



गोंडवाना विद्यापीठ गडचिरोली

(महाराष्ट्र शासन अधिसूचना क्रमांक 2007/(322/07) विशि-4 महाराष्ट्र विद्यापीठ अधिनियम 1994 (1994 चा महा. 35) च्या कलम 3 च्या पोटकलम (2) अन्वये दिनांक 27 सप्टेंबर, 2011 रोजी स्थापित व महाराष्ट्र सार्वजनिक विद्यापीठे अधिनियम, 2016 (सन 2017 चा महाराष्ट्र विद्यापीठ अधिनियम क्रमांक 6) द्वारा संचालित राज्य विद्यापीठ)

(आस्थापना विभाग)

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Norms Set For The Discharge Of Functions In Gondwana University, Gadchiroli.

Section 4(1)(b)(iv)

MANUAL - 4

Sr. No.	Function / Activity	Time Frame / Norm	Authority Responsible	Authority for Grievances Redressal in Case of failure	Section	Remarks
1	Acknowledgement of Dak	Immediate	Jr. Clerk	Respective HOD	All Dept.	
2	Inward of letter	Immediate	Jr. Clerk			
3	Submission of Dak to HOD	On the day of Inward	Jr. Clerk			
4	Disposal of Urgent letter	Within 2 days from the remarks	Jr. Clerk/SO/Section In charge/HOD	Respective HOD	All Dept.	Including Typing
5	Disposal of Immediate Cases	Within 4 days	Jr. Clerk	Respective HOD	All Dept.	Including Typing
6	Disposal of General Letters	Within 7 Days	Jr. Clerk	Respective HOD	All Dept.	Including Typing
7	Replied to Star questions	At the earliest	Jr. Clerk/SO/Section In charge/HOD	Respective HOD	All Dept.	Including Typing
8	Dispatch of Letters	same day of receipt	Concerned Staff	Respective HOD	All Dept.	
9	Preparation of note	On Same Day	Jr. Clerk	Respective HOD	All Dept.	Including Typing
10	Preparation of information required by Higher Authority	2 Days	Jr. Clerk, ASO / SO	Respective HOD	All Dept.	With remarks

11	Movement of internal notes	Within 3 days	Both section in charge	Respective HOD	All Dept.	
12	Submission of notes to Higher Authority through S. O.	Same day after preparation of note	Jr. Clerk	Respective HOD	All Dept.	
13	Submission of notes with remarks by S. O. to H.O.D.	2 days	S. O.	Respective HOD	All Dept.	
14	Submission of notes with remarks by H.O.D. to higher authority.	2 days	H.O.D.	Respective HOD	All Dept.	
15	An order on note by higher Authority	3 days	Higher authority	Respective HOD	All Dept.	
16	Implementation of orders	Within 2 days from the remarks	In charge of the section	Respective HOD	All Dept.	
17	Discussion on file	2 Days	In charge of the section	Respective HOD	All Dept.	
18	Submission of items before various authorities for decision.	Immediately after due approval or as directed by higher authority.	In charge of the section.	Respective HOD	All Dept.	To be submitted to concern section.
19	Preparation of AGENDA for various meetings	As per Statue, Ordinances, Directions, Act.	Jr. Clerk/ Steno/ S.O./HOD	Respective HOD	All Dept.	
20	Preparation of MINUTES other than Senate	As per common status no. 4	Jr. Clerk/ Steno/ S.O.	Respective HOD	All Dept.	
21	Circulation of MINUTES/Resolution to various section.	As per common status no. 4	Section in charge	Respective HOD	All Dept.	
22	Compliances on resolutions of	As per common status no. 4	In charge of the	Respective HOD	All Dept.	

	various authorities		section.			
30	Recording of measurement of works	2 Days	Concerned Staff		Engineering Dept.	
31	Entries in Service Books	3 Days after approval	Concerned Staff		Administration	
32	Preparation of Personal Files & Service Books of New Joined Employees	2 Hours per candidate	Concerned Staff		Administration	
33	Filling of Log Book	Same day/Time to time	Concern Driver		Administration	Immediately after starting and completion of journey
34	Acceptance of Roster & proposals from affiliated Colleges.	Same day	Jr. Clerk		B. C. Cell	
35	Checking of Reservation of the posts in the advertisement.	Two days after receipt of the advt. from various Dept.	Section officer		B. C. Cell	
36	Enrollment of names of reserved category candidates in the register.	Maximum 15 Minutes per enrolment	Jr. Clerk	HOD	B. C. Cell	
37	Supply of List of Candidates belonging to reserved category to university affiliated Colleges.	Within 2 days from the date of receipt of demand	Section officer	HOD	B. C. Cell	
38	Scrutiny of Eligibility form	Minimum 300 forms per day portable	Jr./Sr. Assistant of Admission/Eligibility section	S.O./A.R.	Admission /Eligibility Section.	
39	Verification of Answer Books	Minimum 40 Answer Book per day per table	Section officer	HOD	Exam.	
40	Preparation of xerox copies of	Minimum 40 Answer Books	Xerox operator and		Exam.	

56	Keeping of Record in record room	One hour per Bundle	Jr. Asst.	HOD	Record room	Including classification
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(Dr. Anil Hirekhan)

Registrar

Gondwana University, Gadchiroli.