

**RIGHT TO INFORMATION ACT 2005**

# **M A N U A L**

**(SERIAL No. 2 OF THE RTI ACT 2005)**

**Regarding**

**The Powers and Duties of Officers and Employees**

**PUNJAB AGRICULTURAL UNIVERSITY  
LUDHIANA**

### **Powers and Duties of the Vice-Chancellor**

(as incorporated under section 16 of the Haryana and Punjab Agricultural Universities Act 1970)

- 16(1) The Vice-Chancellor shall be the principal executive and academic officer of the corresponding University and the Chairman of the Academic Council and shall, in the absence of the Chancellor, preside at a convocation of the corresponding University and shall confer degrees on persons entitled to received them.
- (2) The Vice-Chancellor shall exercise control over the affairs of the corresponding University and shall be responsible for the due maintenance of discipline at that University.
- (3) The Vice-Chancellor shall convene meetings of the Academic Council unless he temporarily delegates this power to some other officers of the corresponding University.
- (4) Without prejudice to the powers conferred by this Act on the appropriate Government, the Vice-Chancellor shall ensure the faithfully observance of the provisions of this Act and the Statutes and he shall exercise all such powers as may be necessary in that behalf.
- (5) The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts of the Board
- (6) In any emergency, which, in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall take such action as he deems necessary and shall, at the earliest opportunity, report the action taken to the officers, authority or other body for confirmation who or which in the ordinary course would have dealt with the matter, but nothing in this sub-section shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorised and provided for in the budget.
- (7) Where any action by the Vice-Chancellor under sub-section(6) affects any person in the service of the corresponding University to his disadvantage, such action shall not be taken unless the person concerned has been given a responsible opportunity of being heard, and the person against whom any action is proposed to be taken may prefer an appear to the Board within thirty days of the date on which the action proposed to be taken against him is communicated to him.
- (8) Subject as aforesaid, the Vice-Chancellor shall given effect to the orders of the Board regarding the appointment, suspension and

- dismissal of officers, teachers and other employees of the corresponding University.
- (9) The Vice-Chancellor shall be responsible for the close co-ordination and integration of teaching, research and extension education.
  - (10) The Vice-Chancellor shall exercise such other powers as may be prescribed.
  - (11) The salary and allowances payable to the officers, teachers and other employees of the corresponding University shall be determined by the Vice-Chancellor with the approval of the Board.

### **Financial and Administrative Powers of the Vice-Chancellor**

(as incorporated under clause 3 of Chapter XXII of the Haryana and Punjab Agricultural Universities Act 1970)

- a) to sanction recurring and non-recurring expenditure chargeable to contingencies;
- b) to countersign his own TA bill subject to the provisions of the Punjab TA Rules.
- c) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management.
- d) to countersign TA Bill and sanction absence on duty beyond jurisdiction of the officers of the University.
- e) to make rules for the allotment of residential accommodation to employees of the University and for the maintenance and operation of vehicles owned by the University, etc. And such other rules and standing instructions considered necessary from time to time for the maintenance and running of the Campus, including instructions on "black out" and other security or civil defence measures; and
- f) to take a decision to file and defend suits, appeals, revisions and other legal proceedings etc. In courts of law and to engage counsel for this purpose on behalf of the University.

### **Powers of the Registrar**

(as incorporated under section 17 of the Haryana and Punjab Agricultural Universities Act 1970)

- 17(1) The Registrar of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor of that university with the approval of the Board.
- (2) The Registrar of a corresponding University shall receive such remuneration and other emoluments as may be prescribed and shall not, during the tenure of his office, accept any remuneration or emolument other than the prescribed remuneration or emolument.
- (3) The powers and duties of the Registrar of a corresponding University shall be as follows:
  - (a) to be responsible for the custody of records and the common seal of the University.
  - (b) to be the ex-officio Secretary to the Academic Council and to the Board and to place before such Council and Board all such information, as may be necessary for the transaction of business of the Council or the Board, as the case may be;
  - (c) to receive applications for admission into the University
  - (d) to keep a permanent record of all syllabi, curricula and information connected therewith;
  - (e) to make arrangements for the conduct of such examinations as may be prescribed and to be responsible of the due execution of all processes connected therewith; and
  - (f) to perform such other duties as may be prescribed or required from time to time by the Vice-Chancellor.

