

ನಂ. ಕು.ವಿ.ಆಡಳಿತ.ಬಿ.ಆರ್-1 : 90-91

ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಕಾರ್ಯಾಲಯ  
ಬಿ.ಆರ್.ಪ್ರಾಜೆಕ್ಟ್ 577-115  
ದಿನಾಂಕ: 11-3-1991

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ವಿಷಯ:- ಕಛೇರಿ ನಿಯಮಗಳನ್ನು ಪಾಲಿಸಲು ಬಗ್ಗೆ

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ಮಾನೇಜ್ ಕುಲವತಿಯವರ ಅನುಮೋದನೆಯ ಮೇರೆಗೆ ಕಛೇರಿಯ ಆಡಳಿತದ ಸುಧಾರಣೆಯ ದೃಷ್ಟಿಯಿಂದ ಪ್ರಾಯೋಗಿಕವಾಗಿ ಕಛೇರಿ ಕೃಷಿಯನ್ನು ಜಾರಿಗೊಳಿಸಲಾಗಿದೆ. ಎಲ್ಲಾ ಅಧಿಕಾರಿಗಳು, ವಿಭಾಗಗಳ ಮುಖ್ಯಸ್ಥರುಗಳು, ವಿಷಯ ನಿರ್ವಹಕರುಗಳು ಸಹಿ ಕಛೇರಿ ಕೃಷಿಯಲ್ಲಿನ ನಿಯಮಗಳನ್ನು ಪಾಲಿಸಬೇಕೆಂದು ಸೂಚಿಸಲಾಗಿದೆ. ಈ ಕಛೇರಿ ಕೃಷಿಯನ್ನು ಪಾಲಿಸುವಲ್ಲಿ ಕೊಂಡರೆಗಳನ್ನಾಡಲು ಬಿಡುಗಡೆ ಮಾಡಲು, ಅದನ್ನು ಕುಲನಿರೀಕ್ಷಕರ ಗ್ರಹಣಕ್ಕೆ ಸರಬೇಕಾಗಿ ಬಿಡಿಸಲಾಗಿದೆ.

ಅಧೀಶಥ ಮೇಡರಿ,

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ಕುಲನಿರೀಕ್ಷಕರು

ಗ:-

1. ಎಲ್ಲಾ ನೌಕರರೊಡನೆ ವಿಭಾಗಗಳ ಮುಖ್ಯಸ್ಥರುಗಳಿಗೆ, ಕುಲವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
2. ಕುಲನಿರೀಕ್ಷಕರು (ಪರೀಕ್ಷಾಂಗ), ಪರೀಕ್ಷಾ ವಿಭಾಗ ಶಿವಮೊಗ್ಗ
3. ಹೃದಯ ಅಧಿಕಾರಿಗಳು, ಕುಲವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ.ಆರ್.ಪ್ರಾಜೆಕ್ಟ್
4. ಸಂಯೋಜನಾಧಿಕಾರಿಗಳು, ನೌಕರರೊಡನೆ ಕೇಂದ್ರ ವಾಡದಗೆರೆ.
5. ಗ್ರಂಥಪಾಲರು, ಗ್ರಂಥಾಲಯ, ಕುಲವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ.ಆರ್.ಪ್ರಾಜೆಕ್ಟ್
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8. ಸಹಾಯಕ ಕುಲನಿರೀಕ್ಷಕರು, ಆಡಳಿತ ವಿಭಾಗ, ಕುಲವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ.ಆರ್.ಪ್ರಾಜೆಕ್ಟ್
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10. ಕಛೇರಿ-ಪ್ರಾ.ಶಿ.

ORGANISATION CHART OF THE MINISTERIAL STAFF

- (I)
1. Superintendent
  2. Senior Assistant
  3. First Division Assistant
  4. Second Division Assistant
  5. Stenographer
  6. Typist
  7. Typist-cum-Clerk
  8. Group D Staff

## (II) SUPERINTENDENT DUTIES AND RESPONSIBILITIES

The Superintendent shall be primarily responsible for the general efficiency of his Section. He shall ensure that the notes and drafts of his section are accurate and conform to the rules and procedure. He shall scrutinise all the papers before they are submitted to the higher officers.

