

सूचना का अधिकार अधिनियम, 2005

मैनुअल
(अद्यतन वर्ष 2015)



कार्मिक प्रबन्ध अनुभाग-अ

गोविन्द बल्लभ पंत कृषि एवं प्रौद्योगिक विश्वविद्यालय,
पंतनगर-263 145 (ऊधम सिंह नगर)
उत्तराखण्ड

कार्मिक प्रबन्ध अनुभाग—अ
गोविन्द बल्लभ पंत कृषि एवं प्रौद्योगिक विश्वविद्यालय, पंतनगर

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1— संगठन की विशिष्टियाँ, कृत्य और कर्तव्य :

विश्वविद्यालय में कर्मचारियों/अधिकारियों की नियुक्ति व कार्मिक प्रबन्ध संबंधी कार्यों का विश्वविद्यालय के एक्ट्स एण्ड स्टेट्यूट्स के चैप्टर XIII /XXV में दिए गये प्राविधानों (**संलग्नक-1,2**), के अन्तर्गत निर्वहन करने हेतु, कार्मिक प्रबन्ध अनुभाग की स्थापना की गयी है। कार्य की महत्ता एवं शीघ्र निस्तारण हेतु कार्मिक प्रबन्ध अनुभाग को दो भागों में बाँटा गया है। शैक्षणिक एवं शिक्षणेत्तर अधिकारियों से सम्बन्धित कार्य कार्मिक प्रबन्ध अनुभाग— अ तथा शिक्षणेत्तर कर्मचारियों से सम्बन्धित कार्य कार्मिक प्रबन्ध अनुभाग—ब द्वारा सम्पादित किये जाते हैं, जिसका दायित्व क्रमशः मुख्य कार्मिक अधिकारी तथा संस्थापनाधिकारी को सौंपा गया है।

कार्मिक प्रबन्ध अनुभाग (अ) इस अनुभाग के प्रभारी मुख्य कार्मिक अधिकारी हैं। इसका गठन विश्वविद्यालय में कार्यरत शैक्षणिक, शोध, प्रसार कार्मिकों एवं शिक्षणेत्तर अधिकारियों तथा शोध एवं प्रसार सहायकों की सेवा सम्बंधी पत्रावलियों के रख रखाव, सेवालाभ, सेवा निवृत्ति व इस वर्ग के रिक्त पदों पर नियुक्ति के कार्यों आदि का प्रबन्धन करने के लिए किया गया। अनुभाग में मुख्य कार्मिक अधिकारी के अतिरिक्त निम्न पदों का सृजन किया गया है:

1. सहायक संस्थापनाधिकारी	1 पद
2. सहायक कुलसचिव (नियुक्ति)	1 पद
3. वरिष्ठ प्रशासनिक अधिकारी	1 पद
4. वैयक्तिक सहायक— ।।	1 पद
5. प्रशासनिक अधिकारी	3 पद
6. प्रधान सहायक	1 पद
7. वरिष्ठ सहायक	4 पद
8. कनिष्ठ सहायक	1 पद
9. सहायक लेखाकार	1 पद
10. पत्रवाहक	1 पद
11. कृषि श्रमिक	3 पद

इस अनुभाग के कार्यों को निम्न तीन प्रकोष्ठों में विभाजित किया गया है:

1. संस्थापना प्रकोष्ठ
 - (अ) चालू रिकार्डस
 - (ब) पुराने रिकार्डस
2. नियुक्ति प्रकोष्ठ

3. विधिक, जाँच, शासन से पत्राचार एवं नीतिगत प्रकरणों का प्रकोष्ठ

संस्थापना प्रकोष्ठ के कार्यों की देख-रेख/अनुश्रवण, अनुभाग अधिकारी द्वारा एवं नियुक्ति व विधिक प्रकोष्ठों के कार्यों की देख-रेख/अनुश्रवण क्रमशः सहायक मुख्य कार्मिक अधिकारी/सहायक कुलसचिव (नियुक्ति) तथा सह मुख्य कार्मिक अधिकारी/सहायक संस्थापनाधिकारी के द्वारा किया जाता है।

कार्मिक प्रबन्ध अनुभाग—अ विश्वविद्यालय की महत्वपूर्ण इकाई है। विश्वविद्यालय में कार्यरत लगभग 700 शिक्षकों तथा 200 शिक्षणेत्तर अधिकारियों/कर्मचारियों के कार्मिक प्रबन्ध का दायित्व मुख्यतः इस अनुभाग पर है। वर्तमान में विश्वविद्यालय के अन्तर्गत शैक्षणिक, शोध एवं प्रसार कार्यों के लिए 9 महाविद्यालय स्थापित हैं, कृषि तथा कृषि से संबंधित उद्योगों को बढ़ावा देने के लिए एक विश्वविद्यालय फार्म तथा प्रसार व शोध निदेशालयों के अन्तर्गत कृषि विज्ञान केन्द्र व उद्यान अनुसंधान एवं शोध केन्द्र उत्तराखण्ड राज्य के विभिन्न जनपदों में स्थापित हैं। इसके अतिरिक्त शोध निदेशालय के अन्तर्गत कोआर्डिनेटेड परियोजनाएँ तथा एड-हॉक परियोजनाएँ चल रही हैं। इन सभी के लिए मानव संसाधन की व्यवस्था का दायित्व कार्मिक प्रबंध अनुभाग (अ) पर ही है।

विश्वविद्यालय की विभिन्न इकाईयों में रिक्त तथा नव सृजित पदों का आंकलन, आरक्षण के अनुसार विज्ञापन तथा चयन प्रक्रिया पूर्ण करना, चयनोपरान्त नियुक्ति पत्र निर्गत करना तथा व्यक्तिगत पत्रावलियों का रखरखाव करना, नियमों के अनुसार सेवालाभ देना, सेवानिवृत्ति इत्यादि कार्य इस विभाग द्वारा किया जाता है। इसके अतिरिक्त समय समय पर शिक्षण एवं शिक्षणेत्तर अधिकारियों को कैरियर एडवांसमेन्ट स्कीम तथा पर्सनल प्रमोशन के अनुरूप पदोन्नति तथा आवश्यकतानुसार वैज्ञानिकों एवं शोधकर्ताओं की संबंधित अनुसंधान केन्द्रों में तैनाती व स्थानान्तरण की प्रक्रियाएँ सुनिश्चित करने तथा वैज्ञानिकों के कार्यशालाओं, सेमीनार आदि में भाग लेने, अनुशासनात्मक कार्यवाही, शिक्षकों की दक्षता आंकलन आदि से सम्बन्धित कार्यों के निष्पादन तथा शिक्षकों, अधिकारियों से संबंधित मामलों में विश्वविद्यालय की इकाईयों, शासन व अन्य संस्थाओं से पत्राचार आदि का दायित्व इस अनुभाग पर है।

2- अधिकारियों और कर्मचारियों की शक्तियाँ और कर्तव्य :

(1) अपर मुख्य कार्मिक अधिकारी/मुख्य कार्मिक अधिकारी :

1. अनुभाग के कार्यों का समुचित व यथासमय पूर्ण कर लिए जाने की व्यवस्था करना ।
2. शिक्षकों/शिक्षणेत्तर अधिकारियों के संस्थापना विषयक प्रकरणों पर माननीय प्रबंध परिषद व कुलपति जी द्वारा दी गयी स्वीकृति के अनुसार क्रियान्वयन सुनिश्चित करना ।
3. मानव संसाधनों की व्यवस्था करना ।
4. शासन स्तर से आवश्यकतानुसार पदों की स्वीकृति प्राप्त कर शैक्षणिक एवं शिक्षणेत्तर अधिकारियों के रिक्त पदों को विज्ञापित करना, चयन प्रक्रिया सम्पन्न होने पर नियुक्ति पत्र जारी करना ।

5. अधिष्ठाण के आवश्यक दस्तावेजों/अभिलेखों की गोपनीयता बनाये रखना।
6. अनुभाग से संबंधित कार्यों हेतु विश्वविद्यालय की इकाईयों, शासन व अन्य संस्थाओं से पत्राचार करना।
7. संबंधित नीतियों/नियमों, परिनियमों में संशोधन हेतु कार्यवाही करना।
8. विभागीय वित्त आहरण नियंत्रक अधिकारी के कार्य।
9. सूचना का अधिकार अधिनियम, 2005 के अन्तर्गत कार्मिक प्रबंध अनुभाग के विभागीय अपीलीय अधिकारी के कार्यों का निर्वहन।
10. कुलपति जी द्वारा समय समय पर निर्देशित कार्यों का निष्पादन करना।

संपर्क दूरभाष संख्या 05944-233623(का)

(2) सह मुख्य कार्मिक अधिकारी/सहायक संस्थापनाधिकारी :

1. नीतिगत मामलों, शासन से पत्राचार, विधि व जाँच संबंधी प्रकरणों में आलेख/आख्या तैयार करना। संबंधित प्रकरणों पर प्रबन्ध परिषद हेतु प्रस्ताव तैयार करना तथा मा0 प्रबन्ध परिषद के अनुमोदन के पश्चात् प्रशासनिक आदेश तैयार करना।
2. उच्च न्यायालय/उच्चतम न्यायालय में दायर रिट याचिकाओं पर आख्या तैयार करना।
3. कर्मचारी संगठनों के अनुभाग से संबंधित मामलों के निस्तारण में सहयोग करना।
4. अपर मुख्य कार्मिक अधिकारी/मुख्य कार्मिक अधिकारी द्वारा समय समय पर निर्देशित सभी कार्यों का संपादन करना।

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(3) सहायक मुख्य कार्मिक अधिकारी/सहायक कुलसचिव (नियुक्ति) :

1. सृजित, भरे गये तथा रिक्त पदों तथा रोस्टर आदि का लेखा-जोखा रखना।
2. रिक्तियों को भरने हेतु शासन से पत्राचार का आलेख तैयार करना।
3. विज्ञापन व चयन प्रक्रिया के कार्यों में मुख्य कार्मिक अधिकारी को सहयोग देना।
4. सह मुख्य कार्मिक अधिकारी/अपर मुख्य कार्मिक अधिकारी/मुख्य कार्मिक अधिकारी द्वारा समय-समय पर निर्देशित कार्यों का सम्पादन।

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(4) वैयक्तिक सहायक-।। :

मुख्य कार्मिक अधिकारी द्वारा समय समय पर निर्देशित कार्यों का सम्पादन करना, गोपनीय पत्रावलियों का रख-रखाव करना, आशुलेखन-कार्य करना तथा प्रतिदिन प्राप्त होने वाली डाक का पृष्ठांकन करना व निर्देशानुसार अन्य कार्य करना, दूरभाष संपर्क के कार्य आदि।

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(5) वरिष्ठ प्रशासनिक अधिकारी :

1. सहायक मुख्य कार्मिक अधिकारी/सह मुख्य कार्मिक अधिकारी/अपर मुख्य कार्मिक अधिकारी/मुख्य कार्मिक अधिकारी एवं सहायक संस्थापनाधिकारी के द्वारा निर्देशित सभी कार्यों का संपादन करना।
2. सभी शैक्षिक एवं शिक्षणेत्तर अधिकारियों के समस्त अभिलेखों का रख-रखाव पटल सहायकों के द्वारा करवाना।
3. संबंधित मामलों में निर्देशानुसार प्रबन्ध परिषद हेतु प्रस्ताव तैयार करना तथा प्रबन्ध परिषद के द्वारा लिये गये निर्णयों के संबंध में कार्यवाही सुनिश्चित करना।
4. पटलों की पत्रावलियों को सहायक संस्थापनाधिकारी/सहायक मुख्य कार्मिक अधिकारी/सह मुख्य कार्मिक अधिकारी/अपर मुख्य कार्मिक अधिकारी/मुख्य कार्मिक अधिकारी को अग्रसारित करना।
5. विभिन्न संस्थाओं द्वारा माँगी गयी सूचनाओं का निस्तारण करना।

संपर्क दूरभाष संख्या 05944 233623 (का)

(6) प्रशासनिक अधिकारी :

1. मुख्य कार्मिक अधिकारी/अपर मुख्य कार्मिक अधिकारी/सह मुख्य कार्मिक अधिकारी/सहायक मुख्य कार्मिक अधिकारी/सहायक संस्थापनाधिकारी, सहायक कुलसचिव (नियुक्ति), वरिष्ठ प्रशासनिक अधिकारी के द्वारा निर्देशित सभी कार्यों का संपादन करना।
2. अपने पटल से संबंधित पत्रावलियों का रखरखाव करना, सूचनाएँ तैयार करना।
3. संबंधित पत्रावलियों पर नियमानुसार टिप्पणी/संस्तुति दर्ज/टंकित कर अग्रिम कार्यवाही हेतु प्रस्तुत करना।

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(7) प्रधान सहायक :

मुख्य कार्मिक अधिकारी/अपर मुख्य कार्मिक अधिकारी/सह मुख्य कार्मिक अधिकारी/सहायक मुख्य कार्मिक अधिकारी/सहायक संस्थापनाधिकारी/सहायक कुलसचिव (नियुक्ति)/वरिष्ठ प्रशासनिक अधिकारी (यथास्थिति) के द्वारा निर्देशित सभी कार्यों का संपादन करना, संबंधित पटल के शैक्षणिक एवं शिक्षणेत्तर अधिकारियों के पत्रावलियों में आलेख एवं प्रालेख टंकित कर प्रस्तुत करना तथा पत्रावलियों का रख-रखाव करना।

(8) कनिष्ठ/वरिष्ठ सहायक :

मुख्य कार्मिक अधिकारी/अपर मुख्य कार्मिक अधिकारी/सह मुख्य कार्मिक अधिकारी/सहायक मुख्य कार्मिक अधिकारी/सहायक संस्थापनाधिकारी/सहायक कुलसचिव (नियुक्ति)/वरिष्ठ प्रशासनिक अधिकारी (यथास्थिति) के द्वारा निर्देशित सभी टंकण व अन्य

कार्यों का संपादन करना तथा कार्यालय के विभिन्न अभिलेखों तथा पत्रालियों एवं पंजिकाओं का उचित ढंग से रख-रखाव करना।

(9) सहायक लेखाकार:

अनुभाग (अ) एवं (ब) से संबंधित वेतन व बिलों का भुगतान तथा नियुक्तियों से संबंधित लेखा कार्य।

