

# UNIVERSITY OF SARGODHA, SARGODHA

## NOTIFICATION

No.UOS/Admin(E-II)/2587

Dated 09.11.2018

The Vice Chancellor is pleased to delegate the following administrative/ academic and financial powers to following Principal Officers / Officers and Deans of Faculties of University of Sargodha with immediate effect:

### Registrar

Sr. No.	Delegated Powers
1	To grant NOC for studies at University of Sargodha and other national Universities to non-teaching staff having at least three years of service at credit for evening classes
2	To sanction casual leave in favour of non-teaching staff up to 10 days except Principal officers i.e. Registrar/Treasurer/Controller of Examinations
3	To grant NOC for issuance of passports to teaching/non-teaching staff.
4	To grant earned leave to non-teaching employees (BS-01 to BS-14) up to 120 days
5	To sanction Ex-Pakistan Leave in favour of non-teaching staff (BS-01 to BS-17) for Umrah only
6	To issue warning letters in minor disciplinary cases to non-teaching staff (BS-01 to BS-14)
7	To accept joining and relieving of all teaching/non-teaching staff as per the orders approved by the Vice Chancellor.
8	To grant approval for medical treatment/hospitalization of teaching/non-teaching staff as per approved policy.
9	To issue NOC/decide Migration of students from other Universities and University of Sargodha as per migration policy.
10	To accept registration returns as per the schedule approved by the Vice Chancellor.
11	To take decisions on late submission and incomplete applications for various teaching/non-teaching positions as per advertisement clauses.
12	Grant of approval of vehicle requisitions (by teachers/employees for private/official use)
13	To approve claims of working on gazzeted Holidays for non-teaching staff (BS-01 to BS-14)
14	Transfer and Postings of employees (upto BS-14)
15	To grant NOC to apply against various posts advertised by other institutions to all teaching/non-teaching staff who do not have any obligation to the University.
16	To grant of approval of vehicle requisitions (by teachers / employees for private use).

### Additional Registrar

Sr. No.	Delegated Powers
1	Minor correction regarding typographical mistakes in letters/office orders/notifications approved by the Competent Authority
2	To sanction casual leave in favor of non-teaching staff (Upto BS-14) 05 days
3	To grant NOC for renewal of passports only to teachin/non-teaching staff which has already been issued No Objection Certificate for fresh application.
4	To grant earned leave to non-teaching employees (BS-01 to BS-14) upto 30 days.
5	To issue experience certificates to employees as per official record.
6	Forwarding of applications of HED cadre employees to Higher Education Department regarding the service matters
7	To grant maternity and paternity leave to all non-teaching staff (BS-01 to BS-14)
8	To grant NOC to apply against various posts advertised by other institutions to non-teaching staff (Upto BS-14) who do not have any obligation to the University.
9	To accept joining of staff after availing of leave (Upto BS-16).

**Deputy Registrar (Acad)**

Sr. No.	Delegated Powers
1	Minor corrections regarding typographical mistakes in letters/office orders/notifications approved by the Competent Authority.
2	All the Chairmen/Incharges may be directed to forward the letters/proposals of Board of Studies/Program Advisory Committee meeting relating to academic matters to the Deputy Registrar (Acad)
3	Applications for English proficiency letters may be addressed to Deputy Registrar (Acad)
4	Issuance of English Proficiency letters.
5	Issuance of Board of Studies notifications.
6	To sanction casual leave upto 03 days to Acad Branch Staff.
7	To issue warning letters in minor disciplinary cases to the staff of Acad Branch (BS-01 to BS-14) under intimation to Registrar.
8	Correspondence inside the University with Dean of the Faculties and issuance of meeting notices shall be made by the Deputy Registrar (Acad).
9	Issuance of meeting notices.

**Deputy Registrar (Affiliation)**

Sr. No.	Delegated Powers
1	To sanction casual leave upto 03 days to Affiliation Branch Staff provided upto 2 days casual leave can be sanctioned by the Assistant Registrar concerned
2	To issue warning letters in minor disciplinary cases to the staff of Affiliation Branch (BS-01 to BS-14) under intimation to Registrar
3	To issue correspondence with Affiliated Colleges regarding affiliation matters

**Deputy Registrar (Registration)**

Sr. No.	Delegated Powers
1	To sanction casual leave upto 03 days to Registration Branch Staff provided upto 2 days casual leave can be sanctioned by the Assistant Registrar concerned
2	To issue warning letters in minor disciplinary cases to the staff of Registration Branch (BS-01 to BS-14) under intimation to Registrar
3	To issue correspondence with Affiliated Colleges regarding registration matters

