

Abdul Shal

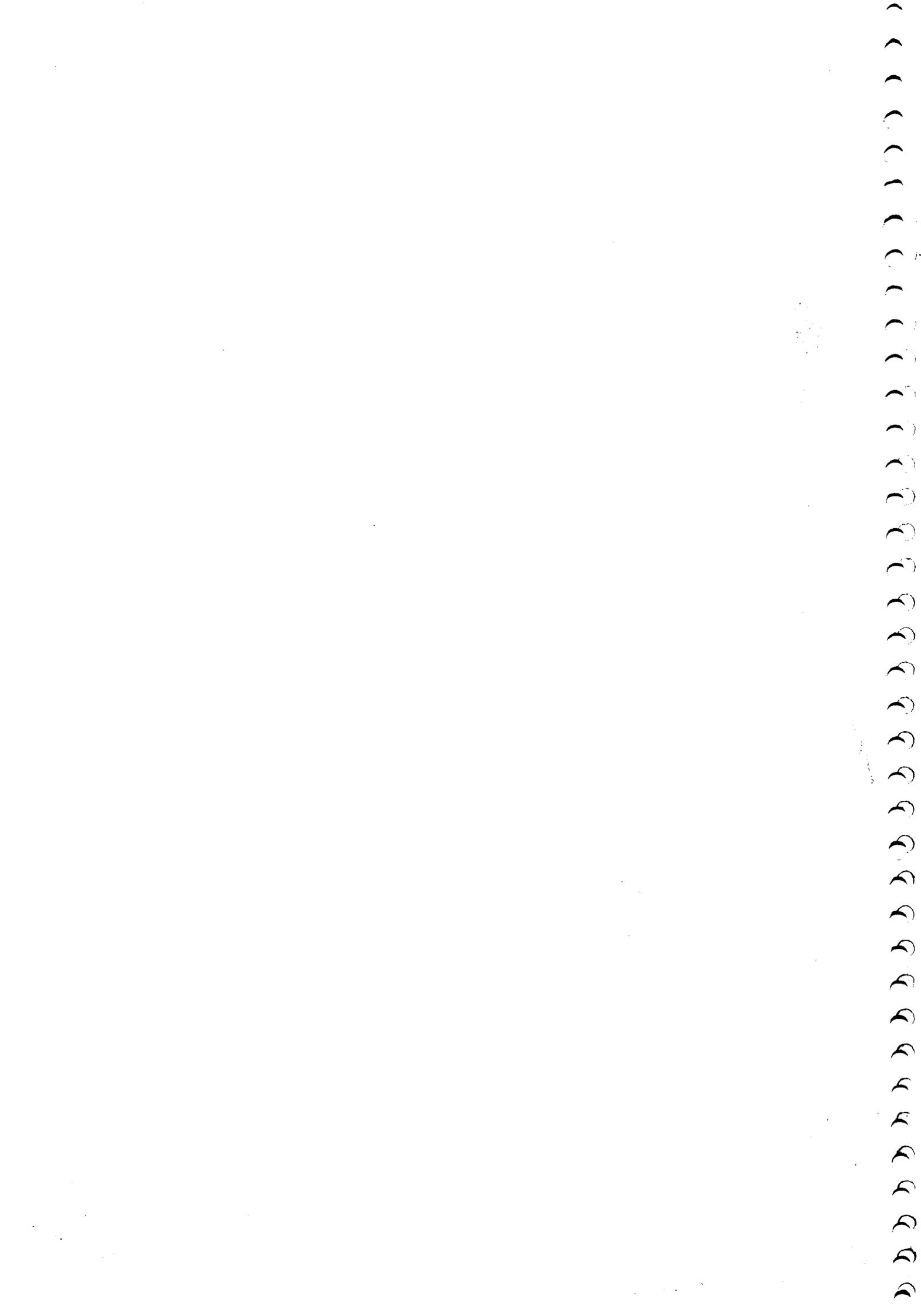
SHER - E - KASHMIR
UNIVERSITY OF AGRICULTURAL SCIENCES AND TECHNOLOGY
STATUTES

(Including amendments ending February, 1991)



NOTE:

- (1) * Indicates amendments and additions
- (2) UGC/Central pay scales have been substituted for pre-revised scales of pay appearing in the original statutes.



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SHER - E - KASHMIR
UNIVERSITY OF AGRICULTURAL SCIENCES AND TECHNOLOGY
POST BOX NO: 262, SRINAGAR.

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NOTIFICATION NO: 6 OF 1983
D A T E D: 10.11.1983

In exercise of powers vested in me under Section 40 of the "Sher-e-Kashmir University of Agricultural Sciences and Technology Act 1982" and as approved by the University Council and assented by the Chancellor, I, Prof. A.Ahmad, Vice-Chancellor hereby notify the "Sher-e-Kashmir University of Agricultural Sciences and Technology Statutes 1983" annexed hereto.

They shall come into force on 10th of November, 1983.

