and Departments of the University (except IMS, SSH and Trauma Centre) for payment under established rules.

5. Approval of the various Departmental Purchase Committee, Limited Tender Committee and miscellaneous items pertaining to various departments of the university based on their proposal submitted as per the Purchase procedure.

6. Timely Disposal of various RTIs, compliances with Audit requirement etc.

7. Timely disposal of various financial issues including special course of Rajiv Gandhi South Campus

8. Correspondences (Hindi & English) related to unit for various purposes.

9. To ensure the timely adherence to various Government of India directives such as digital mode of payment Real Time Gross Settlement/National Electronic Funds Transfer/Public Financial Management System (RTGS/NEFT/PFMS) etc. issued from time to time by the Competent Authority.

Salary Section - (R.O. - Finance)

The work related to Salary Section is described below:-

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

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

i.   Leave Encashment for 300 days

ii.   Leave Encashment for 10 days on Leave Travel Concession (LTC)

iii.   Tuition Fee reimbursement

iv.   Extra duty remuneration

v.   Conveyance allowance

vi.   Honorarium to Guest Teacher/ Retired Teachers

RTI replies are also processed.

This section deals with the following activities:-

1. To keep the vouchers relating to Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund in month, serial and session-wise place.

2. To keep the invoice vouchers of Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund in a suitable place by month, serial and session-wise.

3. To keep the vouchers of Expenditure and Receipt in a suitable place by month, serial and session-wise.

4. To keep the adjusted vouchers related to Revenue Account, Special Fund, Development Fund, O.B., Adjustment of Project Fund in the appropriate place by month, serial and session-wise.

5. After completion of the duration of record, its details are fed in Computer and entered in the relevant Cash Book before removal. The removal is done after the seal and signature of the Competent Authority on the Cash Book and thereafter the Cash Book is bound and kept.

6. To keep the Cash Book, Bank book, Ledger, Check Register related to the Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund, as per month, serial and session- wise in the appropriate place.

7. The permanent records of Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund (Salary AR 10, Computerized salary, Cash Book, Bank Book, Ledger, Cheque Register) are page numbered and sent for scanning by the designated Company and after scanning, the records are retrieved according to page number.

8. To provide the vouchers of both permanent and temporary nature related to the Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund for audit.

9. To provide the vouchers of both permanent and temporary nature related to the Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund for inspection by the Chartered Accountant.

10. To provide the permanent and temporary vouchers and related records of Revenue Account, Special Fund, Development Fund, Project Fund and Provident Fund to every office of the Finance Section as well as to retrieve the same.

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

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

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

Fee Counter - (R.O. - Finance)

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

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

1. **Online System :**

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

   Receipt of the fees received from the data submitted by the designated agency (M/s. LSPL), is transferred by Transfer Entry (T. E.) in the accounts of Revenue ('R') account and Special fund.

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

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

2. **On duty board :**

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

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

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

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

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

9. Arranging repair of electronic gadgets, repairing & formatting of computers & printers, refilling of various types of toners, replacement of Uninterruptible Power Source (UPS) batteries etc.

10. Preparation and forwarding of various bills for processing the payments against supply of various items to suppliers.

11. Preparing the challans for depositing the cheques and processing fees.

12. Any other work as and when assigned by higher authorities.

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

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

1. To process application for Withdrawal/ Loan sanction within the stipulated period (3 to 5 days)

2. After receipt of the bill for payment, it is processed on day-to-day basis and the payment made within 3 to 5 days

3. Recalculation of Final payment of Retirement/Resignation/Death cases since inception will be made on priority basis after receipt of claim

4. Allotment/conversion of Provident Fund (P.F.) from National Pension Scheme/ Contributory Provident Fund (NPS/CPF) numbers month wise

5. Preparation and issuance of monthly/yearly statement of PF receipts to other section i.e. investment section, Annual/ Audit and Balance Sheet

6. Entry of challan deposited by the employees who joined BHU from outside organizations and its postings in computer

7. Entry of details of Nomination form of employee in the computer

8. To prepare T.E. of those employees converted from NPS/CPF to GPF

9. To upload NPS deduction to National Securities Depository Limited (NSDL) every month

10. To upload EPF deduction to Employees Provident Fund Organization (EPFO) every month

11. To send claim of NPS who retired/ left from the university services to NSDL

12. To send application for allotment of Permanent Retirement Account Number (PRAN) to NSDL

13. Online correction of Data of NPS details in NSDL site

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

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

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

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

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

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

➢ Verification of RTGS/NEFT of Receipt of all accounts with Bank Statement/PFMS Advice (Main Finance & IMS Finance).

➢ Maintenance of daily Bank Balance Register and to execute Inter Fund Transfer to maintain cash flow of accounts as well as Inter Fund Transfer based on Cash Book.

➢ Feeding of computer entries of Bank Statement and Cheques of all accounts and their matching.

➢ Noting of Bank Credit date on Challan Diary Registers of all accounts.