**Treasurer**

**Pay and Allowances / Pension**

Heads of Expenditure	Assistant Treasurer (S)	Deputy Treasurer	Additional Treasurer	Treasurer
Pay & Allowances / Pension	<ol style="list-style-type: none"> <li>Monthly Salary and pension Bills as per already approved Pay and Allowances will be signed by Assistant Treasurer (Salary) and forward to Resident Auditor for Pre-Audit.</li> <li>Assistant Treasurer (S) will be required to justify the difference of monthly salary and pension than that of previous month.</li> <li>All Cases of arrears/ Last Pay Certificate (LPC)/encashment of leave and Change in Substantive pay/ allowances/ pension will be prepared by Assistant Treasurer (S) as per the orders of the Competent Authority and put up to Deputy Treasurer-2.</li> </ol>	<p>Deputy Treasurer-2 after necessary scrutiny put up All Cases of arrears/ Last Pay Certificate (LPC)/encashment of leave and Change in Substantive pay/ allowances/ pension to Additional Treasurer-1</p>	<p>Additional Treasurer-1 after reviewing All Cases of arrears/ Last Pay Certificate (LPC)/encashment of leave and Change in Substantive pay/ allowances/ pension forward to Treasurer</p>	<p>Treasurer after supervising All Cases of arrears/ Last Pay Certificate (LPC)/encashment of leave and Change in Substantive pay/ allowances/ pension forward to Resident Auditor for pre-audit. The Resident Auditor after pre-audit returned all Cases of arrears/ Last Pay Certificate (LPC)/encashment of leave and Change in Substantive pay/ allowances/ pension to Assistant Treasurer (S) for further necessary action.</p>

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## Recurring Expenditure

Budget Heads	Assistant Treasurer	Deputy Treasurer	Additional Treasurer	Treasurer
1. General Administration 3. Maintenance of Immovable Assets 5. Khush-Aab Water 6. University Teaching 7. Improvement of Education 10. Miscellaneous 11. Other Allowances 15. Sub Campus Mianwali 16. Sub Campus Bhakkar 17. Pharmaceutical Industrial Unit 18. Office of Research, innovation & Commercialization (ORIC)	Assistant Treasurer (E-1) will sign all the bills upto Rs. 50,000/- and send to Resident Auditor for pre-audit.  Bills above Rs. 50,000/- will be put up by Assistant Treasurer (E-1) to Deputy Treasurer-1  Cheques will be signed By Assistant Treasurer (E-1) Upto Rs. 50,000/- in the respective Budget Heads.	Deputy Treasurer -1 will sign the bills upto Rs. 100,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs. 100,000/- will be put up to Additional Treasurer  Cheques will be signed By Deputy Treasurer Upto Rs. 100,000/-	Additional Treasurer-1 will sign the all the bills of Part time teaching and send to Resident Auditor for Pre-audit. Additional Treasurer-1 will sign other than part time teaching bills upto Rs. 300,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs.300,000/- will be put up to Treasurer  Cheques will be signed By Additional Treasurer Upto Rs. 300,000/-	Treasurer will sign the bills above Rs. 300,000/- and forward to Vice Chancellor and then to Resident Auditor for pre-audit  Cheques Above Rs. 300,000/- will be signed By Treasurer
2. Examination 4. Sports and Games 8. University Library 9. University Publication 12. University Transport 13. Services 14. Hostel & Students Services	Assistant Treasurer (E-II) will sign all the bills upto Rs. 50,000/- and send to Resident Auditor for pre-audit.  Bills above Rs. 50,000/- will be put up by Assistant Treasurer (E-1) to Deputy Treasurer-1  Cheques will be signed By Assistant Treasurer (E-II) Upto Rs. 50,000/- in the respective Budget Heads.	Deputy Treasurer -1 will sign the bills upto Rs. 100,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs. 100,000/- will be put up to Additional Treasurer  Cheques will be signed By Deputy Treasurer Upto Rs. 100,000/-	Additional Treasurer-1 will sign the bills upto Rs. 300,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs.300,000/- will be put up to Treasurer  Cheques will be signed By Additional Treasurer Upto Rs. 300,000/-	Treasurer will sign the bills above Rs. 300,000/- and forward to Vice Chancellor and then to Resident Auditor for pre-audit  Cheques Above Rs. 300,000/- will be signed By Treasurer

