



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16C, Dwarka, New Delhi - 110075

F.No. IPV/BOM-47/2011/196

Dated : 01.08.2011

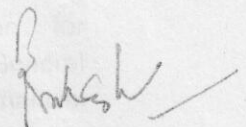
## CIRCULAR

**Subject: Regulation Relating to Governing Office Working Procedures and Delegation of Powers.**

In order to streamline the administrative decision making processes and ensure timely responses, the BOM in its 47<sup>th</sup> meeting has approved "Regulation Relating to Governing Office Working Procedures and Delegation of Powers".

A copy of the same is enclosed as Annexure (Pages 1 to 8) for compliance. IGIT will also follow these instructions as it concerns the functioning of issues pertaining to the University Schools of Studies; and other administrative matters.

This will be effective from 01<sup>st</sup> August, 2011.

  
(Dr. B.P. Joshi)  
Registrar

F.No. IPV/BOM-47/2011/

Dated : 01.08.2011

- (i) All Deans - USIT/ USLLS/ USMS/ USBT/ USET/ USHSS/ USCT/ USB&AS/ USEM/USED, GGSIP University
- (ii) All Director-Coord./ CDMS/ R&C/ LAC/ Acad. Aff./ RP&MC, GGSIP University
- (iii) Controller of Finance, GGSIP University
- (iv) Controller of Examination, GGSIP University
- (v) Librarian, GGSIP University
- (vi) Heads/ Incharges (All administrative branches)
- (vii) Superintending Engineer, UWD, GGSIP University
- (viii) Chairman, UCIITM, GGSIP University
- (ix) PS Vice Chancellor for kind information of Hon'ble Vice Chancellor, GGSIP University

G.G.S.I.P.U./JR (UJUVV...)  
File/Dispatch No. 196  
Date: 01/08/11

REGULATION RELATING TO GOVERNING

OFFICE WORKING PROCEDURES AND DELEGATION OF POWERS

1. Over the years, the University has registered a laudable progress almost on all fronts, as were conceived while establishing this University in July, 1998 as teaching-cum-affiliating University by the Govt. of NCT of Delhi. And, in order to maintain, rather accelerate the pace of its development in years to come, it is essential that the Chief Executive Officer (CEO) [Vice-Chancellor] of this University is relieved of from his active involvement in day-to-day functioning so that he is enabled to devote his thinking process and major operational time for the preparation and execution of the "Strategic Development Plans", and thus making it feasible for the University not only to attain a fairly high rank among the 'Globally Recognized and Accredited Universities of the World', but also as one that could ultimately make it possible to claim as 'University for the Next Orbit'.

2. It is with this background that the 'Regulation Governing the Delegation of Powers in Respect of Grant of Leave, Sanction of Financial Assistance to Teaching and Non-Teaching Staff for Attending Orientation / Faculty Development Programmes/ Training Programmes/Conferences/ Seminars/ Workshops, Forwarding of Application for Employment Outside the University, Academic and Other Financial and General Administrative Matters including Revised Financial Powers and Allocation of Financial Grants received from External Funding Agencies', is being introduced in this University.

Personnel's Branch

3. Grant of Leave to Teaching and Non-Teaching Employees. All cases of leave of all employees, where the period of leave exceeds 30 days (including permissible combination of different forms of leaves), shall be processed only after having screened by the Vice-Chancellor. EOL, CCL, Study Leave and Sabbatical Leave shall be granted by the Vice-Chancellor in case of all employees.

4. All kinds of leave to the Deans, Registrar, Controller of Finance, Controller of Examinations, Directors, Librarian and other Officers reporting directly to the Vice-Chancellor shall be sanctioned by the Vice-Chancellor.

5. Casual Leaves and Special Casual Leaves for not exceeding 04 days to be availed within India to all the faculty members and other non-teaching staff working in the University Schools of Studies shall sanctioned by the Deans ; likewise Casual Leaves for all the employees working in the Offices/ Centres of Excellence shall be granted by the Directors.

6. All kinds of leaves in case of all the Officers functioning as Branch Heads and directly reporting to him shall be sanctioned by the Registrar.

7. Excepting the Casual Leaves, all other kinds of leaves of all non-teaching staff working in different administrative branches shall be sanctioned by the Registrar on the recommendations of the Branch Heads.