The Superintendent shall personally handle all important and complicated cases. He shall guide his subordinates in all respects and make them to put up the cases in accordance with the rules of procedure. He shall maintain his section neat and clean. He shall take all steps to maintain order and discipline in the section. He shall control the movement of officials. He shall <sup>arrange</sup> for distribution of work among the case workers in consultation with the concerned officer. He shall maintain guard file of his section. He shall ensure that all registers diaries and files are maintained properly in his section. He shall mark the tappals to the concerned case workers. He shall conduct monthly inspection of his section and submit reports to his immediate officer. He shall sign and issue acknowledgement letters.

He is a first level supervisor with varied assignments which require performance of duties both routine/ <sup>and non routine</sup> involving application of procedure, rules and regulations for proper conduct of the business allotted to his section

~~(3) SENIOR ASSISTANT~~

~~The Senior Assistant works under the guidance of the Superintendent. He is responsible for the work entrusted to him. Each Assistant will be allotted certain subjects to deal with. His duties mainly are as follows:~~

1. to maintain the Assistant's Case Diary
2. to examine and put up notes and drafts promptly to the Superintendent after recording paging index.
3. to maintain properly standing guard files and other Policy files.
4. to maintain the various registers prescribed under the Rules of Office Procedure.
5. to maintain the Books/publications/papers connected with his work and amendments upto date.
6. to ensure that the notes submitted on the files are neat and tidy.
7. to ensure that the files are properly indexed.
8. He shall assist the Superintendent in the discharge of his duties.

(4) FIRST DIVISION ASSISTANTS

The First Division Assistant will hold the charge of his section independently. He will be responsible for the work entrusted to him. His duties are as follows:-

- (1) to arrange the papers and cases in order and state briefly the issues to be decided in the case with reference to the rules and orders.
- (2) to be conversant with the rules, orders, circulars and precedent cases relating to his section.
- (3) to ensure that all papers and files are submitted without delay.
- (4) to maintain all the prescribed registers.
- (5) to maintain the policy files relating to his section.
- (6) Any other work entrusted by his superior officers.

(5) JUNIOR ASSISTANT

The Junior Assistant shall be entrusted with routine duties. His duties are as follows:-

- (1) to arrange the papers of his section properly.
- (2) to maintain/assist to maintain the prescribed registers.
- (3) to submit the paper/files to the higher authorities promptly.
- (4) to maintain the policy files of his section.
- (5) any other work entrusted by his superior officers.

(6) STENOGRAPHER:

- (1) The Stenographer is normally attached to the officer and require to act as personal assistant.
- (2) taking the dictation and transcribing the same.
- (3) fix up the appointments and cancelling them wherever necessary.
- (4) Maintaining the list of engagements, meeting and reminding the officers in advance.
- (5) to keep the secrecy of the Officer's decision.
- (6) to maintain the proceedings of the meeting.
- (7) to maintain the movement register of the files.
- (8) to prepare and maintain the four programme of the officer.
- (9) to maintain the telephone register of the officer.
- (10) to maintain the prescribed registers.

(7) TYPIST

The Typist's duties and responsibilities are as follows:-

- (1) to type neatly and accurately all letters marked to him.
- (2) to take out number of copies required.
- (3) Stenciling when the number of copies are required more than 15.
- (4) Typist shall return the typed copy immediately to the case worker, after typing.
- (5) to maintain the work diary in the prescribed proforma
- (6) Draft shall be typed giving wide margin for effecting necessary corrections.

(8) TYPIST-CUM-CLERK

The duties of the Typist-cum-Clerk shall be the same as are assigned to the typist. However he shall have to attend the clerical duties whenever he is called upon to do so.

