



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

University Administration - Registrar - Powers and Duties - Delegation - Sanctioned - Orders issued.

ADMINISTRATION A 1 SECTION

No. 3727/AD A 1/2019/MGU

Priyadarsini Hills, Dated: 01.08.2019

*Read:-*1) University Order No3455/Ad A1/2019/MGU dated 23/07/2019

2) Note No. Regr.2/177/2019 dated 29.07.2019 from the Registrar (i/c) with orders by the Vice Chancellor.

ORDER

In order to ensure more efficiency in administration and to avoid delay due to routing of files, sanction has been accorded by the Vice Chancellor to delegate the following Powers and Duties of the Registrar vested with him, vide provisions contained in Statute 28 and 29 (Chapter II) of Mahatma Gandhi University Statutes, 1997, to the Controller of Examinations and Statutory Officers, as detailed below.

DUTY ASSIGNED TO THE CONTROLLER OF EXAMINATIONS :

To approve the draft of the Note to the Syndicate relating to condonation of shortage of attendance and that of Examination malpractice cases.

DUTY ASSIGNED TO THE JOINT REGISTRARS OF EXAMINATION WING

1. To sign the fair copies of Note to Syndicate relating to Condonation of shortage of attendance and that of Examination malpractice cases originating from the sections assigned to them of which the draft are approved by the Controller of Examinations.
2. To sign the fair copies of Note to Syndicate relating to Examination branch, originating from the sections assigned to them of which the draft are approved by the Registrar (except DDFS files).

POWERS DELEGATED TO THE JOINT REGISTRAR – I (ADMN.)

1. To sanction TA/DA to gazetted staff up to and including the rank of Assistant Registrar for journeys on University business.
2. To sanction payment of daily wages to last grade servants engaged through Employment Exchange.
3. To issue work order to minor repairs and routine service of University vehicles, recommended by the repair committee, upto an amount of Rs.10,000/- only (only after ensuring that the work does not exceed Rs.10,000/-)

4. To sanction release of WPP/Cover Cards based on approved work order, to printing firms.
5. To sanction Special Casual Leave to staff who donate blood, as per rules.
6. To transfer files to Academic / Examination / Finance Wings / SF sections from Administration / University Departments and to mark files which are received from other Wings / departments to sections in the Administration branch.
7. To transfer routine files from sections under JR-I to legal section. Those matters which are time bound and which are significant shall be brought to the immediate attention of the Registrar.
8. To sanction payment of bills on electricity, telephone, newspaper charges etc.
9. To accept lowest quotation for purchases for the University Office, the total expenditure of which does not exceed Rs.10,000/-, where there is proper sanction of the competent authority for such purchases.
10. To sanction expenditure on account of bills in respect of Notifications published in the Government Gazette and newspapers, subject to the budget provision.
11. To call for and accept quotations for printing minutes of meetings, reports etc., from private presses, when acceptance is based on the lowest among the quotations.
12. To sanction payment of salary and pension contribution to Government on account of deputation of staff of the University from Government Departments.
13. Issuance of Experience Certificates to the University staff upto the rank of Section Officers.
14. To issue stock certificates and attest stock registers in respect of bills and vouchers for amount exceeding Rs.1 lakh.
15. To sign Contingent Bill / Register with regard to National Service Scheme.
16. To sanction claims for refund of revenue like examination and other fee according to rules upto Rs.1,000/-
17. To sanction TA advance upto Rs.5,000/- for official purpose.
18. To sanction purchase for the use of University Office upto Rs.25,000/- in each case as per rules in this regard.
19. To sign the documents / receipts related to DCRG and Commutation which has been sanctioned by Local Fund Audit.
20. To issue U.O. and sign the relevant forms regarding Closure of Provident Fund which has been sanctioned by the Vice Chancellor.
21. To verify and attest applications and to issue No Objection Certificates for Indian Passports submitted by the Teaching and Non-teaching staff of the University.
22. To sanction Terminal Surrender of Earned Leave of all employees of the University.

DUTIES ASSIGNED TO THE JOINT REGISTRAR - I (ADMN.)