8. The Personnel Branch shall process all the cases of leave on the files of the concerned employees after ensuring the prescribed procedure for the grant of different leaves as well as submission of necessary supportive documents accompanied by speaking recommendations of the concerned Officers (Deans/ Branch Heads) ; the Section Officer/ Asstt. Registrar of the Personnel Branch can, however, request for the required documentation / specific recommendation of the involved Officer for processing the leave cases.

9. Sanction for Attending Orientation Programmes / Faculty Development Programmes / Training Programmes/ Conferences / Seminars / Workshops, Etc. to Teaching and Non-Teaching Staff. The Personnel Branch shall process only those cases where the concerned employee is eligible for the financial assistance requested for as per the rules on the subject; in case any employee being not eligible for the specific financial assistance then it would dispose off the case by simply intimating to the concerned employee that: "your request cannot be acceded to by the competent authorities of the University as the same is not covered by the existing rules on the subject".

10. Provided, however, the request of such an employee shall be processed if his/ her willingness to participate in the proposed Orientation/ Faculty Development Programme/ Training Programme /Conference/ Seminar/ Workshop is at his/her own cost without creating any financial liability on the University.

11. Eligible cases after due processing, shall be presented for consideration and according necessary approval by the Vice-Chancellor if the same are of Deans of University Schools of Studies, Directors, Registrar, Controller of Finance, Controller of Examinations, Librarian and all other Officers Reporting directly to the Vice-Chancellor.

12. Approval from the Vice-Chancellor shall also be required in the remaining eligible cases belonging to teaching and non-teaching employees, if the Orientation/ Faculty Development Programme/ Training Programme /Conference/ Seminar/ Workshop is being organized at international level and are taking place during the University's academic sessions.

13. Approval shall be accorded by the Registrar in all other eligible cases of teaching and non-teaching employees where the Orientation / Faculty Development Programme / Training Programme /Conference/ Seminar/ Workshop, if the same are being organized in India.

14. Forwarding of Application for Outside Employment.

(a) Sanction shall be accorded for forwarding of applications for outside employment as per University's prevalent rules by the Vice-Chancellor in case of all the teaching staff and other Officers in the rank of Assistant Registrar and above.

(b) In case of all employees of the rank of Section Officer and below, the Registrar shall accord necessary approval for forwarding of applications for outside employment provided they fall in line with the existing rules and policies.

15. **Sanction for Fixation of Pay and Allowances and Grant of Annual Increments to all the Employees.** Sanction shall be accorded for fixation of pay and allowances and grant of annual increments by the Controller of Finance to all the employees in all those cases which are of routine nature and does not involve consideration of any specific variation in the normal terms and conditions of employment. However, in all such cases, where there is variation in the normal terms and conditions of employment for the purpose of fixation of pay and allowances and grant of annual increments, the sanction shall be accorded only by the Vice-Chancellor.

16. **Reimbursement of Medical Bills.** All medical reimbursement claims, as covered within the given rules, shall be approved by the Registrar after being scrutinized by the Accounts Branch. However, exceptional cases related to medical reimbursement which are not in line with the rules of the University shall require approval of the Vice-Chancellor.

17. **Withdrawal from Contributory Provident Fund (CPF).** All withdrawals and advances of all the employees as covered by the rules from their respective Contributory Provident Fund shall be approved by the Registrar after the same have been duly scrutinized by the Accounts Branch.

18. **Reimbursement of Tuition Fee.** The reimbursement of tuition fee paid for wards of University employees shall be approved by the Controller of Finance as per the sanction orders issued by the Personnel Branch of the University after the receipt of evidence of paying the tuition fees.

**Academic Branch**

19. **Inter-University and Intra-University Migrations.** All cases of Inter-University and Intra-University Migrations, falling within the ambit of existing rules, shall be decided as per the recommendations made by a Committee constituted by the Vice-Chancellor for the purpose. However, the decision of the Vice-Chancellor shall be final. In case of any dispute/interpretation arising out of such recommendations for which representation has been received from any student/s, Vice-Chancellor decision shall be final.

20. **Cancellation of Admissions, Refund of Fee after First Counselling and Refund of Security Deposit.** Officer In-Charge of the Academic Branch shall take appropriate decision concerning Cancellation of Admissions, Refund of Fees after First Counselling and Refund of Security Deposits related to students in all cases as per the Rules, Procedure and Time-Frame specified in the concerned Information Brochure/s. However, in cases where there is any lapse on the part of any student/s while meeting the laid down requirements then, the appropriate decision/s shall be taken by the Registrar.