(10) पत्र वाहक/कृषि श्रमिक : पत्रवाहक/कृषि श्रमिकों से अनुभाग के पत्रों को विभिन्न विभागों में पहुँचाने का कार्य लिया जा रहा है।

3-लोक प्रधिकारी अथवा उसके कर्मियों द्वारा अपने कृत्यों के निर्वहन के लिए धारित तथा प्रयुक्त किये जाने वाले नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख की सूचना :

विश्वविद्यालय में कर्मचारियों/अधिकारियों की नियुक्ति व कार्मिक प्रबन्ध संबंधी कार्यों का निर्वहन करने हेतु, विश्वविद्यालय के एक्ट्स एण्ड स्टेट्यूट्स के चैप्टर XIII /XXV में दिए गये प्राविधानों के अनुरूप शैक्षणिक एवं गैर शैक्षणिक अधिकारियों की नियुक्तियों करने हेतु कार्यवाही सुनिश्चित करना, कैरियर एडवांसमेंट स्कीम के अन्तर्गत शिक्षकों को मिलने वाले लाभ अनुमन्य कराना (**संलग्नक 3**)। विश्वविद्यालय कर्मचारियों के लिए विश्वविद्यालय परिनियमों के अध्याय XXV के प्रस्तर-6 (iv) के अन्तर्गत अधिवर्षता आयु में संशोधन किया गया है, अब यह 60 वर्ष कर दिया गया है। इस अध्याय की धारा-28(r) 3- Emoluments में पदों के सृजन तथा विश्वविद्यालय कर्मचारियों के वेतनमान को संशोधित कर दिया गया है। समय-समय पर शासन स्तर से निर्गत किये गये शासनादेशों का कार्यान्वयन करना, विश्वविद्यालय में शिक्षकों तथा कर्मचारियों को न्यायसंगत तथा उचित निर्णयों को लागू करने हेतु निदेशक प्रशासन द्वारा गठित की गयी समितियों में वर्णित प्राविधानों के अनुसार कृत्यों का कार्यान्वयन करना, शिक्षकों को उच्च शिक्षा के लिए स्टडी लीव की सुविधा अनुमन्य कराना (कार्यालय आदेश संख्या डीएएम/कमेटी/924 दि० मई 21, 2010 एवं डीएएम/कमेटी/404 दिनांक 19 अप्रैल, 2005 (**संलग्नक 4, 5 व 6**) तथा उन्हें उच्च शिक्षा हेतु अवैतनिक असाधारण अवकाश दिलाना।

4- नीति बनाने या उसके कार्यान्वयन के संबंध में जनता के सदस्यों से परामर्श के लिये या उनके प्रतिनिधित्व के लिए विद्यमान व्यवस्था के संबंध में सूचना : इस संबंध में विश्वविद्यालय की सर्वोच्च समिति 'प्रबन्ध परिषद' के द्वारा नीतिगत मामलों में निर्णय लिए जाते हैं और तदनुसार उनका कार्यान्वयन किया जाता है। इस समिति में जनता का भी प्रतिनिधित्व होता है।

5- दस्तावेजों, जो लोक प्राधिकारी द्वारा धारित या उसके नियंत्रणाधीन है, श्रेणियों के अनुसार विवरण :

1. कुलसचिव : विश्वविद्यालय के छात्रों से संबंधित सभी दस्तावेज।
2. वित्त नियंत्रक : वित्त से संबंधित सभी दस्तावेज।
3. समस्त अधिष्ठाता/निदेशक : शैक्षणिक, शोध एवं प्रसार से संबंधित सभी दस्तावेज।

6- बोर्डों, परिषदों, समितियों और अन्य निकायों का विवरण, साथ ही विवरण कि क्या उन बोर्डों, परिषदों, समितियों और अन्य निकायों की बैठकें जनता के लिए खुली होंगी या बैठकों के कार्यवृत्त तक जनता की पहुँच होगी : बोर्डों, परिषदों, समितियों और अन्य निकायों का विवरण *संलग्नक-4-6* में दर्शाया गया है। इन निकायों की बैठकों के कार्यवृत्त सामान्यतः जनता के लिए खुली नहीं होगी।

7- लोक सूचना अधिकारियों के नाम, पदनाम और अन्य विशिष्टियाँ :

1. विश्वविद्यालय स्तर पर डॉ० आशीष कुमार श्रीवास्तव, नोडल अधिकारी, सूचना का अधिकार प्रकोष्ठ/निदेशक प्रशासन एवं अनुश्रवण तथा डा० ओम प्रकाश, समन्वयक, सूचना का अधिकार प्रकोष्ठ।
2. कार्मिक प्रबंध अनुभाग-‘अ’ व ‘ब’ हेतु श्री स्वामी नाथ, लोक सूचना अधिकारी/सहायक संस्थापनाधिकारी (संपर्क : दूरभाष संख्या 05944-233623 (का०) तथा डॉ० आर०एस० चौहान, विभागीय अपीलीय अधिकारी/अपर मुख्य कार्मिक अधिकारी (संपर्क : दूरभाष संख्या 05944-233623 (का०)।

8- निर्णय करने की प्रक्रिया (पर्यवेक्षण एवं उत्तरदायित्व के स्तर सहित) : सभी बोर्डों, परिषदों, समितियों एवं अन्य निकायों के कार्यवृत्त की संस्तुति एवं अन्य सक्षम अधिकारियों द्वारा दिये गये दिशा-निर्देशों को, माननीय प्रबंध परिषद/कुलपति महोदय के अनुमोदनोपरान्त कार्यान्वित किया जाता है।

9- अधिकारियों और कर्मचारियों की निर्देशिका :

1. श्रीमती दीप्ति आर० वैश्य, मुख्य कार्मिक अधिकारी
2. डा० आर०एस० चौहान, अपर मुख्य कार्मिक अधिकारी
3. डा० आशुतोष सिंह, सह मुख्य कार्मिक अधिकारी
4. डा० अमरदीप, सहायक मुख्य कार्मिक अधिकारी
5. श्री स्वामी नाथ, सहायक संस्थापनाधिकारी/लोक सूचना अधिकारी
6. श्री ए०एच० खान, वरिष्ठ प्रशासनिक अधिकारी
7. श्री शेष नाथ राम, सहायक कुलसचिव (नियुक्ति)
8. श्री जी०एस० पटवाल, वैयक्तिक सहायक-।।
9. श्री वी०एस० पंवार, वैयक्तिक सहायक-।।
10. श्री जी०एस० कार्की, प्रशासनिक अधिकारी
11. श्री एम०एल० मौर्या, प्रशासनिक अधिकारी
12. श्री के०एस० महारा, प्रशासनिक अधिकारी
13. मौ० नूर, प्रशासनिक अधिकारी
14. श्री बी०जी० यादव, प्रशासनिक अधिकारी
15. श्री मनोज पंत, प्रधान सहायक
16. श्री आनन्द सिंह बिष्ट, वरिष्ठ सहायक
17. श्री ए०एस० यादव, वरिष्ठ सहायक

18. श्री ए0पी0 देवराड़ी, कनिष्ठ सहायक
19. श्री बृजलाल, कृषि श्रमिक
20. श्री जगदम्बा राय, कृषि श्रमिक
21. श्री धनेश्वर उराँव, कृषि श्रमिक
22. श्री रुप सिंह, हेड कुक
23. श्री जे0सी0 पाण्डेय, पत्रवाहक

10- अपने प्रत्येक अधिकारी और कर्मचारी द्वारा प्राप्त मासिक पारिश्रमिक और उसके निर्धारण की

पद्धति : अपने पद के अतिरिक्त दायित्वों के सम्पादन हेतु आवश्यकतानुसार विश्वविद्यालय के शिक्षकों, शिक्षणेत्तर अधिकारियों को प्रबन्ध परिषद द्वारा पारित संकल्प के अनुसार मासिक पारिश्रमिक देय है तथा सेवानिवृत्त शिक्षकों को गैस्ट फ़ैकेल्टी के रूप में भी नियोजित करने के लिए मासिक पारिश्रमिक देय है।

11- प्रत्येक अभिकरण को आवंटित बजट (सभी योजनाओं, व्यय प्रस्तावों तथा धन विवरण की सूचना सहित): इस विभाग को आवश्यकतानुसार वित्त नियंत्रक द्वारा समय समय पर बजट आवंटित किया जाता है।

12- अनुदान/राज सहायता कार्यक्रमों के क्रियान्वयन की रीति, जिसमें आवंटित राशि और ऐसे कार्यक्रमों और ऐसे कार्यक्रमों के लाभार्थियों के ब्यौरे सम्मिलित हैं: लागू नहीं।

13- रियायतों, अनुज्ञापत्रों तथा प्राधिकारों के प्राप्तकर्ताओं के संबंध में विवरण : लागू नहीं।

14- कृत्यों के निर्वहन के लिए स्थापित मानक/नियम : विश्वविद्यालय के सभी अधिकारियों एवं कर्मचारियों को विश्वविद्यालय के एक्ट्स एण्ड स्टेट्यूट्स के चैप्टर XIII /XXV में दिए गये प्राविधानों के मानकों के अन्तर्गत कार्य लिया जाता है।

15- किसी इलैक्ट्रॉनिक रूप में उपलब्ध सूचना के संबंध में ब्यौरे : रोजगार संबंधी सूचना इलैक्ट्रॉनिक रूप में विश्वविद्यालय वेबसाईट www.gbpuat.ac.in पर भी उपलब्ध रहती है।

16- सूचना प्राप्त करने के लिए नागरिकों को उपलब्ध सुविधाओं का विवरण, किसी पुस्तकालय या वाचनालय की यदि लोक उपयोग के लिए व्यवस्था की गयी हो, तो उसका विवरण : रोजगार संबंधी सूचना इलैक्ट्रॉनिक रूप में विश्वविद्यालय वेबसाईट www.gbpuat.ac.in पर उपलब्ध करायी जाती है। साथ ही इस विभाग संबंधित रोजगार सूचनाओं को विभिन्न राष्ट्रीय एवं क्षेत्रीय समाचार पत्रों में प्रकाशित किया जाता है जिसकी प्रतियाँ विश्वविद्यालय पुस्तकालय तथा विश्वविद्यालय कार्मिक विभाग में भी उपलब्ध रहती हैं। सूचना प्राप्त करने के लिए आने वाले नागरिकों के बैठने एवं सूचनाओं के अवलोकन हेतु समुचित स्थान उपलब्ध है।

17- ऐसी अन्य सूचना जो विहित की जाएँ : शून्य

संलग्नक : यथोपरि।

मुख्य कार्मिक अधिकारी

CHAPTER- XIII

APPOINTMENT OF STAFF

*1. (a) All appointments shall be made strictly on the basis of merit.

1-(b) Reservation for candidates belonging to S.C./S.T. and other Backward classes in respect of posts under the University shall be given as per government orders applicable to the University in this behalf and in force time to time.

(c) Changed/amended.

(d) A dependent (wife or husband, son, unmarried daughter and widowed daughter) of an employee of the University who meets with untimely death or gets permanent disability during the service period may be appointed on any non-teaching post for which he/she is suitable and fulfils the minimum qualifications, without selection procedure.

WITH THE PROVISO THAT:

- i) The above facility will be given to only the dependents of employees who have put in atleast 3 years continuous service in the University and only if there is no other earning member in the family of the deceased.
 - ii) If there are more than one member in the family of deceased, desirous to get employment, then the appointing authority shall select one of such persons on the basis of suitability particularly considering the interest of his widow and minor members of the family of the deceased.
 - iii) Such appointment shall be made only against an existing vacancy.
- (e) In case of appointment through Personal Promotion Scheme approved by the Govt. of U.P. for teachers under G.O. No.840/12-8- 400 (19)/84 dated Sept. 10, 1984 appointments shall be made as per the Govt. orders referred to above and as amended from time to time.
- (f) In case of direct requirement to non-teaching posts 2% vacancies shall be reserved for Handicapped candidates. If suitable Handicapped candidates are not found for selection, the vacancies shall be treated as un-reserved and will be filled by general candidates. Such unfilled reserved vacancies shall not be carried over to the next selection.

With the provision that:

- (i) **The blind** : The blind are those who suffer from either of the following conditions:
 - (a) Total absence of sight.
 - (b) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lens,
 - (c) Limitation of the field of vision subtending an angle of 20 degrees or worse.
- (ii) **The deaf** : The deaf are those in whom the sense of hearing is non-functional for ordinary purpose of life. They do not hear, understand

sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (Profound impairments) or total loss of hearing in both ears.

- (iii) **The orthopedically handicapped** : The orthopedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.

2. Appointments to the various categories of posts in the University shall be made as hereinafter prescribed.

3. No selection for any appointment under these statutes shall be made except after advertisement of the vacancy in at least three newspapers having adequate circulation in the country provided that no such advertisement in newspapers shall be necessary in the case of an appointment for the post of Dean and Head of Department. Appointment to these positions shall be made in the manner prescribed hereinafter.

Provided further that no such advertisement in newspapers shall be necessary in the case of selection under the Personal Promotion scheme for teachers.

4. (a) (1) The Dean of a Faculty shall be appointed from amongst the professors in the Faculty concerned.

(2) The Selection Committee for the appointment of a Dean of Faculty shall consist of :-

- (i) The Kulpati, who shall be Chairman thereof;
- (ii) One Dean of Faculty to be nominated by the Kulpati;
- (iii) One representative to be nominated by the Director General, Indian Council of Agricultural Research, New Delhi.
- (iv) Two experts to be nominated by the Kuladhipati.

(3) The term of the Dean shall be three years.

(4) The term of Dean so appointed can be extended for a further period of three years, but in no case a Dean can hold the post for more than two terms.

(b) The Selection Committee for the appointment of a Director of Agricultural Experiment Station and of a

Director of Extension shall consist of :

- (i) The Kulpati who shall be Chairman thereof;
- (ii) The Deans of two faculties to be nominated by the Kulpati;
- (iii) Two experts to be nominated by the Kuladhipati.

(c) The Head of a Department shall be appointed from amongst;

(i) The Professors in the Department in order of seniority. Provided that he has not been debarred from holding any Administration office during the preceding 3 years.

(ii) The term of a Head of Department shall be of 3 years which shall not be extended.

