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**UNIVERSITY OF PUNE
GANESHKHIND,
PUNE 411007.**

Manual No. 2

[Section 4(1)(b)(ii)]

Right to Information Act 2005

DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES OF THE UNIVERSITY

1. Duties and responsibilities assigned to non-teaching Employee as mentioned in the Standard Code 1984 of Maharashtra Government
2. Powers and duties of the Officers of the University as mentioned in Maharashtra Universities Act, 1994
3. Financial powers of the Officers of the University as mentioned in Ordinance 151.

University of Pune

Duties and responsibilities assigned to non-teaching Employee

As mentioned in the Standard Code 1984 of Maharashtra Government

I Registrar of Universities

It shall be lawful for the Registrar as the Principal administrative officer of the University to regulate the work and conduct of the officers and other employee of the University in accordance with the Act, Statutes, ordinance rules and regulations. It shall be the duty of the Registrar to assess and evaluate the performance of employee and section and take such measures as he deems fit to regularizes and to improve the working of the University.

2. The Registrar may suspend any of the employees if a prime facie ground exists for such suspension, pending inquiry, subject to the approval of the Vice-Chancellor/Executive council.

He shall the power to issue warnings, reprimands, and memos to the employees without the approval of the Vice-Chancellor/Executive Council.

3. In case of employees included in Class III and IV the Registrar can take minor disciplinary action suo moto without the prior approval of the Vice Chancellor/Executive Council.
4. The Registrar may transfer any of the employees from the Departments/Section/Unit of the University to other Departments/ Section/ Units as per the needs and exigencies of the office or can transfer the employees which can be termed as "Routine transfer" to enable the employees to go through the diverse working of the University Department/Section/Units. It shall be the duty of the Registrar to change the working hours/day of the University employee or of the Unit/Section of the

Departments It shall be the duty of the Registrar to change the working hours/days of the university employees or of the unit/section Department it shall be the duty of the Registrar to change the working hours/days of the University Employees or of the unit/Section /of the Departments, introduce staggering hours of work in the interest of the working of the University/Department/conducted colleges etc.

5. The Registrar shall have the powers to take disciplinary action against the non-teaching staff working in the conducted colleges, Departments and institutions. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department /Section/Intuitions.
6. The Registrar may recommend the disciplinary action to be taken against the non-teaching staff of the affiliated colleges working on behalf of the University during examinations etc. on the recommendation and in concurrence with the Principal of the affiliated colleges.
7. It shall be the responsibility of the Registrar, subject to the control of the Executive Council, to enter into agreement, sign documents and authenticate records on behalf of the University.
8. (a) The Registrar shall be the custodian of the records, the common seal and such other property of the University as the Executive Council may commit to his charge.

(b) The Registrar shall keep the minutes of all meetings of the Senate the Executive and Academic Councils, and of the boards and committees appointed by the authorities of the University.

(c) The Registrar shall ensure, under the control and direction of the Vice Chancellor. The proper organization and conduct of examinations and other tests and the declaration of their results; and

(d) The Registrar shall have the financial-powers to sanction any expenditure up to Rs. 2,500 or defray the expenditure upto the limit of Rs. 2,500 without prior sanction of the Finance Committee/Executive Council or Vice-Chancellor.

(e) The Registrar shall exercise such other powers and perform such other duties as are prescribed, or are required from time to time by the Executive Council or the Vice-Chancellor.

Director of Students Welfare

In addition to the powers and duties prescribed under Section 16 of the University Act, 1974, the Director of Students' Welfare shall perform the duties assigned to him by the Vice-Chancellor and the Registrar from time to time.

Following shall be the duties and responsibilities of the Director of Students' Welfare:

- 1) To organise and to co-ordinate the student welfare activities at the University and its colleges ;
- 2) To organize specific students activities at University level like leadership training, Inter Collegiate inter-University Youth Festivals, cultural activities, talent shows, University tours and the like; subject to the approval of the Vice-Chancellor;
- 3) The acts as co-ordinator of the activities like N.S.S., N.I.C. and other activities of the similar nature at the University level, as may be assigned by the Vice-Chancellor/Executive Council from time to time.

- 4) To organise various functions of national importance/and importance functions at the University level like Independence Day, Republic Day, University Day; etc.
- 5) To promote and encourage cultural, social and literary activities with a view to fostering healthy corporate life in the student community.
- 6) To act as a Secretary of the University Students' Welfare Board;
- 7) To issue notices of the cause to issue notices of the meetings of the Students' Council and of the Students' Executive Union;
- 8) To advise guide and supervise in general the activities of the Students' Council and of the Students' Executive Union;
- 9) To maintain accounts and hold and manage the funds and property of the Students' Council and the Students' Executive Union in his capacity as a Treasurer of the Students' Council and the student's Executive Union and submit the same or cause to submit the same;
- 10) To ensure that the accounts of the Students' Council and the Students' Executive Union are duly audited and the auditor's report along with a statement of accounts submitted to the Executive Council on or before the 31st March of the following years or on the date that may be specified by the Registrar/Vice-Chancellor.
- 11) To accord sanction and regulate the expenditure with the provisions made in the Budget for the Students' Council and the Students' Executive Union;
- 12) To notify as per the statutes governing the election/nomination to the Students' Council, to the Principals of conducted/affiliated colleges, Head of recognised institutions and Heads of University Department and inform the date and the time and the manner of holding the election of University representatives to the Students' Council at a college level and form the students council under section 34 (1) (iv) of the Act or Statutes

framed thereon to be read jointly with Statute 176, for the purpose of election of one students from each of the colleges, recognised Institutions and Department of the University on the Students' Council on a day and date to be fixed by the Vice-Chancellor, which will be common for all.

