

IMPORTANT ACTIVITIES OF THE REGISTRAR'S SECTIONS

- Creation of posts
- Recruitment of employees under various categories as regular/on contract/ad-hoc/on deputation/on daily wages etc.
- Recruitment Rules/procedure/Roster
- Appointment/Joining Report/Transfer in technical & non-technical employees
- Maintenance of service records/service books
- Confirmation/Probation regularization of Employees
- Promotion of employees
- Home town/Date of birth/Family details/LTC sanction.
- Retirement/Resignation/end of deputation/lien
- Revision of Pay Scale
- Fixation of Salary /Higher scale
- Pension cases/gratuity cases
- Dept Examination/Training
- Training/Seminar/Symposium/Workshop
- No objection certificate for job elsewhere/ for Passport/VISA
- Staff unions/Association
- Increments for VC Office only
- Leave sanction for staff of VC office/ Officers of University
- Career advancement of teachers

Other Administrative Functions

- GPF Advance etc.
- All types of Allowances
- Security/ Telephone
- Stationery & Printing
- LAQ/Parliament
- Compilation/Co-ordination of Information
- Purchase sanction etc.
- Providing Uniform to Staff (Class-IV)
- Audit co-ordination
- Dead stock maintenance
- Refund of deposits
- House keeping / out sourcing for Driver, Sweeper and Peon etc.
- Providing information to respective applicant under RTI -2005
- Advertisement for stationary article and recruitment for teaching faculty in I & II cadre & non teaching staff cadre.

List of Activity Legal Branch

- Court Case – High Court, Civil & Labour Courts
- Suspension/termination/dismissal
- Disciplinary matters/departamental/preliminary inquiries
- Draft Statutes/Rules/Regulations