### **Administrative and Financial Powers of the Registrar**

(as incorporated under clause 9 of Chapter III of the Haryana and Punjab  
Agricultural Universities Act 1970)

9. In exercise of his duties under Section 17 of the Act, the Registrar shall
- (a) issue notices and maintain the minutes of all meetings of the Academic Council and the Board of Management and of Committees appointed by them;
  - (b) conduct the official correspondence of the Academic Council and the Board;
  - (c) be responsible for admission of students to the University, including the supervision of the entrance examination, if any;
  - (d) be responsible for registration of students of the University;
  - (e) be responsible for maintaining a register of all degrees/diplomas conferred by the University;
  - (f) be responsible for maintaining all students' records;
  - (g) obtain the grades of the students from the instructors and issue trimester/semester reports and transcripts;
  - (h) deleted;
  - (i) deleted; and
  - (j) perform such other duties and functions as are assigned to him by the Vice-Chancellor.

### **Administrative and Financial Powers of the Registrar**

(as incorporated under clause 4 of Chapter XXII of the Haryana and Punjab  
Agricultural Universities Act 1970)

4. The Registrar shall exercise all the powers of a drawing, disbursing and collected officer in respect of employees under him referred to in Part I of the Schedule to the Statutes relating to the appointment of other employees of the University(here-in-after referred to as the Schedule) and shall also have the power:
  - (a) to incur expenditure chargeable to contingencies as under:
    - (i) Non recurring expenditure upto Rs 10,000 in each case
    - (ii) Recurring expenditure upto Rs 1,200 per annum in each case.
  - (b) to countersign T.A. bills and to sanction absence on duty beyond jurisdiction to all the employees working under him;
  - (c) deleted;
  - (d) to sign cheques for payment of sanctioned pay and allowances of the Comptroller; and
  - (e) to open and operate necessary accounts on behalf of the University in a bank approved by the Boards of Management with the approval of the Vice-Chancellor.

### **Powers and duties of the Comptroller**

(as incorporated under section 18 of the Haryana and Punjab Agricultural Universities Act 1970)

18. (1) The Comptroller of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor of that University with the approval of the Board.
- (2) The Comptroller shall manage the property and investments of the corresponding University, including the preparation and advise it in regard to its financial policy.
- (3) The Comptroller shall be responsible to the Vice-Chancellor for all accounting matters of the corresponding University, including the preparation and presentation of its Budget and Statement of accounts.
- (4) The Comptroller shall receive such remuneration as may be prescribed and shall not during the tenure of his office receive any remuneration or other emolument other than the prescribed remuneration.
- (5) The Comptroller shall
  - (a) ensure that expenditure, not authorised in the budget, is not incurred by the corresponding University except by way of investment; and
  - (b) disallow any expenditure not warranted by the terms of any Statute or for which provision is required to be made by the Statutes but has not been so made.
- (6) All moneys belonging to the corresponding University shall be keep in a scheduled bank approved by the Board.

### **Powers and duties of the Comptroller**

(as incorporated under Clause 10 Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

10. He shall be responsible to the Vice-Chancellor to ensure:
  - (a) that expenditure, not authorised in the budget, is not incurred without appropriate sanction;

- (b) that all moneys belonging to the University are kept in a schedule bank approved by the Board of Management;
- (c) that all the accounts of the University are properly kept, adjusted and audited;
- (d) that the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time;
- (e) that income and fees due to the University are collected and that salaries and other amounts due to the staff and others paid promptly;
- (f) that notices are issued and the minutes of all meetings of the Finance Committee are maintained to conduct the official correspondence of the Finance Committee;
- (g)** that development plans are prepared; and that dealings with the Government, with the authority responsible for the auditing of the accounts of the University, Commodity Committees and other aid-granting agencies regarding financial and accounts matters, are on correct lines.