- 13) To convene meetings of the class representatives of the University Departments under the relevant Faculty and conduct elections or be authorized in consultation with the Vice-Chancellor; to nominate other person/s to conduct elections for the purpose of electing their representatives on the Students' Council as required under Section 34 (1) (iv) of the Act; to be read jointly with Statute 176.
- 14) To bring to the notice of the Vice-Chancellor any of the activities of the Students' Council, the Students' Executive Union or any other students' organisation, if prejudicial to the University or/and is not in the interest of the student.
- 15) The Director of Students' Welfare shall for the purposes of planning programmes and activities and for executing different schemes relating to students' Welfare and/or approved by the Students' Council the Students' Executive Union, act as a liaison between the Government of India, State Government, the University between University and other Universities, National and cultural Organisations etc., so also between the University and the Students' Council, the Students' Executive Union, University Department, conducted, affiliated and constituent colleges and recognised institutions.
- 16) To perform such other duties as may be assigned to him by the University authorities and assist in any other work that may be allotted to him by the University authorities.

Finance Officer

In addition to the provisions under Section 14 of the University Act, the Finance Officers shall perform the duties assigned to him by the Vice-Chancellor and the Registrar from time to time. He shall inform periodically the financial position of the University to the Registrar/Vice-Chancellor, examine and ensure that the Code and Financial norms are followed by the Section/Department/dealers etc. convene the meetings of the Finance Committee Accounts committees etc. Prepare and present budget estimates with the help of these committees. Prepare the budget and income expenditure statement, maintain all accounts and get them audited.

He shall be responsible for the proper implementation of the financial transactions as per Accounts Code/Statutes/Ordinances/rules and regulations made in that behalf and monitor the finances of the University as per the directions of the Executives Council and place before Registrar/Vice-Chancellor, the financial position of the University such as its receipts, payments and cash balances from time to time.

Deputy Registrar and Equivalent Cadres

1. The Deputy Registrar incharge of Section/Unit /Department, shall be personally responsible for the smooth conduct and working of his section, for the allotment of work to the Assistant Registrar, Superintendent/Head-Clerk. etc. who shall be directly responsible to him.
2. He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets from the officers and guide the officers and/or staff to ensure that the job assigned to each of them

- is understood by them and to see that they conduct the business without any difficulties.
3. He shall issue Warnings and reprimend to earing employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.
 4. He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and taken such action as he may deem fit in case of habitual latecomers or those who habitually are main absent by issuing earnings periodically in writing and recommending to the Registrar to take the disciplinary action of severe nature, in case, the same employee shows no improvement.
 5. He shall have to maintain and review the annual confidential reports of the officers and employees directly working under him, review the confidential/assessment reports given by the subordinate officers and submit them to the Registrar within specified period. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money his section spends. He shall submit periodical returns and reports, and must prepare budget for his section every year and place it for the approval of the appropriate authority.
 6. It shall be the duty of the Deputy Registrar to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government. U.G.C., Chancellor and other semi-Government bodies as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his section to entertain the complaints, if any, against the staff working under him.

7. He shall carry out his duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
8. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, deeds etc. concerning his section.
9. Deputy Registrar must personally look into the court cases concerning his section and must take steps to deal with the legal matters of his section adequately. He must keep the Registrar informed about the cases and obtain his orders wherever necessary.
10. Any other work assigned to him by the officers of the University from time to time.

University Engineer

1. The University Engineer shall perform the duties assigned to him by the Vice-Chancellor and the Registrar from time to time.
2. The University Engineer shall assist the Registrar/Deputy Registrar and shall be under the control of the Registrar
3. In exercise of his powers as University Engineer, he shall be responsible for the entire construction work of the University building.
4. He shall assist the Registrar or any other officer responsible for calling Building Committee meeting and meetings related to the Committee and preparing minutes of the same.
5. He shall be responsible for the entire maintenance of the university buildings, calling quotations, preparing blue prints etc. and overall responsible for the entire staff working under him.
6. He shall be responsible for the work for which payment is made on his recommendation. He should submit the account of projects undertaken

for storing the material and for the upkeep of stores/University Buildings etc.

7. He should inspect all the buildings periodically and submit his report to the Registrar/Vice Chancellor regarding state of building state of buildings repairs, modifications, water proofing/electrical fittings and fixtures and shall supervise construction/repair work as and when undertaken.
8. He will have all powers duties and responsibilities as the Deputy Registrar stated above of respect of the staff working under him.