- Feeding of cheques' encashment position, lieu cheques and cancellation of cheque in computer.

- Diary of challans of all the 10 current/savings accounts on computer duly mentioning head of accounts.

- Preparation of list of outstanding challans in challan Diary Register of all accounts and sending to Bank for credit as monthly reminder.

- Encashment of Indian Postal Order/Demand Draft (IPOs/DD) receipt in respect of RTI and preparation of the summary in each month/quarterly period.

- Primary reconciliation of all the 10 current/savings accounts and final reconciliation of all current accounts with the help of Double Entry System Unit.

- To prepare challans for the pensioners for deposition of their annual subscription towards Contributory Health Scheme of the University.

- On line fund transfer in respect of Fee-refund etc and transfer of 80% share earned through fees of Special Courses Studies (SCS) to the concerned Departments, in their respective account maintained for SCS.

- Receiving all Bank Credits/Debit advices, Foreign Currency drafts and dishonored drafts/cheques/Treasury bills etc. along with challan under objection from SBI/BOB and their disposal.

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

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

1. Preparation of Cash Books

2. Preparation of Bank Books

3. Preparation of Journal Registers

4. Preparation of Ledgers

5. Preparation of Bank Reconciliation Statement

6. Preparation of Receipt and Payment Account

7. Preparation of Income and Expenditure Account

8. Preparation of Balance Sheet

9. Conducting Investment Committee meetings

10. Implementation of the Decisions taken in the Investment Committee meeting

11. Maintenance of Investment Registers

12. Preparation of Bank Debit Bills

13. Preparation of Credit Challans

14. Preparation of Transfer Entries for bifurcation of interest and renewals etc.

15. Accepting Donations & Issue of receipts (under Sec 80G of Income Tax Act)

16. Checking of Bank Acquittance for consolidated cheques

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

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

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

ORGANIZATIONAL CHART – INTERNAL AUDIT OFFICE (ADMINISTRATIVE SET UP)

```
                         Vice-Chancellor
                              |
                          Registrar
                              |
                        Finance Officer
                              |
                     Internal Audit Officer
    ┌──────────┬──────────┬──────────┬──────────┬──────────┐
  Field     Administration  Pay Fixation  Pension    Leave      Audit
  Audit         Unit           Unit        Unit       Unit   Coordination Unit
    │
 ┌──┬──┬──┐
Party Party Party Party
  I    II   III   IV
```
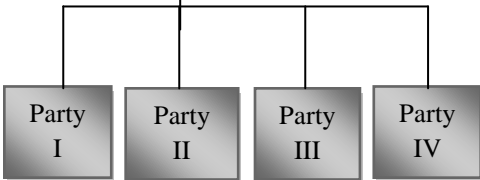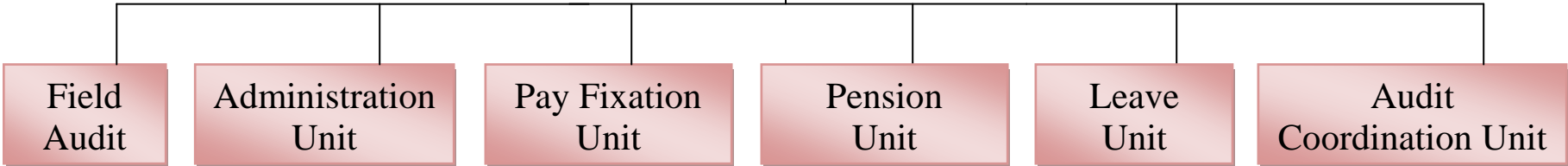
ORGANIZATIONAL CHART OF INTERNAL AUDIT OFFICE (FUNCTIONAL SET UP)

```
                         Vice-Chancellor
                               |
                         Finance Officer
                               |
                      Internal Audit Officer
   ┌──────────┬──────────┬──────────┬──────────┬──────────┐
 Field    Administration  Pay Fixation  Pension   Leave    Audit
 Audit        Unit          Unit        Unit      Unit  Coordination Unit
   |
 ┌────┬────┬────┐
Party Party Party Party
  I    II   III   IV
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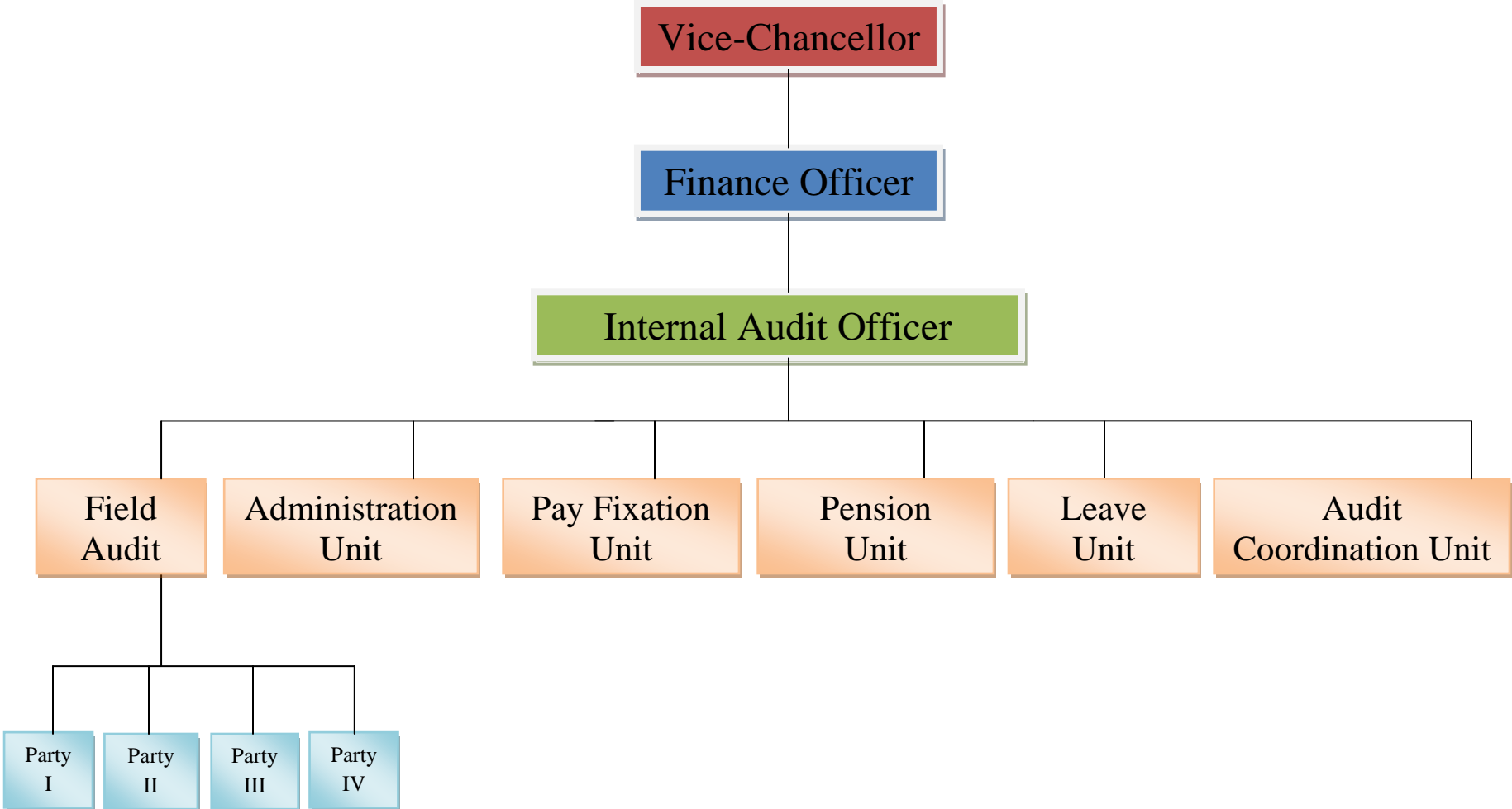
There is an Internal Audit Office responsible for auditing the accounts of various units of the University, Stores checking, etc. The Internal Audit Officer works directly under the control of the Finance Officer. The duties and responsibilities of the Internal Audit Officer also include getting the University accounts audited by the Government Auditors (of the Office of the A.G., U.P., Allahabad) and furnishing suitable replies to the Government Auditors for their Audit Rough Notes, finalization of the replies to the Audit Reports furnished by Accountant General, Uttar Pradesh (A.G., U.P.), Allahabad before its incorporation in the Annual Accounts of the University.

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

1. **Field Audit Unit**

