

MAHATMA GANDHI UNIVERSITY
Abstract

Estt: Delegation of powers of the Vice-Chancellor to the Pro-Vice-Chancellor/ Registrar/ Joint Registrar (Administration) I – Sanctioned – Orders issued.

ADMINISTRATION AI SECTION

No. 4999/AI/2/2014/Admn.

Dated, Priyadarsini Hills, 08.10.2014

Read: Note to the Registrar from the Vice-Chancellor dated 07.10.2014

ORDER

Sanction has been accorded by the Vice-Chancellor to delegate the following powers and functions of the Vice-Chancellor to the Pro-Vice-Chancellor, Registrar, Joint Registrar (Administration) I, as per Statutes 14 A, Chapter 2 of Mahatma Gandhi University Statutes 1997.

Powers delegated to the Pro-Vice-Chancellor

1. To sanction all items of work regarding conduct of examinations except appointment of Examiners.
2. To Sanction Inter-Collegiate and Inter-University transfer of students and combination of attendance as per rules.
3. To grant exemption from production of attendance certificate in respect of language to students studying in colleges in which that language is not taught, provided the conditions laid down are satisfied.
4. Special concessions to Physically Handicapped candidates/Mentally challenged candidates except dyslexia.
5. To accept, in deserving cases, applications from candidates for admission to University examinations where examination fee could not be remitted within the prescribed time.
6. To approve modification of results due to revaluation, award of grace marks, etc.
7. To declare satisfactory completion of probation of officers up to and including Joint Registrars and that of teachers other than Professors.
8. To sanction leave of all kinds other than Extra Ordinary Leave to all members of University staff including Heads of the Departments/schools other than Professors and Branch Officers.
9. To sanction pay fixation proposals of Section Officers and above categories of non-teaching staff and that of University teachers other than Professors.
10. To grant individual recognition to the Degrees and examinations of other Universities and Boards which are approved by the Academic Council of this University under Section 25 (xii) of the Mahatma Gandhi University Act.
11. To approve model question papers.
12. To condone shortage of attendance submitted as per rules and that doesn't require the ratification of Syndicate.
13. To sanction the sale by auction of fallen trees belonging to the University and for the removal of each trees.

14. To approve draft mark lists/Tabulation Registers.
15. To condone the delay in submitting applications for university examinations, grace marks/revaluation in deserving cases.
16. To sanction grants, Scholarships, JRF etc. as per rules.
17. To sign certificates to be issued to students participating in DPE, DSS and NSS activities.
18. To sanction release of stipend to the SC/ST Development Department/Tribal Welfare Department.
19. To sanction study tour/excursion charges of students of the University subject to budgetary provisions.
20. To sanction loans and advances covered by budget provisions to the employees and teachers of the University.
21. To exercise the powers of the Chairperson, Staff Welfare Fund Board.
22. To sanction Closure of FBS and GIS.
23. Granting of individual recognition on the basis of proposals put up by the section concerned in the examination wing.
24. To sanction medical reimbursement claims up to Rs.25,000/- (Rupees Twenty five thousand only) in individual cases and up to Rs.1,00,000/- (Rupees One Lakh only) in files including more than one case.
25. To dispose unserviceable article where the book value does not exceed Rs.50,000/- (Rupees Fifty thousand only) in each case following all procedure as per rules.
26. To sanction all expenses related to examination up to a limit of Rs.1,50,000/- (Rupees One Lakh fifty thousand only) against specific budget provisions.
27. To Sanction re appropriation of funds up to Rs.1,00,000/- (Rupees one Lakh only) from one major head to another provided that such re appropriation does not involve any recurring liability which extends beyond a financial year, in question.
28. To award Grace marks as per rules.

Powers delegated to the Registrar

1. To transfer and post officers from Assistant Registrar to Joint Registrar
2. To Sanction declaration of probation of non-gazetted staff of the University.
3. To sanction pay fixation proposals of non-gazetted University staff.
4. To sanction leave of all kinds (except LWA for a period exceeding four months, special disability leave and study leave) to all members of the non-teaching staff and to University teachers of the rank of Assistant Professors.
5. To sanction increments to members of the non-teaching staff above the rank of section officers and to University teachers of the rank of Assistant Professors.
6. To sanction telephone charges, electricity charges, taxes and other inevitable payments. Admissible as per rules.
7. To sanction petty items of contingent expenditure upto Rs.1,00,000/- (Rupees One Lakh only) in each case.
8. To sanction claims for refund of revenue like examination fee and other fees upto Rs.1000/- (Rupees One thousand only) in each case as per rules.

9. To sanction TA advance Rs.25,000/- (Rupees Twenty five thousand only).
10. To confirm auction where the total amount does not exceed Rs. 25,000/- (Rupees Twenty five thousand only).
11. To sanction refund of EMD for works up to Rs.10,000/- (Rupees Ten thousand only) in each case as per rules.
12. To appoint temporary/contract teachers and other employees in statutory/Self Financing Departments from an approved rank list to the vacancies already sanctioned by Syndicate/ Vice Chancellor.
13. Approval of rank list of security staff on daily wages in University Departments.
14. Approval of rank list of students for admission to University Departments.
15. To Sanction payment for repair of vehicles, purchase of spare parts and the like and the minor repair, the amount which does not exceed Rs.1,00,000/- (Rupees One Lakh only).
16. To sanction purchase of stationery items, other petty purchases the amount of which does not exceed Rs.1,00,000/ (Rupees One Lakh only).
17. To sanction provisional payment to employees and teachers of the University not exceeding Rs.1,00,000/- (Rupees One Lakh only) for items covered by budget provisions and also as per rules.
18. To sanction transfer of funds from one minor head to another minor head within a major head
19. To accord sanction for all works original or repair to a maximum of Rs.1,00,000/- (Rupees one Lakh only) where the following conditions are satisfied namely:
 - a. The work is one included in a scheme approved by the Syndicate.
 - b. Funds have been provided in the University Budget.
20. To sanction advances for departmental purposes up to a limit of Rs.1,00,000/- (Rupees one Lakh only) against specific budget provisions where the scheme concerned has been sanctioned by a competent authority.
21. To Sanction refund of deposit of earnest money, securities etc. above Rs.10,000/- (Rupees Ten thousand only) on the basis of recommendation of the HOD.
22. To sanction branch change of students as per rules.
23. The power to seek the opinion of Chairperson, Board of Studies, and Deans of Faculties for processing the applications of eligibility/equivalency certificate.

Powers delegated to Joint Registrar I (Admn.)

1. To sanction medical reimbursement claims upto Rs.10,000/- (Rupees Ten thousand only) in individual cases and up to Rs.50,000/- (Rupees Fifty thousand only) in files including more than one case.
2. To sanction bi monthly payment of fuel charges not exceeding an amount of Rs.1,50,000/- (Rupees One Lakh and Fifty Thousand only)
3. To sanction petty items of contingent expenditure upto Rs.10,000/- (Rupees Ten thousand only) in each case.
4. To Sanction expenditure of purchase of stationery items other petty purchase, the amount of which does not exceed Rs.10,000/- (Rupees Ten thousand only).

