

ADMINISTRATIVE POWERS

NO.UHF Regr.GA/5-263/2017/-35287-327

Dated 28/2/17

ANNEXURE

STATEMENT SHOWING THE DELEGATION OF ADMINISTRATIVE POWERS OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF DR. YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY, NAUNI (SOLAN).

Sr. No.	Nature of Powers	Vice-Chancellor	Deans / Directors	Registrar	Other Statutory Officers	Heads of Deptts./ Offices/ ADRs/ Incharges/ KVVKs	Remarks
1.	2.	3.	4.	5.	6.	7.	8.
1.	Power to make appointments.	Full Powers in respect of all employees excluding teachers & Officers	---	Full Powers in respect of grade "C" staff and grade "D" staff in the University as a whole.	---	---	However, in case of supporting posts in various projects the appointments shall be made by the concerned Statutory Officer as per regulations.
2.	Powers to permit charge of teachers/ employees to be made elsewhere than at headquarters.	Full Powers	---	---	---	---	---
3.	Powers to effect transfers of teachers/ employees	Full Powers	To make adjustments of all employees within respective offices. In case where change of Station is involved, proposal be submitted to the Registrar for obtaining the approval of the Vice Chancellor, before effecting transfers.	To make inter-institutional adjustments of ministerial & administrative staff and drivers as a whole. In case the change of station is involved, prior approval of the Vice Chancellor be obtained.	To make adjustments of staff working within their jurisdiction/ control. In case the change of station is involved, proposal be submitted to the Registrar for obtaining the approval of the Vice-Chancellor, before effecting transfer.	---	---

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1.	2.	3.	4.	5.	6.	7.
4.	Powers to sanction honorarium/special allowance/advance increments to the teachers/officers/employees for special and meritorious work.	a)-Full powers to sanction Honorarium. b)-All cases for grant of special allowance/advance increment to the teachers/officers/employees for special and meritorious work shall be referred to Board of Management.	---	---	---	---
5.	Power to permit teachers/officers/employees to attend within State the Conferences, Seminars, Meetings/Training courses/Symposia/Workshops etc. and other University business including Court evidences.	Full Powers	Full powers in respect of the staff provisions and availability of funds in	working under them subject to budgetary provisions and availability of funds in	outside funded projects.	<p>Tour programmes of drivers & conductors of a vehicle which has been detailed with a particular officer on tour (within/out-side State) will be sanctioned/ approved by respective Controlling Officer.</p> <p>Further, the Principal Investigators of the projects will proceed on travel with the permission of the Head of the Department</p>
6.	Powers to permit teachers/officers/employees to attend outside the State and within the country Conferences, Seminars, Meetings/Training courses/Symposia/Workshops etc. and	Full Powers	Full powers in respect of the staff	working under them subject to budgetary provisions and availability of funds in	outside funded projects.	<p>Tour programmes of drivers & conductors of a vehicle which has been detailed with a particular officer on tour (within/out-side state) will be sanctioned/approved by the respective Controlling Officer.</p>

1.	2.	3.	4.	5.	6.	7.	8.
	other business of the University including Court evidences .						Further, the Principal Investigators of the projects will proceed on travel with the permission of the Head of the Department.
7.	Powers to allow daily allowance to Officers. Teachers/Employees at place of training/conference etc.	Full Powers	Full powers in respect of the staff working under them subject to budgetary provisions and availability of funds.				---
8.	Powers to send Officers/Teachers/Employees for short trainings.	Full Powers	Full powers in respect of the staff working under the respective Statutory Officers subject to budgetary provisions and availability of funds				---
9.	Powers to grant permission to Officers/ Teachers/ Employees for purchase of moveable and immoveable property.	Full Powers	Full Powers in respect of staff working under them within their jurisdiction.	Full powers in respect of staff working under them within their jurisdiction.	Full powers in respect of staff working under them within their jurisdiction.	Delegated to all the HODs/ Associate Directors/ Scientists Incharge in respect of the staff working under them subject to an ex-post facto approval from the respective Controlling Officers.	---
10.	Powers to grant earned leave and all other kinds of leave.	Full Powers	Full powers as per Leave Rules to all Statutory Officers with regard to Earned Leave, Half Pay Leave including Commuted Leave on Medical Grounds and Leave not Due, Maternity & Paternity Leave and Extra Ordinary Leave up to 60 days to all teaching/non-teaching staff working under them within their jurisdiction including Leave Encashment cases. n				Up to 2 months as per Leave Rules with regard to Earned Leave and Half Pay leave including commuted leave on

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(Note:- However, in case of C & D category staff, the Registrar, being the Appointing Authority, shall have full powers).