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

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

   MANNER IN WHICH OBJECTION SHOULD BE RAISED BY INTERNAL AUDIT OFFICER

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

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

(ii) Secondly, all the documents should be neatly and legibly written and where there are fair copies of documents approved by the Officers, it should be seen that they are true and complete copies.

(iii) Thirdly, except under special orders of the Internal Audit Officer, no objection should be raised which cannot be supported by the clear rules or established practice. As far as possible, rules bearing on the point should be quoted. Internal Audit Officer and Section Officers should see that their auditors make themselves familiar with the rules bearing on their assigned tasks.

(iv) Fourthly, changes of procedure should not, unless specially ordered by the Finance Officer (or by the Internal Audit Officer), be authorized in audit notes and objection statement, nor should new interpretation of rules be endorsed through these documents. All such questions should first be discussed fully in the Department concerned, and orders of the Finance Officer or the Internal Audit Officer, as the case may be, should be obtained thereon before communication is issued for the guidance of any executive officer or officers.

(v) Fifthly, sometimes remarks have to be made in audit notes and other documents which are meant primarily for the information of the Disbursing or Controlling Officers and the final settlement whereof does not rest with Internal Audit Officer's office in any form. The language of such remarks should make it clear that the irregularity or the transaction is brought to the notice of the Disbursing/Controlling Officer for such action as he may consider necessary. Where it is not clear that a certain proceeding has been authorized or approved of and such authority or approval is necessary, the audit remarks should simply ask the necessary question. It should not take the form of a call for explanation or of a request that the explanation of the subordinate should be obtained/ forwarded. Further and all that the Audit needs to see is that matters requiring their approval or sanctions have been brought to their notice and that necessary sanctions have been accorded.

(vi) Sixthly, auditors and others should clearly understand that their capacity as auditors will not be judged by the number of remarks in their objection statements, but by the results of the reviews on their work. There is a tendency on the part of some to increase the number of remarks unnecessarily, and this should be discouraged. Instead of half a dozen

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

Approach of Audit in field work :-

1. Auditable records from the department are collected.
2. Generally, budget is checked in the department.

3. The purchase book will be matched with the stock book and compliance with the provisions of General Financial Rules-2017 and subsequent instructions issued by the Finance office will be ensured. Purchase cases are checked with the help of CPO rate/ Govt. of India rate/ Purchase rule of the University.
4. Cash transactions are verified as under -

    a.   Cash receipt AR-1 is verified.

    b.   The entries in the Cash Register are matched with Cash Receipt and Invoice Register.

    c.   At some places, invoice book and bank statements are matched.

    d.   Physical verification of Cash Balance is done as per Cash Book.

    e.   Credit of challans into University's account is checked.
5. We always request departments to have bank statement of Imprest with a view to check Imprest Account.
6. During the course of Audit, physical verification of costly items which were purchased is also done. Further it is also checked whether make of the items has actually been supplied with approved rate by the supplier with reference to the price printed on the packing boxes as well as the rates mentioned in Government e-Marketplace (GeM) and Directorate General of Supplies and Disposals (DGS&D). Evaluation of annual physical verification done by the department is also verified.

7. Issue of items against indent is checked.