Public Relations Officer.

1. Public Relations Officer shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs.
2. He shall be responsible to ensure that the information relating to the University is disseminated. He shall have to accordinate the provision of media for communication purposes, publicising of social events, academic achievements of the University as concurred by the Registrar.
3. He shall have to maintain the enquiry service for students; staff and also for visitors to the University regarding courses being conducted, the examination and admission rules.
4. He shall have to forward information about the views and reaction of the community on the various University decisions, feed back to review its existing programme and plan for the future. He should keep liaison in institutions of academic/research Govt. research and development organisations or similar institution and shall disseminate information through periodicals, booklets, press advertisements and audio visual media.
5. He shall have acquaintance with printing techniques.

6. He shall assist the Vice-Chancellor/Registrar in calling and organizing press conferences as and when required by the Vice-Chancellor/Executive Council.
7. The Public Relations Officer shall have all disciplinary powers and responsibilities as that of the Deputy Registrar in respect of the staff working under him.

Assistant Registrar and Equivalent cadres.

1. The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, Registrar, Deputy Registrar or Head of the concerned section where the Assistant Registrar is working as a Head of the Section and he shall have the powers and responsibilities analogous to the powers assigned to the Deputy Registrar above.
2. He shall be incharge of the units/sections and shall be responsible for their normal and smooth working.
3. He shall look after day-to-day work of the Section/Unit of which he is incharge as per the instructions from the higher authorities from time to time.
4. He shall be responsible for planning and scheduling of the entire work the section/unit/department well in advance and shall take the periodical reviews of its execution.
5. He shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
6. He shall ensure and maintain proper co-ordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.

7. He shall be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
8. He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section/unit/department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
10. He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He shall also prepare item for consideration of the Executive Council/Academic Council or for other authorities/bodies of the University.
11. He shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceedings of the work.
12. He shall exercise constant vigilance, which is sine/quanon of speedy and qualitative disposal of work, safty of the record, regular and orderly behaviors of the staff.
13. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar through Deputy Registrar. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of earring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.
14. He shall record verbal discussions, orders and instructions, which shall be attested by the Registrar.

15. He shall hold meeting every fortnight with section officers/Assistant Section Officers to discuss the arrears of work, procedural knot-point and other problems, which create bottlenecks in the quick disposal of cases of his Unit/Department.
16. He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievements of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him.
17. Any other work assigned to him from time to time.

Security Officer

The Security Officer shall be under the direct control of the Registrar and shall assist the Registrar in maintaining security of the University Campus, and of its movable immovable property.

He shall be responsible in respect of -\

1. All routine matters pertaining to the recruitment of security staff, their posting, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchman from one place to another and to taken the, disciplinary actions, if any, against them. In case of major disciplinary action, the approval of the Registrar shall be obtained.
2. He shall perform such other duties and functions as may by assigned to him by the Registrar from time to time.
3. He shall be personally responsible for the safety of the staff/officers etc. and for the security of the University property. It shall be the duty of the Security Officer to see that no encroachment on the University

property/Campus and Buildings taken place and that no unauthorised persons are allowed to enter the premises of the University. In case of such encroachment and insecurity or of the situation created by riot etc. he shall have to taken help of the police.

Superintendent, Supervisor and Equivalent Cadres

1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instruction.
3. To mark and to distribute the letters in the name of dealing assistants.
4. To exercise check and follow up of letters received from the Government of India/Chancellor/State Government/U.G.C./Officer of the Director of Education/Universities etc.
5. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and given interim replies.
6. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees etc.

7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Assistant Registrar and/or/Deputy Registrar, as the case may be.
8. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.
9. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.
10. To inspect the racks and tables of assistants/and/or/ senior assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts or bills lying undisposed off.
11. To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
12. To attend to such other work as may be given to him with the approval of the Registrar/Head of the Department.

Personal Assistant

1. The Personal Assistant shall be responsible to the Officer under whom he is working.
2. He shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
3. He shall perform the duties and responsibilities assigned to him by the concerned Officer from time to time.
4. He shall maintain programme sheets of his officer; prepare drafts of meeting and correspondence of routine nature. He shall organized plan and follow tour programme of his officer. He shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and

dispatch it promptly to relevant section. He shall issue reminders etc. in respect of such cases, where the officer has called for information/date or has suggested or ordered immediate action in any of the cases. He shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

Head Clerk/Assistant Superintendent and Equivalent Cadres

1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.
2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
3. To submit notes/drafts for approval of the officers through the Superintendent.
4. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.
5. To ensure the prompt dispatch of letters.
6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.

7. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar.
8. To maintain calendar of periodical returns for incoming and outgoing, separately.
9. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.

Senior Clerk/Junior Clerk and Equivalent Cadres

1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through P. A's Stenographers/Secretaries.
2. To acknowledge letters received.
3. To submit dak to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.