(9) GROUP 'D' STAFF

The duties of the Group 'D' Staff are as follows:-

GENERAL DUTIES:

- (1) Carrying a file from one section to another, Or from one case worker to another etc
- (2) Sticking the files
- (3) Carrying and distribution of Stationery and making envelops whenever necessary
- (4) Arranging files in the Section.
- (5) Shifting of furnitures.

- (6) They shall attend the Office in Uniform.
- (7) They shall attend the Office half an hour before the commencement of the office and leave the office only after the watchman locked the office.
- (8) They should work overtime whenever required.
- (9) They shall take due care of the government property.
- (10) Assisting the inward and outward case workers.
- (11) Any other work entrusted by the official superiors

#### WATCH AND WARD STAFF

1. They shall open the doors two hours before the offices starts close the doors in the evening in the presence of Group 'D' employees concerned or when the officers/officials leave the room taking care to see that the lights, fans etc., are switched off the doors and windows are locked.

2. They shall keep a close watch on the sweepers/scavengers and other persons who are duly authorised to perform their duties in the room/halls of the Department/office through out, in taking rounds and enquiring about office hours in particular i.e. in the mornings and evenings on sundays and other general holidays. If any one tries to gain entry into the Department/office in a suspicious manner, they shall bring the fact to the notice of the higher authorities. They shall be vigilant, attentive and be on their allotted duty spot throughout. If they intend to leave the duty spot, they shall do so only after keeping the other watchman on duty or the duty officer informed and shall return soon.

3. They shall watch, guard see and ensure that articles belonging to the Department/Office including the vehicles kept in the Department garages or safe and not tampered with or taken out without proper authority.

4. If any Government employee wants to work on Sunday General Holiday, the concerned watch and ward staff shall

(a) enter the name and designation of the concerned employee with date and time of entry, time of exit in the register maintained for the purpose;

(b) Open the door of the particular room only with the knowledge of the security/Duty Officer and lock the door after taking the usual precautions.

#### CYCLE ORDERLIES:

1. They shall attend to duties of delivering tappal, telegrams, Wireless messages etc., to the residence of Officers/Officials in the Head quarters as per the instruction of the Office Superinten-

2. On Working days, the Cycle Orderlies shall, in addition to their work, attend to any additional official duties that may be entrusted to them by the Office Superintendent or any other Superior Officer.

**SWEEPERS AND SCAVENGERS:**

**SWEEPERS:**

1. They shall sweep or wipe with wet cloth/Jute cloth, the room, varandas, Steps etc., allotted to them well before starting of office work and also during Office timings if need be.

2. They shall carry the waste/rubbish for disposal outside the department under the supervision of the Maistry or the Duty Officer.

**SCAVENGERS:**

1. They shall attend to the work of washing and keeping clean, using deodorants, if necessary, the latrines, urinals bathrooms or toilets water closets wash basins in the chamber of the Officer/Sections in the allotted areas without causing any damage to fittings or any articles, well before the offices start functioning.

**GARDNER:**

1. He is responsible for keeping the garden neat and clean. He shall take all care in maintaining garden. He shall watch and guard the Plants, flower pots, etc., He shall attend to such other duties as may be assigned by the official superior.

10. The duties and responsibilities mentioned in respect of the cadres stated above are only illustrative and not exhaustive. The additional duties and responsibilities may be assigned in respect of any cadres depending upon the circumstance

**CHAPTER-II**

**FUNCTIONING OF THE UNIVERSITY**

The Work of the University shall be dealt with by the following Sections.

1. Establishment Section
2. Personal Section
3. Finance Section
4. Administration Section
5. Syndicate Section
6. Examination Section
7. Engineering Section
8. Sports and N.E.S. Section.

