

ANNEXURE-1

POWERS DELEGATED TO THE OFFICERS OF THE UNIVERSITY

Sl. No	Description of the power	Vice-chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal of Constituent Colleges	Deputy Registrar	Assistant Registrar	
1	To - Sanction arrears claims of university employee (vide Article 20(a) of KFC)	Full Power	Full Power	6 Years in each case	3 year in each case	3 Year in each case	-	
2	To sanction promotion, Permanent or officiating and other arrangements involving alterations in the pay of University employee not sanctioned by them within one year from the earliest date on which they could be sanctioned (vide Article 20(d) of KFC and Rule 20 of KCSRC)	Full Power	6 Years	6 Years	5 Years	5 Years	-	
3	To Sanction payment of arrears claim on account of contingent charge (including supplies and services) TA to non officials for attending meetings and monthly recurring grant in aid not exceeding Rs.3000 in each case preferred one year after their becoming due (Vide Article 21 Note 1 of KFC)	Full Power	3 Years	3 Years	3 Years	-	-	
4	To refund of revenue including fees, fines, etc, admissible under rules (vide Articles 142 to 144 of KFC)	Full Power	Full Powers	Full Powers	Full Powers	Full Powers	-	
5	To declare stores as obsolete surplus or unserviceable and dispose them of subject to fixing responsibility for the loss where they have become obsolete surplus or unserviceable owing to negligence of fraud etc, on the part of individual employee (vide Articles 168 of KFC)	i) Unusable goods like sports materials / toys / educational equipment etc	Full power	Full powers	Rs. 50,000 in one case subject to Rs. 5.00 lakhs per annum	Rs. 30,000 in one case subject to Rs. 3.00 lakhs per annum	Rs. 15,000 in one case subject to Rs. 1.00 lakhs per annum	Rs. 10,000 in one case subject to Rs. 50,000 per annum
		ii) Perishable items like plant, food material, consumables, drugs, fertilizers, etc	Full power	Full powers	2% of the value of the item, subject to Rs.2.00 lakh per annum	2% of the value of the item, subject to Rs.1.00 lakh per annum	Rs. 10,000 in one case subject to Rs. 50,000 per annum	Rs. 10,000 in one case subject to Rs. 50,000 per annum
		iii) unusable books and periodicals.	Full power	Full powers	Full powers	Full powers	Full powers	Full powers

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6	To sanction house building, house purchase of house repairs advances to subordinate University employee (Vide Article 216 of KFC)	(i) <u>Advances</u> To sanction tour advance	Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
		(ii) To Recommendation for loan house building with in the permissible limit house building advance as per rules and subject to Budget allotment	Full power	Full Powers A & B	Full Powers A & B	Full Powers A & B	Full Powers C & D	
		(iii) To recommendation vehicle purchase advance as per rules within permissible limit	Full power	Full Powers	Full Powers	Full Powers	Full Powers	
7	To sanction write off of the following subject to quarterly statement of such wide off being submitted to Vice Chancellor through proper channel. 1. Values of stores or University money list other than by fraud or negligence of individual employee 2. Irrecoverable items of departmental revenues 3. Irrecoverable amounts of loans and advances (Vide Article 306 of KFC)	Write off losses To sanction writing off in respect of the following. 1. Government goods or money lost	Full power	Rs. 20,000 in individual case, subject to Rs. 10.00 lakh per annum	Rs. 10,000 in individual case subject to Rs. 4.00 lakh per annum	Rs. 4,000 in individual case subject to Rs. 1.00 lakh per annum		
		2. Irrecoverable departmental revenues	Full power	Rs. 20,000 in individual case, subject to Rs. 10.00 lakh per annum	Rs. 10,000 in individual case subject to Rs. 4.00 lakh per annum	Rs. 4,000 in individual case subject to Rs. 1.00 lakh per annum		
		3. Irrecoverable loans and advances (In all such cases, the authorised officer shall record that the loss has not been caused because of fraud or negligence)	Full power	Rs. 20,000 in individual case, subject to Rs. 10.00 lakh per annum	Rs. 10,000 in individual case subject to Rs. 4.00 lakh per annum	Rs. 4,000 in individual case subject to Rs. 1.00 lakh per annum		
		Writing off goods To sanction writing off or disposal of the following 4. Unusable goods in government store	Full power	Full power	Rs. 50,000 in one case subject to 5.00 lakh PA	Rs. 30,000 in one case subject to 3.00 lakh PA	Rs. 15,000 in one case subject to 1.00 lakh PA	Rs. 10,000 in one case subject to 50,000 PA

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		5. Perishable items like plant, food material, consumables, drugs, fertilizers, etc.	Full power	Full Power	2% of the value of the Item. Subject to Rs. 2.00 Lakh PA	2% of the value of the Item. Subject to Rs. 1.00 Lakh PA	Rs.10,000 of the value of the Item. Subject to Rs. 50,000 PA	Rs.10,000 of the value of the Item. Subject to Rs. 50,000 PA
		6. Unusable books and periodicals	Full power	Full power	Full power	Full power	Full power	Full power
		7. Obsolete or unserviceable equipment	Full power	Full Power	Rs. 50,000 in one case subject to Rs. 10.00 Lakh PA	Rs. 25,000 in one case subject to Rs. 2.00 Lakh PA	Rs. 15,000 in one case subject to Rs. 1.00 Lakh PA	Rs. 10,000 in one case subject to Rs. 50,000 PA
		8. Vehicles beyond economic repair, subject to certification by the RTO (Subject to certificate by the competent authority that the condition of obsolescence, expiry, or unserviceability has not been caused by negligence in planning, procurement of maintenance)	Full power	Full power				

