



**SAVITRIBAI PHULE  
PUNE UNIVERSITY**

Ganeshkhind,  
Pune- 411 007.  
Maharashtra, India.

**Manual 3**

**The Procedure followed in the Decision-  
Making process, Channels and Supervision  
and Accountability.**

**Right to Information Act, 2005  
under[Section 4(1)(b)(iii)]**

### Manual 3

#### The Procedure followed in the Decision- making process, Channels and Supervision and Accountability

#### [Section 4 (1) (b) (iii)]

Sr. No.	Section	Details of Activity	Days within which procedure is completed	Authority responsible for that activity
1.	Administration	Submission of Monthly Attendance Report	10 Days before preparation of salary sheet.	S.O./A.R.
		Sanction of Long Leave	3 Days before proceeding for Leave.	S.O./A.R./H.O.D.
		Confirmation of Staff	15 Days completion of probation period.	S.O./A.R./H.O.D.
		Issue of various Certificates	5 Days from demand	S.O./A.R./H.O.D.
		Recruitment process including Advertisement, Written Examination, Interview and Appointment.	Generally within 150 Days.	S.O./A.R./H.O.D.
		Preparation of submission of Pension case	6 Months before the date of superannuation	S.O./A.R./H.O.D.
		Placement Proposals (CAS)	90 Days.	S.O./A.R./H.O.D.
		Issue of Appointment Letters	5 Days after selection.	S.O./A.R./H.O.D.
2.	All Departments	Abstract of Inward/Outward Register	7 Days after expiry of the previous month.	S.O./A.R./H.O.D.
		Para wise information in Court case to be supplied to the Law Section.	As required by Law Section.	S.O./A.R./H.O.D.
		Contracts for maintenance of various machinery	15 Days before completion of previous contract.	S.O./A.R./H.O.D.

Sr. No.	Section	Details of Activity	Days within which procedure is completed	Authority responsible for that activity
		Activities which are to be performed annually	70 Days.	Section in Charge
		Preparation of Notes	Generally within 2 Days or as per the urgency of the matter.	Assistant
		Correspondence, If required	Generally within 2 Days form the receipt or as per the urgency of the matter.	Assistant
		Letters to be put up for approval	Generally within 2 Days from the receipt or as per the urgency of the matter.	Assistant
		Acceptance of forms (any kind)	Same day as prescribed in the schedule.	Concerned Staff
3.	Academic	Publication of Syllabus	15 Days before the commencement of the course.	A.S.O./S.O./A.R./D.R.
		Issue of approval of Advertisement after following due process	2 Days.	S.O./A.R.
		Sending of Selection Panel	15 Days before the date of interview.	S.O./A.R.
		Approval to Teachers/Principal	15 Days after necessary compliances	S.O./A.R.
4.	Reservation	Verification of Roster Registers	7 Days from the date of proposal	D.R.
		Scrutiny of Advertisement	3 Days from the date of proposal	D.R.
		Enrollment of names in Reservation Cell	Same day on receipt of the complete proposal.	Assistant
		Supply of list of candidates on	3 Days.	S.O.

Sr. No.	Section	Details of Activity	Days within which procedure is completed	Authority responsible for that activity
		demands		
5.	Eligibility	Issue of final eligibility	15 Days after the scrutiny.	S.O./A.R.
		Grant of permission for change in University/Faculty, College subject, readmission.	7 Days after prescribed date of submission is over.	S.O./A.R.
		Eligibility for centralized admissions.	15 Days on receipt of Merit list from competent authority.	S.O./A.R.
		Issue of Eligibility Certificate/ Migration Certificate/ T.C. on demand	2 Days from receipt of application.	S.O./A.R.
6.	Examination	Issue of Duplicate Marks statement, Correction in names, Passing Certificates, Merit list	5 Days from receipt of application.	Assistant
		Issue of Hall Ticket	15 Days before starting of Examination.	Assistant
		Result of Verification	30 Days from the receipt of Answer book to the section in normal course.	Concerned staff
		Result of Revaluation	Before commencement of next Examination.	Assistant
		Conduct of meeting for appointment of Examiners for Practical/Oral Examination	1 Month before of the date of Practical.	Assistant
		Issue of appointment letter to	15 Days before the date of	Assistant

Sr. No.	Section	Details of Activity	Days within which procedure is completed	Authority responsible for that activity
		Examiners	Examination concern.	
		Preparation and publication of Time Table	1 Month before the start of the examination.	S.O./A.R.
7.	Library	Purchase of books, periodicals and journals	1 Month before the start of the Academic year.	Concerned staff
		Classification and Accession of books	15 Days on receipt of books.	Concerned staff
8.	Record Room	Receipt of record including Scrutiny sorting of record	Same day	Record Keeper
		Sorting of record	1 Hour per bundle	Record Keeper
		Placing of record category wise	5 Days from the receipt	Record Keeper
9.	Board of Sports	Inter Collegiate tournament activity	45 Days before the event.	Director
		Group tournament	30 Days for each event.	Director
		Inter University tournament	30 Days after group tournament	Director
		Coaching Camp for Inter University tournament	5 Days for each event.	Director

**CHANNEL OF SUPERVISION  
(NON-TEACHING EMPLOYEES)**

**VICE CHANCELLOR**

**PRO- VICE CHANCELLOR**

**FINANCE AND ACCOUNT OFFICER**

**REGISTRAR**

**DIRECTOR**  
Board of Examinations and Evaluation

**DEPUTY REGISTRAR and *Equivalent Cadre***

**ASSISTANT REGISTRAR and *Equivalent Cadre***

**SECTION OFFICER and *Equivalent Cadre***

**ASSISTANT SECTION OFFICER and *Equivalent***

**SR. ASSISTANT**

**JR. ASSISTANT**

