

**RTI****Manual 4****[Section 4(1)(b)(iv)]****Norms of the Office Procedure (कार्यप्रणाली तत्वे)**

Sr.No.	Section	Function/activity	Norms
1.	Administration & H.R. Dept.	Entries in Service Books	Necessary entries in the Service Book are made within time.
		Preparation of Personal Files & Service Books of Newly Joined Employees	Personal files and Service Books are maintained up to date.
		Filling of Log Book	Log books are filled by the Driver concerned on the same day, immediately after starting for journey and end thee of.
		Recruitment process	Advertisement ,Receipt of applications, Scrutiny of applications, sending call letters to the eligible candidates for interviews, constitution of Selection Committee, calling of the meeting of Selection Committee
		Confirmation of staff	Issuance of Confirmation letters to the employees after successful completion of probation period/extended probation period after following procedure as laid down in Vidyapeeth Rules.

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	Administration & H.R. Dept.	Disciplinary proceedings	Minor Penalty – Issuance of show cause notice, calling for explanation, consideration of the explanation by the disciplinary authorities i.e. the Registrar or the Hon'ble Vice Chancellor as the case may be appointment of, enquiry submission of the report by enquiry officer/committee to the disciplinary authority, issuance of Show Cause Notice as regarding proposed punishment, consideration as explanation is not satisfactory as per the Vidyapeeth rule.
		Sanction of Earned/Medical/commuted	After receipt of an application for leave, the same is forwarded to the Registrar or Vice-Chancellor, as the case may be, after verifying by the staff concerned.
		Issue of various certificates	Certificates are issued within 7 days from demand, after verifying the facts.
		Scrutiny of Advt.	The advertisements are scrutinized from the point of view of reservation, within 3 days from the date of proposal

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		Inward of letter	Entries are made in the inward Registrar immediately
		Submission of correspondence to the Head of the Department	Correspondence is submitted to the concerned Head on the same day, by the Assistant/Sr. Assistant immediately.
		Dispatch of Urgent letter	Urgent letters are dispatched within two days.
		Disposal of immediate cases	Immediate cases are disposed of within 4 days.
		Disposal of General Letters	General Letters are disposed of within 7 Days.
		Replies of Starred questions	Starred question is replied as early as possible.
		Dispatch of letters	Letters are dispatched on the same day after completing the formality.

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		Preparation of notes for action	Notes are prepared on the same day of cause of action by the Assistant /Sr. Assistant.
		Movement of internal notes	Within 3 days
		Submission of notes to Head with remarks by authority	Same day after preparation of notes.
		An order on note by the higher Authority	3 days
		Implementation of orders	Within 2 days from the date of remarks by the higher authority.

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	Meeting & Record	Preparation & Dispatch of Agenda for Various meetings	Procedure as per provisions laid down in Vidyapeeth rules Byelaws.
		Preparation of Minutes	Within 3 days from the date of meeting.
		Circulation of Minutes/Resolution	Within 7 days from the confirmation.
		Sending Resolutions to the sections concerned for appropriate actions and calling for their reports regarding actions taken on the resolutions.	Within 7 days from the date of confirmation of the minutes of the meetings of the Management Council and Senate.
		Maintenance of records.	Records are maintained up to date.
		Compliances on resolutions of various authorities.	Within 5 days from the receipt of resolution or after completion of necessary formalities.
		Annual Report	Annual Report of the Vidyapeeth shall be prepared and published by the Vidyapeeth after approval by the concerned authorities. The report is submitted to the Hon'ble Chancellor ,Central/State Govt. Charity commissioner & Educational Institutes & Donors & other invitees.

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3.	Estate & Development	Various works related construction & other.	As per Vidyapeeth rules and directions of the competent authorities.
4.	Central Admission	Monitoring and supervising the process of granting eligibility.	Overall supervision on the process of admission & granting eligibility, students.
5.	Exam.	Issue of transcript by following due process.	Within 1 month after demand.
		Issue of Hall ticket	Before the date of commencement of the Examination.
		Result declaration	45 days from the receipt of answer book to the section
		Result Revaluation	Generally before the commencement of the examination of the next high class. This revaluations is a facility provided to the students and it requires more time.
		Appointment of examiners for practical oral examinations and issuance of appointment letters to examiners.	15 days before the date of commencement of the Practical /Oral Examination.

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6.	Finance	Preparation of cheques	Within 2 days after final approval.
		Passing or Cash Vouchers	Two Hours per voucher
		Issues of No Dues Certificates	3 Hours per Certificate
		Payment of Cash per Voucher	15 Minutes per Voucher
		Acceptance of Cash and Issue of Receipt	15 Minutes
		Sending proposals to the UGC and various funding agencies.	Within the time limit provided by the UGC/other funding agencies as required by the projects.