#### **Administrative and Financial Powers of the Comptroller**

(as incorporated under clause 5 of Chapter XXII of the Haryana and Punjab Agricultural Universities Act 1970)

5. The Comptroller shall have the power –
- (a) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of all the employees under him referred to in Part I of the Schedule;
  - (b) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of management;
  - (c) to sign cheques for payment of sanctioned pay and allowances of all the officers, teachers and other employees of the University, and other cheques;
  - (d) to draw pay and other allowances of employees of the University Cadres of University administration; and
  - (e) to delegate powers mentioned in sub-clause(b) and (c) above to group 'A' employees working under the Comptroller



### **Powers and duties of the Estate Officer-cum-Chief Engineer**

(as incorporated under section 19 of the Haryana and Punjab Agricultural Universities Act 1970)

19. The Estate Officer of a corresponding University, who shall be appointed by the Vice-Chancellor with the approval of the Board, shall be responsible for the custody, maintenance and management of all the buildings, lawns, gardens and other properties of the University.

### **Powers and duties of the Estate Officer-cum-Chief Engineer**

(as incorporated under Clause 11 and 12 Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

11. The Estate Officer shall work under the control and supervision of the Vice-Chancellor and in the exercise of his responsibilities, under Section 19 of the Act,  
shall be responsible for the following:
  - (a) maintenance of the University buildings, fencing, lands, other than the land comprising the agricultural farms;
  - (b) maintenance of the fire projection services;
  - (c) preparation of the maintenance budget of the University;
  - (d) maintenance of accounts relating to the maintenance work in his charge on prescribed forms;
  - (e) maintenance of an up-to-date record of all the immovable properties of the University including lands and buildings in cooperation with the Heads of Departments;
  - (f) Procurement/disposal of immovable property of the University.
12. The Chief Engineer shall work under the control and supervision of the Vice-Chancellor and shall be responsible for the following:-
  - (a) construction and maintenance of utility services;
  - (b) maintenance of architectural and constructional services of the University;

- (c) all University construction;
- (d) preparation of the annual construction budget of the University and a periodical report showing the progress of the works under construction;
- (e) maintenance of accounts relating to the works in his charge on prescribed forms;

(Powers of the Chief Engineer have been vested with the Estate Officer. Notification No. 265 dt. 12.11.98)

### **Powers and duties of the Director Students' Welfare**

(as incorporated under section 20 of the Haryana and Punjab Agricultural Universities Act 1970)

- 20.(1) The Director of Students' Welfare of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (2) The Director of Students' Welfare shall have the following duties, namely:-
- (a) to make arrangements for the housing of students;
  - (b) to direct a programme of student-counselling;
  - (c) to arrange for the employment of students in accordance with the plans approved by the Vice-Chancellor;
  - (d) to supervise the extra-curricular activities of students;
  - (e) to assist in the placement of graduates of the University; and
  - (f) to organise and maintain contact with the Alumni Association of the University.

### **Powers and duties of the Director Students' Welfare**

(as incorporated under Clause 8 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

8. The Director of Students' Welfare shall be directly responsible to the Vice-Chancellor and shall have the following duties:
- (a) to make arrangements for the housing and messing of students;
  - (b) to direct a programme of student counselling;
  - (c) to arrange for the part-time employment of students in accordance with the plan approved by the Vice-Chancellor;
  - (d) to assist in the placement of graduates of the University;
  - (e) to obtain travel facilities for holidays, study tours of students;
  - (f) to communicate with the guardians of students concerning the welfare of the students;
  - (g) to exercise general control and supervision over the physical education programme and other co-curricular activities of the students;
  - (h) to perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time.

### **Powers and duties of the Deans of Colleges**

(as incorporated under section 21 of the Haryana and Punjab Agricultural Universities Act 1970)

- 21.(1) Each college shall have a Dean who shall be a whole-time officer and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (2) The Dean shall be responsible to the Vice-Chancellor for all matters concerning his college.
- (3) The Dean shall be responsible for the organisation and the conduct of resident instruction of the Departments of the college.

### **Powers and duties of the Deans of Colleges**

(as incorporated under Clause 5 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

- 5.(1) The Dean of the College shall be directly responsible to the Vice-Chancellor for the administration of the Resident Teaching Programme and for the development, evaluation and improvement of curricula and teaching procedures designed to develop in the students, professional competence, character and quality leadership.
- (2) In the absence of the Dean on earned leave etc., the senior most Professor who has worked as Head of the Department or is functioning as Head of Department, shall act as Dean.
- (3) The Dean of a College shall have the following powers and duties:-
  - (i) He shall be responsible for the organisation and conduct of teaching in the Departments comprising the College and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned.
  - (ii) He shall be responsible for the due observance of the Statutes and Rules relating to the College.
  - (iii) He shall preside over the meetings of the Board of Studies of the College.