(d) The Selection Committee for the appointment of a Professor, Associate Professor, Assistant Professor

or teacher shall consist of;

- (i) The Kulpati who shall be Chairman thereof;
- (ii) The Dean of the Faculty concerned;
- (iii) One Head of the Department to be nominated by the Kulpati;
- (iv) Two experts to be nominated by the Kuladhipati;

Provided that if the Kulpati (Vice-Chancellor) is, for any reason, not available to participate in any meeting of the Selection Committee constituted under clause (d), then in the case of Assoc. Professors, Asstt. Professors, and equivalent posts, he may, by general or special orders, require the Prati-Kulpati (Pro- Vice-Chancellor) or the Dean of the Faculty concerned to preside over the Selection Committee and perform functions of the Chairman.

- (e) The Selection Committee for the appointment of any other officer of the University whose appointing authority is the "Kulpati or the Board, not covered by the preceding clause, shall consist of five persons on the staff of the University to be nominated by the Kulpati, three of whom shall be of the rank of Deans or Directors one of whom shall be appointed by the Kulpati as Chairman unless the Kulpati chooses to be Chairman himself.

5. Where the Kuladhipati is satisfied that in the special circumstances of the case a Selection Committee cannot be constituted in accordance with the provisions of clause (4) he may direct the constitution of the Selection Committee in such manner as he thinks fit.

6. (a) A panel of six or more experts in each subject of study shall be drawn up by the Kuladhipati after consulting the corresponding faculty in Indian Universities or such other academic bodies or research institutions in or outside Uttar Pradesh as the Kuladhipati may consider necessary. Every expert nominated by the Kuladhipati under clause (4) shall be a person whose name is borne on such panel.

(b) The panel referred to in sub-Clause (a) shall be revised every two years.

(c) The Kuladhipati may intimate in a specified order a larger number of names of experts than required under clause (4) for serving as his nominees on the Selection Committee. In such a case, on any person whose name appears higher in the specified order not being available for meeting of the Selection Committee person on whose name appears nearest lower in the specified order shall be requested to serve on the committee.

Explanation I: For the purposes of this Clause a branch of subject in which a separate course of study is prescribed for a post-graduate degree shall be deemed to be a separate subject of study.

Explanation II: Where the post of teacher to be selected is common to more than one subject of study the expert may belong to any of such subjects of study.

7. The Selection Committee shall, by majority of its total membership, recommend one or more, but not more than three, names for each post to the Kulpati and where more than one names are recommended, the order of preference shall also be indicated.

8. (a) Where the Kulpati approves the name or any of the names recommended by the Selection Committee and he is the appointing authority, he shall make the appointment, and where such appointment is subject to the approval of the Board of the Board is the appointing authority, the Kulpati shall make recommendation to the Board for such approval or appointment, as the case may be.

(b) Where the Kulpati does not approve the name of any of the names, recommended by the Selection Committee, or as the case may be, the Board does not approve the recommendation of the Kulpati, the post shall be re-advertised.

9. All appointment except that of Dean and Head of Department shall, in the first instance be on probation for one year which may be extended for a period not extending one year.

10. Where the Board is the appointing authority or the appointment is to be made subject to the approval of the Board the Kulpati may after considering the recommendations of the Selection Committee constituted for the purpose, make the temporary appointments to such posts in the University, as cannot be kept vacant without detriment to the work, for a period not exceeding 6 months or till the next meeting of the Board, whichever is earlier, such appointments shall invariably be placed before the Board, at its next meeting for ratification and shall be continued only if approved by the Board.

- (i) In case of urgency where the prescribed procedure for filling up a post is likely to take considerable time and in the opinion of Kulpati the proper education of students would consequently suffer if immediate action is not taken, he may, against the sanctioned strength of staff for a Department fixed by the Board of Management from time to time, make after recording the reasons and circumstances, adhoc appointments of staff upto the level of Assistant Professors for a period not exceeding six months, either on the recommendations of the Dean and the Head of the Department concerned or on the basis of recommendations of a Selection Committee to be constituted by the Vice-Chancellor himself for such a purpose.
- (ii) Such adhoc appointments made in this manner will automatically cease without any formal notice after the expiry of six months from the date of appointment or the appointment of a person for the relevant position through the process of regular selection, whichever is earlier, and the incumbents holding adhoc appointments made under this provision will not be entitled either to any seniority, increment or any other claim on the basis of their adhoc appointments or to re-appointment only on this ground.

11. Appointments of all other staff not specifically provided for in the Act or these Statutes, shall be made by the Kulpati with the approval of the Board except the following posts which may be filled by the Kulpati without reference to the Board, namely-

- (a) The non-teaching posts carrying a scale, the maximum of which does not exceed Rs.1250/- including those which are filled by obtaining services of a person on deputation for a period upto three years from a regularly constituted service of the State or Central Government or an autonomous body constituted by the State or Central Government. The upper limit of Rs.1250/- will be subject to alteration, from time to time, by the resolutions of the Board of Management on the basis of rationalization or enhancement occurring, on the basis of the decision of the Govt.
- (b) The post for which the Kulpati is the appointing authority under the provision of the Act.

12. Deleted.

CHAPTER- XXV

NUMBER, QUALIFICATIONAONS, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE

SECTION 11(a)

1. Emoluments, terms and conditions of service of the Vice-Chancellor

- (a) The Vice-Chancellor shall be appointed in the manner laid down by the Statutes and shall be eligible of U.G.C./ I.C.A.R. pay scale of Rs. 7300-100-7600 plus allowances with effect from 1-1-86 as per G.O. No. 1925/12:8:89-499(236)/87, dated 27 June 1989. He shall, in addition, be entitled to a free furnished residence. The ground's of Vice-Chancellor's residence shall be maintained by the University. The salary and allowances of a Govt. servant appointed as Vice-Chancellor shall, however , be fixed in accordance with relevant rules and instructions of Govt. on the subject.

Whenever pay scale of Vice-Chancellor is changed by ICAR /State Government from time to time, it shall automatically be applicable in this University.

- (b) The Vice-Chancellor shall not be entitled to benefits of the University Provident Fund.
- (c) The Vice-Chancellor shall be entitled to earn leave on full pay for 1/11th of the period spent on active service.

In addition to the leave noted above, the Vice-Chancellor shall be entitled, in case of illness or on account of private affairs, to earn leave without pay for a period not exceeding 3 months during the period of his four year tenure, provided that leave taken without pay may be subsequently transferred into leave on full pay to the extent to which leave may have become due.

- (d) The Vice-Chancellor may, during the period of long vacations carry on the duties from outside Pantnagar (but in India) if he choses to do so.
- (e) The Vice-Chancellor will not have to enter into a written contract as required under section 26(2) of the Act.
- (f) An officiating Vice-Chancellor shall draw his original pay plus 20 percent officiating allowance.

2. Number, qualifications, emoluments of other employees of the University.

SECTION 28(r) (a) Number of teachers in each department and their qualifications shall be as recommended by the Academic Council and approved by the Board of Management.

- (b) The number of other salaried employees of the University and its Farm and their qualifications shall be as recommended by the Vice-Chancellor and approved by the Board.

3. Emoluments

- * (a) The emoluments of the academic staff shall be such as may be approved by the Board of management on the basis of the recommendations of the U.G.C., provided that no grants to meet any portion of the emoluments shall be admissible, from the State Government unless their prior written approval to the proposed emoluments is obtained by the Vice-Chancellor and placed before the Board. (Academic Staff shall include Professors, Associate Professors, Assistant Professors and Instructors and such other categories as may be recommended by the U.G.C. and accepted by the State Government).
- (b) The creation of post and pay scales of other employees of the University shall be such, as approved by the State Government after the concurrence of the Finance Department, from time to time.
- (c) Save as may be otherwise provided in the Act or the Statutes, the fixation of salary of the employees in the University shall be in the case of:-
 - (1) Officers & Teachers-rest with the Board of Management.
 - (2) Other employees-with the Vice-Chancellor of the University.
- (d) The Board of Management or the Vice-Chancellor as the case may be, shall have the power to sanction a higher start than the minimum of the pay scale, accelerated increment, Allowance etc. as they deem fit.
- (e) The Board of Management shall in special cases have the power to create a post not covered by the above provisions.
- (f) Where payment of wages, overtime charges or any other amount to an employee of the University is regulated by any law for the time being in force, then, notwithstanding anything contained in sub-clause (a) to (e), the Vice-Chancellor may sanction such payments, with a view to comply with the provision of such law.
- (g) The Vice-Chancellor shall also have the power to sanction payment of wages, overtime charges and other amounts (including conveyance charges, honorarium, remuneration for professional assignment etc.) to an employee not covered by sub-clause (f) in accordance with the regulations made in this behalf.
- (h) The Vice-Chancellor shall have the powers to approve:
- (i) Various rates of remuneration to outsiders and regular staff of the University for doing work not covered in their normal duties.

Provided that the rate of remuneration shall in no case exceed those already admissible in the University for similar works.

- (ii) The wages of different category of daily paid workers of the University.
Provided that the wages so fixed shall not exceed those fixed for similar category by the State Government or any authority determined by the Government.
- (i) Remuneration to various works connected with the conduct of Competitive Entrance Examination shall be paid as per rates proposed by the Vice-Chancellor and approved by the Board of Management from time to time.

4- Conditions of Service, Appointment, Suspension, Removal and Control.

- (a) Contract of Services: Except in cases of Government Servants on deputation, all employees of the University shall be required to enter into a written contract in accordance with the provisions under section 26(2) of the Act in the form prescribed.
- (b) Every person appointed on probation against a permanent post, shall be medically examined at the cost of the University, in the manner prescribed by the University.

(c) Probation

- (i) Every employee of the University, on his first appointment against a permanent post, shall be on probation.
 - (ii) The period of probation shall ordinarily be two years unless the appointing authority has fixed it at less than two years. In such cases it may be extended from time to time, but in no case, shall exceed the period of two years.
 - (iii) At the end of the probation period, the employee may be confirmed provided his work and conduct are found to be satisfactory. If he is not confirmed, his services shall be deemed to have been terminated at the end of the probation period.
- (d) (i) Save as may be otherwise provided in the Act or the Statutes, appointment to and removal from office or any other kind of punishment, including the authority to withhold increment of employees of the University, shall rest with the appointing authority.

The Vice-Chancellor, however, shall exercise the following powers in this regard:

- (a) Making such enquiries as he may consider necessary to ascertain facts and connect data involving allegations of irregularities or misconduct on the part of any employee of the University.
- (b) Calling for the explanation of any employee of the University.
- (c) Initiating and conducting disciplinary proceedings against any employee);
and

(d) Awarding minor punishment such as award of a censure entry or the stopping the accrual of increments for a period not exceeding three years.

(ii) If the order of punishment is (i) by the Vice-Chancellor, the person affected shall have the right to appeal to the Board of Management and (2) by the Board of Management the person affected shall have the right to request for a review by the Board subject to the provision under Section 27 of the U.P. Agricultural University Act.

(iii) However, the Vice-Chancellor may suspend any employee of University in continuation of or during the pendency of enquiry against him where the allegation or charges are of serious misconduct on the part of such employee his continuation as such hampers or is likely to hamper or impair an expeditious enquiry.

Provided that in the case of employee whose appointing authority is the Board of Management, the Vice-Chancellor shall report forthwith the matter to the Board of Management and such order of suspension shall be rescinded in their case if the Board comes to the conclusion that circumstances do not call for his suspension.”

(e) After confirmation, the services of an employee of the University can be terminated only on the following grounds:

(1) mis-conduct including disobedience of the orders of the appropriate authority;

(2) commission of any act which in the opinion of the Board involves moral turpitude.

(3) mis- appropriation of the funds or property of the University.

(4) corruption

(5) physical and mental unfitness, and

(6) abolition of post.

(f) Every employee against whom disciplinary action is intended to be taken shall be given an opportunity of making a representation in writing and if the authority dealing with the disciplinary action, considers it necessary, also in person.

(g) The appointing authority can suspend an employee if he is considered to be guilty of any conduct requiring enquiry.

During the period of suspension the employee shall be-entitled to get such subsistence allowances on such terms and conditions as may be

prescribed by the State Government for the employees from time to time.

- (h) When an employee, who was suspended, is finally reinstated, he shall get full pay unless the authority concerned has expressly ordered a deduction to be made for the suspension period as a punishment.
- (i) A suspended person shall not be entitled to any leave for the period of suspension.
- (j) An increment shall ordinarily be drawn as a matter of course but the concerned authority may withhold increment if the conduct or the work of the employee has not been satisfactory.
- (k) Where an efficiency bar has been prescribed in a time scale of pay, the increment next above the bar shall not be given without the specific sanction of the authority concerned.
- (l) The employee shall devote his whole time to the service of the University and shall not engage in any trade or business or take active part in politics.
- (m) The employee during the period of service of the University can apply for a job outside the University subject to the following conditions:
 - (i) Staff members are not permitted to apply for a job outside the University directly. Such applications shall be submitted to the Vice-Chancellor, through proper channel, for onward transmission.
 - (ii) All such applications should reach the office of the Vice-Chancellor well in time;
 - (iii) At the most, two applications will be forwarded in a calendar year;
 - (iv) The Head of Office should state clearly what arrangements would be made to relieve the applicant, if selected.
- (n) "An employee of the University shall be under obligation to serve the University on any equivalent post to which he may be appointed and also to serve in any Department/Section/Unit, within or outside the main Campus including the outstation-Research Stations, under the control of the University. Non-compliance of any such order of the Competent authority/Vice-Chancellor shall be deemed to be an act of grave misconduct.

5. SERVICE RECORDS (Character Rolls)

The records of service and activities of the employees of different categories shall be maintained in the Vice-Chancellor's office in the manner prescribed by the

Vice-Chancellor. Adverse remarks entered in the service record or character roll shall be communicated to the employee in writing.