21. **Re-Admission after Detainment.** All decisions in respect to re-admissions shall be taken by the Officer-Incharge for the Academic Branch of the University as per the rules provided in the relevant Ordinance of the University / Scheme and Syllabi of relevant academic programme.

22. Upgradation of Students. All decisions in respect of up-gradation of students shall be taken as per the recommendations of the Committee that may be constituted by the Vice-Chancellor for the purpose. In case of any appeal against any recommendation/s of the Committee then the matter shall be referred to the Vice-Chancellor and his decision shall be final.

23. Regularization of the Students admitted against the Management Quota Seats by the Self-financing (privately managed) affiliated institutions of the University. The entire regularization process pertaining to the students admitted against 'management quota seats' for all academic programmes conducted in the self-financing privately managed affiliated institutions shall be handled by the Officer-Incharge of the Academic Branch of the University and he shall issue the Roll Numbers to all such students within a specified time-frame that may be got approved well in advance from the Vice-Chancellor.

24. Venues and Schedules for Counsellings.

(a) All 'Venues' and 'Schedules for Counsellings' for all academic programmes shall be approved by the Vice-Chancellor.

(b) The Registrar shall take all decisions related to administrative arrangements and the manpower resources that may be required for all counsellings pertaining to all the academic programmes.

General Administration

25. Tender Document, Acceptance of Bids/ Contracts and Sanctioning of Bills concerning with Outsourced Services.

(a) Tender Document for all services to be outsourced by the University shall be finalized by the Registrar after their due vetting by the Accounts Branch

(b) Approval on the financial bids and acceptance of contract with the agency/ ies providing outsourced service/s shall be accorded by the Vice-Chancellor based on the comparative statement/s prepared by Concerned Branch/ School and vetted by the Accounts Branch.

(c) Approval shall be accorded by the Registrar on the bills to be paid to the agency / ies providing outsourced services as per terms and conditions of the contract document and for the manpower deployed duly verified by the Officer-Incharge of the General Administration Branch after due vetting by the Accounts Branch.

(d) The bills of the agency providing the transport services shall be approved by the Registrar on the basis of the necessary certification by the transport supervisor and counter signatures of Officer -Incharge of the General Administration Branch after due vetting by the Accounts Branch.

Purchase Branch

26. Constitution Of Purchase Committee(s).

(a) Budgeted Items. For the purchase of items/ projects included in the approved budget of the concerned School/ Branch, the Purchase Committee shall be constituted by the Registrar/ Vice-Chancellor as per anticipated expenditure and delegated financial powers as approved by the Finance Committee from time to time.

(b) Non-Budgeted Items. For non-budgeted items, the Purchase Committee shall be constituted by the Registrar / Vice-Chancellor as per delegation of financial powers approved by the Finance Committee.

27. Once the Tender Documents are processed by the concerned Branch/ School and are vetted by the Accounts Branch, the approval shall be accorded by the Registrar.

28. The Comparative Statement for different budgeted/ non-budgeted items shall be approved by the Registrar/ Vice-Chancellor as per the delegation of financial powers approved by the Finance Committee.

29. The purchase order/s shall be placed by the Officer-Incharge for purchases as per the recommendations of the concerned Purchase Committee after required evaluation of Tender Process.

30. The Vice-Chancellor shall take appropriate decision/s in all such cases wherever there is any failure/s observed either in delivery schedule or in respect of non fulfillment of the approved technical parameters.

31. The responsibility for payment of bills within three months after the date of completion of delivery shall be that of Officer-Incharge of Purchase Department. However, if there is delay upto six months in payment, the condonation of this delay shall require the concurrence from the Controller of Finance. And, if the delay in payment exceeds beyond six months then the condonation of this delay shall be accorded by the Vice-Chancellor.

Examination Branch

32. Administrative approval and expenditure sanction for Written and Practical End-Semester Examinations, CET, and drawing of advances for Examination Centres and Evaluation Centres shall be accorded by the Vice-Chancellor. The norms for payment of honorarium for various categories of expenditure and other examination-related activities shall be approved by the Vice-Chancellor.

33. Settlement of Bills in respect of Examination Centres and Evaluation Centres shall be as per norms and laid down rules of the University to the extent expenditure sanction has been accorded and shall be done with the approval of the Controller of Finance.

34. Duties shall be assigned to detailment of Deans, Registrar, COF, Directors and Incharge of Administrative Branches for Examination and Evaluation Centre/s only with the prior approval of the Vice-Chancellor.