8. Payment of salaries to staff is verified with reference to Leave Register, Attendance Register etc.

9. Payment of scholarship is checked.

10. Advance Register and Bill Register are matched and necessary remarks are passed on for remedial action, if any.

11. Verification of Library Account and Accession Register is done to see whether any loss of books has occurred as well as whether all books are returned in time after use by Students/Staff.

12. The details of Leave Without Pay (LWP)/Dies non/ Half Pay etc. is collected from Main Registry with a view to watch whether recovery has been made correctly.

2. Main Office

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

(a) <u>Leave Unit</u>

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

- Is the Retirement letter attached?

- Is there any difference in the mention/indication of date of joining service with reference to Service Book entry?

- Is there any Study Leave granted?

- Is there any period of Leave without Pay (LWP)?

- Is there any indication of allotment of Headship/Deanship/Summer Duty provided in the file to afford credit of leave suitably?

- Is there any break in service as per the service book?

- Is the debit of various types of leave, such as Earned leave, Commuted leave, Half Pay leave, Child Care leave etc., correctly done as per the leave applications kept in the file?

- Whether repetition of debit and credit entries is made in the calculation sheet?

- Is there any mention of encashment of Earned leave for Leave Travel Concession (LTC) purposes in calculation sheet with reference to service book?

- Is the leave statement authenticated by the competent authority before sending it to audit for verification?

- Is the credit of Earned leave and Half Pay leave done as per Central Civil Services (CCS) Leave Rules?

(b) <u>Pension Unit</u>

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

- ➤ Authentication of Pension & Family Pension of retirees after due checks with reference to CCS Pension Rules and the directives issued by the Govt. of India from time to time

- ➤ Verification of the calculation of quantum of Gratuity amount of retired employees

- ➤ Authentication of revision of pension cases

- ➤ Authentication of commutation of pension cases

- ➤ Offering opinion on various issues such as counting of past services, lien, foreign service etc. being referred to Audit by the Heads of various divisions of the University such as Accounts (1) & (2), Administration, IMS, Development, Academic, SSH etc.

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

A. (i) Application in Form A in death cases in Form B&D

(ii) Other related papers

B. Service Book (in terms of Rule S.R. 202)

C. (i) Date of joining (Commencement of qualifying service-Rule 13 of CCS Pension Rules)

(ii) Date of Confirmation of Services and date of Birth

(iii) Superannuation Pension (Rule 35 of CCS Pension Rules)

(iv) Amount of Pension (Rule 49 of CCS Pension Rules)

(v) Death cum Retirement Gratuity (DCRG) (Rule 50 of CCS Pension Rules)

(vi) Persons to whom gratuity is payable (Rule 51 of CCS Pension Rules)

(vii) Nomination for DCRG (Rule 53 of CCS Pension Rules)

(viii) Family Pension (Rule 54 of CCS Pension Rules)

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

(A) Chapter 1
   (i) Rule 2 - Application
(B) Chapter II
   (i) Rule 4 - Restriction on Commutation of Pension
   (ii) Rule 5 - Limit on Commutation of Pension
   (iii) Commutation of Pension to become absolute
   (iv) Rule 7 - Nomination
   (v) Rule 8 - Calculation of Commuted value of Pension
   (vi) Rule 9 - Commutation of provisional Pension
   (vii) Rule 10 - Commutation of Pension to the effect of retrospective revision of final Pension
(C) Chapter III
   Commutation of Pension without Medical Examination
(D) Chapter IV
   Commutation of Pension after Medical Examination
(E) Table
   Commutation values for a Pension of Rs 1 per annum

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

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

- Issue of Tender through Electronic mode

- Constitution of Committees to evaluate technical and commercial bids

- Finalization of comparative statement of Tenderers to identify the lowest bidder for placement of order

- Placement and Registration of supply orders