6. AGE OF RETIREMENT

The age of Superannuation for the employee of the University shall be as follow:

- (j) For those employees who are appointed before 1.1.84 and who opt for the existing University Contributory fund, the age of superannuation shall be 60 years.
- (ii) For those employees who are appointed before 1.1.84 and who in accordance with G.O. No. 1009/12.8.400 (19)/84 dated 10.12.84 opt for the benefits of pension death-cum-retirement gratuity family pension and general provident fund, the age of superannuation shall be 58 years.
- (iii) For those employee, who are appointed on or after 1.1.84 the age of retirement shall be 58 years or 60 years as per option exercised by them in accordance with G.O. No. 1009/12.8.400(19)/84 dated 10.9.84, and G.O. No.4026/12.8.400 (19)/84 dated 10.12.84. Provided that if the date of superannuation of a teacher does not fall on June 30, the teacher shall continue in service till the end of academic session i.e. June 30 following provided further that if the date of superannuation of an employee falls due on anydate during the currency of the month, then such employee shall retire on the last date of the respective month.

6.A "Notwithstanding anything contained in clause-6 the appointing authority may, at any time, by notice to any employee (whether permanent or temporatry) without assigning any reason, require him to retire after he attains the age of 50 years, or such employee may, by notice to the appointing authority, voluntarily retire at any time after attaining the age of 45 years or after he has completed qualifying service of 20 years as per provisions contained in the Financial Hand Book Volume II to IV, Rule-56, as a amended from time to time.

7. LEAVE RULES

The Statutes relating to leave shall apply to all employees of the University except those Government servants whose services have been plected at the disposal of the University on foreign service.

- (a) Right of leave: Leave cannot be claimed as a matter of right and when the exigencies of service so demand leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority.
- (b) Earning of leave: Leave shall be earned by period spent on duty. The vacation period for the teaching staff shall be counted as duty period.

(c) Commencement and termination of leave: Leave ordinarily begins from the date on which leave as such is actually availed of any ends on the day preceding on which duty is resumed or if duties are relinquished or resumed in the afternoon the leave shall commence or end respectively on the following days. Sundays or other holidays of University vacation may be prefixed as well as suffixed to leave with permission of granting authority.

(d) The powers of granting all kinds of leave except casual leave to officers of the University and Teachers will rest with the Vice-Chancellor and in the case of other employees with the Sectional Heads. Subject to such general or specific instructions as may be given by the Vice-Chancellor, the Deans, Directors, Sectional Heads may also sanction earned leave upto 30 days to the employees upto the rank of Assistant Professors, Casual leave to the Deans, Directors and Officers of the University will be sanctioned by the Vice-Chancellor and to other members, including teachers, by the Dean, Directors and Sectional Heads concerned.

(e) Following kinds of leave shall be admissible:

1. Casual leave
2. Earned leave
3. Half-average pay leave
4. Extraordinary leave
5. Maternity leave
6. Medical leave

1. Casual Leave: An employee of the University shall be eligible for 14 days casual leave each calendar year. This leave cannot be carried over to the next year.

2- Earned Leave: An employee of the University shall be entitled to earn leave on full pay as per the provision of G.O. No. सा. 4 175/स.दस 201/76 dated 24 June, 1978 as amended from time to time.

Provided that teachers who avail full 30 days summer or winter vacation, as the case may be, shall however earn leave only one thirtieth of the period spent on duty. If such employees are not allowed to avail the full 30 days vacation on account of University work, they shall be entitled to additional earned leave for the period they could not avail the vacation.

Provided further that when the total of earned leave amounts to two hundred and forty days an employee shall cease to earn such leave.

The maximum period of earned leave that may be granted at a time shall be one hundred and twenty days, if spent in Asia, and that earned leave may be granted exceeding a period one hundred and eighty days if the entire leave so granted or any portion there of is spent outside Asia, but the period of such leave spent in India shall not in the aggregate exceed the limit of one hundred and twenty days.

3- Half average pay: All the employees of the University shall be entitled to leave on Half pay to one-twenty second of the period spent on duty.

4. Extraordinary leave: In case of genuine necessity and when no other leave is due, leave without pay may be granted subject to the condition to be specified at the time of granting the leave.

5. Maternity leave: The female employees of the University shall be entitled to 90 days maternity leave at the time of delivery of child subject to revision by the state Govt. This will be in addition to all other leave available:

6. (a) Leave on a Medical Certificate for permanent employees: A permanent employee of the University may be granted leave on Medical Certificate not exceeding 12 months in all during his entire service. The leave on medical certificate together with earned leave, if any, shall not exceed eight months at a time. Such leave shall be given on production of a certificate from such medical authority as the Vice-Chancellor may, by general or special order, specify in this behalf and for a period not exceeding that recommended by such medical authority.

Leave on Medical certificate will be admissible to permanent employee subject to the condition that no leave may be granted under this Statute unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University employees will be fit to return to duty on the expiry of the leave applied for.

(b) Leave on medical certificate for temporary employees: A temporary employee of the University may be granted leave on medical certificate not exceeding four month in all during his entire service. The leave on medical certificate together with earned leave, if any shall not exceed eight months at a time. Such leave shall be given only on production of a certificate from such medical authority as the Vice-Chancellor may, by general or special order, specify in this

behalf and for a period not exceeding that recommended by such medical authority.

Leave on medical certificate will be admissible to temporary employees subject to the following conditions:

1. The post from which the University employee proceeds on leave as likely to last till his return to duty.
2. No leave may be granted under this Statute] unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University employee will be fit to return to duty on the expiry of the leave applied for.
3. The Board of Management may, in special cases, decide to send any of its academic staff for special study or research abroad or to any place in India on such terms and conditions as it considers fit.

8. STUDY LEAVE

(1) Teachers below the rank of Professor shall be entitled to Study leave for study/Research leading to Master's or equivalent/Ph.D. degree or other post graduate studies subject to the following conditions:

- (a) Where a teacher is nominated sponsored and sent by the University on study leave under the QIP/FIP programme and the Govt. of India, I.C.A.R./U.G.C. or any other outside agency undertakes to pay for the salary and allowances of the substitute to be appointed during the period of study leave or the department concerned undertakes that they can spare the teacher concerned for study under QIP/FIP without any substitute, the incumbent shall be allowed full salary alongwith dearness allowance as may be admissible under the University rules for the period of Study Leave. In case the incumbent proceeding on study leave is allowed any scholarship/fellowship or any other emoluments like travel grant etc. by any outside agency during the period of study leave, he shall be allowed to avail of the same in addition to the full salary and dearness allowance paid by the University.
- (b) In case a teacher, as defined in section 2(k) of the U.P. Agricultural University Act, is nominated or sponsored by the Vice-Chancellor for prosecuting a post-graduate course of study directly related to the sphere of his duty and it is certified that the course of study shall enable the teacher to keep abreast with modern developments in the field of his

work and thereby improve his competence and usefulness to the University he may be granted leave with full pay and dearness allowance.

(c) In cases where a teacher has, with the permission of the Vice-Chancellor, obtained a fellowship/scholarship from any outside agency on his own initiative and has not specifically been nominated and sponsored by the University under QIP/FIP programme under clause (a) or (b) above, he shall be paid by the University the difference between the salary plus dearness allowance admissible to him and the scholarship/fellowship amount allowed to him by the outside agency. The leave incumbent may also avail of earned leave on full pay due to him at his option and in that case, difference as indicated above will not be payable to him for the period of earned leave.

(d) In cases not covered under sub-clause(a), (b) and (c) above, the teacher shall be allowed earned leave on full pay due to him and the remaining period of study leave will be allowed on half pay plus dearness allowance admissible thereon as per University rules.

(2) The period of study leave shall be 2 years, which can be extended upto 3 years under exceptional circumstances.

(3) In the case of teachers nominated/sponsored for a post-graduate course of study in the interest of the University, in an institution in a foreign country, the person concerned shall be allowed to avail of such scholarship/fellowship etc. as may be granted to him by the institution/agency offering the course of study.

(4) No teacher shall be entitled to this leave as a matter of right. Leave will be sanctioned at the discretion of the Vice-Chancellor keeping in view the teaching, research and extension responsibilities of the department of the applicant and the implications of sanction of leave in the light of a availability of adequate and appropriate personnel to meet the requirements of the University.

(5) Applications for grant of study leave shall be made by the teacher concerned to the Vice-Chancellor atleast 3 months before the date on which he intends to avail of such leave, furnishing the following details in his application:-

(a) The course (s)of study which is/are contemplated with detailed programme:

(b) Full particulars of financial assistance relating to scholarship/fellowship/assistantship /travel grant, salary of payment of salary etc. of substitute by outside agency etc.,

if any, that are likely to be received or paid by Govt. or outside agency with all relevant details.

- (c) The incumbent shall also submit a copy of his application simultaneously to the Head of the Department, who shall forward the same to the Vice-Chancellor through the Dean concerned with his recommendations. The Dean will also record his recommendations thereon and then send the same to the Vice-Chancellor with the detailed proposals about arrangement of work during the proposed study leave.
- (d) The Vice-Chancellor may refer the applications to a suitable committee for opinion if he considers it necessary and/or he may sanction the leave at his own discretion.

(6) Where the University pays full salary or difference of salary, such payment shall be subject to a half yearly satisfactory report from the supervisor/tutor/teacher under whom the incumbent is availing the study leave for high qualification/study/research. In case such progress report is not received or the progress report is unsatisfactory, the study leave may be cancelled and the incumbent shall then have to resume duties immediately. No application for study leave shall be entertained from such an incumbent during rest of the period of service.

(7) The incumbent granted study leave as above shall be required to execute a bond before proceeding on study leave to serve the University on return from the study leave, for a period of atleast 3 years in case he is granted study leave , for a period one year, and a bond to serve the University for atleast 5 years in case he is granted study leave for more than one year. In case the incumbent fails to serve the University for the period stipulated in the bond he shall be required to pay the university a sum equal to the amount paid to him by the University during the study leave period plus liquidated damages, as determined by the Vice-Chancellor, caused to the University. For purposes of satisfying the conditions of the bond, the incumbent may be required to submit a fidelity bond of a national General insurance company for the amount as may be determined by the Vice-Chancellor or he may File bond executed by two sureties undertakinjg to make good the amount that may be determined by the Vice-Chancellor on the above account, subject to the condition that the sureties shall be permanent teachers of the University.

8. Normal annual increments will continue to accrue to the incumbent during the period of study leave.

9. The incumbent shall be allowed to continue to contribute towards the University Provident fund during the period of his study

leave as permissible under the University rules as if he was drawing full salary. The University, contribution will also be made provided he contributes his due share.

10. No teacher shall be allowed study leave more than twice throughout his service, subject to the proviso that the aggregate period of study leave shall not exceed three years.

11. Study leave shall be admissible to teachers only after having rendered a minimum continuous service of 4 years as a teacher in the University.

OFFICE OF DIRECTOR ADMINISTRATION

No.DA/Committees/924

Dated : 21.05.2010

OFFICE MEMO

In order to take prompt, judicious and appropriate decisions on various matters and to ensure smooth functioning of the University various standing committees which were constituted vide office order no.DAM/Committee/242 dated Feb. 12, 2005 have since been reconstituted afresh to function during calendar year 2010-2011 as mentioned below:

1. Committee to consider the cases of Study leave/EOL/Deputation/Higher studies/grant of 50% cost of international travel:

Director Research	Chairman
Dean of the College concerned	Member
HOD concerned	Member
Registrar	Member
Comptroller	Member
Establishment Officer	Member
Chief Personnel Officer	Member/Convener

2. Committee for Departmental Promotion/Time Scale/Selection Grade/Employment of dependents of deceased/diables employees/Service conditions/Confirmation of post/personnel/premature/compulsory retirement of non-teaching officers and all other Subordinate staff of various cadres in the University and University Farm:

Director, Administration & Monitoring	Chairman
Director, Monitoring & Legal	Member
Comptroller	Member
Representative of SC/ST to be nominated by the Vice-Chancellor	Member
Chief Personnel Officer	Member/Convener (in the cases of Officers)
Establishment Officer	Member/Convener (in the cases of III/IV Class Employees)
Chief General Manager Farm	Member/Convener (in the cases of Farm Staff)

3. Committee to consider Granting of senior scale/selection grade/promotions/screening for selection grade to teachers under career advancement scheme:

Dean, P.G.S.	Chairman
HOD concerned	Member
Director Administration	Member
Comptroller	Member
Representative of SC/ST out of Teachers to be nominated by V.C.	Member
Chief Personnel Officer	Member/Convener

- 4. Committee for University Rate Contract/Central Purchase:**
 Dr. A.K. Agnihotri, Prof. Soil Science Chairman
 Comptroller Member
 S.P.O. Member
 One or two Officers nominated by the V.C. Member
- 5. Committee for Considering the cases of sexual harassment and gender justice:**
 Dr. R.S. Raghuvanshi, Dean, Home Science Chairperson
 Dr. (Mrs.) Reeta Goel, Prof. Microbiology Member
 Mrs. Suneeta T. Pandey, SRO, Agronomy Member
 Sri L.S. Bhandari, AEO Member
 Director, Monitoring & Legal Member/Convener
- 6. Market Advisory Committee:**
 Director, Administration Chairman
 Director, Monitoring & Legal Member
 Director Works & Plants Member
 Security Officer Member
 Comptroller Member
 Estate Officer Member/Convener
- 7. Campus Beautification Committee:**
 Dean, CBSH Chairman
 Director Works & Plants Member
 Dean Student Welfare Member
 Dr. Santosh Kumar Member
 Dr. Ranjan Srivastav Member
 Estate Officer Member
 Sri L.S. Bhandari, AEO Member
 Dr. Satish Chandra Member/Convener
- 8. Medical Aid Committee:**
 Dean, Vety. Sciences Chairman
 Head, Medicine Member
 Head, Surgery Member
 Comptroller Member
 S.P.O. Member
 All Medical Officers of Univ. Hospital Member
 Medical Officer in charge Member/Convener
- 9. House Allotment Committee:**
 Dr. R.S. Raghuvanshi, Dean, H.Sc. Chairman
 Estate Officer Member/Secretary
 Other Members
 (to be appointed by Chairman, HAC as per house allotment rules)
- 10. Committee for Petrol distribution, record and upkeep of all the official vehicles of the University and disposal of old vehicles:**
 Dean Technology Chairman
 Director Extension Member
 Chief General Manager (Farm) Member
 Officer-in-Charge, Transport Pool Member
 S.P.O. Member

Dy. Comptroller	Member
Transport Officer	Member/Convener

11. Committee to review the progress of on-campus Research centers, Sugarcane Research Centre Kashipur, KVKs and Off Station Horticulture

Research Centres:

Vice-Chancellor	Chairman
All Deans	Members
Director Extension	Member
Jt. Dir. Kashipur	Member
Jt. Dir. Horticulture (Kumaun & Garhwal)	Members
Officer Incharges of all on-campus and out campus Research Centres	Member
Training Organizers KVKs	Members
Jt. Dir. Extension (HQ)	Member
Jt. Dir. Research (HQ)	Member
Director Research	Member/Convener

12. Committee for evaluation of physical and financial status of

Research/Extension :

Director Research	Chairman
Director Extension	Member
All Deans	Members
Comptroller	Member
Jt. Director Horticulture (Kumaon & Garhwal)	Member
Jt. Director Research (A&M HQ)	Member/Convener

13. Committee for redressal of Employees grievances and negotiation with employees' Unions:

Dean, Vety. Sciences	Chairman
Director, Administration	Member
Director, Monitoring & Legal	Member
Dean Agriculture	Member
Dean Technology	Member
Dean Student Welfare	Member
Chief Personnel Officer	Member
Chief General Manager (Farm)	Member
Dr. D.P. Pant, Jt. Director Research (Kumaon)	Member
Comptroller	Member
Establishment Officer	Member
Estate Officer	Member
Asstt. Director, L.W.	Member/Convener

14. House Loan/Vehicle Loan Committee:

Comptroller	Chairperson
Director Administration	Member
Transport Officer	Member
Director Works & Plants	Member
Estate Officer	Member
Dy. Comptroller	Member/Convener

15. Committee to decide Uniform and other facilities to employees:

Director, Administration	Chairman
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Director, Monitoring & Legal	Member
Director, Works & Plants	Member
Comptroller	Member
Estate Officer	Member
Jt. Director/Asoc. Director of local Res. Centre	Member
Security Officer	Member
Officer I/C Store	Member
Asstt. Director, L.W.	Member/Convener

16. Students Placement Advisory Committee:

Vice-Chancellor	Chairman
All Deans	Member
Chief Personnel Officer	Member
Registrar	Member
Professor, Placement (Tech.)	Member
Director, Counselling & Placement	Member/Convener

17. Committee to regulate Cattle Keeping on the campus:

Dean, Vety. Sci.	Chairman
Chief General Manager (Farm)	Member
Jt. Director, Dairy Farm, Nagla	Member
Estate Officer	Member
Jt. Directors/Assoc. Director of Local Res. Centre	Member
Officer in Charge Garden	Member
Security Officer	Member/Convener

18. Telephone Committee:

Director Administration	Chairman
Director, Monitoring & Legal	Member
Director, Works & Plants	Member
Comptroller	Member
Coordinator Internet Cell	Member
Estate Officer	Member
ADWP (Telephone)	Member/Convener

19. Condemnation and Survey Report Committee:

Dean/Director/Sectional Head (Concerned)	Chairman
Sectional Head User Department	Member
Comptroller or her nominee	Member
Officer I/C, Stores & Purchase	Member
Officer I/C Instrumentation Section	Member/Convener

20. Eviction Committee:

Director, Works & Plants	Chairman
Security Officer	Member
Dy. Director (Electric)	Member
Dy. Director (General)	Member
Officer I/C, Garden Section	Member
Estate Officer	Member/Convener

Any standing committee, other than the aforesaid reconstituted committees and those the statutory ones (e.g. AC, Deans & Directors Committee etc.) dealing with the relevant issues/subjects as mentioned above, if exists, the same will now be treated as reconstituted as above.

All the above Committees will function with immediate effect till further orders.

The Chairpersons/Conveners of the committees will please ensure that the respective committee meets time to time but at least once within the duration of 3 months without fail. Director Administration and Director Monitoring & Legal will keep check to this effect.

Sd/-
(J.P. Singh)
Director Administration

Copy to :

1. All Deans/Directors/Sectional Heads
2. All persons concerned.
3. P.S. to V.C. for kind information of Vice-Chancellor

OFFICE OF DIRECTOR ADMINISTRATION AND MONITORING

No.DAM/Commi./404

Dated April 16/19, 2005

OFFICE ORDER

The Vice-Chancellor has been pleased to reconstitute the committee for Departmental Promotion/Time Scale/Selection Grade/Employment of dependents of deceased/disabled employees of University and University Farm and deciding disputed seniority cases as below:

Director Administration and Monitoring	-	Chairman
Comptroller	-	Member
Jt. Director Legal/Asstt. Dir. Legal	-	Member
Representative of SC/ST (to be nominated by Chairman)-	-	Member
Representative of OBC (to be nominated by Chairman) -	-	Member
Chief Personnel Officer	-	Member/Convener
Establishment Officer	-	Member/Convener
Chief General Manager Farm (In case of Univ. Farm) -	-	Member

These orders will come into force with immediate effect.

Sd/-
(K.P. Singh)
Director Administration & Monitoring

CC:

- All members concerned.
- All Deans/Directors/Sectional Heads
- Director Communication
- Officer I/c, ARIS Cell
- Registrar/Nodal Officer, MISC
- P.S. to V.C. for kind information of the Vice-Chancellor

गोविन्द बल्लभ पंत कृषि एवं प्रौद्योगिक विश्वविद्यालय,
पन्तनगर-263 145 (उधम सिंह नगर) उत्तरांचल

कार्यालय मुख्य कार्मिक अधिकारी

पत्रांक पीएमएस/ए/सी-6/9256

दि0 जून 15,2001

कार्यालय आदेश

विश्वविद्यालय प्रबन्ध परिषद की 181वीं बैठक दिनांक 9.4.2001 में विश्वविद्यालय के शिक्षकों/वैज्ञानिकों को अपने पद के दायित्वों के अतिरिक्त विश्वविद्यालय के प्रशासनिक पदों के कार्यों के संपादन हेतु मानदेय/विशेष भत्ता अनुमन्य किये जाने की संबंध में प्रस्ताव प्रस्तुत किया गया। उक्त प्रस्ताव पर माननीय प्रबन्ध परिषद द्वारा विचारोपरान्त संकल्प पारित किया गया। प्रबंध परिषद द्वारा पारित संकल्प के अनुपालन में कुलपति जी द्वारा निम्न आदेश किये जाने की सहर्ष स्वीकृति प्रदान की है:

1. विश्वविद्यालय के समस्त अधिष्ठाता/निदेशक/समन्वयक सी.ए.बी.एम./नियंत्रक को रु0 600/- प्रतिमाह की दर से अतिरिक्त मानदेय एवं 20 लीटर पेट्रोल (वाहन व्यय की क्षतिपूर्ति भत्ता) अनुमन्य होगा। जिन अधिष्ठाताओं/निदेशकों को विश्वविद्यालय की ओर से वाहन सुविधा प्रदान की गयी है उन्हें 20 लीटर पेट्रोल की सुविधा देय नहीं होगी।
2. छात्रावास अभिरक्षकों/सहायक छात्रावास अभिरक्षकों के दायित्वों का निर्वहन कर रहे शिक्षकों/वैज्ञानिकों को वर्तमान में दी जा रही सुविधा/भत्ता के स्थान पर प्राध्यापक को रु0 400/-, सह प्राध्यापक को रु0 300/-, सहायक प्राध्यापक को रु0 200/-, मानदेय प्रतिमाह अनुमन्य होगा। छात्रावास अभिरक्षकों को निःशुल्क आवास की सुविधा भी अनुमन्य होगी। सहायक छात्रावास अभिरक्षकों को निःशुल्क आवास की सुविधा अनुमन्य नहीं होगी।
3. विश्वविद्यालय के प्राध्यापक या समक्षक श्रेणी के वैज्ञानिकों को अपने पद के कार्यों के अतिरिक्त विश्वविद्यालय के प्रशासनिक पदों के कार्यों का निर्वहन किये जाने हेतु रु0 500/- प्रतिमाह की दर से मानदेय/अतिरिक्त भत्ता अनुमन्य होगा।
4. जो शिक्षक/वैज्ञानिक अपने कार्यों के अतिरिक्त विश्वविद्यालय के एक से अधिक प्रशासनिक पदों का कार्य देख रहे हैं उन्हें केवल एक ही पद का मानदेय/अतिरिक्त भत्ता अनुमन्य होगा। अतिरिक्त कार्य दायित्वों हेतु कुलपति/प्रबन्ध परिषद यथास्थिति की पूर्व स्वीकृति अनिवार्य होगी।

यह आदेश तत्काल प्रभाव से लागू माने जायेंगे तथा अतिरिक्त भत्ता/मानदेय तथा अन्य सुविधायें अनुमन्य किये जाने के संबंध में पूर्व में निर्गत आदेश निरस्त किये जाते हैं।

ह0 देवेन्द्र कुमार
मुख्य कार्मिक अधिकारी

प्रतिलिपि:

1. समस्त अधिष्ठाता/निदेशक
2. समस्त विभागाध्यक्ष
3. वित्त नियंत्रक
4. समन्वयक सी0ए0बी0एम0
5. परिसम्पत्ति अधिकारी
6. अधिष्ठाता छात्र कल्याण को इस हेतु सूचनार्थ प्रेषित की जाती है कि वे अपने

स्तर से

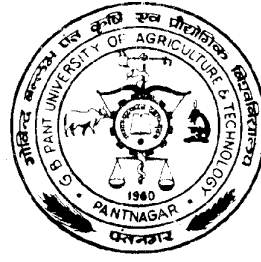
छात्रावास अभिरक्षकों/सहायक छात्रावास अभिरक्षकों को सूचित करने का कष्ट करें ।

7. कुलसचिव/संयोजक प्रवेश

8. कुलपति के निजी सचिव को कुलपति जी के सूचनार्थ

जन सूचना अधिकार अधिनियम 2005

मैनुअल-2015



कार्मिक प्रबन्ध अनुभाग- ब

**गोविन्द बल्लभ पंत कृषि एवं प्रौद्योगिक विश्वविद्यालय,
पंतनगर-263 145 (उधम सिंह नगर)**

उत्तराखण्ड

कार्मिक प्रबन्ध अनुभाग-ब
गोविन्द बल्लभ पंत कृषि एवं प्रौद्योगिक विश्वविद्यालय, पंतनगर

जन सूचना अधिकार अधिनियम 2005

मैनुअल

1- संगठन की विशिष्टियाँ कृत्य और कर्तव्य :

विश्वविद्यालय में कर्मचारियों/अधिकारियों की नियुक्ति व कार्मिक प्रबन्ध संबंधी कार्यों का विश्वविद्यालय के एक्ट्स एण्ड स्टेट्यूट्स के चैप्टर XIII /XXV में दिए गये प्राविधानों (संलग्नक-1,2), के अन्तर्गत निर्वहन करने हेतु, कार्मिक प्रबन्ध अनुभाग की स्थापना की गयी है। कार्य की महत्ता एवं शीघ्र निस्तारण हेतु कार्मिक प्रबन्ध अनुभाग को दो भागों में बाँटा गया है। शैक्षणिक एवं शिक्षणेत्तर अधिकारियों से सम्बन्धित कार्य कार्मिक प्रबंध अनुभाग- अ तथा शिक्षणेत्तर कर्मचारियों से सम्बन्धित कार्य कार्मिक प्रबंध अनुभाग- ब द्वारा सम्पादित किये जाते हैं, जिसका दायित्व क्रमशः मुख्य कार्मिक अधिकारी तथा संस्थापनाधिकारी को सौंपा गया है।

कार्मिक प्रबंध अनुभाग (ब) इस अनुभाग के प्रभारी संस्थापना अधिकारी हैं। इसका गठन विश्वविद्यालय में कार्यरत शिक्षणेत्तर कर्मचारियों की सेवा सम्बन्धी पत्रावलियों के रख रखाव, सेवालाभ, सेवा निवृत्ति व इस वर्ग के रिक्त पदों पर नियुक्ति के कार्यों आदि का प्रबन्धन करने के लिए किया गया। अनुभाग में संस्थापना अधिकारी के अतिरिक्त निम्न पदों का सृजन किया गया है:

1. सहायक संस्थापनाधिकारी	1 पद
2. वरिष्ठ प्रशासनिक अधिकारी	1 पद
4. वैयक्तिक सहायक	1 पद
5. प्रशासनिक अधिकारी	2 पद
5. प्रधान सहायक	4 पद
6. वरिष्ठ सहायक	2 पद
7. कनिष्ठ सहायक	1 पद
8. पत्र वाहक	1 पद

इस अनुभाग के कार्यों को निम्न दो प्रकोष्ठों में विभाजित किया गया है:

4. संस्थापना प्रकोष्ठ
(अ) चालू रिकार्ड्स
(ब) पुराने रिकार्ड्स
5. नियुक्ति प्रकोष्ठ

संस्थापना प्रकोष्ठ के कार्यों की देख-रेख/अनुश्रवण, अनुभाग अधिकारी द्वारा एवं नियुक्ति व विधिक प्रकोष्ठों के कार्यों की देख-रेख/अनुश्रवण सहायक संस्थापनाधिकारी के द्वारा किया जाता है।

कार्मिक प्रबन्ध अनुभाग-ब विश्वविद्यालय की महत्वपूर्ण इकाई है। विश्वविद्यालय में कार्यरत लगभग 2726 शिक्षणोत्तर कर्मचारियों के कार्मिक प्रबन्ध का दायित्व मुख्यतया इस अनुभाग पर है। वर्तमान में विश्वविद्यालय के अन्तर्गत शैक्षणिक, शोध एवं प्रसार कार्यों के लिए 9 महाविद्यालय स्थापित हैं, कृषि तथा कृषि से संबंधित उद्योगों को बढ़ावा देने के लिए एक विश्वविद्यालय फार्म तथा प्रसार व शोध निदेशालयों के अन्तर्गत क्रमशः 13 कृषि विज्ञान केन्द्र व 11 उद्यान अनुसंधान एवं 13 शोध केन्द्र, उत्तराखण्ड राज्य के विभिन्न जनपदों में स्थापित हैं। इसके अतिरिक्त शोध निदेशालय के अन्तर्गत 43 कोऑर्डिनेटेड परियोजनाएँ तथा 277 एड-होक परियोजनाएँ चल रही हैं। इन सभी के लिए मानव संसाधन की व्यवस्था का दायित्व कार्मिक प्रबंध अनुभाग (ब) पर ही है।

