

**University of Delhi**

**Section 4 of Right to Information Act, 2005.**

**Manual V**

**Annexure XV**

## **Work performed by the Establishment Sections**

## **Establishment I**

1. Preparation of salary bills of staff other than Group A staff of central office viz. offices in new administrative block, offices in Vice Regal Lodge, examination, office of the Dean Students Welfare etc.
2. Maintenance of leave records and leave related matters of all the non-teaching staff posted in the central office.
3. Preparation of service particulars of all non-teaching staff such as Deputy Registrar, Assistant Registrar, Section Officer, Senior Assistant prior to superannuation for the purpose of disbursal of pension except teaching staff and non teaching staff dealt with by Establishment II(ii) and Establishment III.
4. Settlement of encashment of earned leave of the staff posted in the central office.

### **Establishment II (i)**

1. Administrative matters of Group A, Group B and Group C non-teaching staff except those dealt with by Establishment II(ii) and Establishment III.
2. Administrative matters include cases relating to appointment, promotion, deputation, pay-fixation, seniority list, confirmation in service, maintenance of personal file and service books, maintenance of reservation roster, tenure appointments, study leave etc.
3. Election of central pool grievance committee (CPGC), correspondence with staff unions and central committee.
4. Matters relating to appointment of authorized medical attendants (AMA) and hospitals for medical attendance purposes etc.

### **Establishment II (ii)**

1. Administrative matters of Group D non-teaching staff except the one dealt with by Establishment III.
2. Administrative matters include cases relating to appointment, Promotion, pay-fixation, seniority list, confirmation in service, maintenance of personal file and service books, maintenance of reservation roster, tenure appointments etc.

### **Establishment III**

- 1 Administrative matters of non-teaching staff except the one dealt with by Establishment II(i) and Establishment II(ii) such as laboratory staff, library staff, Engineering office staff etc.
- 2 Administrative matters include cases relating to appointment, promotion, deputation, pay-fixation, seniority list, confirmation in service, maintenance of personal file and service books, maintenance of reservation roster, tenure appointments, study leave etc.

### **Establishment IV**

1. Recruitment related matters of the teaching staff and non-teaching staff of the University.
2. Maintenance of reservation roster of all the teaching staff of the University departments.
3. Career advancements scheme (CAS)/merit promotion scheme (MPS) of the teaching staff of the University.

## **Establishment V**

- 1 Administrative matters of teaching staff viz. Assistant Professors, Associate Professors and Professors of the University.
- 2 Administrative matters include cases relating to appointment, promotion, deputation, pay-fixation, seniority list, confirmation in service, maintenance of personal file and service books, tenure appointments, study leave, unassigned grants etc.

### Concerned departments dealt with by Establishment V

English, Hindi, Philosophy, Psychology, Buddhist Studies, Library Science, Linguistics, Chemistry, Zoology, Geology, Botany, Bio-chemistry, Genetics, Microbiology, P.M.B. Environmental Biology, CEMDE, CISMHE, SEB, IIC, MIL & LS, Sanskrit, ACBR, Arabic, Persian, Urdu, Computer Science, Punjabi, Mathematics, Statistics, Operational Research, Germanic & Romance Studies, Slavonic & Finno Ugrian Studies, Physics & Astrophysics, Biophysics, Education, Anthropology, Electronic Science (SDC).



## **Establishment VI**

- 1 Administrative matters of teaching staff viz. Assistant Professors, Associate Professors and Professors of the University.
- 2 Administrative matters include cases relating to appointment, promotion, deputation, pay-fixation, seniority list, confirmation in service, maintenance of personal file and service books, tenure appointments, study leave, unassigned grants etc.

### Concerned departments dealt with by Establishment VI

Campus Law Centre, Law Centre I, Law Centre II, History, Political Science, Geography, African Studies, Social Work, East Asian Studies, Adult Education, DCRC, Economic, Sociology, Commerce, Business Economics, Financial Studies, Music and Faculty of Management Studies.

### **C.R Section**

1. Confidential Reports, disciplinary cases of all the staff of the University.
2. Correspondence with other investigating agencies in disciplinary and vigilance related matters.

## **Work performed by the Finance Sections**

### **Finance I**

Preparation of salary bills of all Group A officers and teaching staff of the University and other attendant work including deduction of income tax at source.

### **Finance II**

Preparation of salary bills of non teaching staff upto the level of Section Officer of the University and other attendant work including deduction of income tax at source.