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8	To sanction re appropriation from one head of account to another within the same major head in the University budget provided it does not involve a) A diversion of provision from the plan to non-plan items b) Diversion of provision from the plan to non-plan items c) The undertaking of a recurring liability d) An increase in the allotment for secret service expenditure e) Expenditure on a new service f) An increase on an item the provision for which has been specifically reduced by a competent authority g) From charged item to vote of the University authorities. h) Diversion of funds for purposes other than that provided in the Budget (Article 308 to 314 of KFC)	Rs. 10.00 lakh between two units of appropriation under of appropriation under same major head and within same demand	Full power				
9	To prescribe in the case of subordinate staff security for the custody of University cash or stores and fix the amount in cases not covered by the specific provision in the rules of Govt. Order (Vide ARTICLE 353 of KFC)		Full power	Full Powers			
10	To sanction permanent advances for contingent expenditure to drawing officers subordinate to them (Vide Rule 24 of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers
11	To sanction expenditure on publication of official advertisement in newspaper (Vide Rule 55(1) of MCB)	Advertisement 1. To sanction publishing of official advertisements subject to guide lines from Department/Directorate of Information and Publicity, and also subject to availability of grants for this purpose	Full power	Rs. 50000	Rs 25,000	Rs. 10,000	Rs. 5,000
		2. To sanction printing of publicity material under government programmes	Full power	Full power	Full power		

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12	To sanction the employment of unskilled part time menials payable out of contingencies in the offices for a total period not exceeding 3 years vide note 2 below Rule 7 and 55(2)(b) of (MCE)	Hiring manpower Subject to guidelines from DPAR/FD, and Subject to Vacancy of posts or availability of grants for Service – outsourcing	Full power	Full Powers	-	-	-	
13	To sanction charges, for repairs to office bicycles (Vide Rule 55(7) of MCE)		Full power	Full power	Full power	Full power	Rs.150/- each time	
14	To sanction to the purchase of books of reference relating to the special work including periodicals like magazine and journals and books for their departmental libraries and for granting prize, and to sanction the free supply of purchases of Government publications required for reference in office under their control from the govt book Dept (vide Rule 55(9) and 45 of MCE)	Books and periodicals:- To sanction purchas of reference books and journals for facilitating official work	Full power	Full Powers	Full Powers	Rs.20,000 per annum	Rs.10,000 per annum	Rs. 2,000 per annum
15	To purchase if absolutely necessary for official purposes, Govt of India publications and copies of administrative copies of administrative reports and the like issued by corresponding department of other state Govt., if they are not supplied free or on exchange basis (Vide Rule 55(9)(d) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
16	To sanction the purchase of Furniture (Vide Rule 55(11) & 28 of MCE)	Furniture	Full power	Full power	-	-	-	

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17	To sanction the purchase of office equipments	Office equipment	Full power	Rs. 20.00 lakh per annum				
18	To Sanction for conveyance of office records in excess of according to local circumstances (Vide Rule 55(17) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
19	To sanction charges for Typing DTP by piece work (Vide Rule 55(18) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
20	To sanction repairs of calculators furniture and other articles of office equipment (Vide Rule 55(28) of MCE)	Repair and AMC of office equipment and furniture	Full power	Full Powers	Full Powers	Full Powers		
21	To sanction charges for insurance on Special goods of Government such as mathematical and scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport (Vide Rule 55(32) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
22	To sanction the purchase of topo-sheets and maps for use in office (Vide Rule 55(37) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
23	To Permit in special circumstances the remittance at the expense of University of pay travelling allowance and contingencies of University servants employed out of way places even when the M.O. Commission exceeds the travelling allowance payable to a peon (Vide rule 55(39) (b) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers

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24	To sanction the hiring of private building including lands for departmental use in consultation with the Executive Engineer of the University (Vide rule 55 (46) of MCE)	Hiring of building in consultation with PWD/Rent Controller	Full power	1) Rs.2.00 lakh for a building for a month (except Bangalore Urban) 2) Rs. 5.00 lakh for a building in Bangalore Urban for a month)				
25	To sanction local purchase of stationery articles in offices (Vide rule 55(48) of MCE)	Stationery	Full power	Full Powers	Full Powers	Rs. 10,000 each time and Rs. 2.00 lakh p.a	Rs. 5,000 each time and Rs. 1.00 lakh p.a	-
26	To sanction charges for shifting telephones from one office building to another (Vide rule 55(53) or MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
27	To sanction repairs of tents Government (Vide rule 55(54) of MCE)	Repair of vehicles	Full power	Full powers	Upto Rs.1.00 lakh on one vehicle, subject to Rs. 7.00 lakh per annum	Upto Rs.50,000 on one vehicle, subject to Rs. 5.00 lakh per annum	Upto Rs.50,000 on one vehicle, subject to Rs. 3.00 lakh per annum	Upto Rs.20,000 on one vehicle, subject to Rs. 1.00 lakh per annum
28	To sanction repairs to computers, printer, UPS typewriters including duplicators of offices (Vide rule 55(56) of MCE)	Computers and peripherals (Subject to the Government Orders from e-Governance (DPAR))	Full power	Full powers	Full power	Rs25000 per annum	Rs. 5000 per annum	-
29	To sanction, expenditure for participating important state exhibitions within the state		Full power	Full power	Rs. 1.00 crore per annum	-	-	-
30	To sanction expenditure for participating in District and other exhibitions within the state		Full power	Full power	Full power	Rs. 25000	-	-
31	To sanction charge in connection with the publications of hand books, invitations and latest etc.		Full power	Full Powers	Full Powers	Full power	Rs. 5000-00	Rs.2500