विश्वविद्यालय की विभिन्न इकाईयों में रिक्त तथा नव श्रुजित शिक्षणोत्तर पदों का आंकलन, आरक्षण के अनुसार विज्ञापन तथा चयन प्रक्रिया पूर्ण करना, चयनोपरान्त नियुक्ति पत्र निर्गत करना तथा व्यक्तिगत पत्रावलियों का रखरखाव करना, नियमों के अनुसार सेवालाभ देना, सेवानिवृत्ति इत्यादि कार्य इस विभाग द्वारा किया जाता है। इसके अतिरिक्त समय समय पर कर्मचारियों को समयमान वेतनमान के अंतर्गत प्रोन्नत/उच्च वेतनमान तथा वेतनवृद्धि तथा सेवा नियमावली के अनुरूप पदोन्नति तथा आवश्यकतानुसार अनुसंधान केन्द्रों में तैनाती व स्थानान्तरण की प्रक्रियाएँ सुनिश्चित करने तथा अनुशासनात्मक कार्यवाही, कर्मचारियों की वार्षिक गोपनीय चरित्र प्रविष्टियों का रखरखाव आदि से सम्बन्धित कार्यों के निष्पादन, शासन व अन्य संस्थाओं से पत्राचार आदि का दायित्व इस अनुभाग पर है।

2- अधिकारियों और कर्मचारियों की शक्तियाँ और कर्तव्य :

(1) संस्थापनाधिकारी:

1. अनुभाग के कार्यों का समुचित व यथासमय पूर्ण कर लिए जाने की व्यवस्था कराना
2. मानव संसाधनों की व्यवस्था करना ।
3. शासन स्तर से आवश्यकतानुसार पदों की स्वीकृति प्राप्त कर शैक्षणिक एवं शिक्षणोत्तर अधिकारियों के रिक्त पदों को विज्ञापित करना, चयन प्रक्रिया सम्पन्न होने पर नियुक्ति पत्र जारी करना ।
4. अधिष्ठान के आवश्यक दस्तावेजों/अभिलेखों की गोपनीयता बनाये रखना।
5. अनुभाग से संबंधित कार्यों हेतु विश्वविद्यालय की इकाईयों, शासन व अन्य संस्थाओं से पत्राचार करना ।
6. संबंधित नीतियों/नियमों, परिनियमों में संशोधन हेतु कार्यवाही करना।
1. कुलपति जी द्वारा समय समय पर निर्देशित कार्यों का निष्पादन करना।

संपर्क दूरभाष संख्या 09544-233495 (का)

(2) सहायक संस्थापनाधिकारी:

1. नीतिगत मामलों, शासन से पत्राचार, विधि व जाँच संबंधी प्रकरणों में आलेख/ आख्या तैयार करना। संबंधित प्रकरणों पर प्रबन्ध परिषद हेतु प्रस्ताव तैयार करना था तथा मा० प्रबन्ध परिषद के अनुमोदन के पश्चात् प्रशासनिक आदेश तैयार करना।

2. उच्च न्यायालय/उच्चतम न्यायालय में दायर रिट याचिकाओं पर आख्या तैयार करना ।
3. कर्मचारी संगठनों के अनुभाग से संबंधित मामलों के निस्तारण में सहयोग करना ।
4. संस्थापनाधिकारी द्वारा समय समय पर निर्देशित सभी कार्यों का संपादन करना ।
6. लोक सूचना अधिकारी के कार्यों का निस्पादन करना ।

संपर्क दूरभाष संख्या 05944 233495 (का)

(3) वरि० प्रशासनिक अधिकारी :

1. सृजित, भरे तथा रिक्त पदों एवं रोस्टर आदि का लेखा-जोखा रखना ।
2. रिक्तियों को भरने हेतु शासन के पत्राचार का आलेख तैयार करना ।
3. संबंधित मामलों में निर्देशानुसार प्रबन्ध परिषद हेतु प्रस्ताव तैयार करना तथा प्रबन्ध परिषद के द्वारा लिये गये निर्णयों के संबंध में कार्यवाही सुनिश्चित करना ।
4. पटलों की पत्रावलियों को सहायक संस्थापनाधिकारी/संस्थाना अधिकारी को अग्रसारित करना ।
5. विभिन्न संस्थाओं द्वारा माँगी गयी सूचनाओं का निस्तारण करना ।
7. संस्थापनाधिकारी द्वारा समय समय पर निर्देशित कार्यों का सम्पादन ।

संपर्क दूरभाष संख्या 05944 233495 (का)

(4) वैयक्तिक सहायक:

1. संस्थापनाधिकारी द्वारा समय समय पर निर्देशित कार्यों का सम्पादन करना ।
2. जाँच संबंधी गोपनीय पत्रावलियों का रख-रखाव करना ।
3. आशुलिपिकीय कार्य करना तथा प्रतिदिन प्राप्त होने वाली डाक मार्क करना व निर्देशानुसार बैठकों की सूचना एवं कार्यवृत्त तैयार करना, दूरभाष संपर्क के कार्य आदि ।

संपर्क दूरभाष संख्या 05944 233495 (का)

(5) प्रशासनिक अधिकारी:

1. संस्थापनाधिकारी, सहायक संस्थापनाधिकारी, अनुभाग अधिकारी के द्वारा निर्देशित सभी कार्यों का संपादन करना ।
2. अपने पटल से संबंधित पत्रावलियों का रखरखाव करना, सूचनाएँ तैयार करना ।
3. संबंधित पत्रावलियों पर नियमानुसार टिप्पणी/ अनुसंधान दर्ज/टंकित कर अग्रिम कार्यवाही हेतु प्रस्तुत करना ।

संपर्क दूरभाष संख्या 05944 233495 (का)

(6) प्रधान सहायक :

1. संस्थापनाधिकारी, सहायक संस्थापनाधिकारी, अनुभाग अधिकारी (यथास्थिति) के द्वारा निर्देशित सभी कार्यों का संपादन करना ।

2. संबंधित पटल के शैक्षिक एवं शिक्षणेत्तर अधिकारियों के पत्रावलियों में आलेख एवं प्रालेख टंकित कर प्रस्तुत करना तथा पत्रावलियों का रख-रखाव करना।

(7) वरि० सहायक :

1. संस्थापनाधिकारी, सहायक संस्थापनाधिकारी, अनुभाग अधिकारी (यथास्थिति) के द्वारा निर्देशित सभी कार्यों का संपादन करना।
2. कार्यालय के विभिन्न अभिलेखों तथा पत्रावलियों एवं पंजिकाओं का उचित ढंग से रख-रखाव करना।

(8) कनि० सहायक :

1. संस्थापनाधिकारी, सहायक संस्थापनाधिकारी, अनुभाग अधिकारी (यथास्थिति) के द्वारा निर्देशित सभी कार्यों का संपादन करना।
2. कार्यालय के विभिन्न अभिलेखों तथा पत्रावलियों एवं पंजिकाओं का उचित ढंग से रख-रखाव करना एवं पत्र प्राप्ति एवं प्रेषण कार्य।

(9) पत्र वाहक :

वर्तमान में अनुभाग में पत्रवाहक के पद पर 1 कर्मचारी कार्यरत है जबकि 1 कृषि श्रमिक, 1 पशु सेवक तथा 1 प्रयोगशाला परिचर से भी अनुभाग में पत्रवाहक का कार्य लिया जाता है।

3- लोक प्रधिकारी अथवा उसके कर्मियों द्वारा अपने कृत्यों के निर्वहन के लिए धारित तथा प्रयुक्त किये जाने वाले नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख की सूचना :

विश्वविद्यालय में कर्मचारियों/अधिकारियों की नियुक्ति व कार्मिक प्रबन्ध संबंधी कार्यों का निर्वहन करने हेतु, विश्वविद्यालय के एक्ट्स एण्ड स्टेट्यूट्स के चैप्टर XIII /XXV में दिए गये प्राविधानों के अनुरूप शैक्षणिक कर्मचारियों की नियुक्तियाँ करने हेतु कार्यवाही सुनिश्चित करना। समयमान वेतनमान के अन्तर्गत कर्मचारियों को मिलने वाले लाभ अनुमन्य करना।

4- नीति बनाने या उसके कार्यान्वयन के संबंध में जनता के सदस्यों से परामर्श के लिये या उनके प्रतिनिधित्व के लिए विद्यमान व्यवस्था के संबंध में सूचना : इस संबंध में विश्वविद्यालय की सर्वोच्च समिति प्रबन्ध परिषद द्वारा नीतिगत मामलों में निर्णय लिए जाते हैं और तदनुसार उनका कार्यान्वयन किया जाता है। इस समिति में जनता का भी प्रतिनिधित्व होता है।

5- दस्तावेजों, जो लोक, प्राधिकारी द्वारा धारित या उसके नियंत्रणाधीन है, श्रेणियों के अनुसार विवरण :

1. कुलसचिव: विश्वविद्यालय के छात्रों से संबंधित सभी दस्तावेज
2. वित्त नियंत्रक : वित्त से संबंधित सभी दस्तावेज
3. समस्त अधिष्ठाता/निदेशक: शैक्षणिक,शोध एवं प्रसार से संबंधित सभी दस्तावेज

6- बोर्डों, परिषदों, समितियों और अन्य निकायों का विवरण, साथ ही विवरण कि क्या उन बोर्डों, परिषदों, समितियों और अन्य निकायों की बैठकें जनता के लिए खुली होंगी या बैठकों के

- कार्यवृत्त तक जनता की पहुँच होगी: बोर्डों , परिषदों, समितियों और अन्य निकायों का विवरण *संलग्नक-6* में दर्शाया गया है। इन निकायों की बैठकों के कार्यवृत्त सामान्यतया जनता के लिए खुली नहीं होगी।
- 7- लोक सूचना अधिकारियों के नाम, पदनाम और अन्य विशिष्टियाँ : नोडल अधिकारी, डॉ० सी०बी०सिंह, अपर निदेशक प्रशासन तथा समन्वयक, सूचना प्रकोष्ठ, डा० ओम प्रकाश ।
- 8- निर्णय करने की प्रक्रिया (पर्यवेक्षण एवं उत्तरदायित्व के स्तर सहित) : सभी बोर्डों, परिषदों, समितियों एवं अन्य निकायों के कार्यवृत्त की संस्तुति एवं अन्य सक्षम अधिकारियों द्वारा दिये गये दिशा-निर्देशों को, कुलपति महोदय के अनुमोदनोपरान्त कार्यान्वित किया जाता है।
- 9- अधिकारियों और कर्मचारियों की निर्देशिका : विश्वविद्यालय सेवानियमावली में वर्णित प्राविधानों के अनुसार कार्य सम्पादन करना ।
- 10- अपने प्रत्येक अधिकारी और कर्मचारी द्वारा प्राप्त मासिक पारिश्रमिक और उसके निर्धारण की पद्धति: अपने पद के अतिरिक्त दायित्वों के सम्पादन हेतु आवश्यकतानुसार विश्वविद्यालय के कर्मचारियों को प्रबन्ध परिषद द्वारा पारित संकल्प के अनुसार मासिक मानदेय देय है।
- 11- प्रत्येक अभिकरण को आवंटित बजट (सभी योजनाओं, व्यय प्रस्तावों तथा धन विवरण की सूचना सहित): इस विभाग को आवश्यकतानुसार वित्त नियंत्रक द्वारा समय समय पर बजट आवंटित किया जाता है।
- 12- अनुदान/राज सहायता कार्यक्रमों के क्रियान्वयन की रीति, जिसमें आवंटित राशि और ऐसे कार्यक्रमों और ऐसे कार्यक्रमों के लाभार्थियों के ब्यौरे सम्मिलित हैं: लागू नहीं ।
- 13- रियायतों, अनुज्ञापत्रों तथा प्राधिकारों के प्राप्तकर्ताओं के संबंध में विवरण : लागू नहीं ।
- 14- कृत्यों के निर्वहन के लिए स्थापित मानक /नियम : विश्वविद्यालय के सभी अधिकारियों एवं कर्मचारियों को विश्वविद्यालय के एक्ट्स एण्ड स्टेट्यूट्स के चैप्टर XIII /XXV में दिए गये प्राविधानों के मानकों के अन्तर्गत कार्य लिया जाता है।
- 15- किसी इलैक्ट्रॉनिक रूप में उपलब्ध सूचना के संबंध में ब्यौरे : रोजगार संबंधी सूचना इलैक्ट्रॉनिक रूप में विश्वविद्यालय वेबसाईट www.gbpuat.ac.in पर भी उपलब्ध रहती है।
- 16- सूचना प्राप्त करने के लिए नागरिकों को उपलब्ध सुविधाओं का विवरण, किसी पुस्तकालय या वाचनालय की यदि लोक उपयोग के लिए व्यवस्था की गयी हो, तो उसका विवरण : रोजगार संबंधी सूचना इलैक्ट्रॉनिक रूप में विश्वविद्यालय वेबसाईट www.gbpuat.ac.in पर उपलब्ध करायी जाती है। साथ ही इस विभाग संबंधित रोजगार सूचनाओं को विभिन्न राष्ट्रीय एवं क्षेत्रीय समाचार पत्रों में प्रकाशित किया जाता है जिसकी प्रतियाँ विश्वविद्यालय पुस्तकालय तथा विश्वविद्यालय कार्मिक विभाग में भी उपलब्ध रहती है।
- 17- ऐसी अन्य सूचना जो विहित की जाएँ : शून्य

संलग्नक : यथोपरि ।

संस्थापनाधिकारी

CHAPTER- XIII

APPOINTMENT OF STAFF

*1. (a) All appointments shall be made strictly on the basis of merit.

1-(b) Reservation for candidates belonging to S.C./S.T. and other Backward classes in respect of posts under the University shall be given as per government orders applicable to the University in this behalf and in force time to time.

(g) Changed/amended.

(h) A dependent (wife or husband, son, unmarried daughter and widowed daughter) of an employee of the University who meets with untimely death or gets permanent disability during the service period may be appointed on any non-teaching post for which he/she is suitable and fulfils the minimum qualifications, without selection procedure.