- (iv) He shall formulate and present policies to the Board of Studies of the College for its considerations, without prejudice to the right of any member to present any matter to the respective Board of Studies.
- (v) He shall submit reports to the Vice-Chancellor on the work of the College regarding resident instructions.
- (vi) He shall be responsible to the Vice-Chancellor for the use of the buildings and rooms of the College and for the equipment of the College.
- (vii) He shall serve as a medium of communication for all official business of the College with other authorities of the University, the students and the public.
- (viii) He shall normally represent the College in conferences and where necessary, he may designate representatives from amongst the staff of the College for specific conferences on resident instructions.
- (ix) He shall prepare the budget of the College.
- (x) He shall exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of faculty and work with the Directors of Research/Extension Education on work load assignments of joint teaching research or teaching extension personnel.
- (xi) He shall be responsible to the Vice-Chancellor for maintaining discipline, law and order in the College and for the discharge of his duties, he may award suitable punishment e.g. fine/rustication/expulsion etc., to students for acts of indiscipline and misdemeanour

Notwithstanding anything contained in the Statute the Vice-Chancellor within six months of the date of the order of penalty may, on his own motion or otherwise call for the records of any enquiry and may:

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or
- (c) remand the case to the Dean, or to any other authority directing to make such further enquiry as it may consider proper in the circumstances of the case; or

(d) pass such other orders as he may deem fit:

Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the students(s) concerned has/have been given a reasonable opportunity of making a representation against the penalty proposed.

### **Administrative and Financial Powers of the Deans of Colleges**

(as incorporated under clause 6 of Chapter XXII of the Haryana and Punjab Agricultural Universities Act 1970)

- 6.(1) The Dean shall exercise all the powers of Drawing, Disbursing and Collecting Officers in respect of employees under them (referred to in Part I of the schedule attached to the Statutes regarding the appointment of employees other than officers and teachers).
- (2) The Deans shall also have the power to –
- (a) countersign T.A. bills and to sanction absence on duty beyond jurisdiction in respect of teaching and other staff working under them;
  - (b) Deleted
  - (c) Open and maintain Personal Ledger Accounts relating to various funds to the colleges; and
  - (d) Open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.

### **Powers and duties of the Librarian**

(as incorporated under section 22 of the Haryana and Punjab Agricultural Universities Act 1970)

- 22.(1) The Librarian of a corresponding University shall be appointed by the Vice-Chancellor with the approval of the Board and shall be incharge of the library.
- (2) The Librarian shall be responsible to the Vice-Chancellor for all matters concerning the library.

### **Powers and duties of the Librarian**

(as incorporated under Clause 13 Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

13. The Librarian shall work under the control and supervision of the of the Vice-Chancellor and, in exercise of his responsibilities under section 22 of the Act, shall be responsible for the maintenance of all libraries of the University and for the organization of their services. The University Librarian shall have the following powers and duties:-
- a) he shall have general overall supervision of the University Library, and Library personnel and departments; libraries or collections;
  - b) he shall prepare the Library budget for the University Library including Department collections;
  - c) Deleted;
  - d) He shall have the responsibility of receiving and accessioning all library materials;
  - e) He shall have the responsibility of initiating the purchase requisitions for all library materials;
  - f) He shall have the responsibility of renewing in time subscriptions to journals;
  - g) He shall prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;

- h) He shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by students and staff;
- i) He shall arrange library hours which will permit maximum library use by both the students and faculty; and
- j) He shall arrange for departments and selected research Sub-stations, small collections of volumes and journals that are in almost constant use by the staff and postgraduate students as references.