Sd/-
(Prof. A. Ahmad)
Vice-Chancellor

No: Au/Adm/S/117/83
Dt: 10. 11. 1983

No. & Date of Notifications under which various amendments/additions were made in SKUAST Statutes from time to time ending February, 1991.

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Notification No.	1 of 1985	Dated	22.5.1985
-do-	4 of 1985	Dated	3.7.1985
-do-	5 of 1985	Dated	8.7.1985
-do-	1 of 1987	Dated	10.1.1987
-do-	2 of 1987	Dated	10.1.1987
-do-	10 of 1987	Dated	23.7.1987
-do-	1 of 1988	Dated	16.1.1988
-do-	1 of 1989	Dated	20.3.1989
-do-	1 of 1991	Dated	6.2.1991

CHAPTER-I

SHORT TITLE, COMMENCEMENT, DEFINITIONS & INTERPRETATION

1. Short Title:-

These statutes which have been framed under sections 39 and 40 of the Sher-e-Kashmir University of Agricultural Sciences and Technology Act 1982 shall be called THE SHER-E-KASHMIR UNIVERSITY OF AGRICULTURAL SCIENCES & TECHNOLOGY STATUTES, 1983.

2. Commencement:

They will come into force on the dates to be notified by the Vice-Chancellor in accordance with the provisions of Section 40 of the Act.

3. Definitions:

In these statutes unless the context otherwise requires:-

- i) "Act" mean Sher-e-Kashmir University of Agricultural Sciences and Technology Act 1982.
- ii) "Clause" means a clause of these statutes.
- * iii) "Emoluments" means the sum total of pay, personal pay, Dearness Allowance, Additional Dearness Allowance and other allowances of regular nature including House Rent Allowance but excluding Medical Allowance and Travelling Allowance .
Note:- "While protecting the emoluments the House Rent Allowance shall be protected in the shape of House Rent Allowance".
- iv) "Employee" means an employee of the University including an officer of the University but excluding the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Financial Advisor.
- v) "Government" means the Government of Jammu and Kashmir.
- vi) "Officer" means an officer of the University including the Project Planning and Monitoring Officer except the Chancellor, the Pro-Chancellor and the Financial Advisor.
- vii) "Section" means a section of the Act.
- viii) "Service" means the Sher-e-Kashmir University of Agricultural Sciences and Technology Service.
- ix) Words and Expressions used in these statutes but not defined specifically shall have the same meaning as assigned to them in the Act.

4. Interpretation

If any question arises regarding the interpretation of these statutes the decision of the Chancellor thereon shall be final and binding.

APPOINTMENT OF OFFICERS AND TEACHERS OF THE UNIVERSITY

Definitions:

For purposes of this Chapter unless, the context otherwise requires:-

- i) "Teacher" means a Teacher as defined in the Act and includes.
 - a) Professor/Chief Scientist,
 - b) Associate Professor/Senior Scientist,
 - c) Assistant Professor/Junior Scientist, and
 - d) Persons conducting and/or guiding Teaching/Research/Extension Education Programmes of the rank of a, b, c and above and such other persons as may be declared by the statutes from time to time.
- ii) "Member of Service" means a person appointed to a post in the service under the provisions of this Chapter.
- iii) "Officer" means an officer of the University as defined in the Act including the Project Planning and Monitoring Officer except the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Financial Advisor.
- iv) "Selection Committee" means a selection committee as indicated against each post in the schedule annexed hereto.
- v) "Schedule" means the schedule annexed to this Chapter.

6. a) Method of Recruitment:-

Recruitment to the posts under this Chapter shall be made by:

- i) direct recruitment,
 - ii) transfer, and
 - iii) deputation.
- b) i) The Vice-Chancellor shall have a post, advertised indicating there-in the requisite qualifications to be possessed by a candidate prescribed in the schedule and may invite suggestions/recommendations from such persons/Institutions/agencies as he deems proper in connection with filling up of a vacancy.
- ii) Applications received in response to the advertisement shall be screened in the University office and the Vice-Chancellor shall finally select the candidates for being invited to appear before the selection committee for interview.
- Provided that the Vice-Chancellor shall have the power to place before the Selection Committee the names of suitable persons for their consideration alongwith the applications received in response to the advertisements, but such persons shall not be amongst those in the service of the University or those who have retired from its service.
- iii) After interviewing the candidates or considering them in absentia, as the case may be, the Selection Committee shall make its recommendations for each post.
 - iv) The recommendations of the Selection Committee shall be put up to the appropriate authority/Vice-Chancellor of the University as provided in the Act for consideration and approval.
 - v) For reason to be recorded, the appropriate authority/Vice-Chancellor of the University may, as the case may be, on the recommendations of the Selection Committee approve selection of any candidate in relaxation of the qualification as prescribed.
 - vi) The period of validity of any panel prepared by the Selection Committee and approved by the appropriate authority/Vice-Chancellor of the University shall be six months from the date of such approval.

- vii) In special cases where the Selection Committee is not able to recommend a suitable candidate the Vice-Chancellor may negotiate with suitable persons.

