

Central University of Jharkhand, Ranchi

झारखण्ड, केन्द्रीय विश्वविद्यालय, राँची

(A Central University established by an Act of Parliament of India in 2009)

OFFICE OF THE REGISTRAR (GENERAL ADMN.)

No.:CUJ/Notification/ 360

Date: 10/6/2011

NOTIFICATION

It is notified for information and necessary action by all concerned that the Vice Chancellor, as per his powers under the Acts and Statutes, has been pleased to order the following duties, responsibilities and powers with effect from 20th June 2011, which shall remain in force until further orders or changes made, as per need from time to time, by the Vice Chancellor.

REGISTRAR :-

Shall Function as per Acts, Statutes, Ordinances of CUJ

He shall in particular be responsible

1. For the Acts/Statutes - updating, amendments, notifications.
2. For the Ordinances / Regulations / Rules - framing of new, updating of old, amendments, notifications.
3. For General Administration.
4. For Personal Management including leave (except casual leave).
5. To Executive Council, Academic Council, Building Committee as Secretary.
6. As Chairman, University Purchase Committee – University level stores, furniture, office equipments and general purchase.
7. For Recruitment of regular faculty and staff.
8. For Responses to MHRD/UGC communication and follow up, if any.
9. For replies to Parliament Questions.
10. As Coordinator for Rajbhasha/OLIC and implementation of policies adopted by CUJ
11. For the University Permanent / temporary land matters.
12. For Outsourcing services and casual workers, other than under Project(s).
13. Estate including maintaining of inventory of all assets.
14. Purchase and Stores.
15. University Records cell.
16. For Manpower training of non-teaching staff.
17. For the Annual Report (English and Hindi versions), presentation to AC, EC and submission to Parliament on time.
18. As first Appellate Authority on RTI.
19. For and have sanctioning powers to make single payments of upto Rs.25,000.00 (Rupees Twenty-five thousand) only.
20. For contingency running advance of Rs.2000.00 (Rupees Two thousand) only allocated to his office, limited to Rs.5000.00 (Rupees Five thousand) only per month.
21. Overseeing the effective implementation and utilisation of University Management System in all administrative units under his charge.



FINANCE OFFICER :-

Shall Function as per Acts, Statutes, Ordinances of CUJ

He shall in particular be responsible for

1. Advising on budget proposal and expenditure.
2. Maintaining of all funds and monies received and spent by the University.
3. Mobilisation of resources and revenue generation.
4. Establishing and Maintaining Corpus Fund of CUJ.
5. Finance Committee agenda and presentation, as Secretary.
6. Annual Accounts preparation and presentation to Finance Committee, Executive Council and Central Audit and Accounts.
7. Responses to Central Audit or any other duly recognised office, on financial matters related to CUJ.
8. Annual Audit Report (English and Hindi versions) submission to Parliament on time
9. Being the Drawing and Disbursing Officer of the University.
10. Proper and timely utilisation of funds and regular submission of U/Cs.
11. Guiding departments, academic and administrative, and individuals on financial norms.
12. Prompt processing and release of payments duly screened to have followed the financial norms.
13. Releasing Advances and Medical bills payments, independently of Administration, upto a limit of Rs.25,000.00 (Rupees Twenty five thousand) only.
14. For overseeing the effective implementation and utilisation of the University Management System in all sections under his charge.

OSD (PROJECT) :-

He shall be governed by the UGC/MHRD guidelines with respect to construction and campus development work in Central Universities.

He shall be specifically responsible for

1. All project related work
 - New/ under renovation/maintenance.
 - External/ Internal Services.
2. General Maintenance and Repair (water and electrical supply, roads, gardens)
3. University Building Committee meetings presentation and documentation.
4. Tendering process including advertisements and presentation for Building Committee consideration.
5. Campus development (temporary and permanent).
6. Green campus including non-conventional energy implementation. Manpower recruitment against project.
7. Furniture related to buildings under project.
8. Presentation of bills for payment directly to Finance after due process and approval of competent authority (Vice Chancellor/Building Committee/Finance Committee).
9. Project Purchase Committee, as Chairman, for purchase of furniture and peripherals required for buildings under construction and which have not been handed over to Administration/ Estate.
10. He shall have sanctioning powers of upto Rs.25,000.00 (Rupees Twenty five thousand) only single order on materials and items in urgent need, related to maintenance and/or renovation works.