## **Powers and Duties of Director of Research**

(as incorporated under clause 6 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

- 6.(1) the Director of Research shall coordinate all research in the University in co-operation with the Deans. While his dealings would be mainly with the staff concerned with research in Departments of Colleges, he shall be directly responsible to the Vice-Chancellor for the initiation, guidance and coordination of the research programme of the University and its outlying stations.
- (2) All research programmes shall be conducted within the appropriate Departments by members of the staff and graduate students of the Department.
- (3) The Director of Research shall have the following powers and duties:-
- (i) He shall be responsible for initiation, organisation and conduct of research programmes of the University and for that purpose, shall pass; such orders as may be necessary in consultation with the Heads of the Departments concerned.
  - (ii) He shall exercise broad administrative control over:
    - (i) research staff, (ii) research funds allotted for the purpose, and (iii) all physical properties, facilities and materials assigned by the University for the pursuit of the research programme.
  - (iii) He shall prepare in consultation with the Heads of Departments the budgetary needs of research of different Departments of the University.
  - (iv) He shall be the principle liaison officer for dealing with aid-granting agencies, such as I.C.A.R., Commodity Committee or private institutions.
  - (v) He shall formulate and present policies to the Research Advisory Committee for its consideration.
  - (vi) He shall cause to be published regularly research bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems.

- (vii) In formulating research policies and programmes of the University, he shall work in close consultation with the Deans and the Director of Extension Education.
- (viii) He shall assume leadership in development and maintenance of research productivity of a high level by:-
  - (a) promotion of self-improvement on the part of research personnel;
  - (b) stimulation of a wholesome, aggressive *esprit de corps*; and
  - (c) development of an attitude in the minds of the staff as to the worthiness and self-satisfaction (humble pride) of a life vocation of service in the field of agricultural research.
- (ix) He may represent the University in conferences regarding research.

## **Powers and Duties of Director of Extension Education**

(as incorporated under clause 7 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

- 7.(1) The Director of Extension Education shall plan and execute all extension education programmes and activities in co-operation with the Deans and the Director of Research.
- (2) The Director of Extension Education shall supervise and control the field activities of the extension subject-matter specialists who shall otherwise hold academic rank and be members of the staff of the departments.
- (3) The Director of Extension Education shall have full access to the Vice-Chancellor and shall be directly responsible to him for effecting close collaboration and coordination of the extension education activities of the University with those of the Departments of Agriculture, Development, Co-operation and Animal Husbandry of the State Government.
- (4) The Director of Extension Education shall have the following powers and duties:-
  - (j) He shall be responsible for initiation, organisation and conduct of extension educational programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned.
  - (ii) He shall exercise broad administrative control over:-
    - (a) Extension Education staff;
    - (b) Extension Education funds allotted for this purpose; and
    - (c) All physical properties, facilities and materials assigned by the University for the pursuit of extension programmes.
  - (iii) He shall assess, in consultation with Heads of Departments, the budgetary needs of extension education of different Departments of the University.
  - (iv) He shall be the principal liaison officer for dealing with such agencies as the Departments of Agriculture, Animal Husbandry, Co-operation, Development and Panchayats of the Government in the matter of extension education.

- (v) He shall formulate and present extension educational programme of the Extension Advisory Committee, for its consideration.
- (vi) He shall guide and supervise the working of the information Section dealing with publications, audio-visual aids, radio, press and other materials directed to the successful implementation of the extension educational programmes.
- (vii) In formulating the extension policies and programmes of the University, he shall work in close consultation with the Deans of Colleges and Director of Research.
- (viii) He shall assume leadership in the development and maintenance of effective and productive extension educational programmes -
  - (a) promotion of self-improvement on the part of extension personnels; and
  - (b) inculcation in them of a missionary spirit for dedicated service to the farmers of the State.
- (ix) He may represent the University in conferences regarding extension education.