## Development Expenditure

Budget Heads	Assistant Treasurer	Deputy Treasurer	Additional Treasurer	Treasurer
Development Schemes allocated in Budget And Development Projects Financed by External Agencies	Assistant Treasurer -E1 will put up all the bills to Deputy Treasurer-2	Deputy Treasurer-2 will sign the bills upto Rs. 100,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs. 100,000/- will be put up to Additional Treasurer-1  Cheques will be signed By Deputy Treasurer-2 Upto Rs. 100,000/-	Additional Treasurer-1 will sign the bills upto Rs. 300,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs.300,000/- will be put up to Treasurer  Cheques will be signed By Additional Treasurer-1 Upto Rs. 300,000/-	Treasurer will sign the bills above Rs.300,000/- and forward to Vice Chancellor and then to Resident Auditor for pre-audit  Cheques Above Rs. 300,000/- will be signed By Treasurer

## Expenditure out of Funds

Head of Account	Assistant Treasurer	Deputy Treasurer	Additional Treasurer	Treasurer
1. Students Funds	Assistant Treasurer (E-II) will sign all the bills upto Rs. 50,000/- and send to Resident Auditor for pre-audit.  Bills above Rs. 50,000/- will be put up by Assistant Treasurer (E-1) to Deputy Treasurer-2	Deputy Treasurer-2 will sign the bills upto Rs. 100,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs. 100,000/- will be put up to Additional Treasurer-1	Additional Treasurer-1 will sign the bills upto Rs. 300,000/- and send to Resident Auditor for Pre-audit. Bills Above Rs.300,000/- will be put up to Treasurer Cheques will be signed By Additional Treasurer-1 Upto Rs. 300,000/-	Treasurer will sign the bills above Rs.300,000/- and forward to Vice Chancellor and then to Resident Auditor for pre-audit  Cheques Above Rs. 300,000/- will be signed By Treasurer
2. Research Grants by HEC/Any Other Agency, HEC Indigenous Scholarship, International Travel grants	Admin. Officer/Assistant Treasurer (F) will put up the case to Deputy Treasurer-2	Deputy Treasurer-2 will sign the bills upto Rs. 100,000/- and send to Resident Auditor for Pre-audit.	Additional Treasurer-1 will sign the bills upto Rs. 300,000/- and send to Resident Auditor for Pre-audit.	Treasurer will sign the bills above Rs.300,000/- and forward to Resident Auditor for pre-audit



		Bills Above Rs. 100,000/- will be put up to Additional Treasurer-1	Bills Above Rs.300,000/- will be put up to Treasurer  Cheques will be signed By Additional Treasurer-1 Upto Rs. 300,000/-	Cheques Above Rs. 300,000/-will be signed By Treasurer
3. External Scholarships to Students	Admin. Officer/Assistant Treasurer (F) will put up the case to Deputy Treasurer-2	Deputy Treasurer-2 will sign the bills upto Rs. 100,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs. 100,000/- will be put up to Additional Treasurer-1	Additional Treasurer-1 will Sign all the Bills and send to Resident Auditor for pre-audit.  Cheque will be signed By Additional Treasurer Upto Rs. 300,000/-	Cheque Above Rs. 300,000/-will be signed By Treasurer
4. Refund of Securities	Admin. Officer/Assistant Treasurer (F) will put up Students refundable library Security and endowment fund bills to Deputy Treasurer-2 Assistant Treasurer (E-1) will put up all Other Refundable Security claims to Deputy Treasurer-2	Deputy Treasurer-2 will sign the bills upto Rs. 100,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs. 100,000/- will be put up to Additional Treasurer-1	Additional Treasurer-1 will sign the bills upto Rs. 300,000/- and send to Resident Auditor for Pre-audit.  Bills Above Rs.300,000/- will be put up to Treasurer  Cheques will be signed By Additional Treasurer-1 Upto Rs. 300,000/-	Treasurer will sign the bills above Rs.300,000/- and forward to Vice Chancellor and then to Resident Auditor for pre-audit  Cheques Above Rs. 300,000/-will be signed By Treasurer

