

Manual – 3
Procedure followed in decision-making process
[Section 4(1)(b)(iii)]

| Sr. No. | Details of Activity | Days within the Procedure after completion of all formalities | Authority Responsible for that activity | Section | Remarks |
|---------|--|---|---|---------------|---------|
| 1. | Sanction of Long leave | 3 days | Supdt./ AR / D.R. | Establishment | |
| 2. | Confirmation of staff | 15 day | Supdt. / AR / D.R. | Establishment | |
| 3. | Issue of various certificates | 5 days from demand | Supdt. / AR / D.R. | Establishment | |
| 4. | Preparation & submission of pension case | 6 months before the date of superanuation. | Supdt. / AR / D.R. | Establishment | |
| 5. | Abstract of inward / outward Register | Seven days after expiry of the previous month | Supdt. / AR / D.R. | All Sections | |
| 6. | Parawise information in court case to be supplied to the law section | As required. | Supdt. / AR / D.R. | All Sections | |
| 7. | Activities which are to be performed annually | As decided by the Authority/ Officer from time to time. | Section Incharge | All Sections | |
| 8. | preparation of notes | within 2 days | Jr. Asstt./Sr.Asstt./ Asstt.Supt. | All Sections | |
| 9. | correspondance if required on dak | 2 days from receipt of Dak | Jr. Asstt./Sr.Asstt./ Asstt.Supt. | All Sections | |
| 10. | letters to be put up for approval | within 2 days from receipt of Dak | Jr. Asstt./Sr.Asstt./ Asstt.Supt. | All Sections | |
| 11. | Acceptance of forms (any kind) | same days as prescribed in schedule | Concerned Staff | All Sections | |
| 12. | issue of approval of advertisement after following due process | 2 days | Supdt. / AR / D.R. | Collegiate | |
| 13. | sending of selection panel | 15 days before the date of interview | Supdt. / AR / D.R. | Collegiate | |
| 14. | approval to teachers / Principal | 15 days after necessary compliences | Supdt. / AR / D.R. | Collegiate | |

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| 15. | Verification of roster registers | 7 days from the date of proposal | Dy. Registrar | B.C.Cell | |
| 16. | Scrutiny of Advt. | 3 days from the date of proposal | Dy. Registrar | B.C.Cell | |
| 17. | enrolment of names in B.C.Cell | Same day on receipt of complete proposal | Supdt. | B.C.Cell | |
| 18. | supply of list of candidates on demands | 3 days | Supdt. | B.C.Cell | |
| 19. | Publication of syllabus | 15 days before the commencement of academic year | Dy. Registrar | Academic | |
| 20. | issue of final Eligibility | 15 days after the scrutiny | Supdt. / A.R. / C.E.O. | Exam | |
| 21. | Grant of permission for change in uni/faculty, college subject, read mission | 7 days after prescribed date of submissions is over | Supdt. / A.R. / D.R. | Collegiate | |
| 22. | Eligibility to centralised admission | 7 days on receipt sanction merit list from competent authority | In-charge CASU/ Supdt. | CASU. | |
| 23. | Issue of Eligibility certificate/ Migration Certificate / T.C. on demand | Maximum 7 days on receipt of dak | Supdt. / AR/ In-charge, CASU | Exam / CASU | |
| 24. | issue of duplicate mark statement, name correction passing certificate Merit list after following due process | 7 days on receipt of application form | Concerned Staff | Exam | |
| 25. | issue of transcript by following due process | 1 month after demand | Controller of Examination | Exam | |
| 26. | issue of Hall ticket | 15 days before starting of Exam | Concerned Staff | Exam | |
| 27. | Issue of zerox copy of answerbook after following due process | As per rule. | Concerned Staff | Exam | |

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|----------------|---|---|--|--------------------|--------------------|
| 28. | Retotalling of Marks | 30 days from the receipt of answer book to the section in normal course | Concerned Staff | Exam | |
| 29. | Redressal result after following due process | 8 days | Concerned Staff | Exam | |
| 30. | Preparation and publication of time table | One month before of the date of examination | Asstt.Supt/Supdt./ AR. / CEO | Exam | |
| 31. | Determination of periodicals list, purchase of book | One month before academic years starts | Concerned Staff | Library | |
| 32. | Classification & accession of books | 15 days on receipt of books | Concerned Staff | Library | |
| 33. | Receipt of record | Same day | Daftari | Concerned Section | Including scrutiny |
| 34. | placing of record categoriwise | 5 days from the receipt | Daftari | Concerned Section | |
| 35. | inter collegiate tournament activity | 45 days before the event | Director of Physical Education | Physical Education | |
| 36. | Group tournament | 30 days for each event | Director of Physical Education | Physical Education | |
| 37. | Inter university tournament | 30 days after group tournament | Director of Physical Education | Physical Education | |
| 38. | Coaching camp for inter university tournament | 5 days for each event | Director of Physical Education | Physical Education | |
| 39. | Maintenance of Dead Stock Register | Day to day | A.R. (Store) | Store | |