## **Powers and Duties of Dean, Postgraduate Studies**

(as incorporated under clause 14 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

- 14.(1) The Dean, Postgraduate Studies shall be directly responsible to the Vice-Chancellor for the administration of all resident teaching programme at the Post-Graduate level in the University and for the development, evaluation, improvement of curricula and teaching methods designed to develop in the students professional competence, character and quality leadership.
- (2) the Dean, Postgraduate Studies shall have the following powers and duties:-
- (h) He shall be responsible for the organization and conduct of postgraduate teaching in all the constituent colleges of the Punjab Agricultural University and for that purpose, shall pass such orders as may be necessary in consultation with the Deans of the constituent colleges and the Director of Research and Extension Education where such consultation is considered necessary.
  - (ii) He shall in collaboration with the Director of Research, be responsible for the coordination of research of the postgraduate students and its integration with the general research programmes of the University.
  - (iii) He shall preside over the meetings of the post-graduate committee.
  - (iv) He shall formulate and present policies to the postgraduate committee for its consideration without prejudice to the right of any members to present any matter to the postgraduate committee.
  - (v) He shall forward the recommendations of the postgraduate committee, to the Vice-Chancellor or the Academic Council as the case may be.
  - (vi) He shall maintain record of the post-graduate students in the Punjab Agricultural University and also supervise their progress.
  - (vii) He shall be responsible for the maintenance of proper standards of postgraduate instructions.
  - (viii) He shall, in consultation with the Heads of Departments, exercise control over the teaching load of the members of the postgraduate faculty.
  - (ix) He shall provide, in consultation with the Heads of Departments, guidance and leadership in the development of periodic evaluation of

effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective careers in research, teaching and extension.

- (x) He shall be a member of the Advisory Committee for Resident Instruction, Research Advisory Committee and Extension Education Advisory Committee.
- (xi) He shall prepare budget for the postgraduate programme of the University which shall be incorporated in the budget of the constituent colleges by the concerned Deans.
- (xii) He shall perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time for effective co-ordination of postgraduate teaching in the University.

### **Powers and Duties of Additional Director of Research**

(as incorporated under clause 6 Chapter IV of the Haryana and Punjab Agricultural Universities Act 1970)

6. The Additional Director of research shall officially and functionally work under the control of the Director of Research and shall perform the following duties:-
  - (a) He shall monitor and review the progress of different research schemes and provide coordination among the researchers in the College.
  - (b) He shall scrutinize new research projects and review of synopsis of research projects of the postgraduate programme of the College.
  - (c) He shall be Member-Secretary of the College Project Review Committee where the Dean of the College concerned is the Chairman.
  - (d) He shall work in close co-operation with the Dean of the College concerned and the Dean of the College will be associated with the finalisation of his Annual Progress and Assessment Reports.
  - (e) He shall represent the Director of Research on the Selection Committee for the posts of Associate Professor and equivalent and Assistant Professor and equivalent on teaching and extension side. However, for Prof. or equivalent/Assoc. Prof. or equivalent and Asstt. Prof. or equivalent level posts on research side, he shall be co-opted as Member of the Selection Committee.
  - (f) He shall represent the Director of Research in the Selection Committees in respect of Group 'B', 'C' and 'D' technical posts, lower than the rank of Superintendent.
  - (g) He shall compile materials for the Annual Research Report at the College level.
  - (h) He shall perform such other duties as entrusted to him by the Director of research from time to time.

## **Powers and Duties of Additional Director of Extension Education**

(as incorporated under clause 6(A) Chapter IV of the Haryana and Punjab Agricultural Universities Act 1970)

6(A) The Additional Director of Extension Education shall officially and functionally work under the control of Director of Extension Education and shall perform the following duties:

- (a) He shall monitor and review the progress of different extension schemes/projects and provide coordination among the extension personnel in his sphere of duty.
- (b) He shall scrutinize new extension projects in his sphere of duty.
- (c) He shall represent the Director of Extension Education on the Selection Committees for the posts of Associate Professor and equivalent and Assistant Professor and equivalent on teaching and research side in his sphere of duty. However, for Prof. or equivalent/Assoc. Prof. or equivalent and Asst. Prof. or equivalent level posts on extension side in his sphere of duty, he shall be co-opted as member of the Selection Committees.

Note: The Addl. Directors will represent DEE as under:

1. ADEE(CC) for teaching and research posts concerning communication.
  2. ADEE for research posts.
  3. ADEE(Trg.) for teaching posts
- (d) He shall represent the Director of Extension Education in the selection Committee in respect of Group 'B', Group 'C' and Group 'D' technical posts, lower than the rank of Superintendent in his sphere of duty.
  - (e) He shall compile materials for the Annual Extension Reports regarding his sphere of duty.
  - (f) He shall perform such other duties as entrusted to him by the Director of Extension Education from time to time.