12. DISTRIBUTION OF WORK

(1) ESTABLISHMENT

- (a) Appointments and Promotions
- (b) Postings and Transfers
- (c) Delegation of Powers
- (d) Gradation Lists
- (e) Maintenance of Vacancy Register
- (f) Sanction of all kinds of leave
- (g) Forwardal of applications.
- (h) Permission to officers and officials to go on O.O.D.
- (i) Disciplinary proceedings
- (j) Pay Fixation
- (k) Time Bound Advancement/Career Advancement
- (l) Annual Property Statements.
- (m) Permission to acquire moveable and immoveable properties
- (n) Sanction of Advances.
- (o) Maintenance of Service Registers
- (p) Any Other work connection with Service Conditions.
- (q) Sanction of pensionary benefits

(2) PERSONAL SECTION

- (a) Maintenance of Confidential Reports
- (b) Maintenance of Tour Programme
- (c) File Movement Register
- (d) Any other work assigned by the Officer.

(3) FINANCE SECTION

- (a) Preparation of the Budget
- (b) Scrutiny and Passing of all bills
- (c) Payment of all retirement benefits
- (d) Collections of fee and other recoveries
- (e) Maintenance of Block Grant Account
- (f) Maintenance of Service Registers of Self drawing Officers.
- (g) Reconciliation of Accounts.
- (h) any other financial matter entrusted by competent authority.

(4) ADMINISTRATION SECTION

- (a) Affiliation of all colleges.
- (b) Purchase of Stationery and furnitures.
- (c) Any work connected with telephones
- (d) Planning and Development.
- (e) University Grants Commission's Correspondences.
- (f) Post-graduate Admissions

14. PROCESS OF PAPER FROM RECEIPT TO DISPOSAL

All tappals received shall be opened and place them on the table of the officer for marking. However D.O. letters shall be opened by the concerned officers only.

15. After all the tappals are marked by the officer the inward case worker shall arrange them section wise duly stamped with date and enter them in prescribed register. ( Form 1 ).
16. Separate registers shall be maintained for receipt of writ petition and telegram in form No.1 A and 1 B respectively.
17. The inward case worker shall obtain the signature of the concerned case worker in the <sup>inward</sup> register for having delivered the papers.
18. The case worker after receiving the Tappals shall sort out papers subject wise and enter only new references in the Register prescribed in Form-2. The other papers shall be kept in the concerned file for attending the same.
19. Every caseworker shall maintain a case register in Form - 3.
20. Every case worker shall maintain periodical register in Form -4.
21. All registers shall be opened from 1st of January every year.
22. While opening a case, trialataral Index mentioned in Appendix-I shall be followed.
23. Every case worker shall put up the papers without delay. However those papers which requires urgent disposal shall be disposed by marking on the file - "TODAY", "IMMEDIATE" and "URGENT" as the case may be.  
No paper shall remain unattended for morethan five days.
24. The case worker shall arrange his files in the following manner:
  1. Cases pending disposal.
  2. Await files.
  3. Circular files.
  4. Policy files
  5. Files required to be sent to the Record room.
  6. Periodicals.

25. The circular files shall be maintained in each section. All circulars issued by the University shall be filed and numbered. The index shall be prepared separately attached to the cover page showing the page number pertaining to the each circular contained in the circular file.
- The circular files need not be opened every year. However when the file becomes bulky a new file may be opened under Heading "2nd" volume and so on.
26. Policy file shall be opened subject wise. The procedure prescribed in para 25 shall be followed in maintaining the policy files.
27. The case worker shall record in the note sheet a brief history of the case, issues involved in the case, the action proposed to be taken. Relevant Rules, Orders, circulars and precedent cases if any shall be noted in the note sheet. The case worker shall put his initial on the left hand side of the note sheet with date.
28. The Superintendent shall sign his name with date on the right hand side of the note sheet after recording his views on the note of the case worker and mark the file to his immediate officer.
29. The officer shall record his note on the right hand side of the note sheet his views / decision on the file and decide whether the file should required the decision of his higher authority/<sup>then</sup> he shall mark the same to his higher authority. If he takes the final decision on the file, the file shall be returned to the section to take further action on the decision taken by the officer. The officer shall sign below the note sheet with date. Rubber stamp indicating his name and designation should be affixed below his signature.
30. No official should record a note on the file in which he is personally interested.
31. When the line of action to be taken on a paper is clear and distinct, a draft reply shall be put up alongwith the note for approval.
32. When the line of action to be taken on a paper is not clear and a policy decision requires to be taken the ~~case worker shall put up his note containing all relevant~~ acts to be considered before taking a decision.