6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a notebook to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt *viz.* file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.
13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.
14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

Deputy Accountant

1. To ensure that the various payments made from the University funds are within budget provision and with the sanction of competent authorities.
2. To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities with the assistance of the Assistant Accountant.
3. To ensure proper attendance of staff working under him.
4. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
5. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.
6. To recover grants due to the University from the outside bodies including State and Central Government.
7. To report to the Assistant Registrar (Finance and Accounts)/ Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the department/Sections which are attached to him.
8. To attend to such other works assigned to him with the approval of the Finance Officer.

Assistant Accountant

1. To prepare bank reconciliation statement, budget and final account of funds entrusted to him.
2. To prepare periodic accounts of funds entrusted to him and to assist the Deputy Accountant in furnishing of figures of expenditure to higher authorities.
3. To maintain books of accounts, payment register and funds entrusted to him.
4. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L. I. C. Premium from the salary of individual employee.
5. To attend to routine correspondence with Banks and other Departments.
6. To supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.
7. To attend to such other work as may be assigned to him with the approval of the Deputy Registrar (Finance and Accounts), from time to time.

Accounts Clerk

1. To write various books of accounts such as ledger salary register, income tax register.
2. To ensure filing of vouchers and papers.

3. To prepare bills for payment.
4. To prepare various returns.
5. To report to the Assistant Accountant/Deputy Accountant about any mistakes noticed by him in books of accounts.
6. To attend to such other work as may be assigned to him with the approval of the Assistant Registrar (Finance and Accounts)/Accountant, from time to time.

Garden Superintendent

The Garden Superintendent shall be under the direct control of the Administrative Co-ordinator or Registrar as the case may be.

He shall be responsible for maintenance and development of garden. He shall also supervise the work of Males and other persons working under him and shall exercise such power as he may deem fit to regulate the working of the staff working under him by obtaining directions from the Registrar/Administrative Co-ordinator.

Receptionist

The Receptionist shall work under the direct control of the Public Relations Officer or Deputy Registrar/Assistant Registrar as the case may be.

1. He shall have to receive the guests, visitors, members of the various organisations and student community etc. and guide them to the proper sections to meet their requirements.

2. He shall be well acquainted with exam. Dates, various programmes of the University meetings, University publications and announcement of result etc.
3. He shall perform such other duties and responsibilities as may be assigned to him by the concerned Officer from time to time.
4. He shall display on the notice-board important notice, circulars etc. received from the various section.

Telephone Operator

To operate the telephone Board and take messages if required, inform the telephone department/the mechanic if there is any fault with the Board. Follow up the payment of telephone bills. Maintain records of the outward calls attended.

To ensure that no unofficial local/trunk calls are made without prior permission of the Registrar/Deputy Registrar and without prior payment of requisite charges.

Any other work as assigned by the concerned officer from time to time.

Laboratory Assistants

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.

3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to Incharge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

Laboratory Attendants

1. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.

3. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of Incharge of the Laboratory.

Daftary/Jamadar

1. To Keep and maintain record, files relating to office as directed. Fix stamps, stick or sealing envelopes or wrappers, packing of parcels.
2. To pinning and bostiching, sorting or arranging of papers and circulars, minutes of the various University bodies etc. according to the instructions of the Head of the Branch/Section.
3. To filing and replacing records.

4. If posted in Accounts Section he shall undertake the work in respect of banks, depositing, clearing, withdrawing, cash and withdrawing cash and submitting, arranging and filing of vouchers prepared for the purpose.

Naik and Hawaldar

He shall perform ordinary duties of a peon in addition to the following duties: -

He shall--

1. Supervise and control all the peons working under him and see that they attend punctually, work properly and maintain office discipline, report absentness, late attendance, misbehavior etc. to the authorities.
See that peons observe office timings.
2. See that peons open windows and blinds at the start of the day, switch on lights, fans etc.
3. Arrange for distribution of peons and account for their movements.
4. Arrange for moving of muster rolls to and from Administrative Branch.
5. Arrange for distribution of office circulars in office.
6. Arrange rest-intervals of peons to suit the convenience of the Officers or departments.

7. Maintain leave roster of peons, so that strength of peons is not abnormally impaired, and submit it to the Administrative Branch by making necessary arrangements during leave etc.
8. Open and close office premises, where necessary.
9. See that cleanliness of the office is maintained by supervision.
10. Distribute uniforms and dusters, receive and give to Dhobi and keep account thereof.
11. See that peons and all other who are expected to be uniforms and badges wear the same punctually.
12. Wherever the post of Jamadar/Daftary is not in existence the Naik/Hawaldar shall perform the duties of supervising the Hamals and sweepers.
13. Get the floor cleaned with water (net scribbing) insecticiding etc. periodically.
14. Any other work that may be assigned by the concerned officer from time to time.