### **Finance III (i)**

Various research projects which are sanctioned by various funding agencies such as DST, DBT, UGC, CSIR, Ministry of Environment & Forests, Defence Research & Development Organization etc.

### **Finance III (ii)**

Seminars/workshops/conferences and minor research projects sanctioned by various funding agencies such as DST, DBT, UGC etc.

### **Finance IV**

1. Preparation of Annual Financial estimates of the University.
2. Correspondence regarding budget with all University departments and University Grants Commission (UGC).

### **Finance V**

Preparation and issue of cheques and other appropriate financial instruments for payments.

### **Finance VI**

Processing of payments related to various examinations conducted by the University.

### **Finance VII**

Receipts and payment of cash through the cashier of the University.

### **Finance VIII**

Provident Fund related matters - general provident fund (GPF), contributory provident fund (CPF) and new pension scheme (NPS) of the University.

### **Finance IX**

Deals with plan grant received from the funding agency i.e. University Grants Commission, work associated with the Engineering Office.

### **Finance X**

1. Payment of various types of fellowships, scholarships etc. which includes junior research fellowship (JRF), senior research fellowship (SRF) of CSIR/UGC, non NET fellowships.
2. University teaching assistance (UTA) for all the departments.

### **Finance XI**

Compilation of the annual accounts of the University viz. balance sheet, income and expenditure account, receipt and payment account.

### **Finance XII**

1. Payment of bills where expenditure is charged from the budget head "other charges".
2. Process the claims for payment of overtime/honorarium.
3. Processes the payments under admission processing charges (APC) and additional resources generation fund (ARGF).

### **Finance XIII**

Reimbursement of the medical claims of the employees, pensioners and family pensioners of the University which includes both reimbursement and direct payment to the hospitals, if required.

### **Finance XIV**

Reconciliation of non plan accounts of the University with the banks.

Refund of library security & caution money of science stream courses.

### **HBA/Conveyance Cell**

Sanction of interest bearing advances to the employees of the University such as House Building Advance.

### **GIS Cell**

1. Group insurance scheme applicable to the employees of the University,
2. Maintenance of cash book & bank reconciliation of group insurance scheme.
3. Work related to Centre of Advanced Study (CAS), Special Assistance Programme (SAP) Assistance for Strengthening of Infrastructure in Humanities and Social Sciences (ASIHSS), Departmental Research Support (DRS) etc.

### **Pension Cell**

Work related to settlement/fixation disbursal of pension/family pension and related matters.

# **Work performed by the Internal Audit**

## **Internal Audit I**

1. Audit of salary and other related claims of the University employees, both teaching and non teaching such as pay fixation.
2. Physical verification of stores of University Departments/Centres and that of sponsored projects.
3. Disposal of unserviceable/obsolete stores items through auction or otherwise.

## **Internal Audit II**

1. Audit of the bills for payment with respect to the financial transactions entered into by the University with the outside agencies including commercial vendors.
2. Audit of the personal claims related to pension, leave encashment, TA/LTC, GPF/CPF/NPS, honorarium/OTA etc.

## **Internal Audit III**

Internal Audit of halls/hostels, maintained Colleges/Institutions and other identified areas, co-ordination with statutory auditors, follow-up of Statutory Audit Reports and Audit Inspection Reports of the accounts of the University.

### **Work Performed by the Planning Unit**

1. Financial planning of the University under the plan grant sanctioned by UGC from time to time.
2. Undertakes mid term review and final review of the plan grant.
3. Works in close coordination with the concerned finance branches which deal with the plan grants.
4. Assesses the requirement of plan fund in various areas of activity in the University keeping in mind the priorities, prepares the plan budget, allocates funds received under plan grants from the UGC and keeps statistical records of the related events to facilitate this process.
5. Grant for implementation of OBC reservation in Departments/Colleges of the University.
6. Special assistance programmes like Departmental Research Support (DRS), Department of Special Assistance (DSA), Centre of Advanced Study (CAS), Assistance for strengthening of Infrastructure in Humanities & Social Sciences (ASIHSS), Area study etc.
7. Statistical information on students enrolment in the Annual Report of the University. Also collects numeric data on University, College, Hostels etc.



## **Special Cell**

1. Centralized registration of SC/ST candidates for admission to under graduate courses.
2. Allotment of seats, verification of SC/ST certificates from the issuing authority and other related matters.