- Receipt of material in terms of the specification of the tender document/purchase order duly verified by the committee of officials nominated by the purpose

- Updation of records such as stock book and purchase book

- Issues of the purchased items/services against indents for the intended purpose

- Preparation of bill for making payment to the suppliers through electronic means after affecting necessary deductions of statutory levies such as, GST, Water Charges, Electricity charges, hiring charges, advances etc.,

- Accounting of the goods and services in the proper stock books and capital accounts for reflection in the annual accounts wherever applicable

(c) <u>Pay Fixation Unit</u>

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

Sl. No.	**Details of Employee's Service** (Teaching staff)
1.	Date of Birth
2.	Date of Retirement
3.	Date of Initial Appointment
4.	Date of first confirmation on initial appointment
5.	Post on which appointed with pay scale
6.	Date of Promotion under CAS & Direct Appointment with pay scale (in chronological order)
7.	L.W.P. status/Dies Non/break in service
8.	Penalty (if any)
9.	Subject matter for which Audit Opinion is sought i. Pay protection – FR 22 (26) 3 ii. Pay revision (if any) iii. Pay fixation – FR 22(I)a(1) iv. Qualifying service v. Eligibility Letter vi. Ph.D. Registration Date

	vii. Document of Research Degree Committee (RDC) meeting viii. NOC/Forwarded Application form ix. Service Book (Pay Protection) x. Last Pay Certificate xi. Leave Salary & Pension Contribution Other
10.	Details of previous employment and confirmation in the previous employment
11.	Whether the application form is duly forwarded or No Objection Certificate is issued by the previous employer on or before the date of Interview for the present appointment in this University in case of Pay Protection
12.	Deposit of Pension contribution, GPF contribution and Gratuity amount (with calculation sheet) in the University account by the previous employer for pay protection and counting of the previous service for pensionary benefit.
13.	Availability of Service Book & Last Pay Certificate of previous service in case of pay protection & counting of past service
14.	Position of Leave Salary contribution and Pension contribution for lien period, if any

Sl. No.	**Details of Employee's Service** (Non-Teaching staff)
1.	Date of Birth
2.	Date of Retirement
3.	Date of Initial Appointment
4.	Date of first confirmation on initial appointment
5.	Post on which appointed with pay scale
6.	Date of upward/Assured Career Progression Scheme (ACPS)/ Modified Assured Career Progression Scheme (MACPS)/ Promotion with pay scale (in chronological order)
7.	Leave Without Pay (L.W.P.) status/Dies Non/break in service
8.	Penalty (if any)

9.	Subject matter for which Audit Opinion is sought
	    i. Pay protection – FR 22 (26) 3
	    ii. Pay revision (if any)
	    iii. Pay fixation – FR 22(1)a(1)
	    iv. Qualifying service
	    v. Modified Assured Career Progression Scheme (MACPS)/Promotion
	    vi. Other

10.	Details of previous employment and confirmation in the previous employment
11.	Whether the application form is duly forwarded or No Objection Certificate is issued by the previous employer on or before the date of Interview for the present appointment in this University in case of Pay Protection
12.	Deposit of Pension contribution, GPF contribution and Gratuity amount (with calculation sheet) in the University account by the previous employer for pay protection and counting of the previous service for pensionary benefit
13.	Availability of Service Book & Last Pay Certificate of previous service in case of pay protection & counting of past service
14.	Position of Leave Salary contribution and Pension contribution for lien period, if any

(d) <u>Audit Unit</u>

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

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

TREATMENT OF AUDIT INSPECTION REPORTS

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

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

Resolved that the following procedure be followed in this behalf:

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

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

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

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