Cyclostyling Machine Operator

The operator shall---

1. Carry out the work of cyclostyling according to instructions given to him.
2. Be responsible for keeping the following accounts of: -

- (i) Day-to-day receipt of stencils received by him for cyclostyling.
 - (ii) Receipt of duplicating paper from the Administration Branch.
 - (iii) Duplicating paper and stencils actually used, spoiled if any, during cyclostyling and the balance at hand,
3. Be responsible for neat and careful preserving of the stencils received by him and destroy them as per instructions given to him by the Sectional Head under whom he is working and/or concerned Branch of Officer/Assistant Registrar, as the case may be.
4. Be responsible for proper and maintenance of cyclostyling machines, and shall report, in writing, defects/fluids, if any, immediately to the officer-in-charge under whom he is working.
5. Supervise the attendance working of the Hamals and other meniral staff attached, if any.
6. Any other work as may be assigned to him by the concerned officer from time to time.

Peons/Peon-cum-Hamals

Persons shall ---

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.

3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
6. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
7. Operate franking machine, wherever necessary.
8. Operate cyclostyling machine, if he could operate that, wherever necessary.
9. Carry out any other work of similar nature which the Officer incharge/Dy. Registrar/ Assistant Registrar/Section Officer/Principal/Office Superintendent, may instruct.
10. Serve drinking water to employees and to visitors, when required.
11. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).

12. Any other work as may be assigned to him by the concerned officer from time to time.

13. Peon-cum-Hamal shall also have to attend to the duties assigned to Hamals.

Hamals/Hamal-cum-Peons

Sweeping, cleaning rooms and furniture and electrical fittings like fans and lights and shifting records, binding in bundles, furniture etc. as per needs.

Any other work as may be assigned to him by the concerned officer/Hawaldar/Mukadam from time to time.

Hamal-cum-Peon shall also have to attend to the duties assigned to peon.

Sweepers

Sweeping and cleaning the Laboratories, latrines, floors in the building and university premises and any other office work related to cleaning as assigned by the officer/Hawaldar/Mukadam.

Any other work as may be assigned to him by the concerned officer from time to time.

Technical/Other Staff

Where the duties of the staff undertaking a specialised operation or where the employee having same nomenclature is required to perform diverse duties, no specific duties and responsibilities can be laid down without disturbing the individual requirements of the each of the Universities. The duties and the responsibilities of several such categories mentioned in the G. R. No. NCC/1279/164770/XXXII (Cell) dated 1st August 1979 therefore, should be specified and governed by each of the Universities by adding there in the manner and in keeping with their set of practice and requirements. Thus, it shall be the responsibility of every University to prescribe duties and responsibilities for the post for which duties are not prescribed in the manual.

**Senior Research Officers, Junior Research Officers Research Associates,
Research Assistants, Research Investigators, Cartographers, etc.,
Working in the Department/Conducted Colleges**

The duties of the above cadres shall be as assigned by the concerned head of the department from time to time.

Non-teaching staff working in the Colleges

The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned colleges, from time to time.

Notwithstanding anything contained above, the Vice-Chancellor shall direct the Principals to assign duties to the employees in respect of conduct of University examination/admissions etc., during the time of exigencies and the work related to Seminars, Conferences etc. undertaken at the University level.

Powers and Duties of
Vice-Chancellor, Director of B.C.U.D., Registrar,
Controller of Examination, Finance and Accounts Officer as mentioned in
Maharashtra University Act, 1994

Powers and Duties of Vice-Chancellor. **14.** (1) The Vice-Chancellor shall be the principal academic and executive officer of the University responsible for the development of academic programmes of the university. He shall oversee and monitor the administration of the academic programmes and general administration of the university to ensure efficiency and good order of the university.

(2) He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body of the university, but shall not be entitled to vote thereat, unless he is the Chairman or member of that authority or body.

(3) The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees as and when he considers it necessary so to do.

(4) The Vice-Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.

(5) It shall be the duty of the Vice-Chancellor to ensure that [the directives of the State Government, if any, and] the provisions of

the Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with the Act, Statutes, Ordinances or Regulations are properly implemented.

(6) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the provisions of the Act, Statutes, Ordinances or Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons submit it to the Chancellor for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Chancellor, the Vice-Chancellor shall take the action as directed by the Chancellor and inform the authority, body or committee concerned accordingly.

(7) If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, he shall take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as would, in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice-Chancellor and the authority or body whether there was in fact an

emergency, or on the action taken (where such action does not affect any person in the services of the University), or on both, the matter shall be referred to the Chancellor whose decision shall be final:

Provided that, where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Management Council.

(8) Where any matter is required to be regulated by the Statutes, Ordinances and Regulations, but no Statutes, Ordinances or Regulations are made in that behalf the Vice-Chancellor may, for the time being, regulate matter by issuing such directions as he thinks necessary, and shall, at the earliest opportunity thereafter, place them before the Management Council or other authority or body concerned for approval. He may, at the same time, place before such authority or body for consideration the draft of the Statutes, Ordinances and Regulations, as the case may be, required to be made in that behalf.

1[(9) The Vice-Chancellor shall be the appointing and disciplinary authority for the university teachers who are appointed on the recommendations of the selection committee constituted for the said purpose.]