### **Estate Section**

1. Management and maintenance of the estates of the University.
2. Allotment of accommodation to the employees of the University.
3. License fee, rent, rate and taxes related matters.
4. Security and Sanitary services for the University.
5. Proceedings before the Estate Officer under the Public Premises (Eviction of Unauthorized Occupants) Act, 1971.

### **General -I**

1. Diary of the receipt and despatch of the letters and other communications of the Central Office of the University.

### **General - II**

1. Procurement of goods and services for the University except those related to civil and electrical works which is dealt with by Engineering Office.
2. Academic calendar observed by the University.
3. Annual holidays observed by the University.

### **General -III**

1. Stores and manages the goods purchased by the General Branch II and distributes it to the concerned offices/sections/departments of the University.
2. Makes arrangement for the convocations, University Court meeting, Independence Day celebration etc.

### **Council - I**

1. Arranging meetings of the Academic Council and Court of the University and maintenance of records of the minutes of these meetings.
2. Conduct of Elections of the University Court and the Treasurer of the University.
3. Appointment of the Proctor, Deans of the Faculties and Heads of the Departments.
4. Constitution of M.Phil Committees and appointment of members of different faculties.
5. Arranging meetings of the Standing Committee (Students) of the Academic Council which deals with the issues relating to students/ex-students.

### **Council - II**

1. Arranging meetings of the Executive Council of the University and maintaining records of minutes of these meetings.
2. Preparation of the Annual Reports of the University.
3. Matters relating to amendments of the Act, Statutes and Ordinance of the University.

### **Academic - I**

1. Preparation of admission schedule, procedure & conditions for admission to under-graduate/post-graduate courses, centralized admission under defence personnel quota, Sikkim quota, Kashmere migrants quota, conduct of elections for teacher representatives on the Academic Council & Executive Council.
2. Holding meetings of Standing Committee of Academic Council under Ordinance II, constitution of various courses admission committees, equivalence/recognition of degrees/certificates, condonation of delay in admission, inter-college/inter university migration, processing cases for consideration by Standing Committee(s) and other admission related issues.

### **Academic - II**

1. Allotment of University enrolment numbers to all the students admitted in various Colleges and departments of the University.
2. Maintenance of enrolment records in respect of all Colleges/Departments of North Campus, release of migration, provisional, special certificates, change of name of student etc.

# **Work performed by the College Sections**

## **College-I**

1. Establishment matters of teachers working in the colleges of the University, which includes pay fixation, career advancement scheme (CAS)/merit promotion scheme (MPS), counting of past service etc.
2. Governing Bodies/Managing Committees of colleges/halls/hostels of the University.
3. Appointment of the Provost, Warden and Resident Tutor of the University halls/hostels.

## **College-II**

1. Affiliation of colleges/institutions.
2. Allocation of courses to the colleges.
3. Recognition of college appointed teachers.
4. Appointment of principals of the colleges of the University.
5. Matters relating to panel of experts to be nominated on selection committees for appointment/promotion of college teachers.
6. Matters relating to release and settlement of grants from funding agency for colleges of the University.
7. Implementation of reservation in appointments made by the colleges.

## **College-III**

Establishment matters of non-teaching staff of colleges of the University which includes matters relating to appointment, promotion, pay fixation etc.

**Work performed by the Examination  
Sections**

Examination Branch deals with various examination related work which is confidential in nature. Disclosure of specific information even in generic terms would lead to disclosure of information which is sensitive in nature and has the potential to adversely affect the impartiality and confidentiality which is required for free and fair conduct of the examination by the University.

### **Examination-I**

Examination work of Arts and Social Science subjects and other attendant work.

### **Examination-II**

Examination work of Science subjects and other attendant work.

### **Examination-III(i)**

Processing and publication of results of the examinations conducted by the University.

### **Examination-III (ii)**

Preparation and dispatch of mark sheets, supply of transcripts and other related work.

### **Examination-IV**

1. Annual and Special Convocations of the University.
2. Preparation of Degrees awarded by the University.
3. Award of doctoral degree.

### **Examination-V**

1. Confidential examination related work relating to the conduct of examinations by the University.
2. Cases where unfair means has been adopted during the examinations by the examinees for the examination conducted by the University.