Resolved that:

(1) all the relevant correspondence and decisions be supplied to Auditors if and when they demand for it but office notes and opinions expressed on the file should not be supplied to them ; (Since amended Vide Executive Council Resolution No.331 dated 12.2.61).

(2) No comments should be made on the objection raised by the Government Auditors on the decision of the Executive Council, and, where such comments are made, the office should bring them to the notice of the Executive Council with all relevant facts and reference to rules without expression of any opinion

(3) There should be no objection to Auditors commenting on the adequacy of the staff required or on what they consider to be existence of staff in excess of requirements ; the Auditors, however, are not expected to comment on the allocation of work to members of the staff ;

(4) The stock verification reports should be made available to the Government Auditors whenever they require it. The report and comments of the Internal Audit Office, however, should not be given to the Government Auditors. (See also Executive Council Resolution No.5 dated 10.4.60 and Executive Council Resolution No.285 dated 12.11.60).

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

Finance Committee Resolution No.2 (iv) dated 28th and 29th March 1960
Audit Report of the Internal Audit Officer be placed regularly on the agenda of the Finance Committee meetings in future.

(d) Procedure for dealing with Internal Audit Reports

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

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

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

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

(ii) On receipt of replies from the Departments concerned, the Internal Audit Officer shall examine the same and prepare his further audit comments and forward the same to the department concerned. Simultaneously, a list of all such outstanding unsettled objections (including cases where to replies are received within the stipulated period) shall be prepared and placed at periodical intervals before the Standing Committee to be constituted by the Vice-Chancellor under his own chairmanship. This committee will consider each case in consultation with the Internal Audit Officer and the Head of the Department concerned and issue suitable instruction.

(iii) The Internal Audit Officer shall act as convener of this committee and decisions arrived at shall be communicated by him to all concerned for compliance.

(iv) A summary of important objections together with the action taken thereon shall be prepared from time to time and placed before the Finance Committee as a regular item on its agenda.

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

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

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

    (e) <u>Administration Unit</u>

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

List of Auditable Units

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

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

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

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

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

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

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

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

Note :

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

ORGANIZATIONAL CHART OF MAINTENANCE DIVISION

Registrar

- Electric & Water Supply Services
- Horticul-turist Unit
- Sanitary & Support Services
- University Works Department
- Computer Centre
- Central Library
- Hindi Publications Board

- Office of Chief Medical Officer Incharge
- UGC HRD Centre
- Bharat Kala Bhawan
- Malviya Mulya Anusheelan Kendra
- BHU Press
- Information & Public Relations Office
- Guest House Complex

Under Office of Chief Medical Officer Incharge:
- University Employee Health Care Complex
- University Students Health Care Complex

Shri Vishwanath Temple

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

Electric & Water Supply Services

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

Horticulturist Unit

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

