

Manual – 3

Procedure followed in decision-making process

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 superannuation.	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	

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14.	approval to teachers / Principal	15 days after necessary compliances	Supdt. / AR / D.R.	Collegiate	
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. / B.O.E.	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	

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25.	issue of transcript by following due process	1 month after demand	Director, Board of Examination & Evaluation	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	
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. / BOE	Exam	
31.	Determination of periodicals list, purchase of book	One month before academic years starts	Concerned Staff	Knowledge Resource Centre	
32.	Classification & accession of books	15 days on receipt of books	Concerned Staff	Knowledge Resource Centre	
33.	Receipt of record	Same day	Daftari	Concerned Section	Including scrutiny
34.	placing of record categorywise	5 days from the receipt	Daftari	Concerned Section	
35.	inter collegiate tournament activity	45 days before the event	Director of Sport & Physical Education	Physical Education	
36.	Group tournament	30 days for each event	Director of Sport & Physical Education	Physical Education	

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37.	Inter university tournament	30 days after group tournament	Director of Sport & Physical Education	Physical Education	
38.	Coaching camp for inter university tournament	5 days for each event	Director of Sport & Physical Education	Physical Education	
39.	Maintenance of Dead Stock Register	Day to day	A.R. (Store)	Store	