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32	To sanction refund of wrong or excess credits provided (Vide Article 142 of KFC) 1. Each claim is supported by certificate of original credit and its non payments 2. The claim is preferred within 3 years of original credits 3. It is clearly established that it was a case of wrong of excess credits.	Refunds To sanction refund of revenue including fees, fines, etc. And to refund wrong of excess credit, subject to the claim being established with authenticated documents	Full power	Full Powers	Full Powers	Full Powers	Full Powers
33	To authorise University employees to proceed on duty beyond the limits of their charges but within the State (Vide rule 16(a) of KCSRS)	KCSR: To authorize Subordinate Government servants to proceed on duty beyond the limits of their charges but within the State (Vide rule 16(a) of Kcsrs)	Full power	Full Powers	Full Powers	Full Powers	Full Powers for group C & D
34	To authorize subordinate University employee to proceed on duty beyond the limits of their charges outside the State within India (Vide rule 16(b) of KCSRS)	To authorize subordinate Government servant to proceed on duty beyond the limits of their charges outside the State within India (Vide Rule 16(b) of KCSRS)	Full power	1. Non Gazetted Full powers. 2. Gazetted 15 days	15 days in case of non-gazetted	15 days in case of non-gazetted	10 days for group C & D
35	To sanction the acceptance of remuneration by University employees under their control for work as examiners for various Government Departments or Bodies set up by Government or Universities within the State in accordance with the scales sanctioned (Vide rule 28 (d) of KCSRS)	To sanction the acceptance of remuneration by Government servants under their control for work as examiners for various examinations conducted by Government departments or bodies set up by Government of Universities within the State in accordance with the State in accordance with the scales sanctioned (Vide Rule 28(d) of KCSRS).	Full power	Full Powers	Full Powers		

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36	To sanction the acceptance of fees by University employees under their control from a private person a private body of a public body whose funds are administered by government when not covered by any rules, special of local law or orders of Government (Vide rules 28 and 29 of KCSRs)	To sanction the acceptance of fees by Government servants under their control from a private person, a private body or a public body whose funds are administered by Government when not covered by any rules, special or local law of orders of Government (Vide Rules 28 and 29 of KCSRs)	Full power	Full Powers	Full Powers (NGOs)	Full Powers (NGOs)	-	-
37	To sanction in charge arrangements in posts which are vacant of the incumbents of which are absentees and the filling up of which requires the sanction of a higher authority (Vide rule 3268.192 & 196 of KCSRs) University employees who are in the scale of pay of 1. Group A – 67550-104600 and above 2. Group B – 43100-83900 and above but below the scale of pay 67550-104600 3. Group C – 37900-70850 and above but below the scale of pay 43100-83900 4. Group D – 18600-32600 and above but below the scale of pay 37900-70850	To Sanction in-charge arrangements in posts which are vacant of the incumbents of which are absentees and the filling up of higher authority (Vide Rules 32,68,192 & 196 of KCSRs) Government servants who are in the scale of pay of:	Full power					
		i) Gr-'A' Services	Full power	4 months	3 months	2 months	-	-
		ii) Gr-'B' Services	Full power	6 months	4 months	3 months	2 months	-
		iii) Gr-'C' & "D"	Full power	Full power	Full power	Full power	Full power	Full power
38	To sanction, the extension of Joining time to University employees (Vide rule 62 of KCSRs)	1. Group A – 67550-104600 and above 2. Group B – 43100-83900 and above but below the scale of pay 67550-104600 3. Group C – 37900-70850 and above but below the scale of pay 43100-83900 joining time to subordinate non-gazetted Government servants (Vide Rule 86 of KCSRs)	Full power	Full power				

Sl. No	Description of the power	Vice-chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal of Constituent Colleges	Deputy Registrar	Assistant Registrar
39	To sanction maternity leave to married female University employees (Vide rule 135 if KCSRs). 1. Gazetted 2. Non-gazetted	To sanction maternity leave to married female University servants (Vide Rule 135 of KCSRs) 1. Gazetted 2. Non-gazetted	Full power	Full Powers Full Powers	Full Powers Full Powers	Full Powers Full Powers	Full Powers Full Powers
40	Sanction of leave other than special disability leave to Subordinate University employees (Vide rule 192 and 196 of KGSRs) University employees who are in the scale of pay of 1. Group A – 67550-104600 and above 2. Group B – 43100-83900 and above but below the scale of pay 67550-104600 3. Group C – 37900-70850 and above but below the scale of pay 43100-83900 4. Group D – 18600-32600 and above but below the scale of pay 37900-70850 Note: The powers to sanction leave as above includes the powers to sanction leave preparatory to retirement but does not include the power to refuse earned leave applied as leave preparatory to retirement	Sanction of leave other than special disability leave to subordinate university servants (Vide Rule 192 and 196 of KCSRs); 1. Group A – 67550-104600 and above 2. Group B – 43100-83900 and above but below the scale of pay 67550-104600 3. Group C – 37900-70850 and above but below the scale of pay 43100-83900 Not: The powers to sanction leave as above includes the powers to sanction leave preparatory to retirement but does not include the powers to refuse earned leave applied for as leave preparatory to retirement.	Full power	4 months 6 months Full powers	3 months 4 months Full powers	2 months 3 months Full powers	2 months 2 months Full powers

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41	Sanction of encashment of earned leave once in calendar years in accordance with rule 118 of KCSRs	Sanction of encashment of earned leave one in block period of two years in accordance with rule 118 of KCSR S.	Full power	Full Powers	Full Powers	Full Powers	Full Powers
42	Encashment of earned leave at the time of retirement or at the time of death while in service in accordance with rule 118 (A) of KCSRs.	Encashment of earned leave at the time of retirement or at the time of death while in service in accordance with rule 118 (A) of KCSRs.	Full power	Full Powers	Full Powers	Full Powers	Full Powers
43	To sanction disbursement to University employees of arrears of leave salary arising as a result of the sanction or communication of leave more than one year from the date of relief (Vide rule 198 of KCSRs)	To Sanction disbursement to subordinate non-gazetted Government Servants of arrears of leave salary arising as a result of the sanction or communication of leave more than one year from the date of relief (Vide rule 198 of KCSRs)	Full power	Full Powers	Full Powers	Full Powers	Full Powers
44	To order the retirement on invalid pension of University employees appointed by them or. by a lower authority, who by bodily or mental infirmity are permanently incapacitated from the public service (Vide rule 273 of KCSRs)	To order the retirement on invalid pension of non-gazetted Government servants appointed by them or by bodily or mental infirmity are permanently incapacitated from the public service (Vide rule 273 of KCSRs)	Full power	Full Powers	Full Powers	Full Powers	
45	To sanction in exceptional cases road mileage both ways for road journeys made by University employees between places connected by rail vide (rule 462 (h) of KCSRs)	To sanction in exceptional cases, road metrage. both ways for road journeys made by subordinate Government servants between places connected by rail vide (rule 462 (h) of KCSRs)	Full power	Full Powers	Full Powers		