University Works Division

- 35. Budgetary requirements for recurring expenditure on account of maintenance, repair, replacements / upgradations of utilities, buildings and facilities ; and outsourced manpower for utility support and emergency services under University Works Division shall be approved by the Vice-Chancellor.
- 36. Expenditure sanction for budgeted items for recurring expenditure as at (a) above shall be accorded by the Superintending Engineer / Registrar as per their delegated financial powers as approved by the Finance Committee.
- 37. Extension in timings for functioning of Central AC, DG sets and Lifts to meet the functional requirements shall be approved on case to case basis by the Registrar.
- 38. Modification in the buildings, as may be necessitated by the functional requirements, shall be carried out only with the prior approval from the Vice-Chancellor.
- 39. Approval for backup utility arrangements (electricity, water supply, drainage, sanitary arrangement, etc.) for outdoor events shall be accorded by the Registrar provided the same have already been approved by the Vice-Chancellor.
- 40. The Superintending Engineer shall accord approval on the budgetary requirements and clearance of Bills pertaining to electricity supply which is as per the terms of the contract but after due scrutiny by the Accounts Branch.

Estate and Security

- 41. **Security Related Matters.** While the summary of the manpower deployed for security services shall be verified by the Officer-Incharge for the Security but all other matters such as assessment of requirements related to manpower, remote monitors and other security sensors/ devices, payment of bills, period of retention of data recorded by the monitoring devices shall be approved by the Registrar. Deployment of the Civil Police : The cases involving Civil Police shall be handled as per delegation detailed hereunder :-
  - (a) Action shall be initiated by the Registrar on all Police Complaints pertaining to any loss/ damage to University property and on those Police Complaints which are concerning with the indiscipline by any student(s)/ University Employee(s).
  - (b) The entry of the Police in the University premises shall be permitted only by the Vice-Chancellor.
- 42. The Controller of Finance/ Registrar shall accord approval for clearance / settlement of bills pertaining to Civic agencies to whom contracts have been awarded for the supply of gas, sanitary and other services which are as per the terms of the contract but after due scrutiny by the Accounts Branch.

**Public Relations**

- 43. Administrative approval for promotional advertisements shall be accorded by the Vice-Chancellor.
- 44. Administrative approval for academic/ examination / counselling related advertisements shall be accorded by the Registrar.
- 45. Approval on comparative statements for advertisement and clearance of bills shall be accorded by the Controller of Finance.

**Allocation of Financial Grants Received from External Funding Agencies such as UGC, AICTE, DST, CSIR, etc.**

- 46. Allocation of Financial Grants received from external Funding Agency such as UGC, AICTE, DST, CSIR, etc. shall be done by the Director responsible for Coordination with the concerned agency after prior consultation with the Vice - Chancellor.

**University Schools of Studies**

- 47. The 'Programme(s)' and 'Details of Activities' alongwith their tentative cost/s related to any Conference(s)/Seminar(s)/Workshop(s)/ Collective Event(s) including Excursion / Study Tour(s) shall require prior approval from the Vice-Chancellor. After the approval of the Vice-Chancellor, necessary administrative approval and expenditure sanction including that for drawing of advances and settlement of bills shall be carried out with the approval of the Registrar / Vice-Chancellor as per the delegated financial powers by the Finance Committee from time to time but only after the same have been duly scrutinized by the Accounts Branch.
- 48. The norms for payment of honorarium to the Guest Speaker(s) and faculty engaged on contract basis for the completion of any course (s) either partially or fully within a given academic semester/ period shall be approved by the Vice-Chancellor.
- 49. The Panels of Faculty to be engaged either from within the School or from outside corporate and administrative world/ research organizations, as also the other non-teaching staff, for the purpose of conduct of Weekend Programmes shall be approved by the Vice-Chancellor. The actual settlement of payments to both the approved faculty and non-teaching staff shall, however, be settled by the Registrar as per his delegated financial powers as approved by the Finance Committee from time to time after the same have been scrutinized by the Committee constituted for the conduct of concerned Weekend Programme/s and vetted by the Accounts Branch ; this Committee shall be comprised of the Coordinator, two faculty members of the concerned School and the Dean as Chairperson.
- 50. Any kind of requests/ applications initiated by the teaching and non-teaching staff and addressed to the Vice-Chancellor/ Registrar/ Other Administrative Branches, shall be routed through the Office of the Dean of the concerned University School.
- 51. All official correspondences pertaining to academic, administrative, financial and other matters that may be initiated by any University School of Studies should be addressed to the Officer-Incharge of the concerned Administrative Branch ; in case the Vice-