WITH THE PROVISO THAT:

- i) The above facility will be given to only the dependents of employees who have put in atleast 3 years continuous service in the University and only if there is no other earning member in the family of the deceased.
 - ii) If there are more than one member in the family of deceased, desirous to get employment, then the appointing authority shall select one of such persons on the basis of suitability particularly considering the interest of his widow and minor members of the family of the deceased.
 - iii) Such appointment shall be made only against an existing vacancy.
- (i) In case of appointment through Personal Promotion Scheme approved by the Govt. of U.P. for teachers under G.O. No.840/12-8- 400 (19)/84 dated Sept. 10, 1984 appointments shall be made as per the Govt. orders referred to above and as amended from time to time.
 - (j) In case of direct requirement to non-teaching posts 2% vacancies shall be reserved for Handicapped candidates. If suitable Handicapped candidates are not found for selection, the vacancies shall be treated as un-reserved and will be filled by general candidates. Such unfilled reserved vacancies shall not be carried over to the next selection.

With the provision that:

- (iv) **The blind** : The blind are those who suffer from either of the following conditions:
 - (a) Total absence of sight.
 - (b) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lens,
 - (c) Limitation of the field of vision subtending an angle of 20 degrees or worse.
- (v) **The deaf** : The deaf are those in whom the sense of hearing is non-functional for ordinary purpose of life. They do not hear, understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (Profound impairments) or total loss of hearing in both ears.
- (vi) **The orthopedically handicapped** : The orthopedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.

2. Appointments to the various categories of posts in the University shall be made as hereinafter prescribed.

3. No selection for any appointment under these statutes shall be made except after advertisement of the vacancy in at least three newspapers having adequate circulation in the country provided that no such advertisement in newspapers shall be necessary in the case of an appointment for the post of Dean and Head of Department. Appointment to these positions shall be made in the manner prescribed hereinafter.

Provided further that no such advertisement in newspapers shall be necessary in the case of selection under the Personal Promotion scheme for teachers.

4. (a) (1) The Dean of a Faculty shall be appointed from amongst the professors in the Faculty concerned.
- (2) The Selection Committee for the appointment of a Dean of Faculty shall consist of :-
- (v) The Kulpati, who shall be Chairman thereof;
 - (vi) One Dean of Faculty to be nominated by the Kulpati;
 - (vii) One representative to be nominated by the Director General, Indian Council of Agricultural Research, New Delhi.
 - (viii) Two experts to be nominated by the Kuladhipati.
- (3) The term of the Dean shall be three years.
- (4) The term of Dean so appointed can be extended for a further period of three years, but in no case a Dean can hold the post for more than two terms.

(c) The Selection Committee for the appointment of a Director of Agricultural Experiment Station and of a Director of Extension shall consist of :

- (iv) The Kulpati who shall be Chairman thereof;
- (v) The Deans of two faculties to be nominated by the Kulpati;
- (vi) Two experts to be nominated by the Kuladhipati.

(c) The Head of a Department shall be appointed from amongst;

(iii) The Professors in the Department in order of seniority. Provided that he has not been debarred from holding any Administration office during the preceding 3 years.

(iv) The term of a Head of Department shall be of 3 years which shall not be extended.

(di) The Selection Committee for the appointment of a Professor, Associate Professor, Assistant Professor or teacher shall consist of;

- (v) The Kulpati who shall be Chairman thereof;
- (vi) The Dean of the Faculty concerned;
- (vii) One Head of the Department to be nominated by the Kulpati;
- (viii) Two experts to be nominated by the Kuladhipati;

Provided that if the Kulpati (Vice-Chancellor) is, for any reason, not available to participate in any meeting of the Selection Committee constituted under clause (d), then in the case of Assoc. Professors, Asstt. Professors, and equivalent posts, he may, by general or special orders, require the Prati-Kulpati (Pro- Vice-Chancellor) or the Dean of the Faculty concerned to preside over the Selection Committee and perform functions of the Chairman.

(e) The Selection Committee for the appointment of any other officer of the University whose appointing authority is the "Kulpati or the Board, not covered by the preceding clause, shall consist of five persons on the staff of the University to be nominated by the Kulpati, three of whom shall be of the rank of Deans or Directors one of whom shall be appointed by the Kulpati as Chairman unless the Kulpati chooses to be Chairman himself.

5. Where the Kuladhipati is satisfied that in the special circumstances of the case a Selection Committee cannot be constituted in accordance with the provisions of clause (4) he may direct the constitution of the Selection Committee in such manner as he thinks fit.

6. (a) A panel of six or more experts in each subject of study shall be drawn up by the Kuladhipati after consulting the corresponding faculty in Indian Universities or such other academic bodies or research institutions in or outside Uttar Pradesh as the Kuladhipati may consider necessary. Every expert nominated by the Kuladhipati under clause (4) shall be a person whose name is borne on such panel.

(b) The panel referred to in sub-Clause (a) shall be revised every two years.

(c) The Kuladhipati may intimate in a specified order a larger number of names of experts than required under clause (4) for serving as his nominees on the Selection Committee. In such a case, on any person whose name appears higher in the specified order not being available for meeting of the Selection Committee person on whose name appears nearest lower in the specified order shall be requested to serve on the committee.

Explanation I: For the purposes of this Clause a branch of subject in which a separate course of study is prescribed for a post-graduate degree shall be deemed to be a separate subject of study.

Explanation II: Where the post of teacher to be selected is common to more than one subject of study the expert may belong to any of such subjects of study.

7. The Selection Committee shall, by majority of its total membership, recommend one or more, but not more than three, names for each post to the Kulpati and where more than one names are recommended, the order of preference shall also be indicated.

8. (a) Where the Kulpati approves the name or any of the names recommended by the Selection Committee and he is the appointing authority, he shall make the appointment, and where such appointment is subject to the approval of the Board of the Board is the appointing authority, the Kulpati shall make recommendation to the Board for such approval or appointment, as the case may be.

(b) Where the Kulpati does not approve the name of any of the names, recommended by the Selection Committee, or as the case may be, the Board does not approve the recommendation of the Kulpati, the post shall be re-advertised.

9. All appointment except that of Dean and Head of Department shall, in the first instance be on probation for one year which may be extended for a period not exceeding one year.

10. Where the Board is the appointing authority or the appointment is to be made subject to the approval of the Board the Kulpati may after considering the recommendations of the Selection Committee constituted for the purpose, make the temporary appointments to such posts in the University, as cannot be kept vacant without detriment to the work, for a period not exceeding 6 months or till the next meeting of the Board, whichever is earlier, such appointments shall invariably be placed before the Board, at its next meeting for ratification and shall be continued only if approved by the Board.

(i) In case of urgency where the prescribed procedure for filling up a post is likely to take considerable time and in the opinion of Kulpati the proper education of students would consequently suffer if immediate action is not taken, he may, against the sanctioned strength of staff for a Department fixed by the Board of Management from time to time, make after recording the reasons and circumstances, adhoc appointments of staff upto the level of Assistant Professors for a period not exceeding six months, either on the recommendations of the Dean and the Head of the Department concerned or on the basis of recommendations of a Selection Committee to be constituted by the Vice-Chancellor himself for such a purpose.

(ii) Such adhoc appointments made in this manner will automatically cease without any formal notice after the expiry of six months from the date of appointment or the appointment of a person for the relevant position through the process of regular selection, whichever is earlier, and the incumbents holding adhoc appointments made under this provision will not be entitled

either to any seniority, increment or any other claim on the basis of their adhoc appointments or to re-appointment only on this ground.

11. Appointments of all other staff not specifically provided for in the Act or these Statutes, shall be made by the Kulpati with the approval of the Board except the following posts which may be filled by the Kulpati without reference to the Board, namely-

- (a) The non-teaching posts carrying a scale, the maximum of which does not exceed Rs.1250/- including those which are filled by obtaining services of a person on deputation for a period upto three years from a regularly constituted service of the State or Central Government or an autonomous body constituted by the State or Central Government. The upper limit of Rs.1250/- will be subject to alteration, from time to time, by the resolutions of the Board of Management on the basis of rationalization or enhancement occurring, on the basis of the decision of the Govt.
- (b) The post for which the Kulpati is the appointing authority under the provision of the Act.

12. Deleted.

CHAPTER- XXV

NUMBER, QUALIFICATIONAONS, EMOLUMENTS AND OTHER
CONDITIONS OF SERVICE

SECTION 11(a)

1. Emoluments, terms and conditions of service of the Vice-Chancellor

- (a) The Vice-Chancellor shall be appointed in the manner laid down by the Statutes and shall be eligible of U.G.C./ I.C.A.R. pay scale of Rs. 7300-100-7600 plus allowances with effect from 1-1-86 as per G.O. No. 1925/12:8:89-499(236)/87, dated 27 June 1989. He shall, in addition, be entitled to a free furnished residence. The ground's of Vice-Chancellor's residence shall be maintained by the University. The salary and allowances of a Govt. servant appointed as Vice-Chancellor shall, however , be fixed in accordance with relevant rules and instructions of Govt. on the subject.

Whenever pay scale of Vice-Chancellor is changed by ICAR /State Government from time to time, it shall automatically be applicable in this University.

- (b) The Vice-Chancellor shall not be entitled to benefits of the University Provident Fund.
- (c) The Vice-Chancellor shall be entitled to earn leave on full pay for 1/11th of the period spent on active service.

In addition to the leave noted above, the Vice-Chancellor shall be entitled, in case of illness or on account of private affairs, to earn leave without pay for a period not exceeding 3 months during the period of his four year tenure, provided that leave taken without pay may be subsequently transferred into leave on full pay to the extent to which leave may have become due.

- (d) The Vice-Chancellor may, during the period of long vacations carry on the duties from outside Pantnagar (but in India) if he choses to do so.
- (e) The Vice-Chancellor will not have to enter into a written contract as required under section 26(2) of the Act.
- (f) An officiating Vice-Chancellor shall draw his original pay plus 20 percent officiating allowance.

4. Number, qualifications, emoluments of other employees of the University.

SECTION 28®

- (a) Number of teachers in each department and their qualifications shall be as recommended by the Academic Council and approved by the Board of Management.

- (b) The number of other salaried employees of the University and its Farm and their qualifications shall be as recommended by the Vice-Chancellor and approved by the Board.

5. Emoluments

- * (a) The emoluments of the academic staff shall be such as may be approved by the Board of management on the basis of the recommendations of the U.G.C., provided that no grants to meet any portion of the emoluments shall be admissible, from the State Government unless their prior written approval to the proposed emoluments is obtained by the Vice-Chancellor and placed before the Board. (Academic Staff shall include Professors, Associate Professors, Assistant Professors and Instructors and such other categories as may be recommended by the U.G.C. and accepted by the State Government).
- (b) The creation of post and pay scales of other employees of the University shall be such, as approved by the State Government after the concurrence of the Finance Department, from time to time.
- (c) Save as may be otherwise provided in the Act or the Statutes, the fixation of salary of the employees in the University shall be in the case of:-
 - (1) Officers & Teachers-rest with the Board of Management.
 - (2) Other employees-with the Vice-Chancellor of the University.
- (d) The Board of Management or the Vice-Chancellor as the case may be, shall have the power to sanction a higher start than the minimum of the pay scale, accelerated increment, Allowance etc. as they deem fit.
- (e) The Board of Management shall in special cases have the power to create a post not covered by the above provisions.
- (f) Where payment of wages, overtime charges or any other amount to an employee of the University is regulated by any law for the time being in force, then, notwithstanding anything contained in sub-clause (a) to (e), the Vice-Chancellor may sanction such payments, with a view to comply with the provision of such law.
- (g) The Vice-Chancellor shall also have the power to sanction payment of wages, overtime charges and other amounts (including conveyance charges, honorarium, remuneration for professional assignment etc.) to an employee not covered by sub-clause (f) in accordance with the regulations made in this behalf.
- (h) The Vice-Chancellor shall have the powers to approve:
- (i) Various rates of remuneration to outsiders and regular staff of the University for doing work not covered in their normal duties.

Provided that the rate of remuneration shall in no case exceed those already admissible in the University for similar works.

- (ii) The wages of different category of daily paid workers of the University.

Provided that the wages so fixed shall not exceed those fixed for similar category by the State Government or any authority determined by the Government.

- (ii) Remuneration to various works connected 'with the conduct of Competitive Entrance Examination shall be paid as per rates proposed by the Vice-Chancellor and approved by the Board of Management from time to time.

4- Conditions of Service, Appointment, Suspension, Removal and Control.

- (a) Contract of Services: Except in cases of Government Servants on deputation, all employees of the University shall be required to enter into a written contract in accordance with the provisions under section 26(2) of the Act in the form prescribed.
- (b) Every person appointed on probation against a permanent post, shall be medically examined at the cost of the University, in the manner prescribed by the University.

© Probation

- (i) Every employee of the University, on his first appointment against a permanent post, shall be on probation.
 - (ii) The period of probation shall ordinarily be two years unless the appointing authority has fixed it at less than two years. In such cases it may be extended from time to time, but in no case, shall exceed the period of two years.
 - (iii) At the end of the probation period, the employee may be confirmed provided his work and conduct are found to be satisfactory. If he is not confirmed, his services shall be deemed to have been terminated at the end of the probation period.
- (d) (i) Save as may be otherwise provided in the Act or the Statutes, appointment to and removal from office or any other kind of punishment, including the authority to withhold increment of employees of the University, shall rest with the appointing authority.

The Vice-Chancellor, however, shall exercise the following powers in this regard:

- (a) Making such enquiries as he may consider necessary to ascertain facts and connect data involving allegations of irregularities or misconduct on the part of any employee of the University.
- (b) Calling for the explanation of any employee of the University.
- © Initiating and conducting disciplinary proceedings against any employee); and
- (d) Awarding minor punishment such as award of a censure entry or the stopping the accrual of increments for a period not exceeding three years.

- (ii) If the order of punishment is (i) by the Vice-Chancellor, the person affected shall have the right to appeal to the Board of Management and (2) by the Board of Management the person affected shall have the right to request for a review by the Board subject to the provision under Section 27 of the U.P. Agricultural University Act.
- (iii) However, the Vice-Chancellor may suspend any employee of University in continuation of or during the pendency of enquiry against him where the allegation or charges are of serious misconduct on the part of such employee his continuation as such hampers or is likely to hamper or impair an expeditious enquiry.

Provided that in the case of employee whose appointing authority is the Board of Management, the Vice-Chancellor shall report forthwith the matter to the Board of Management and such order of suspension shall be rescinded in their case if the Board comes to the conclusion that circumstances do not call for his suspension.”