Sanitary & Support Services

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

University Works Department

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

Computer Centre

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

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

Central Library

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

Hindi Publication

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

University Employee Health Care Complex

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

University Student Health Care Complex

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

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

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

Bharat Kala Bhawan

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

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

1. To preserve the already acquired collection relating to the arts, crafts, culture and archaeology of the entire sub-continent of India relating to History of all branches of Indian research and to increase and properly exhibit the collection by acquiring, selling or obtaining new materials for the collection.

2. To create popular interest in the aforesaid arts and to obtain for them appropriate place in the life and culture of the nation by organizing popular lectures, seminars, conference and exhibition etc and by publications of appropriate literature and reproduction.

3. To peruse the individuality of Indian arts and crafts.

4. To take such other measure by which the aforesaid objective may be achieved.

Malviya Mulya Anusheelan Kendra

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

BHU Press

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

1. Printing Section

2. Form and stationery section

3. Publication section

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

Information and Public Relations Office

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

Sir Sunder Lal Hospital

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

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

नत्वहं कामये राज्यं न स्वर्गं नाऽपुनर्भवम्।
कामये दुःखतप्तानां प्राणिनामार्तिनाशनम्।।

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

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

<div style="text-align:center;">

Trauma Centre

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

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

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

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

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

Rajiv Gandhi South Campus

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

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

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

ORGANIZATIONAL CHART OF MAHILA MAHAVIDYALAYA

Principal

Professors

Associate Professors

Assistant Professors

Non-Teaching Staff
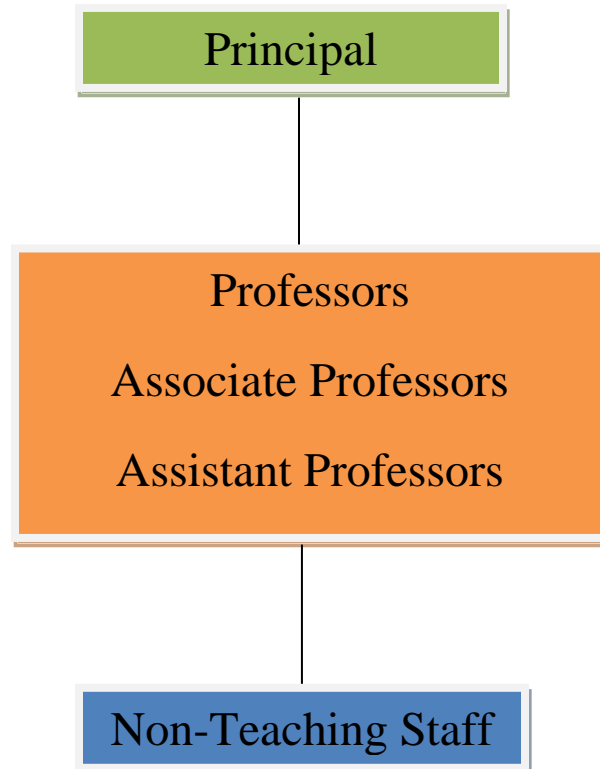
Mahila Mahavidyalaya

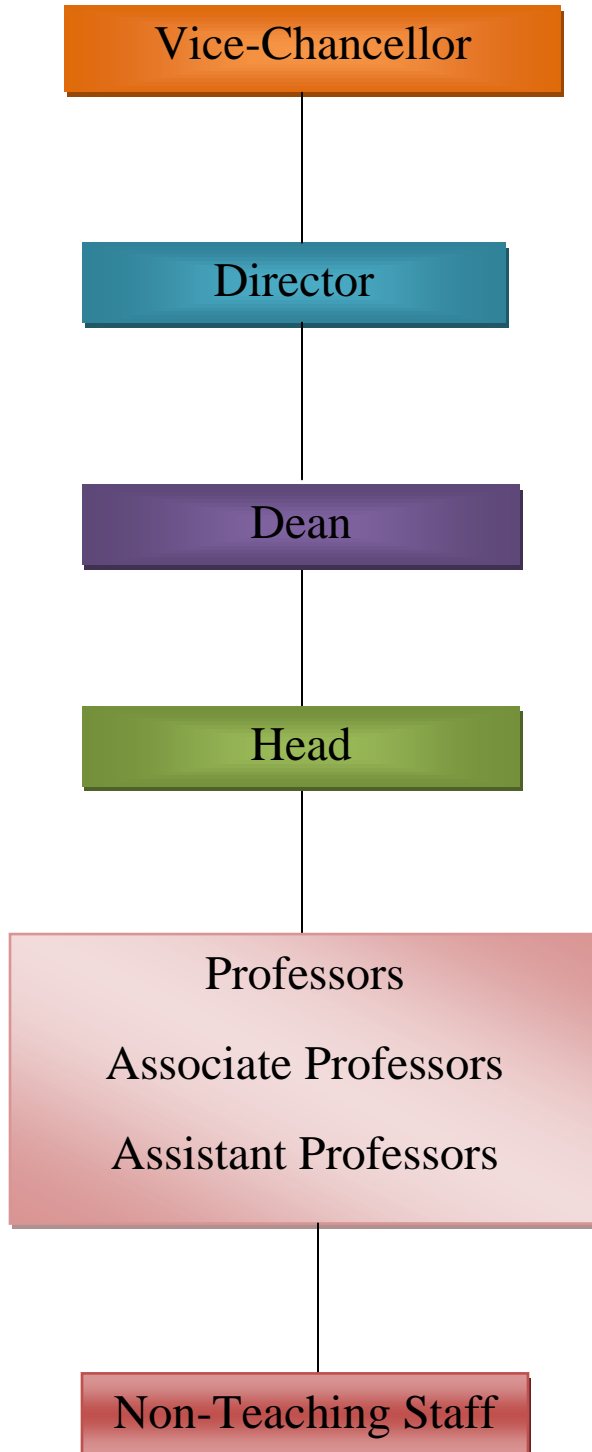Following is the brief regarding Mahila Mahavidyalaya (MMV):-

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

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

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

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

ORGANIZATIONAL CHART ON
SET UP OF INSTITUTE / FACULTY / DEPARTMENT

Vice-Chancellor

Director

Dean

Head

Professors

Associate Professors

Assistant Professors

Non-Teaching Staff

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

Institute of Science

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

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

Institute of Medical Sciences

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

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

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

1. prepare medicines,

2. teach Ayurvedic students the formulations, and

3. make the Ayurvedic formulations available to general public at affordable price. To help in this arrangement, a large Botanical Garden was created for raw materials that still continue to discharge its purpose.

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

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