(10) The Vice-Chancellor shall be the 2[appointing and disciplinary authority] for officers of the university of the rank of Assistant Registrar and of the rank equivalent there to and above.

(11) As the Chairman of the authorities or bodies or committees of the university the Vice-Chancellor shall be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member, and shall report the matter accordingly, to the Chancellor.

(12) The Vice-Chancellor shall place before the Management Council a report of the work of the university periodically as provided under the Ordinances.

(13) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under the Act.

(14) (a) The Vice-Chancellor shall have the right to cause an inspection to be made by such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipments and of any institution, affiliated, conducted or autonomous college, hall or hostel maintained or recognised by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated college or recognised institutions :

Provided that, the Vice-Chancellor shall, in the case of affiliated college or recognised institution, give notice to the management of such affiliated college or recognised institution of his intention to cause an inspection or an inquiry to be so made;

Provided further that, the management shall have right to make such representation to the Vice-Chancellor as it thinks necessary before such inspection or inquiry is made;

(b) After considering such representation, if any made the Vice-Chancellor may cause such inspection or inquiry to be made or may drop the same;

(c) in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitle to appoint a representative, who shall have the right to be present and be heard st such inspection or inquiry ;

(d) The Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;

(e) The management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it;

(f) Where the management, dose not, within the time fixed by the Vice-Chancellor, take action to his satisfaction, the Vice-

Chancellor shall place before the Management Council the inspection or inquiry report and explanation furnished or representation made by the management, for its consideration.

- Director of Board of Collage and University Development. 16. (1)The Director of the Board of college and University Development shall be nominated by the Vice-Chancellor, from amongst professors of the university, institutions or departments or principals 1[with fifteen years teaching experience.]
- (2) The Director shall be,----
- (a) The principal academic planning and academic audit officer for the academic development programs, including post-graduate teaching, research and extension programmes and collaborative programmes of the university;
 - (b) The Secretary of the Board of College and University Development and shall conduct academic audit of university departments or institution, recognised institutions, post-graduates centres and affiliated colleges 2[as the Board may direct and on receiving complaints *suo moto*.]
 - (c) Responsible for ensuring that the decisions of the Board for long-term and short-term development plans of the university and its 3* colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers;
 - (d) The principal liaison officer with the external funding agencies generating funds for the collaborative and development programmes of the university and monitor their proper utilisation;
 - (e) Responsible for establishing liaison for fostering and promoting collaboration between the university, colleges and national

and international institutions and scientific, industrial and commercial organisations;

(f) Responsible for submitting an annual report on the progress achieved in different developmental and collaborative programmes to the Vice-Chancellor who shall place the same before the Management Council.

⁴[(3) The term of the Director shall be co-terminus with that of the Vice-Chancellor or till he attains the age of superannuation, whichever is earlier.]

Registrar. 17. (1) The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose:

⁵[Provided that, if the post has remained vacant for a period of six months from the date the post has fallen vacant, the State Government shall appoint, on deputation, a suitable person possessing the qualifications prescribed by the University Grants Commission to perform the duties of the Registrar for a period of not more than one year at a time and not more than three years in the aggregate or till the new Registrar is duly appointed by the Vice-Chancellor, whichever is earlier.]

(2) The Registrar shall be the Chief Administrative Officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(3) Appointment of the Registrar shall be for a term of five years and he shall be eligible for reappointment 1[for only one more term of five years.] The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission and approved by the State Government.

(4) When 2* the Registrar is by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until 3[the Registrar resumes duty.]

(5) The Registrar shall act as Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees as prescribed by or under this Act.

(6) The Registrar shall be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding, posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty-days from the date of communication of such decision, to the Vice-Chancellor.

(7) Subject to the decisions of the authorities of the university, the Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the university.

(8) The Registrar shall be the custodian of the records, the common seal and such other property of the university as the Management Council may, commit to his charge.

(9) The Registrar shall conduct election as per the programme approved by the Vice-Chancellor.

(10) The Registrar shall prepare and update the Handbook of the Statutes, ordinances and Regulations approved by the authorities, bodies or committees from time to time, and make them available to all the respective members of the authorities and officers of the university.

(11) The Registrar shall receive complaints and suggestion in regard to the improvement of administration and consider them appropriate action.

(12) The Registrar shall exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him, from time to time, by the Vice-Chancellor.

Controller of Examinations. 18. (1) (a) The Controller of Examinations shall be appointed by the Vice-Chancellor on the recommendations of a selection Committee constituted for the purpose :

[Provided that, if the post has remained vacant for a period of six months from the date the post has fallen vacant, the State Government shall appoint, on deputation, a suitable person having prescribed qualifications, to perform the duties of the Controller of

Examinations for a period of not more than one year at a time and for not more than three years in the aggregate or till the new Controller of Examinations is duly appointed by the Vice-Chancellor, whichever is earlier;]

(b) The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations and test's of the university and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations. He shall be a full-time salaried officer of the university and shall work directly under ²[the directions and control] of the Vice-Chancellor;

(c) His appointment shall be for a term of five years, and he shall be eligible for reappointment ³[for only one more term of five years.] The qualifications and experience for the purpose of selection of the Controller shall be such as may be prescribed.