### **Examination-VI**

1. Roll numbers of the candidates pursuing B.A. (Pass) and B.Com (Pass) degrees of the University.
2. Allotment of centre of examination, issue of date sheets and related work.
3. Processing of requests from handicapped/visually challenged students and providing writers, extra time, after recommendation from WUS health centre and also process queries regarding attendance of the candidates.

### **Examination-VII (i) & (ii)**

- 1 Roll numbers of the candidates pursuing bachelors degree (Hons), post-graduate degree and professional courses of the University.
2. Allotment of centre of examination and related work.

### **Revaluation Section**

Rechecking/revaluation of answer scripts of students who applied for it within the stipulated period.

## **Legal Section**

- 1 Court cases of the University before the Supreme Court of India, High Courts, District Courts, Industrial Tribunal and various Commissions.
- 2 Arbitrations, conciliation, mediation proceedings through empanelled counsels.

### **Rajbhasha Section**

Implementation of the official language i.e. Hindi in the day to day functioning of the University in line with the policy of the Government of India from time to time in this regard.

### **Desk (Parliament question)**

1. Parliament Questions/notices pertaining to the University.
2. Reference/representation received from the Ministry of Human Resources Development.

### **Telephone Section**

1. Matters relating to EPABX network and other telephones of the University.
2. Processing of telephone bills for payment/re-imbusement.

## **Scholarship Cell**

1. Award of scholarships to the under graduate and post graduate students of the University.
2. Endowment scholarships, CSIR/UGC fellowships, non net fellowships and many other scholarships.
3. Matters relating to appointment of University teaching Assistants & their extension.

## **Work Performed by the various sections of the Faculties and Departments of the University**

The University has 16 faculties and 84 departments. The administration of the faculties and the departments consists of Administrative Officer (wherever posted as per administrative convenience), Section Officer(s), Dealing Assistants and Group D staff. There are three types of sections: Academic, Administration and Accounts, depending upon the requirement of the faculty/ department.

The Academic section deals with admissions, student related matters and conduct of examinations, liaison with the concerned examination sections of the University etc.

Administration section deals with the all the administrative matters of all the staff working in the respective faculty/department, liaison with the central office etc.

Accounts section deals with the all the financial matters pertaining to the department which are not dealt directly by the finance sections of the Central office.

## **Information Section**

1. Dissemination of information pertaining to the University under the Right to Information Act, 2005.
2. Collection, collation and facilitation of the supply of information under the Act and related work.
3. First Appeal with the First Appellate Authority under the Act.
4. Second Appeal, complaints and related work with the Hon'ble Central Information Commission under the Act.

**Work performed by various Sections of**  
**University of Delhi South Campus**

## **Establishment**

Establishment matters of the staff working in the south campus of the university in close coordination with the respective establishment sections of the north campus for uniformity in the process of decision making and implementation.

## **Academic**

Maintenance of records pertaining to enrolment numbers of the students of south campus & its colleges, issuance and verification of certificates like provisional degree, migration certificate, medium of instructions certificate etc.

## **College**

Establishment matters of south campus colleges of the University.

## **Despatch**

Receipt and dispatch of dak pertaining to the administrative units of south campus.

## **General (Stores)**

Maintenance of general store items as well as examination stores.

## **General**

1. Purchases, maintenance of vehicles annual maintenance contract (AMC) and contracts pertaining to service providers like security agencies, cafeteria contractor etc. Bills pertaining to co-operative teaching & scholarships.
2. Post graduate admissions of south campus departments except Masters in Business Economics, Finance Control, Informatics, Business Administration, Management Services and Diploma add certificate courses in Hindi Journalism.



## **Finance sections**

### **Accounts I**

Passing of bills for payment and preparation of annual account.

### **Accounts II**

Preparation of salary bills of employees, both teaching and non-teaching employees and preparation of cheques and other appropriate financial instruments for payment.

### **Audit**

Audit of the bills and accounts.

### **Project (Finance)**

Activities related to projects including passing bills of projects for payment and the annual account.

## **Examination Sections**

### **Examination-I**

Examination & evaluation related matters.

### **Examination-II**

Issue of Examination forms (both regular and ex-students), Conduct of the Examinations & issuing of nomenclature certificate etc.

### **Examination-III**

Results, official transcripts and verification of mark sheets and related documents.

### **Examination Branch IV**

Secrecy work, unfair means cases of examinations.

### **Revaluation Cell**

Work related to rechecking & revaluation of result.

### **Computer Cell**

Database of candidate lists, results of Examination Branch, and uploading the date sheets and results.