Sl. No	Description of the power	Vice-chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal of Constituent Colleges	Deputy Registrar	Assistant Registrar
46	To sanction daily allowance for halts on tour exceeding 10 days at a place to University employees (Vide rule 516 of KCSRs)	To sanction daily allowance for halts on tour exceeding 10 days at a place to subordinate university servants (Vide rule 516 of KCSRs)	Full power	1) 30 days in the case of gazetted officers 2) 90 day in the case of non-gazetted officers	1) 20days in the case of gazetted officers 2) 60 day in the case of non-gazetted officers	1) 15 days in the case of gazetted officers 2) 30 day in the case of non-gazetted officers	-
47	To allow University employees on transfer, the actual cost of transport by rail or other craft of their conveyance at owner's risk (Vide rule 532 (3) (A) (1) (4) (2) of KCSRs)	To allow subordinate university servants on transfer, the actual Cost of transport by rail or other craft or their conveyance at owner's risk (Vide rule 532 (3) (A) (1) (4) (2) of KCSRs)	Full power	Full Powers	Full Powers	Full Powers	Full Powers
48	To accord administrative approval to works to be executed by the engineering section against funds provided in the budget NOTE: In the case of major works estimated to cost Rs. one lakh and above, the powers approved to only works for which there is specific provision in the budget	Administrative approval of works	Up to Rs.10.00 crore each work	Upto Rs. 30.00 lakh	-	-	-
49	To order the casual and emergent purchase of stores which should normally be purchased through the stores purchase department		Full power	Full power	-	-	-

Sl. No.	Description of the power	Vice-chancellor		Registrar	Registrar (Evaluation) / Finance Officer	Principal of Constituent Colleges	Deputy Registrar	Assistant Registrar
50	<p>To accept tenders for purchase of stores ordered directly by the departments:</p> <ol style="list-style-type: none"> 1. Where the lowest tender is accepted and the prescribed terms of tenders are followed 2. In other cases 3. Major overhauls of vehicles (rule 55 (40) (A) 3(b) of MCE) 4. Minor overhauls of vehicles (rule 55 (40) (A) 3(C) of MCE) 5. Petty repairs including replacement of missing or worn out parts except tyres and tubes (rule 55(40) (A) (3) (d) of MCE) 	Repair of vehicles	Full power	Full powers	Full power			
			Full power	Rs. 50000	Rs. 20000			
51	<p>Rule 55 (42) of MCE states that government prescribe from time to time the periodicals and journals to be subscribed for by each department News papers is an essential item for all offices. In the scheme of decentralizations of powers it is best left to the heads of departments to prescribe the news papers and journals to be subscribed by the heads of offices under his control and by his own office. The following guidelines are laid down.</p> <p>The Heads of departments are empowered to prescribe, the newspapers and periodicals to be subscribed by head of offices of various ranks under their control in field offices and as well as to their office.</p> <p>The Head of the department shall not subscribe to more than two news papers / periodicals to their own office and one newspaper / periodical to each subordinate offices.</p> <p>The supply of news papers and periodicals as specified above shall be restricted to only heads of offices and the officers who are not heads of offices shall not be entitled to get news papers / periodicals.</p>	Full power	Full powers	Full powers				

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52	The powers have been delegated to the heads of departments to accord sanction for payment of advance deposits in respect of Group C and D officials and officers for undergoing treatment in the following hospitals subject to fulfilment of the conditions stipulated in Karnataka Civil Service (Medical attendance) rules 1963; 1. NIMHANS, Bangalore 2. Kidwai Institute of Oncology, Bangalore 3. Sri Jayadeva Institute of Cardiology, Bangalore and other Government and University recognized hospitals	Full power	Up to Rs. 1.00 Lakh	Rs. 50000-00	Rs. 25000-00		


REGISTRAR
 Registrar,
 KUSTEMP UNIVERSITY,
 Inana Sahyadri,
 Shankaraghatta-577 451,
 Shivamogga District,
 Karnataka State.

ANNEXURE-2

POWERS DELEGATED TO THE OFFICERS OF THE UNIVERSITY

Administrative Power:

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
1	To effect transfer of officer and other sub-ordinate officials within the University	Full power	Full Powers	-	-	
2	To permit University teachers to accept the examination work of other Universities b) Within the State b) Outside the State University	Full Powers for all Categories of teachers	Full Powers For all teachers	-	-	
3	To confirm/employees against sanctioned post and sanctioned scales after the period of probation is completed service is approved subject to eligibility by passing prescribed tests and departmental examinations	Full Powers	Full Powers for Group C & D	-	-	
4	To remit late fees, fines etc.....imposed on students	Full Powers	Full Powers	Full Powers	Full Powers	
5	To impose penalties on teachers in connection with the examinations work in case of debar of teacher from the University examinations for malpractices, dereliction of official duty examinations shall recommend such teachers after conducting enquiry as per rules by giving equal opportunity to defend himself in the matter	Full Powers	-	-	-	
6	To appoint tabulators, coding officers, custodian, dispatch officers, Chief superintendent and the deputy chief superintendents and exam. Hall reviewers (Invigilators clerical assistants laboratory Asst. Typists etc...as per rules.	Full Powers	-	Full Powers	-	
7	To sanction remuneration to the various Officers/ Officials involved in coding, tabulating, invigilation typing supervision, clerical, job, laboratory asset., as per rules	Full Powers	-	Full Powers	-	
8	To execute and conclude all the agreements and contracts with the approval of the appropriate authorities	-	Full Powers	-	-	