- (e) After confirmation, the services of an employee of the University can be terminated only on the following grounds:
 - (1) mis-conduct including disobedience of the orders of the appropriate authority;
 - (2) commission of any act which in the opinion of the Board involves moral turpitude.
 - (3) mis- appropriation of the funds or property of the University.
 - (4) corruption
 - (5) physical and mental unfitness, and
 - (6) abolition of post.
- (f) Every employee against whom disciplinary action is intended to be taken shall be given an opportunity of making a representation in writing and if the authority dealing with the disciplinary action, considers it necessary, also in person.
- (g) The appointing authority can suspend an employee if he is considered to be guilty of any conduct requiring enquiry.

During the period of suspension the employee shall be-entitled to get such subsistence allowances on such terms and conditions as may be prescribed by the State Government for the employees from time to time.

- (h) When an employee, who was suspended, is finally reinstated, he shall get full pay unless the authority concerned has expressly ordered a deduction to be made for the suspension period as a punishment.

- (i) A suspended person shall not be entitled to any leave for the period of suspension.
- (j) An increment shall ordinarily be drawn as a matter of course but the concerned authority may withhold increment if the conduct or the work of the employee has not been satisfactory.
- (k) Where an efficiency bar has been prescribed in a time scale of pay, the increment next above the bar shall not be given without the specific sanction of the authority concerned.
- (l) The employee shall devote his whole time to the service of the University and shall not engage in any trade or business or take active part in politics.
- (m) The employee during the period of service of the University can apply for a job outside the University subject to the following conditions:
 - (i) Staff members are not permitted to apply for a job outside the University directly. Such applications shall be submitted to the Vice-Chancellor, through proper channel, for onward transmission.
 - (ii) All such applications should reach the office of the Vice-Chancellor well in time;
 - (iii) At the most, two applications will be forwarded in a calendar year;
 - (iv) The Head of Office should state clearly what arrangements would be made to relieve the applicant, if selected.
- (n) “An employee of the University shall be under obligation to serve the University on any equivalent post to which he may be appointed and also to serve in any Department/Section/Unit, within or outside the main Campus including the outstation-Research Stations, under the control of the University. Non-compliance of any such order of the Competent authority/Vice-Chancellor shall deemed to be an act of grave misconduct.

5. SERVICE RECORDS (Character Rolls)

The records of service and activities of the employees of different categories shall be maintained in the Vice-Chancellor’s office in the manner prescribed by the Vice-Chancellor. Adverse remarks entered in the service record or character roll shall be communicated to the employee in writing.

8. AGE OF RETIREMENT

The age of Superannuation for the employee of the University shall be as follow:

- (j) For those employees who are appointed before 1.1.84 and who opt for the existing University Contributory fund, the age of superannuation shall be 60 years.
- (ii) For those employees who are appointed before 1.1.84 and who in accordance with G.O. No. 1009/12.8.400 (19)/84 dated 10.12.84 opt for the benefits of pension death-cum-retirement gratuity family pension and general provident fund, the age of superannuation shall be 58 years.
- (iii) For those employee, who are appointed on or after 1.1.84 the age of retirement shall be 58 years or 60 years as per option exercised by them in accordance with G.O. No. 1009/12.8.400(19)/84 dated 10.9.84, and G.O. No.4026/12.8.400 (19)/84 dated 10.12.84. Provided that if the date of superannuation of a teacher does not fall on June 30, the teacher shall continue in service till the end of academic session i.e. June 30 following provided further that if the date of superannuation of an employee falls due on anydate during the currency of the month, then such employee shall retire on the last date of the respective month.

6.A “Notwithstanding anything contained in clause-6 the appointing authority may, at any time, by notice to any employee (whether permanent or temporary) without assigning any reason, require him to retire after he attains the age of 50 years, or such employee may, by notice to the appointing authority, voluntarily retire at any time after attaining the age of 45 years or after he has completed qualifying service of 20 years as per provisions contained in the Financial Hand Book Volume II to IV, Rule-56, as amended from time to time.

9. LEAVE RULES

The Statutes relating to leave shall apply to all employees of the University except those Government servants whose services have been placed at the disposal of the University on foreign service.

- (a) Right of leave: Leave cannot be claimed as a matter of right and when the exigencies of service so demand leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority.
- (b) Earning of leave: Leave shall be earned by period spent on duty. The vacation period for the teaching staff shall be counted as duty period.
- © Commencement and termination of leave: Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed or if duties are relinquished or resumed in the afternoon the leave shall commence or end respectively on the following days. Sundays or other holidays of University vacation may be prefixed as well as suffixed to leave with permission of granting authority.
- (d) The powers of granting all kinds of leave except casual leave to officers of the University and Teachers will rest with the Vice-Chancellor and in the case of

other employees with the Sectional Heads. Subject to such general or specific instructions as may be given by the Vice-Chancellor, the Deans, Directors, Sectional Heads may also sanction earned leave upto 30 days to the employees upto the rank of Assistant Professors, Casual leave to the Deans, Directors and Officers of the University will be sanctioned by the Vice-Chancellor and to other members, including teachers, by the Dean, Directors and Sectional Heads concerned.

(e) Following kinds of leave shall be admissible:

1. Casual leave
2. Earned leave
3. Half-average pay leave
4. Extraordinary leave
5. Maternity leave
6. Medical leave

1. Casual Leave: An employee of the University shall be eligible for 14 days casual leave each calendar year. This leave cannot be carried over to the next year.

3- Earned Leave: An employee of the University shall be entitled to earn leave on full pay as per the provision of G.O. No.सा. 4 175/स.दस 201/76 dated 24 June] 1978 as amended from time to time.

Provided that teachers who avail full 30 days summer or winter vacation, as the case may be, shall however earn leave only one thirtieth of the period spent on duty. If such employees are not allowed to avail the full 30 days vacation on account of University work, they shall be entitled to additional earned leave for the period they could not avail the vacation.

Provided further that when the total of earned leave amounts to two hundred and forty days an employee shall cease to earn such leave.

The maximum period of earned leave that may be granted at a time shall be one hundred and twenty days, if spent in Asia, and that earned leave may be granted exceeding a period one hundred and eighty days if the entire leave so granted or any portion there of is spent outside Asia, but the period of such leave spent in India shall not in the aggregate exceed the limit of one hundred and twenty days.

3- Half average pay: All the employees of the University shall be entitled to leave on Half pay to one-twenty second of the period spent on duty.

4. Extraordinary leave: In case of genuine necessity and when no other leave is due, leave without pay may be granted subject to the condition to be specified at the time of granting the leave.

5. Maternity leave: The female employees of the University shall be entitled to 90 days maternity leave at the time of delivery of child subject to revision by the state Govt. This will be in addition to all other leave available:

6. (a) Leave on a Medical Certificate for permanent employees: A permanent employee of the University may be granted leave on Medical Certificate not exceeding 12 months in all during his entire service. The leave on medical certificate together with earned leave, if any, shall not exceed eight months at a time. Such leave shall be given on production of a certificate from such medical authority as the Vice-Chancellor may, by general or special order, specify in this behalf and for a period not exceeding that recommended by such medical authority.

Leave on Medical certificate will be admissible to permanent employee subject to the condition that no leave may be granted under this Statute unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University employees will be fit to return to duty on the expiry of the leave applied for.

(b) Leave on medical certificate for temporary employees: A temporary employee of the University may be granted leave on medical certificate not exceeding four month in all during his entire service. The leave on medical certificate together with earned leave, if any shall not exceed eight months at a time. Such leave shall be given only on production of a certificate from such medical authority as the Vice-Chancellor may, by general or special order, specify in this behalf and for a period not exceeding that recommended by such medical authority.

Leave on medical certificate will be admissible to temporary employees subject to the following conditions:

1. The post from which the University employee proceeds on leave as likely to last till his return to duty.
2. No leave may be granted under this Statute] unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the University employee will be fit to return to duty on the expiry of the leave applied for.
3. The Board of Management may, in special cases, decide to send any of its academic staff for special study or research abroad or to any place in India on such terms and conditions as it considers fit.

8. STUDY LEAVE

(7) Teachers below the rank of Professor shall be entitled to Study leave for study/Research leading to Master's or equivalent/Ph.D. degree or other post graduate studies subject to the following conditions:

- (a) Where a teacher is nominated sponsored and sent by the University on study leave under the QIP/FIP programme and the Govt. of India, I.C.A.R./U.G.C. or any other outside agency undertakes to pay for the salary and allowances of the substitute to be appointed during the period of study leave or the department concerned undertakes that they can spare the teacher concerned for study under QIP/FIP without any substitute, the incumbent shall be allowed full salary alongwith dearness allowance as may be admissible under the University rules for the period of Study Leave. In case the incumbent proceeding on study leave is allowed any scholarship/fellowship or any other emoluments like travel grant etc. by any outside agency during the period of study leave, he shall be allowed to avail of the same in addition to the full salary and dearness allowance paid by the University.
- (b) In case a teacher, as defined in section 2(k) of the U.P. Agricultural University Act, is nominated or sponsored by the Vice-Chancellor for prosecuting a post-graduate course of study directly related to the sphere of his duty and it is certified that the course of study shall enable the teacher to keep abreast with modern developments in the field of his work and thereby improve his competence and usefulness to the University he may be granted leave with full pay and dearness allowance.
- (c) In cases where a teacher has, with the permission of the Vice-Chancellor, obtained a fellowship/scholarship from any outside agency on his own initiative and has not specifically been nominated and sponsored by the University under QIP/FIP programme under clause (a) or (b) above, he shall be paid by the University the difference between the salary plus dearness allowance admissible to him and the scholarship/fellowship amount allowed to him by the outside agency. The leave incumbent may also avail of earned leave on full pay due to him at his option and in that case, difference as indicated above will not be payable to him for the period of earned leave.
- (d) In cases not covered under sub-clause(a), (b) and (c) above, the teacher shall be allowed earned leave on full pay due to him and the remaining period of study leave will be allowed on half pay plus dearness allowance admissible thereon as per University rules.

(8) The period of study leave shall be 2 years, which can be extended upto 3 years under exceptional circumstances.

(9) In the case of teachers nominated/sponsored for a post-graduate course of study in the interest of the University, in an institution in a foreign country, the person concerned shall be allowed to avail of such scholarship/fellowship etc. as may be granted to him by the institution/agency offering the course of study.

(10) No teacher shall be entitled to this leave as a matter of right. Leave will be sanctioned at the discretion of the Vice-Chancellor keeping in view the teaching, research and extension responsibilities of the department of the applicant and the implications of sanction of leave in the light of a availability of adequate and appropriate personnel to meet the requirements of the University.

(11) Applications for grant of study leave shall be made by the teacher concerned to the Vice-Chancellor atleast 3 months before the date on which he intends to avail of such leave, furnishing the following details in his application:-

- (a) The course (s)of study which is/are contemplated with detailed programme:
- (b) Full particulars of financial assistance relating to scholarship/fellowship/assistantship /travel grant, salary of payment of salary etc. of substitute by outside agency etc., if any, that are likely to be received or paid by Govt. or outside agency with all relevant details.
- (c) The incumbent shall also submit a copy of his application simultaneously to the Head of the Department, who shall forward the same to the Vice-Chancellor through the Dean concerned with his recommendations. The Dean will also record his recommendations thereon and then send the same to the Vice-Chancellor with the detailed proposals about arrangement of work during the proposed study leave.
- (d) The Vice-Chancellor may refer the applications to a suitable committee for opinion if he considers it necessary and/or he may sanction the leave at his own discretion.

(12) Where the University pays full salary or difference of salary, such payment shall be subject to a half yearly satisfactory report from the supervisor/tutor/teacher under whom the incumbent is availing the study leave for high qualification/study/research. In case such progress report is not received or the progress report is unsatisfactory, the study leave may be cancelled and the incumbent shall then have to resume duties immediately. No application for study leave shall be entertained from such an incumbent during rest of the period of service.

(7) The incumbent granted study leave as above shall be required to execute a bond before proceeding on study leave to serve the University on return from the study leave, for a period of atleast 3 years in case he is granted study leave , for a period one year, and a bond to serve the University for atleast 5 years in case he is granted study leave for more than one year. In case the incumbent fails to serve the University for the period stipulated in the bond he shall be required to pay the university a sum equal

to the amount paid to him by the University during the study leave period plus liquidated damages, as determined by the Vice-Chancellor, caused to the University. For purposes of satisfying the conditions of the bond, the incumbent may be required to submit a fidelity bond of a national General insurance company for the amount as may be determined by the Vice-Chancellor or he may File bond executed by two sureties undertaking to make good the amount that may be determined by the Vice-Chancellor on the above account, subject to the condition that the sureties shall be permanent teachers of the University.

8. Normal annual increments will continue to accrue to the incumbent during the period of study leave.

9. The incumbent shall be allowed to continue to contribute towards the University Provident fund during the period of his study leave as permissible under the University rules as if he was drawing full salary. The University, contribution will also be made provided he contributes his due share.

10. No teacher shall be allowed study leave more than twice throughout his service, subject to the proviso that the aggregate period of study leave shall not exceed three years.

11. Study leave shall be admissible to teachers only after having rendered a minimum continuous service of 4 years as a teacher in the University.

कार्यालय निदेशक प्रशासन एवं अनुश्रवण

पत्रांक डीएएम/612

दिनांक 28.6.2004

कार्यालय आदेश

प्रबन्ध परिषद की 193वीं बैठक दिनांक 19.6.2004 के द्वारा स्थायी समितियों में जे0आर0एफ0/एस0आर0एफ0/पी0डी0एफ0/आर0एफ0 आदि के चयन के संबंध में निम्न समिति का गठन किया गया है:

Selection Committee for recruitment of SRF/JRF/PDF/RF

1- Principal Investigator concerned-	Chairman
2- Co-Principal Investigator, if any	Member
3- Nominee of Director Research	Member
4- Nominee of Dean concerned	Member
5- Nominee of HOD concerned	Member
6- Nominee of funding agencies (if required)	Member

ह0 निदेशक प्रशासन एवं अनुश्रवण

प्रतिलिपि :

1. सभी संबंधित को सूचनार्थ
2. वित्त नियंत्रक
3. मुख्य कार्मिक अधिकारी
4. कुलपति के निजी सचिव को प्रबन्ध परिषद द्वारा पारित आदेशों के अनुपालन में सूचनार्थ

