

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 formality	Authority Responsible for that activity	Section	Remarks
1	Sanction of Long leave	3 days	S.O./ AR/ H.O.D.	Administration	
2	Confirmation of staff	15 days	S.O./ AR/ H.O.D.	Administration	
3	Issue of various certificates	5 days from demand	S.O./ AR/ H.O.D.	Administration	
4	Preparation & submission of pension case	6 months before the date of superannuation	S.O./ AR/ H.O.D.	Administration	
5	Abstract of inward / outward Register	7 days after expiry of the previous month	S.O./ AR/ H.O.D.	All Deptt.	
6	Para wise information in court matters	As required.	S.O./ AR/ H.O.D.	All Deptt.	
7	Activities which are to be performed annually	As decided by competent authority	Section In charge	All Deptt.	
8	preparation of notes	within 2 days	Jr. Clerk	All Deptt.	
9	correspondence if required on dak	2 days from receipt of Dak	Jr. Clerk	All Deptt.	
10	letters to be put up for approval	within 2 days from receipt of Dak	Jr. Clerk	All Deptt.	
11	Acceptance of forms (any kind)	same day as prescribed in schedule	Concerned Staff	All Deptt.	
12	issue of approval to advertisement	2 days	S.O. / AR	Approval	
13	sending of selection panel	15 days before the date of interview	S.O. / AR	Approval	
14	approval to teachers / Principal	15 days	S.O. / AR	Approval	
15	Verification of roster registers	7 days from the date of proposal	H.O.D.	B.C.Cell	
16	Scrutiny of Advt.	3 days from the date of proposal	H.O.D.	B.C.Cell	
17	Enrolment of names in B.C.Cell	Same day on receipt of complete proposal	Jr. Clerk	B.C.Cell	
18	supply of list of candidates on demands	3 days	S.O	B.C.Cell	
19	Publication of syllabus	15 days before the commencement of academic year	H.O.D.	Eligibility	
20	Issue of final Eligibility	15 days after the scrutiny	S.O. / AR	Eligibility	
21	Grant of permission for change in uni/faculty, college subject, re-admission	7 days after prescribed / date of submissions	S.O. / AR	Eligibility	
22	Eligibility to centralised admission	7 days on receipt sanction merit list from competent authority	S.O. / AR	Eligibility	

Sr. No.	Details of Activity	Days within the Procedure	Authority Responsible for that activity	Section	Remarks
23	Issue of Eligibility certificate/ Migration Certificate / T.C. on demand	Maximum 7 days after receipt of dak	S.O. / AR	Eligibility	
24	issue of duplicate mark statement, name correction passing certificate Merit certificate after following due process	7 days on receipt of form computer section	Jr. Clerk	Exam	
25	Issue of transcript by following due process	1 month after demand	Concerned Staff	Exam	
26	Issue of Hall tickets	15 days before starting of Exam	Jr. Clerk	Exam	
27	Issue of zerox copy of answer book after following due process	As prescribed by ordinance.	Concerned Staff	Exam	
28	Result of Verification	As prescribed by ordinance.	Concerned Staff	Exam	
29	Redressal result after following due process	8 days	Jr. Clerk	Exam	
30	Preparation and publication of time table	One month before of the date of examination	S.O./ AR.	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	Record keeper	Record Room	including Scrutiny
34	Placing of record categories	5 days from the receipt	Record keeper	Record Room	
35	Inter collegiate tournament activity	45 days before the event	Director	Sports	
36	Group tournament	30 days for each event	Director	Sports	
37	Inter University tournament	30 days after group tournament	Director	Sports	
38	Coaching camp for inter university tournament	5 days for each event	Director	Sports	
39	Maintains of Dead Stock register	Day to day		Finance	