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
9	Power to sign on behalf of the University bills, notes, receipt, acceptances, endowments, cheques realise agreement contracts and documents (power to authorises signing acceptance)	-	Full Powers	-	-	-
10	To permit the University Employees to accept remuneration, consultation fee etc.... and to serve to accept the membership of the organisations not century ordinances, rules and regulations.	Full Powers	Full Powers	-	-	-
11	Sanction of subsistence allowance as per rules during the suspension of the University employees pending approval of the University authority.	Full Powers	Full Powers	Group C & D working under him Full Powers	Group C & D working under him Full Powers	-
12	Do decide on the case of University employees who are selected to undergo to a course of training or study shall count for service qualifying them for increment or pay as per rules.	Full Powers	Group C & D	-	-	-
13	To sanction leave preparatory to retirement or leave refusal	-	Full Powers	-	-	-
14	To permit extra cost by way of travelling allowance under special circumstances	Full Powers	Full Powers	-	-	-
15	To order retirement of the University employees who attained the age of superannuation	Full Powers	Group C & D	-	-	-
16	To sanction retirement benefit to the University employees	Professor & Associate professor	Other employees	-	-	-
17	To make temporary appointment against leave Vacancy	Full Powers	Group C & D	-	-	-
18	To sanction daily allowance for halts not exceeding 30 days and to declare the shortest route within the state	Full Powers	Group C & D	-	-	-
19	To sanction D.C.R.G / Gratuity to the families of University employees as per rules	-	Full Powers	-	-	-
20	According administrative approval to A.M. estimates in respect of Water supply and sanitary, Electricity Roads	Full power	Rs. 3.00 lakhs	-	-	-

Sl. No	Nature of Powers	Vice - Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
21	To accord administrative approval and technical sanctions to the revised or modified estimates	Upto 25% over the original sanctioned estimates	Upto 10% over the sanctioned estimates	-	-	
22	To sanction expenditure on urgent repairs to University buildings, road, water supply, electricity installations etc., subject to the budget provisions	Full Powers	Upto 1,00,000/- at a time and max 10,00,000 PA	-	-	
23	Power to authorities signing and acceptance of the works by charging it to the works concerned	Full Powers	-	-	-	
24	To Sanction charges for taking photographs of the works by charging it to the works concerned	-	Full Powers	-	-	
25	To sanction purchase of blue printing sapper ammonia, ink, etc by charging it to the sanctioned works	Full Powers	Full Powers	-	-	
26	To sanction purchase of stationary or works against provisions made in sanctioned estimates	Full Powers	Upto Rs.25,000 each time upto 1,00,000 P A	-	-	
27	To sanction advertisement charges for tender notification in news papers by charging it to the works concerned	Full Powers	Full Powers	-	-	
28	To order for the disposal stores articles by public auction or otherwise surplus stores articles like empty cement bags etc not less than their book value and unserviceable status	Full Powers	Full Powers	-	-	
29	To sanction purchase of schedule of rate books from the P.W.D / B.W.S.S.B. PHE, the electricity board and other authorities	Full Powers	Full Powers	-	-	
30	To conduct negotiations for entrustment of work as per rules	Upto Rs. 10.00 Crore	In respect of work costing upto Rs.2.00 crore	-	-	
31	Entrustment of work to piece work contractors at not more than sanctioned estimated schedule of rates.	Full Powers	Upto Rs.5.00 lakh	-	-	

Sl. No	Nature of Powers	Vice Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener	
32	To pass and admit excess over the original estimate of both original works and repairs works including AM. Works due to deviations in quantities and rates etc.,	Full power	-	-	-		
33	To authorise utilisation under the saving under any estimate for the same work	Full Powers	-	-	-		
34	Granting of extension of time as per terms and conditions of agreement as per rules	a) Upto 75% of the total period stipulated in the contract agreement for completion of works in respect of all contracts in normal condition. b) However in special circumstances granting of extension time full power					
35	Approval of dates and sanctioning of estimates	-	Full Powers	-	-		
36	Termination of the agreement as per the terms and conditions	Upto Rs. 10.00 Crore	Upto Rs. 50.00 lakhs	-	-		
37	Repairs to tools and plant and machineries	Full Powers	Full Powers	-	-		
38	Approval of Technical sanctions and estimates i. Irrigation, road, bridge and buildings works (for irrigation works all estimates over Rs. 50.00 lakhs to be cleared by TSC) ii. Works of electrical installations of Government buildings against, lumpsum provision in the sanctioned estimate. iii. Component parts of a project against lumpsum provision in the sanctioned estimate for specialised and skilled works.	This delegation of power limited to executive engineer of Kuvempu University upto Rs. 1.00 Crore					


REGISTRAR
 Registrar,
 KUVEMPU UNIVERSITY,
 Jnana Sahyadri,
 Shankaraghatta-577 451,
 Shivamogga District
 Karnataka State.

ANNEXURE-3

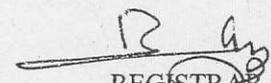
POWERS DELEGATED TO THE OFFICERS OF THE UNIVERSITY