1. To sign the fair copies of 'Note to Syndicate' from sections under JR-I (Admn.) the drafts of which are approved by the Registrar (except DDFS files).
2. To sign fair copies of communications from sections under JR-I (Admn.) to Government related to policy matters and furnishing the opinion of the University of which drafts are approved by the Registrar.
3. To sign the forms for new admission to UPF/SWF/FBS/GIS approved by the Registrar.
4. Approving all communications except those from the office of the Chancellor and policy

matters / those furnishing opinion of the University from sections under JR-II (Admn.) to Government.

5. Furnishing replies to letters from Joint Secretary to Government which are not related to policy matters.
6. To forward 'Statement of Facts' from sections under JR – I (Admn.) to Legal section for verification before submitting to the Registrar for approval.

POWERS DELEGATED TO JOINT REGISTRAR- II (ADMN.)

1. To transfer files to Academic / Examination / Finance Wings / SF sections from Administration / University Departments and to mark files which are received from other Wings / departments to sections in the Academic / SF sections branch.
2. To transfer routine files from sections under JR-II (Admn) to legal section. Those matters which are time bound and which are significant shall be brought to the immediate attention of the Registrar.
3. Granting Academic Clearance for submission of doctoral thesis.
4. Sanctioning of change of name in accordance with gazette notification.
5. Granting of re-admission / repetition / re-tracking to various courses in accordance with relevant regulations.

DUTIES ASSIGNED TO JOINT REGISTRAR- II (ADMN.)

1. To sign the fair copies of 'Note to Syndicate' from sections under JR –II (Admn.) the drafts of which are approved by the Registrar (except DDFS files).
2. To sign fair copies of communications from sections under JR-II (Admn.) to Government related to policy matters and furnishing the opinion of the University of which drafts are approved by the Registrar.
3. Approving all communications except those from the office of the Chancellor and policy matters / those furnishing opinion of the University from sections under JR-I (Admn.) to Government.
4. Furnishing replies to letters from Joint Secretary to Government which are not related to policy matters.
5. To sign the joining reports / continuation certificates / interim utilization certificates in respect of various Projects / JRF / SRF and other Fellowships / UGC Scholarships. Final Utilization Certificate, after auditing, shall be signed by the Registrar.
6. To sign the forms relating to customs / excise duty exemptions of University Departments and affiliated Colleges which have cleared all dues with the University.
7. Joint Registrar-II (Admn) may be permitted to forward files pertaining to the following matters, directly to the office of the Vice Chancellor.
 - a. Files related to appointment of Drawing and Disbursing Officers in the affiliated colleges.
 - b. Files related to the Extension of period of Research for the first time.
 - c. Files related to the Regularisation of Ph.D registration.
 - d. Files related to approval of Ph.D Course work Syllabus

POWERS DELEGATED AND DUTIES ASSIGNED TO DEPUTY REGISTRAR-I (ADMN.)

1. To sanction leave not exceeding 35 days to self drawing officers up to and including the rank of Section Officers.
2. To sanction TA/DA to non – gazetted employees for journeys conducted on official duties.
3. To sanction refundable advances from UPF to the University staff.
4. To issue Stock Certificate and attest stock registers in respect of bills and vouchers for total amount not exceeding Rs.1,00,000/- in each case.
5. To forward applications (except deputation) from permanent gazetted employees whose service matters are dealt with in sections under the supervisory charge of DR-I (Admn) to appointment to outside, subject to the service conditions laid down in the Statute.
6. To sanction purchase of Service Postage Stamps and to credit the stamps to the Franking machine.
7. To sanction the indents for stationery articles from the Government Stores and to issue articles to the subordinate institutions according to necessity.
8. To furnish replies to the letters signed by Deputy Secretary to Government from Sections under DR-I (Admn.) except policy matters.
9. Genuineness verification of applications for Passport etc., in respect of permanent non teaching staff of the University.
10. Forwarding of requests for Police Verification in respect of the employees / new appointees.

POWERS DELEGATED AND DUTIES ASSIGNED TO DEPUTY REGISTRAR-II (ADMN.)