The officer may record a noting on the file without waiting the file to be put by the case worker on important matters. The line of action to be taken shall be indicated in the file.

34. After orders have been passed finally by competent officer, the <sup>file</sup> shall be returned to the section through all stage to keep them informed of the decision taken.
35. When consultations are necessary before taking the decision, from one or more sections an Un-Official note containing all relevant facts and points for decision shall be sent to the concerned section. When the decision is to be taken urgently the <sup>other</sup> section may be consulted by holding a discussion personally by the competent officer and records the outcome of the decision in the file. The section to be consulted is more than one a joint meeting shall be convened and the decision of the meeting shall be recorded in the file. The copy of the decision taken at the meeting shall be sent to the concerned section before the issue of final orders.
36. Where there is a difference of opinion between the two sections, such cases should be put up to Vice-Chancellor for decision.
37. All verbal orders, instructions, directions, given by the officer shall be recorded in the noting sheet and should not be confirmed by the officer.
38. Each section shall maintain " GUARD FILE " subjectwise. These guard files shall bear the <sup>page</sup> numbers and serve as for a <sup>ready</sup> reference. The list of such guard files shall be prepared and approved by the Assistant Registrar.
39. After the draft is approved by a competent authority, the same shall <sup>be</sup> typed and compared by the caseworker.  
The Typist / Stenographer will prepare fair copies without date and return the papers to the case worker with the approved draft. The Typist with the assistance of another typist / case worker shall compare fair copy with draft. The case worker thereafter shall submit the file to the officer, who approved the draft for signature. (Through the section superintendent).
40. After receiving the file by the officer, the case worker shall send signed letter for despatch section. The Despatcher shall record the necessary entries in the register prescribed in Form-5.

41. The Despatching section shall arrange for the despatch of fair copies without delay on the same day and where this is not possible due to lack of time on the next working day at the latest.
42. The Despatcher shall return the office copy to the concerned case worker after despatching the letter by affixing his initials and date with the stamp "Despatched".
43. The Despatcher shall maintain service postage or franking value at the end of each day. He shall record the same in the stamp register maintained in Form-6.
44. The Local Delivery letters shall be sent by Muddam. The local delivery book shall be in Form-7.
45. Every case worker shall maintain arrears list in Form-8.
46. After the final disposal of the case, the file shall be sent to the record room duly recording the classification of file as prescribed in para 51. However no new number shall be assigned to the file.
47. Record keeper shall maintain the record register in form - 9. Seperate register shall be maintained for each year.
48. The record keeper shall arrange the files in the following manner:-
  1. Record shall be arranged section wise and year wise.
  2. Record shall be arranged duly classifying them as prescribed in para 51.
49. The case worker shall maintain a register in Form - 10 regarding the files sent to the record room.
50. Whenever the case worker requires the file sent to the record room, he shall send a requisition slip in Form No.11. The Record keeper after receiving the requisition shall return the file to the case worker after making the entries in the record issue register maintained in Form-12. The record keeper shall keep the requisition slip in the place where the file is taken out. The record keeper shall take the initials of the case worker in the record issue register. When the file is returned to the record room, the record keeper shall return the requisition slip to the case worker after recording the receipt of the record in the issue register.

51. The following shall be the different types of disposals of files. The preservation of the records corresponding to each categories of disposals shall be as follows:-

Sl. No.	Category of the file:	Period of preservation.
1.	A	Permanently
2.	B	30 years
3.	C	10 years
4.	D	5 years
5.	E	1 year
6.	N	the disposal is assigned to those papers which are not sent out of the office in original for either further action or record.