Financial Power

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
1	To sanction temporary advances from the Kuvempu University contributory provident fund or G.P.F. as per rules	-	Full Powers	-	-	
2	To sanction partial advances, permit withdrawals from the Kuvempu University General provident fund as per rules	-	Full Powers	-	-	
3	To sanction to get new Telephones	-	Full Powers	-	-	
4	To sanction Laboratory Equipments and chemicals to University Departments	Full power	Rs. 5.00 lakhs	-	-	
5	To sanction an annual and special expenditure in case of emergency not provided in the budget recording reasons in writing or if it is excess of provision made in the budget subject to ratification by the appropriate authority	Full power	Upto Rs. 50,000/-	Upto Rs. 25,000/-	Upto Rs. 25,000/-	
6	To accord acceptance of bills in respect of all claims sanctioned by the University.	Full Powers	Full Powers	Full Powers	Full Powers	
7	To sanction A.C. bills as per rules	Full Powers	Full Powers	Full Powers	Full Powers	
8	To drawn money on A.C. bill in respect of advance sanctioned by the University and render accounts to the Finance Officer within the stipulated periods as per rules	Full Powers	Full Powers	Full Powers	Full Powers	
9	To sanction refund of examination fees wrongly paid or in excess towards issue of duplicate marks card, eligibility, migration certificates and degree certificates relating to the examinations.	Full Powers	Full Powers	Full Powers	Full Powers	
10	To draw, endorse of countersign cheques of the University including deposit accounts.	Full Powers	Full Powers	Full Powers	Full Powers	
11	To sanction refund of EMD and other security deposits, as per rules	Full Powers	Full Powers	Full Powers	-	

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
12	To sanction payment of claims preferred by other departments regarding supply and service.	Full powers	Up to 1,00,000/- Within 3 yrs, in each case			
13	To sanction the destruction of time barred records as per rules	Full Powers	Full Powers	Full Powers	Full Powers	
14	To Permit the remittances of salaries, allowances and other supply and services by money orders and D.D. at University expenses	Full Powers	Full Powers	Full Powers	Full Powers	
15	To sanction purchase of diaries and other table equipments to officers of the University not below the rank of Assistant Registrar or equivalent cadre	Full Powers	Full Powers			
16	a) To sanction conveyance charges within the city for the distance not less than 2 K.M. on office work as per rules b) To sanction conveyance charges examination related works	Full powers	Full power	Full power		
17	To sanction legal charges like court fee and other charges	Full Powers	Rs. 25000-00			
18	To sanction awards other than research awards to the University employees where due, delegations & discretion were used in order to protect the University property.	Full powers	Rs.5000/- in each case & 50000/- PA	Rs.5000/- in each case & 50000/- PA	Rs.5000/- in each case & 50000/- PA	
19	To sanction expenditure towards purchase to dictionaries, reference books etc., for office use at prevailing rates.	Full Powers	Full Powers	Rs.5000/- at a time & max, 25000/- PA	Rs.5000/- at a time & max, 25000/- PA	
20	To sanction remuneration / honorarium/ royalty to authors/ reviewers/ Teachers	Full Powers	Full Powers			
21	To sanction expenditure in connection with manufacture of blocks, art work etc.,	Full Powers	Upto Rs.50000/- at a time & Max 5,00,000/- PA			
22	Towards purchase of different of paper/ special paper boards and other printing materials as per rules	Full Powers	Full Powers	Full Powers	Full Powers	
23	To sanction payment of honorarium to speakers guest lecturers etc.	Full Powers	Full Powers			

Sl. No	Nature of Powers	Vice Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
24	To sanction contingent expenditure towards soap, towels, washing powder etc., to the University press	-	Full Powers	-	-	-
25	To sanction raw material of various description to the University employment and guidance bureau as per rules for hobby workshop.	Full Powers	Full Powers	-	-	-
26	To sanction Air Fare to the members of the board of examiners board of appointment/ board of studies extra moral studies/ student welfare others.	Full Powers	-	-	-	-
27	To sanction drugs, minor equipments and other medicines to the University health centre	Full power	Upto Rs. 1.00 Lakh	-	-	-
28	To sanction contingent amount in connection with the University examination as per rules	Full Powers	-	Full Powers	-	-
29	To sanction deputation allowance to the deputed officers other than the statutory Officers Foreign service as per rules	Full Powers	Upto Group C & D	-	-	-
30	Sanction of travelling allowance to the members of the various boards as per rules	Full powers	Full Powers	Full Powers	Full Powers	-
31	To sanction contingent amount in connection with the University as per Rules	Full Powers	Rs.20000/- at a time and max Rs.2,00,000/- PA	Rs.20000/- at a time and max Rs.2,00,000/- PA	-	-
32	To sanction retirement benefits to all categories of University employees in case of death or attain the age of superannuation (including DCPGs)	Full Powers	Group C & D	-	-	-
33	To sanction reimbursement of medical charges as per rules	Full Powers	Upto Rs.50,000-00 in each case	-	-	-
34	To sanction of the investigation of arrears claim of pay and allowance of all the employees provided the claims are over 6 years	Full power	Within 6 years	-	-	-
35	To sanction refund of admission / tuition fee and other fees paid by the students and refund of registration fees, affiliation fees, etc.,	Full Powers	Full Powers	-	-	-
36	To sanction expenditure on binding of books journals, periodicals register etc.,	Full Powers	Rs.1,00,000/- in each case and Rs.3,00,000/- PA	Rs.20,000/- in each case and Rs.1,00,000/- PA	Rs.20,000/- in each case and Rs.1,00,000/- PA	-


REGISTRAR
 Registrar,
 KLEMPU UNIVERSITY,
 Jnana Sahyadri,
 Shankaraghatta-577 451.