1. To sanction payment of vehicle tax, insurance premium, etc., of University vehicles.
2. To sanction leave to the self drawing non --teaching staff upto Assistant Librarian Gr.-I in the University Library / Departments not exceeding 35 days.
3. To engage workers / coolies for cleaning and sweeping University buildings / premises as per rules / orders.
4. To sanction payment of land tax and other inevitable payment due to the Government.
5. To accommodate Officers / Sections in the University Office.
6. To sanction minor repair and maintenance of furniture / instruments / machineries of the University, the cost of which shall not exceed Rs.5,000/-.
7. To forward application (except deputation) from permanent gazetted employees, whose service matters are dealt with in sections under the supervisory charge of DR-II (Admn.) to appointment outside, subject to the service conditions laid down in the Statutes.
8. To sign Annual Maintenance contracts after getting opinion of the Legal Section / Legal Advisor.
9. To furnish replies to the letters signed by Deputy Secretary to Government from Sections under DR-II (Admn.) except policy matters.
10. Genuineness verification of applications for Passport etc., in respect of permanent gazetted employees, whose service matters are dealt with in sections under the supervisory charge of DR-II (Admn.)

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POWERS DELEGATED AND DUTIES ASSIGNED TO ASSISTANT REGISTRAR-I (ADMN.)

1. To forward applications (except for deputation) for employment from permanent non-gazetted staff members.
2. To issue NOC to permanent non-gazetted staff for submission of applications in response to Public Service Commission/Public Notifications.
3. To open quotations/tenders etc. called for by the University for printing and other items of work.
4. To issue experience certificate and other certificates (except NOC for passport) to non-gazetted staff in the University office.
5. To issue discharge certificate to persons appointed through Employment Exchange.
6. To issue Employment Certificates to regular employees whose service matters are done under Assistant Registrar-I (Admn)
7. To furnish replies to the letters signed by Under Secretary to Government from the sections under AR-I (Admn), except policy matters.
8. Forwarding of requests for One-time verification in respect of employees appointed through Kerala Public Service Commission.

POWERS DELEGATED AND DUTIES ASSIGNED TO ASSISTANT REGISTRAR-II (ADMN.)

1. To forward applications (except for deputation) for employment from non-gazetted (Technical) staff working in the University Library/Schools/Departments.
2. To issue experience certificate and other certificates to non-gazetted (Technical) staff working in University Library/Schools/Departments.
3. To issue Employment Certificates to regular employees whose service matters are done under Assistant Registrar-II (Admn).
4. To draw contingent bills, Permanent Advance, reimbursement bills and salary bills of non-gazetted staff in the University Office.
5. To furnish replies to the letters from Under Secretary to Govt. regarding matters which come under the purview of AR-II (Admn.) except policy matters.

POWERS DELEGATED AND DUTIES ASSIGNED TO ASSISTANT REGISTRAR-III (ADMN.)

1. To sanction expenditure on the printing of reports, proceedings etc., at private presses when the works are based on the lowest among the quotations subject to budget provisions.

POWERS DELEGATED AND DUTIES ASSIGNED TO ASSISTANT REGISTRAR-IV (ADMN.)

1. To sanction leave of all kinds (except Extra Ordinary leave and L.W.A. exceeding 35 days) to non-gazetted staff in the University office.
2. To sanction normal increments to non-gazetted staff in University office and to attest entries

in the Service Book of such staff regarding promotions, reversions, punishments, etc.

DUTIES ASSIGNED TO ESTATE OFFICER

1. To issue bus pass to staff and students as per rules.
2. To collect rent/fees due to the University connected with land and buildings.
3. To arrange for sweeping/cleaning of University buildings/premises.
4. Campus beautification and related items of work.
5. To earmark and sanction space for displays exhibitions etc. in the University campus as per the existing rules.
6. To manage the routine affairs of the University Guest House and to sanction ordinary rooms as per rules in this regard.

Orders are issued accordingly.

Sd/-

PREMKUMAR R

ASSISTANT REGISTRAR I (ADMIN)
For REGISTRAR

Copy To

1. All Sections / Departments / Schools / Centres
2. PS to Vice Chancellor / Pro-Vice Chancellor
3. PA to Registrar / Controller of Examinations / Finance Officer
4. AR/DR/JR (Administration/ Academic/ Finance/ Examinations)
5. PRO/Content Management Section/IQAC
6. Joint Director, Kerala State Audit, M.G. University
7. Statistical Unit/ SF/FC/Day file/Records section

Forwarded / By Order

Section Officer