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

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

Institute of Management Studies

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

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

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

Institute of Agricultural Sciences

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

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

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

Institute of Environment & Sustainable Development

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

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

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

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

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

Faculty of Arts

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

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

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

(i) History, Culture and Philosophy,

(ii) Language and Literature; and

(iii) Professional and Vocational courses.

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

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

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

Faculty of Social Sciences

Faculty of Social Sciences (bifurcated from the Faculty of Arts formerly Central Hindu College) was established in 1971 comprising five Departments of Economics, History, Political Science, Psychology and Sociology.
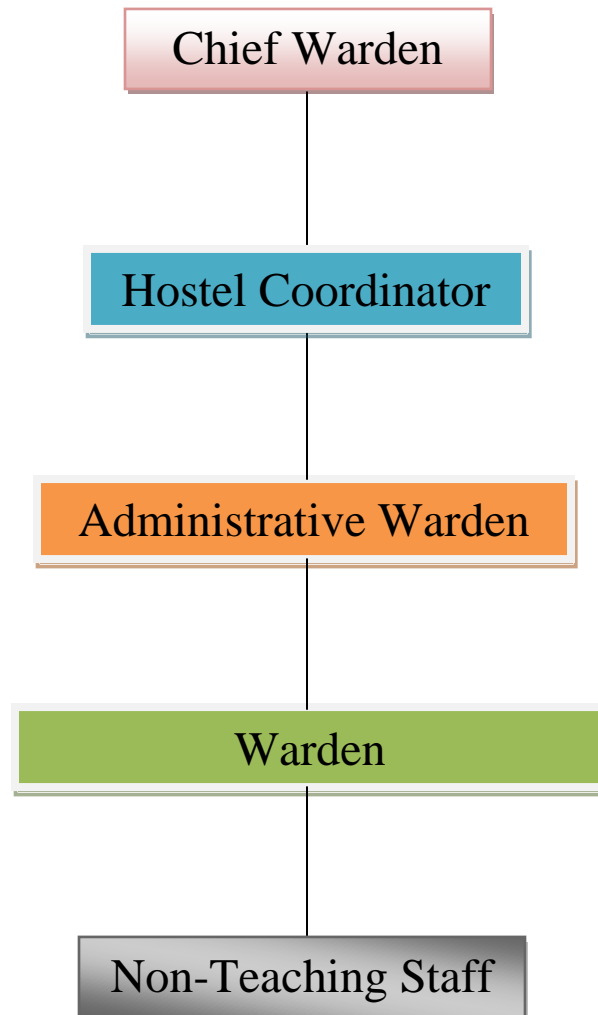
The Faculty of Social Sciences being one of the oldest and distinguished centers of learning has a long lineage of strengthening the academic fabric of the Banaras Hindu University. It has hosted scores of scholars and researchers whose contribution has been recognized and acclaimed world over. In addition to the catering of teaching at the undergraduate and postgraduate levels in the five disciplines of Economics, History, Political Science, Psychology and Sociology, the Faculty has branched out its new direction by setting up new centres in areas such as Women's Studies and Peace Studies along with some of the professional courses to meet the emerging challenges of present day world. Research is also an integral and significant component of the academic activity at the Faculty level and the contribution of some of the teachers has been recognized at the national and international levels. The first quarter of the 21st century is witnessing the unprecedented changes brought about by Information & Communication Technology (ICT), Systems of Cybernetics & informatics and the overall changes brought about by techno-electronic development. The bio-technological revolutions all over the world are going to control population genetics and alter human nature. It is in this reference that the importance of social sciences has gained global concern. Since economy, polity and social structure are the major themes of studies of social sciences and all scientific researches and technological innovations are ultimately meant for the betterment of society and

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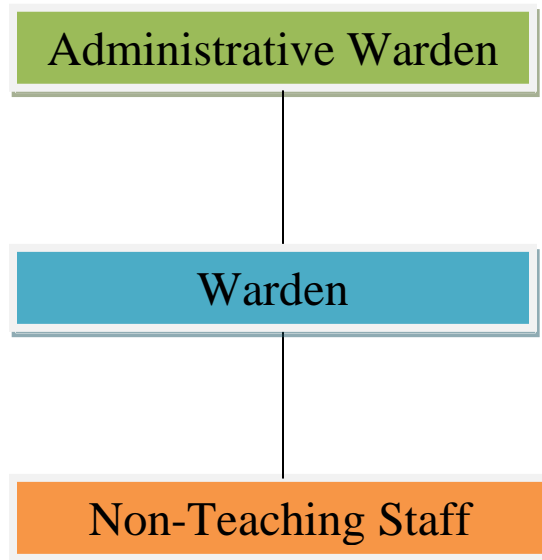

Department of Journalism and Mass Communication
(Faculty of Arts)

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

ORGANIZATIONAL CHART OF HOSTEL ADMINISTRATION MMV

```
Chief Warden
     |
Hostel Coordinator
     |
Administrative Warden
     |
Warden
     |
Non-Teaching Staff
```

ORGANIZATIONAL CHART OF HOSTEL ADMINISTRATION

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

The Dean of Students is Over-all In-Charge of welfare activities of the hostels and the Dean of the concerned Faculty is head of the hostels falling under the faculty. He governs the functioning of a hostel through a Co-ordinator (one for the concerned faculty), one Administrative Warden and suitable number of Wardens. Every hostel of the University is provided with lobby servants, sweepers and gardeners. Every hostel has an office with adequate staff. Electric and water supply is looked after by EWSS department while repair and minor construction is the responsibility of UWD.

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

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