NOTE:- The classification of records prescribed in para 51 has been listed in Appendix - II.

52. Notwithstanding anything contained in the manual of office procedure, the records connected with the accounts shall be governed by the provisions of Karnataka Financial Code 1958.
53. The case worker shall not close a case merely because these files have been pending for a long time.
54. The attendance register of the staff be maintained in Form-13.

#### CHAPTER - IV

55. Every section shall maintain in Form No. 14 the furniture and other articles of the section.

NOTE :-

1. All the Depts. of post Graduate Centre shall maintain the furniture register in the prescribed form.
2. Annual stock verification of the furnitures and other stationery articles shall be conducted in accordance with the provisions of Karnataka Financial Code, by the Heads of the section and heads of the departments concerned. They shall submit annual verification report to the Administration section.

56. Every section and the Heads of the Departments of all Post-Graduate studies shall maintain casual leave account register in Form-15. The grant of casual leave shall be in accordance with the rules prescribed in Appendix-B of the Karnataka Civil Services Rules 1958.
57. Every section shall maintain the accounts of the books, publications in Form-36 of the Karnataka Financial Code and library issue register in Form-15.
58. All movements of the files shall be entered in the file movement register maintained in Form-16. One register shall be maintained for each section. The work of watching the movements of file shall be entrusted to any one of the case workers in the section.
59. All orders, circulars, proceedings, memorandums, shall be compiled together at the end of each calendar year duly indexing, arranging them alphabetically in book form.
60. All sections including post-graduate departments shall submit the requirement of stationeries, furnitures, forms, letter-heads etc. twice in a year, during April and November 1st week of each year.
61. All case workers shall submit their work diary to the Superintendent on the last working day of the month.

#### CHAPTER - V

62. The Inspection shall be conducted regularly by the Superintendent. The purpose of conducting the inspection
- (1) to verify whether the procedure prescribed is being followed.
  - (2) to give suitable guidance to the case worker in the performance of his duties to increase efficiency in administration.
- The purpose of inspection is not merely to find lapses in the working but to give practical guidance in respect of problems faced by the case workers. The report of the inspection shall be in Form - 17.
63. The period of inspections and its programmes shall be as follows:-
1. Inspection by the Superintendent - 1 week of every month.
  2. Inspection by the Asst. Registrar - Once in a quarter commencing from January.
  3. By the Deputy Registrar : Once in six months commencing from January.

NOTE:- The schedule mentioned above is only tentative. It may vary depending upon the circumstances. The officer may conduct surprise inspections whenever necessary.

64. The copy of the inspection report shall be served on the case worker pointing out lapses and appreciating the outstanding work done by him.
65. The inspection report shall contain specific instances where the procedure has not been followed before taking the decision.
66. Where the procedure prescribed under the manual of office procedure can not be followed the reason for deviating from the procedure shall be recorded in the file before taking the final decision in the matter. In an exceptional cases deviation from the procedure may be permitted.
67. Inspection notes shall be prepared with due caution and care. These notes shall be carefully studied by the Officer before approving it.

#### CHAPTER - VI

##### MISCELLANEOUS MATTERS:-

68. No case worker shall leave his / her seat during the working hours except when they are called by their superiors. In exceptional cases after getting permission of their superiors and recording their in the movement Register.
69. For the purpose of para 68 every section shall maintain movement Register in form-18. It shall be in the custody of the superintendent or in his absence, the next senior official of the section.
70. Every case worker shall maintain file transfer register in Form-19.
71. No member of staff shall refuse to work over time including holidays whenever their services are required. Refusal to work over time would amount to mis-conduct.

72. No case worker shall take official papers / files to their house for attending the work without prior permission of the officer.
73. If any difficulty arises in implementing the procedure prescribed in this manual, the Registrar may take such decision as may be fit in the circumstances of the case for implementing the procedure prescribed in this manual.

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