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						medical grounds). Besides, full powers to grant Maternity & Paternity Leave to all teaching /non-teaching staff working under them.	
11.	Powers to grant casual leave.	Full powers in case of all Statutory Officers.	Full Powers in respect of teachers & grade "A" employees working under them (Head of teaching Depts./Offices will get their casual leave sanctioned from Dean of the College concerned).		Full powers in respect of staff working under them (For grade 'C' & 'D' the immediate supervisory Officer concerned).	Full powers in respect of staff working under them (For grade 'C' & 'D' the immediate supervisory officer concerned)	
12.	Powers to declare Drawing & Disbursing and Collection Officer of a Scheme.	Full Powers	In respect of KVKs/Research Stations/Sub-Stations, ad-hoc powers to declare the senior most Officer at KVKs/ Research Stations/Sub-Stations as DDO in the absence of Incharge proceeding on either long leave/retirement till the regular Incharge resumes duty.		Full power to the Comptroller.		

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1.	2.	3.	4.	5.	6.	7.	8.
13.	Powers to permit of installation of telephones.	Full Powers	---	---	---	---	---
14.	Acceptance of resignation of teachers/officers and employees	Full Powers	---	Full powers in respect of the employees he is empowered to appoint	---	---	---
15.	Forwarding of applications of posts outside the University.	Full Powers	Full powers to the Statutory Officer in respect of the staff working under them including the Professor.			---	---
16.	To censure employees, teachers and officers, to order recovery of charges and for suspension removal/dismissal, reduction in rank and imposition of all other penalties under the Statutes/ Disciplinary and Appeal Rules.	Full Powers	A-Full powers in respect of all employees to whom they are empowered to appoint. B-Vice-Chancellor will have full power excepting that of termination of service, dismissal and reduction in ranks, in respect of officers/teachers in whose case the Board of Management is the appointing authority.			---	---
17.	To allow employees to complete their probation period.	Full Powers	---	Full Powers in respect of the employees he is empowered to appoint.	---	---	---
18.	To allow confirmation of Teachers/Officers/ Employees.	Full Powers	---	Full Powers in respect of the employees he is empowered to appoint.	---	---	---
19.	Release of annual increment.	Full Powers	Full powers in respect of all teachers, employees, officers to all Statutory Officers/ Heads of Departments/Heads of Offices/ADRs/Incharges/KVKs who maintain the service books of the staff working under them or within their jurisdiction. The annual increment to Professors/ equivalents will be granted by the respective Statutory Officer.			---	---

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1.	2.	3.	4.	5.	6.	7.	8.
20.	Powers to declare Heads of Office.	Full Powers	---	---	---	---	---
21.	To permit deployment of vehicle	Full Powers	Full Powers within the State			---	Adjoining cities of Chandigarh, Ambala, Ludhiana, Dehradun, Pathankot, Nangal, Patiala and Hoshiarpur to be considered within the State for the purpose.
22.	To declare holidays/closures in the University/Colleges/Regional Research Stations/ Sub-Stations of the University.	Full Powers	---	---	---	---	---
23.	To conduct obituaries/condolence meetings for deceased employees/State/ National Leaders.	Full Powers	---	---	---	---	In the absence of the VC, Registrar shall exercise the powers. However, in the absence of the Registrar, the next senior most Statutory Officer shall exercise the powers.
24.	To organize retirement functions/farewell parties of teaching and non-teaching employees.	Full Powers	---	Full Powers.	---	---	-do-
25.	To exercise emergent powers in case of natural/national emergencies.	Full Powers	---	---	---	---	In the absence of the VC, Registrar shall exercise the powers.

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26.	To institute professional (non-political) societies/industries/institutes linkages, provide services of kind/advice/patents on payment basis to generate income	Full Powers	-----	-----	-----	-----	In the absence of the Vice-Chancellor, Registrar or the Director of Research whosoever is concerned with the matter, shall exercise the power.
27.	To take action for conducive environment and better discipline on and off campus	Full Powers	Full powers for the staff under their control in consultation with the Registrar. In respect of Students, Dean concerned/SWO.				In the absence of the Vice-Chancellor, Registrar shall exercise the power (In respect of Students, Dean concerned/SWO shall exercise the power in the absence of the Vice-Chancellor).
28.	Powers to issue NOC for the purpose of preparation of passport/visas	Full Powers	Full Powers in case of employees he is competent to appoint.				-----
29.	Deployment of ambulance/ vehicle in emergency	Full Powers	i) Full powers to all Controlling Officers of the respective vehicles. ii) Full powers to University Medical Officer (Incharge) in respect of Ambulance.				

Note: All the administrative powers delegated as per schedule are to be exercised subject to the relevant provisions of the Act and Statutes of Dr Y S Parmar University of Horticulture and Forestry, Nauni (Solan).
The Vice-Chancellor shall have the right to withdraw any or all powers from any functionary if he is satisfied that the same are not being exercised prudently.

[Signature]
27.02.17
Registrar