## **Powers and Duties of Heads of Departments**

(as incorporated under clause 7 Chapter IV of the Haryana and Punjab Agricultural Universities Act 1970)

7. The Head of the Department shall be responsible for resident teaching to the Dean of the College, or research to the Director of Research, for extension education to the Director of Extension Education and for Post-Graduate Teaching to the Dean, Postgraduate Studies of the University..

He shall have the following powers and duties:

- (i) He shall be responsible for the organisation and conduct of resident teaching; research and extension education of his Department and for that purpose shall pass such orders as may be necessary in consultation with the Deans/Directors.
- (ii) He shall tender advice to the Deans and Directors on all matters pertaining to his field in respect of teaching, research and extension/
- (iii) He shall submit to the Deans/Directors concerned the budgetary needs of his Department.
- (iv) He shall recommend to the appropriate Dean/Director, the work load of each member of the staff with respect to teaching, research and/or extension education.
- (v) He shall assume responsibility for all University properties and facilities assigned to his Department.
- (vi) He shall recommend to the Deans and Directors, proposals for making improvement in the working of his Department.

## **Powers and Duties of Heads of Departments**

(as incorporated under clause 8 Chapter XXII of the Haryana and Punjab Agricultural Universities Act 1970)

8.(1) With respect to the staff employed in connection with the teaching, research and extension education work, the Heads of Departments shall exercise the powers of Drawing, Disbursing and Collecting Officers, they shall have the

power to countersign T.A. bills and to sanction absence on duty beyond jurisdiction of teachers and employees of group 'B', 'C' & 'D' working .

- (2) Deleted.
- (3) The Drawing and Disbursing Officers may delegate their powers to Group 'A' employees not below the rank of Admn-cum-Accounts Officers/Assistant Accounts Officers/Supdt. working under them.

## **Responsibilities of Drawing Officers**

(as incorporated in Rule 8.24 and 8.25 of the Punjab Financial Rules Vol. I)

8.24 The responsibility of drawing officers is determined by the provisions of rule 2.31. The drawing officer is further responsible for seeing that the rules regarding the preparation of bills are carefully observed and that the case of contract contingencies, the expenditure does not cause any excess over the amount fixed therefor. He is also to see that all steps have been taken with a view to obtaining an additional appropriation if the original appropriation has either been exceeded or is likely to be exceeded.

8.25 Where there is more than one gazetted Government employee attached to an office the head of the office may delegate to a gazetted Government employee subordinate to him the immediate responsibility for the supervision of the contingent bills and registers and checking and cancelling the vouchers. The delegation of power will not, however, relieve the head of the office of the responsibility of seeing that the grants placed at his disposal are disbursed in a proper manner and under due authority. With the extension of the system of contract grant the control of expenditure rests chiefly on him and it is important that he should make use of the authority delegated with due caution.

Note 1. - The disbursing officers are responsible for checking expenditure in cases where an annual limit is imposed on their spending powers. The audit will be satisfied if the disbursing officer merely furnishes a certificate either on the bill itself or separately whenever such a charge is sanctioned or incurred, to the effect that the total charges so far incurred during the year do not exceed the prescribed annual limit.

Note 2.- Nazarat officers referred to in para 10.17 of the District Office Manual, Punjab, excepting routine items such as diet money of witnesses, electricity bills and menial's pay should not pass any item of new expenditure of Rs. 10 (Rupees ten) only without the sanction of the Disbursing Officers.

## **Responsibility of Controlling Officers**

(as incorporated in Rule 8.26 of the Punjab Financial Rules Vol. I)

- 8.26 It is the responsibility of the countersigning officer to see that items of expenditure included in a contingent bill are of obvious necessity, and are at fair and reasonable rates; that previous sanction for any item requiring it, is attached, that the requisite vouchers are all received and in order; that the calculations are correct and specially that the grants have not been exceeded nor are they likely to be exceeded, and that the Accountant-General has been informed either by a note on the bill or otherwise of the reason for excess over the monthly proportion of the appropriation. If expenditure be progressing too rapidly he should communicate with the drawing officer and insist on its being checked.