#### Controller of Examinations

Sr. No.	Delegated Powers
1	To grant approval for the appointment of Supervisory staff, Mobile Inspectors, Distributing Inspector and Resident Inspector etc for all external examinations. Note: The Controller of Examinations must get the matter ratified from the Vice-Chancellor within one month of action so taken.
2	To grant approval for the appointment of Additional Head Examiners, Sub Examiners for external examination to be conducted by Controller's Office, from the panel provided by Conveners of relevant Board of Studies and in case of urgency/dire need to grant approval for appointment of eligible Sub Examiner not included in the panel.
3	To grant approval for the appointment of Practical Examiners for external examinations from the panel provided by Conveners of relevant Boards of Studies and in case of urgency/dire need grant approval for appointment of eligible Practical Examiner not included in the panel.
4	To grant approval of Date Sheets and Building Notices for all external examinations
5	To grant approval of the schedule for submission of admission forms for all external examinations
6	To grant approval for registration of Unfair Means Case (UMC) in all external examinations
7	To grant approval of change of Examination Center as per rule/policy
8	To grant approval for acceptance of admission forms after due date with double/triple fee (whichever applicable) for all external examinations
9	To grant approval for the appointment of alternate paper setter for external examinations
10	To grant approval on the recommendation of Convener, Board of Studies for the appointment of Paper Setter for Term examinations
11	To grant approval to file the re-checking cases in the case of No Change in result/marks.
12	To grant approval, on the recommendation of Convener Board of Studies, to file the complaints regarding out of syllabus question paper
13	To grant approval of Tour Programmes regarding delivery and collection of examination material at examination centres/banks
14	To grant sanction of expenditures up to 10,000 out of imprest money allocated to the Controller of Examinations to meet urgent daily expenses regarding Controller's Office
15	To grant administrative approval for minor purchase/repair etc for the office up to Rs.20,000/- to manage the urgencies
16	To recommend officers/officials of the office of Controller of Examinations for various training/workshops expect foreign trips
17	To grant approval of issuance of duplicate degrees as per rule/policy
18	To grant approval of issuance of Before Time Degrees as per rule/policy. Note: The Vice-Chancellor will be informed on monthly basis by the Controller of Examinations.



**Deans of Faculties**

Sr. No.	Delegated Power	Clarification / Remarks
1	Sanction of earned, casual leave, medical leave, maternity and paternity leave for teaching employees except ex-Pakistan leave.	In the case of casual leave, sanctioning power to 03 days would lie with the Heads of the Departments / Principals of the colleges concerned. Further, in the case of all other kinds of leave, the teaching faculty should apply 10-15 days prior to availing the said leave.
2	Grant of approval for the appointment of visiting / part time teachers.	The Registrar Office will issue notification in this regard after looking into the codal formalities.
3	Appointment of Program Coordinators for each semester.	The Chairman of each department will nominate the Program Coordinators before the start of each semester. The Registrar Office will issue notification in this regard.
4	Grant of approval for appointment of non-teaching staff for evening classes.	Notification will be issue by the Registrar Office.
5	Approval of conduct of meetings of the Board of Studies and Board of Faculty.	The Deans of the Faculties will be entitled to approve the tour program for TA/DA claims of experts who will attend the meetings. Treasurer office will ensure payment of TA/DA to experts on the same day. The meeting notices will be issued as per previous practice by the Registrar Office.
6	Approval of the minutes of meetings of the Board of Studies and Board of Faculty for further disposal at the Registrar office.	Minutes of the meeting shall be forwarded to the Registrar Office which shall seek approval from the Deans and other relevant Authorities.
7	Nomination of faculty members for various trainings / workshops, except foreign nominations.	The Deans will nominate the faculty members for inland trainings only. Notification shall be issued by the Registrar Office.
8	Sanction of TA/DA of examiners and paper setters for conduct of examinations and viva voce.	Treasurer office will ensure payment of TA/DA to experts on the same day of examination / viva voce.
9	Sanctioning of expenditure for day-to-day matters of the department upto Rs. 5,000/- per department, as per rules.	The relevant Officers will process the cases as per rules.
10	Grant of administrative approval for minor development expenditures for the department up to Rs.10,000/- per department, as per rules.	The relevant Officers will process the cases as per rules.

M.F. \_\_\_\_\_ 9/11/18  
(MUHAMMAD FAHAD ULLAH)  
REGISTRAR

**Distributions:-**

1. All Deans of Faculties
2. All Directors of Sub Campuses
3. All Principals of Constituent Colleges
4. All Heads of Teaching Departments
5. All Administrative Heads
6. Director Implementation
7. Secretary to Vice Chancellor
8. P.A to Registrar
9. Notification File