ANNEXURE-4
POWERS DELEGATED TO THE OFFICERS OF THE UNIVERSITY

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal / Director / convener	Deputy registrar	Assistant registrar
1	To sanction uniforms to Drivers Laboratory Attendants and other class IV employees	-	-	-	Full Powers	Full Powers	-
2	To countersign bills AC / DC / NDC and others bill	-	-	-	Full Powers	Full Powers	-
3	To sanction time scale increment to all classes of teaching and non-teaching staff	Full power for Group A & B	Full power for Group A & B	-	-	Full power for Group C & D	-
4	To sanction special casual leave to the University teachers as per rules	-	Full Powers	-	-	Full Powers (within state)	-
5	To sanction advances of pay to an employee on transfer	-	-	-	-	Full power	-
6	To sanction reimbursement of Medical charges as per rules	Full Powers	Upto Rs.50,000	-	-	-	-
7	To sanction of T.A.Bills	-	Group A & B	-	-	Group C & D	-
8	Annual property statement	-	Group A	-	-	Group B & C	Group D
9	Accordal of permission of purchases or acquire movable and immovable properties	-	Group A & B	-	-	Group C	Group D
10	To sanction of HTC and LTC	-	Group A & B	-	-	Group C	Group D
11	To sanction of time bound advancement	-	Full power	-	-	-	-

Sl. No	Nature of Powers	Vice-Chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal / Director / convener	Deputy registrar	Assistant registrar
12	1. Notification of UG / PG / PG Diploma / Ph.D courses		Full power			Full power	
	2. Admission approval of UG Courses		Full power			Full power	
	3. Admission approval of PG & PG Diploma Courses		Full power			Full power	
	4. Admission approval of B.Ed Courses		Full power			Full power	
	5. Issue of migration certificate					Full power	Full power
	6. Issue of eligibility certificates to UG & PG students	Full power	Full power				
	7. Issues of permission letter to UG & PG Students					Full power	
	8. Issues of medium of instruction certificate					Full power	
	9. Issue of transfer certificate					Full power	Full power
	10. Issue of equilance certificate	Full power	Full power				
	11. Approval of Ph.D research centres	Full power	Full power			Full power	
	12. Approval of Ph.D Guides	Full power					
	13. Ph.d provisional registration	Full power					
	14. Ph.D confirmation registration	Full power					
	15. Fee Reimbursement bill of UG & PG students	Full power			Full Power		
	16. Action taken information of syndicate & AC meeting					Full power	Full power
	17. Provisional affiliation certificate issued to Foreign students	Full power	Full power				
	18. Approval of calendar of events of UG & PG certificates	Full power					
	19. Revision of fees structure of UG & PG course	Full power					
	20. Institution of Gold medals & Cash Prizes	Full power					
	21. Monthly progress report to governor office						Full power

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal / Director / convener	Deputy registrar	Assistant registrar
13	Issue of no objection certificate to the staff (to go abroad)	Group A	Group B.C & D				
14	Accordal of permission to go on other duties (within the state)	-	Group A			Group B	Group C & D
15	To sanction of stagnation increment	-	Full Powers			-	-
16	Fixation of Pay	Full power	Full Powers			-	-
17	Sanction of charge allowance	-	Group A & B			Group C	Group D
18	Approval of panel of Guest Lecturer/ part time Lecturer	Full power	Full Powers			-	-
19	To sanction of casual leave.	Statutory Officers	Chairman of the Depts			Group A & B	Group C & D
20	To sanction of festival advance	-	-			Full Powers	-
21	To sanction Encashment of earned Leave	Group A	Group B			Group C & D	-
22	To sanction of Maternity leave & paternity leave as per rules	-	-			Full power	Full Powers
23	Declaration of probationary period	Full Powers	Full Powers				
24	To sanction of Telephone Electricity, Rent, Water supply petrol, Diesel & courier bills as per rules	-	-			Full Powers	-
25	To sanction and to draw money on A.C. Bills and render accounts to the Finance Officer within the stipulated periods as per rules.	Full Powers	Full Powers			Upto Rs.5,000/- @ a time	Upto Rs.3,000/- @ a time
26	To claim and to disburse supplementary salary T.A. and other establishment claims to the concerned as per rules	-	-			Full Powers	-

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal / Director / convener	Deputy registrar	Assistant registrar
27	To Sanction expenditure on Dry-Cleaning and Pressing of Convocation Dresses and Polishing of Mace & Wooden Stand					Full powers	

- 1) Group A – 67550-104600 and above
- 2) Group B – 43100-83900 and above but below the scale of pay 67550-104600
- 3) Group C – 37900-70850 and above but below the scale of pay 43100-83900
- 4) Group D – 18600-32600 and above but below the scale of pay 37900-70850


REGISTRAR
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 Shivamogga District
 Karnataka State.

ನಂ: ಕುವಿ.ಅಡಳಿತ.ಜವಲ-1 : 90-91

ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಕಾರ್ಯಾಲಯ
ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್ 577-115
ದಿನಾಂಕ 11.3.1991

ಸು ತ್ತೋ ರಿ

ವಿಷಯ:- ಕಛೇರಿ ನಿಂತುಮಗಳನ್ನು ಪಾಲಿಸು ಖಗ್ಗ

೨೦೦೦೦೦೦

ಮಾನವ ಕುಲಪತಿಯವರ ಅನುಮೋದನೆಯ ಮೇರೆಗೆ ಕಛೇರಿಯ

ಆಡಳಿತದ ಸುಧಾರಣೆಯ ದೃಷ್ಟಿಯಿಂದ ಪ್ರಾಯೋಗಿಕವಾಗಿ ಕಛೇರಿ ಕೈಪಿಡಿಯನ್ನು ಹೊರಡಿಸಲಾಗಿದೆ. ಎಲ್ಲಾ ಅಧಿಕಾರಿಗಳು, ವಿಭಾಗಗಳ ಮುಖ್ಯಸ್ಥರುಗಳು ವಿಷಯ ನಿರ್ವಹಕರುಗಳ ಸಹಿ ಕಛೇರಿ ಕೈಪಿಡಿ ಯಲ್ಲಿನ ನಿಂತುಮಗಳನ್ನು ಪಾಲಿಸಬೇಕೆಂದು ನೋಡಲಾಗಿದೆ. ಈ ಕಛೇರಿ ಕೈಪಿಡಿಯನ್ನು ಕಾಲಮವಲಿ ತೊಂದರೆಗಳನಾದರೂ ಉದ್ಭವಿಸಿದ ಪಕ್ಷದಲ್ಲಿ ಅದನ್ನು ಕುಲನಿಜವರ ಗ್ರಹಣಕ್ಕೆ ತರಬೇಕಾಗಿ ತಿಳಿಸಲಾಗಿದೆ.