(2) The Controller shall be the Member-Secretary of the Board of Examinations and of the committees appointed by the board except the committees constituted under section 32(5)(a) for appointment of paper-setters, examiners and moderators. He shall be responsible for prompt and proper implementation of their decisions.

(3) Without prejudice to the generality of the provisions of sub-section (1)(b), the Controller shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his responsibility,---

(a) To prepare and announce in advance the calendar of examinations;

- (b) To arrange for printing of question papers;
 - (c) To arrange to get performance of the candidates at the examinations properly assessed, and process the results;
 - (d) To arrange for the timely publication of results of examinations and other tests;
 - (e) To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.
 - (f) To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
 - (g) To review from time to time, the results of university examinations and forward reports thereon to the Academic Council.
- (4) The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.

The Finance and 20. (1) (a) The Finance and Accounts Officer shall be the principal Accounts Officer. Finance, accounts and audit officer of the university. He shall be Full-time salaried officer and shall work directly under the control of the Vice-Chancellor;

(b) The 1[Finance and Accounts Officer] shall be appointed by the Management Council either by nomination or by obtaining the

services of a suitable officer on deputation from the Government of India or the State Government.

2[(c) The appointment of the Finance and Accounts Officer shall be for a term of five years if appointed by nomination and he shall be eligible for re-appointment for only more term of five years.]

(2) The Finance and Accounts Officer shall be the Member-Secretary of the Finance and Accounts committee. He shall have the right to be present, speak and otherwise take part in the proceedings of the Management Council on matters, which have financial implications but shall not be entitled to vote.

(3) The Finance and Accounts Officer shall maintain minutes of the meetings of finance and Accounts Committee and the committees appointed by the Finance and Accounts Committee.

(4) The Finance and Accounts Officer shall be responsible for presenting the annual budget, statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council.

(5) The duties of the Finance and Accounts Officer shall be to,---

(a) Exercise general supervision over the funds of the university, and shall advise the Vice-Chancellor as regards the finances of the university;

(b) Hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the object of the university;

(c) Ensure that the limit fixed by the university for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;

(d) Keep watch on the state of the cash and bank balances and of investment;

(e) Keep watch on the progress of collection of revenue and advise the Vice-Chancellor on the methods to be employed for collection;

(f) Have the accounts of the university audited regularly;

(g) Ensure that the registers of buildings and, equipment land machinery are maintained up-to-date and that the stock taking of equipment and other consumable materials in all officer, 1[conducted college], workshops and stores of the university is conducted regularly.

(h) Propose to the Vice-Chancellor that explanation be called for unauthorised expenditure or other financial irregularities from any academic member of university;

(i) Propose to the Registrar that explanation be called from any non-academic member for un-authorized expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;

(j) Call for from any office centre, laboratory, 2[conducted college], department of the university or university institution, for any

information and returns that he thinks necessary for the proper discharge of his financial responsibilities; and

(k) Exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the Vice-Chancellor or are prescribed by the Ordinances.

Financial powers and duties of the Officers of the University as mentioned in Ordinance 151.

UNIVERSITY OF PUNE



CIRCULAR NO. 85 OF 2012

It is hereby notified for information of all concerned that the amended Ordinance 151 shall come into force w.e.f. 23/4/2012. **This Ordinance shall be applicable to all types of expenditure except as otherwise provided specifically in any other Ordinance.**

ORDINANCE NO. 151

1. No expenditure as a general rule, shall be incurred unless a provision for the same exists in the Annual Financial Estimates (Budget) approved by the Senate for the respective year
2. No expenditure as a general rule, shall be incurred unless it is sanctioned by the competent authority.
3. The expenditure to be incurred against receipt / **Nidhi balance** during the respective financial year need not be budgeted **but sanction for such expenditure shall be obtained from the Competent Authority as mentioned in clause 5 below.** The said receipts/expenditure shall be budgeted in the revised budget of that financial year in the **respective budget head.**
4. (i) All payments above Rs. 50000/- after they are pre-audited by the Deputy Finance and Accounts Officer / Internal Auditor/ Assistant Finance Officer of the Finance & Accounts Department, shall be passed for payment by the Finance & Accounts Officer.
(ii) All payments up to Rs. 50000/- of the Teaching Departments and Non-Teaching Sections shall be passed by the In-charge of the Decentralized Finance Unit after they are scrutinized, approved and sanctioned by the Head of the Department/Director/Head of the Non-Teaching Sections concerned.
(iii) All payments up to Rs. 50000/- of the Central Finance Section shall be passed by the Deputy Finance and Accounts Officer/ Internal Auditor/Assistant Finance Officer of the Finance & Accounts Department.
(iv) All payments shall be pre-audited and passed after the compliance with all applicable laws and rules and regulations made thereunder, provisions of various Statutes, Ordinances, Government Resolutions adopted by the University, from time to time, etc.

5. The authorities competent to accord administrative approval and sanction expenditure shall be as follows:

(i) **MANAGEMENT COUNCIL:-**

Revenue Expenditure above Rs. **12,50,000/-**
Capital Expenditure above Rs. **25,00,000/-**

(ii) **VICE CHANCELLOR :-**

Revenue Expenditure up to Rs. **12,50,000/-**
Capital Expenditure up to Rs. **25,00,000/-**

(iii) **PRO-VICE CHANCELLOR :-**

Revenue Expenditure up to Rs. **6,25,000/-**
Capital Expenditure up to Rs. **12,50,000/-**

- (iv) a) Registrar
b) Director, B.C.U.D.
c) Finance & Accounts Officer
d) Controller of Examination

e) Head of the Department under faculty of science **AND FACULTY OF TECHNOLOGY**

f) Director/Co-ordinator of the Centre/ school/institute under faculty of science **AND FACULTY OF TECHNOLOGY**

g) Director, Academic staff college

Revenue Expenditure up to Rs. **1,25,000/-**
Capital Expenditure up to Rs. **6,25,000/-**

- (v) a) Head of the Department not covered under faculty of science **AND FACULTY OF TECHNOLOGY**

b) Director/Co-ordinator of the Centre/school/institute not covered under faculty of science **AND FACULTY OF TECHNOLOGY**

Revenue Expenditure Upto Rs **62,500/-**
Capital Expenditure upto Rs. **1,25,000/-**

(vi) **Executive Engineer**

Revenue Expenditure upto Rs. **62,500/-**
Capital Expenditure upto Rs. **62,500/-**

- (vii) **House Manager**
Revenue Expenditure upto Rs. 62,500/-
- (viii) a) Director, Students' Welfare
b) Director, International Students Centre
c) Resident Medical Officer/ Medical officer
d) Co-ordinator NSS
e) Director, Board of Sports
f) Director, Extra Mural Board
g) Chief Rector, Hostels
- (ix) Deputy Registrar & Equivalent
- (x) Assistant Registrar & Equivalent
- (xi) Estate Manager (Civil)
Estate Manager (Electrical)
- Revenue Expenditure up to Rs. 35,000/-
Capital Expenditure up to Rs. 35,000/-
- Revenue Expenditure up to Rs. 35,000/-
Capital Expenditure up to Rs. 35,000/-
- Revenue Expenditure up to Rs. 15,000/-
Capital Expenditure up to Rs. 15,000/-
- Revenue Expenditure up to Rs. 35,000/-
Capital Expenditure up to Rs. 35,000/-

6. Cheque signing powers are as under:

a) Up to any Amount :

- i) Registrar
ii) Finance & Accounts Officer
iii) Controller & Examinations
iv) Head of the Department
v) Director/Co-ordinator of the Centre/School/Institution
vi) Director, Academic Staff College
vii) Director, Students' Welfare
viii) Director, Board of Sports
ix) Co-ordinator, National Service Scheme (NSS)
x) Jointly by Deputy Finance and Accounts Officer & Assistant Finance Officers

b) Deputy Finance and Accounts Officer Up to Rs. 1,00,000/-

Assistant Finance Officer Up to Rs. 50,000/-

7. a) Cash/Credit expenditure up to Rs. 20,000/- can be effected at a time and maximum three times in a week, without calling quotations, provided that the **time gap** between the two purchases of same items shall not be less than thirty days.

b) Expenditure estimating Rs. 20,001/- to Rs. 10,00,000/- shall be made calling quotations. Quotations shall be called from at least three different authorised dealers / manufacturers in the field.

c) Expenditure estimating above Rs. 10,00,000/- for the purchase of items other than scientific equipment and chemicals, shall be made by inviting tenders by giving an advertisement in the local newspaper.

d) Purchases of scientific equipments, chemicals estimating Rs. 10,00,001/- to Rs.25,00,000/-, shall be made by publishing an advertisement on the website and by calling quotations from the authorised dealers/ manufacturers in the field.

e) Purchases of scientific equipment, chemicals estimating above Rs. 25,00,000/-, shall be made by inviting tenders by giving an advertisement in the local newspaper.

8. **All purchases of the University where individual cost of each item exceeds the limit prescribed in Section 75(3)(a) of the Maharashtra Universities Act, 1994, shall be approved by the Purchase Committee constituted under Section 75(3)(b) of the said Act.**
9. Purchase Committee may waive the tendering process in case of purchases of scientific equipment or articles of fixed specifications or execution of special type of services or confidential work, estimating upto Rs. 1,00,00,000/-, if it is satisfied that there are special circumstances justifying such waiver.
10. The Vice-Chancellor shall have power to waive any of the provisions of this Ordinance, if he is satisfied that there are special circumstances justifying such waiver.

Ref No. : LAW/2012/268

Date : 24.05.2012


Registrar

Copy for information to:

- 1) The Heads of University Departments
- 2) The Heads of Sections in the University Office