ಆದೇಶದ ಮೇರೆಗೆ,

ಕುಲನಿಜವರು

ಗೆ:-

1. ಎಲ್ಲಾ ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗಗಳ ಮುಖ್ಯಸ್ಥರುಗಳಿಗೆ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
2. ಕುಲನಿಜವರು (ಪರೀಕ್ಷಾಂಗ), ಪರೀಕ್ಷಾ ವಿಭಾಗ, ಶಿವಮೊಗ್ಗ
3. ಹ್ಲಕಾಸು ಅಧಿಕಾರಿಗಳು, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್
4. ಸಂಯೋಜನಾಧಿಕಾರಿಗಳು, ಸ್ನಾತಕೋತ್ತರ ಕೇಂದ್ರ ಧಾಕವಗರೆ.
5. ಗ್ರಂಥಪಾಲರು, ಗ್ರಂಥಾಲಯ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್
6. ಸಹಾಯಕ ಕಾರ್ಯಾಲಯಕ ಅಭಿಯಂತರರು, ಇಂಜಿನಿಯರಿಂಗ್-ವಿಭಾಗ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್
7. ಸಂಯೋಜನಾಧಿಕಾರಿಗಳು, ರಾಷ್ಟ್ರೀಯ ಸೇವಾ ಯೋಜನೆ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ,
8. ಸಹಾಯಕ ಕುಲನಿಜವರು, ಆಡಳಿತ ವಿಭಾಗ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್
9. ಕುಲಪತಿ ಕುಲನಿಜವ : ಕುಲನಿಜವ (ಪ) : ಹಾಕಾಸು ಅಧಿಕಾರಿಗಳ ಆಡು ಕಾರ್ಯಾಲಯ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್
10. ಕಛೇರಿ ಪ್ರತಿ.

ORGANISATION CHART OF THE FEDERAL 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 scrutinize 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 ^{arrange} 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 and non routine which require performance of duties both routine/ 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:-

the Assistant's Case File

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.

- (2) to receive the dictation and transcribing
- (3) Fixing up the appointments and cancelling them wherever necessary.
- (4) Maintaining 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 the case worker to another etc
- (2) Sticking the files
- (3) Carrying and distribution of Stationery and making envelopes whenever necessary
- (4) Arranging files in the Section.
- (5) Shifting of furnitures.

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 letting 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

CHAPTER :- III

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. Seperate 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 ^{inward} 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 more than 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.

- (5) They shall attend the
- (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 dutyspot, 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.S.S. Section.

- (5) They shall attend the
- (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

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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, ^{then} 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.

33. 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 ^{file} 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 ^{other} 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 ^{page} numbers and serve as for a ^{ready} 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 ^{be} got 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. Separate 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	10 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.

- N O T E :**
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 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.

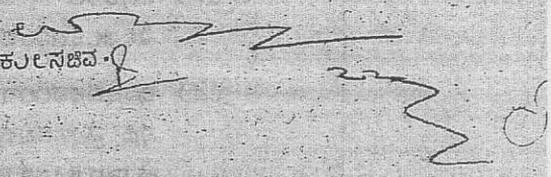
72. No case worker shall take official papers / files to their house for attending the work without prior permission of the officer.

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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- (10) ಸರ್ಕಾರದಿಂದ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಕ್ಕೆ ಬರುವ ಮರುಭರಿಕ ಶುಲ್ಕಗಳನ್ನು ಪಡೆಯಲು ಸಹಾಯಕ ಕುಲಸಚಿವರು ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು.
- (11) ಸ್ನಾತಕೋತ್ತರ ಪದವಿಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ವಿದ್ಯಾರ್ಥಿವೇತನದ ಅರ್ಜಿ ನಮೂನೆಗಳ ಮೇಲೆ ಸಹಾಯಕ ಕುಲಸಚಿವರು ಸಹಿ ಮಾಡಬಹುದು.
- (12) ವಿದ್ಯಾರ್ಥಿಗಳ ಆಂಕಪಟ್ಟಿ ಮತ್ತು ಇತರ ದಾಖಲೆಗಳನ್ನು ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗದ ಸಹಾಯಕ ಕುಲಸಚಿವರು ನಿಮ್ಮಮಾತನುಸಾರ ಪಡೆದು ಅವುಗಳನ್ನು ಹಿಂದಿರುಗಿಸಲು ಕ್ರಮ ಕೈಗೊಳ್ಳುವುದು.
- (13) ವೇತನದ ಹುಂಡಿಗಳು, ಪ್ರವಾಸ ಭತ್ಯೆಯ ಹುಂಡಿಗಳು ಹಾಗೂ ಹಣಕಾಸು ಇಲಾಖೆಯ ಧನಾಧೀಶಗಳ ಸಹಿ ಮತ್ತು ಎಲ್ಲಾ ರೀತಿಯ ಹಣಕಾಸು ವ್ಯವಹಾರವನ್ನು ನಿರ್ವಹಿಸುವುದು ನಿರ್ವಹಿಸುವುದು.

ಕುಲಸಚಿವ



ಗೆ.

- 1) ನಿರವಕುಲಸಚಿವರು, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್.
- 2) ಹಣಕಾಸು ಅಧಿಕಾರಿಗಳು, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್-ಮಾಹಿತಿಗಾಗಿ.
- 3) ಸಹಾಯಕ ಕುಲಸಚಿವರು, ಶೈಕ್ಷಣಿಕ ವಿಭಾಗ, ಸಾಮಾನ್ಯ ವಿಭಾಗ, ಸಿಬ್ಬಂದಿ ವಿಭಾಗ ಮತ್ತು ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗ, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್.
- 4) ನಿರವಕುಲಸಚಿವರು, ಕುಲಸಚಿವರು, ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ ಆರ್ ಪ್ರಾಜೆಕ್ಟ್.
- 5) ಕಛೇರಿ ಪ್ರತಿ.

ಎಲೆವೆನ್.