7. Age of Recruitment:

A person should not be less than 20 years and more than 55 years of age on the first day of January of the year in which the advertisement is issued in respect of a post by the University. Upper age limit may be relaxed in case of persons already in employment of the University and for the post of Officer/Professor and equivalent.

8. Merit:

Appointments shall be made on the basis of merit and suitability on the level of All India Competition, without any discrimination on account of race, creed, sex or class as envisaged in section 7 of the Act.

9. Probation:

Persons appointed against permanent/temporary posts shall be on probation for two years and their confirmation in the service shall be governed under J&K Civil Service (Classification Control & Appeal) Rules 1956 till statutes in this behalf maybe made under the Act. However, satisfactory completion of probation shall not mean automatic confirmation of an employee.

* Provided that the probation can be extended for a period upto one year by the appointing authority if the work and conduct of an employee is required to be watched for some more time.

10. Emoluments:

The University shall protect the emoluments drawn by an employee immediately before his appointment in the University under this Chapter. The Selection Committee may recommend sanction of advance increments in exceptional cases on the basis of merit either as an incentive or to compensate loss.

CHAPTER-III

RECRUITMENT OF EMPLOYEES OTHER THAN OFFICERS AND TEACHERS OF THE UNIVERSITY

11. Definitions:

For purposes of this chapter unless the context otherwise requires:

- i) "Member of service" means a person appointed to a post in the University under this Chapter.
- ii) "Schedule" means the schedules annexed to this chapter.
- iii) "Selection Committee" means the selection committee as indicated against each post in the schedules hereto.

12. General Administration Cadre:

The general administration cadre of the service shall consist of such posts as stand sanctioned on the day these statutes come into force and such number of them as may be sanctioned for each of its classes and categories from time to time by the University as indicated in schedule I.

13. Accounts Cadre:

The accounts cadre of the service shall ^{comprise} such posts as stand sanctioned on the day these statutes come into force and such number of them as may be sanctioned for each of its classes and categories from time to time by the University as indicated in schedule II.

14. Auxiliary Staff Cadre:

Auxiliary staff cadre of the service shall comprise such posts as stand sanctioned on the day these statutes come into force and such number of them as may be sanctioned for each of its classes and categories from time to time by the University as indicated in Schedule III.

15. Method of Recruitment:

- a) Appointment to the service shall be made:
 - i) by direct recruitment;
 - ii) by promotion/transfer;
 - iii) partly by direct recruitment and partly by promotion/transfer; and
 - iv) by deputation.

Note 1: In case a post is proposed to be filled up by deputation the University may advertise the post and consider suitable candidates for appointment on the recommendations of the Selection Committee and/or have a panel of names from government, ICAR or other agencies for consideration.

Note 2: Appointment to the posts in class VI categories (1) and (2) of schedule I shall be made in the manner as indicated in note (e) below that class.

- b)
 - i) The Vice-Chancellor shall have a post advertised indicating therein the requisite qualification to be possessed by a candidate as prescribed in the schedule annexed hereto. Applications received in response to the advertisement shall be screened in the University office and the Vice-Chancellor shall finally select the candidates for being invited to appear before the selection committee for interview.
 - ii) The recommendations of the selection committee shall be put up to the appropriate authority/officer of the University as prescribed in the Act for approval.

- * iii) For reasons to be recorded the appropriate authority/officer of the University as the case may be, on the recommendations of the selection committee may approve selection of any candidate in relaxation of the prescribed qualification and other conditions.
- iv) The period of validity of any panel prepared by the selection committee and approved by the appropriate authority/Vice-Chancellor of the University shall be six months from the date of such approval.

* 16. Age of Recruitment:

The upper and lower age limit for a direct recruit shall be the same as prescribed by the State Government from time to time for the direct recruitment of various employees to similar or equivalent categories provided that the limits may be relaxed for persons already in the service of the University/Government/Autonomous Bodies and provided further that Vice-Chancellor may grant relaxation in special cases in daily-wagers/adhoc appointees of the University upto 50% period of total stay of such daily-wager/adhoc appointee in the University for recruitment to post for which eligible.

17. Eligibility of University Employees for direct recruitment:

A person already in the University service may apply through proper channel for direct recruitment to a post in the service if he possesses the educational and other qualifications prescribed for recruitment to such class or category of post.

18. Probation:

Persons appointed against permanent/temporary posts directly or by promotion in any class, category in the service shall be on probation for a period of two years and their confirmation in the service shall be regulated under the provision of J&K Civil Service (Classification, Control and Appeal) Rules 1956 till the statutes in this behalf may be made under the Act. However, satisfactory completion of probation shall not automatic confirmation of an employee.

* Provided that the probation can be extended for a period upto one year by the appointing authority if the work and conduct of an employee is required to be watched for some more time.

19. Training and Examination:

Persons appointed to the service shall be required to undergo such training and/or pass such examination as the University may prescribe from time to time.

20. Reservation in making appointments:

While making appointment either by promotion or by direct recruitment reservation shall be made in accordance with the rules and orders issued from time to time for the members of schedule caste/schedule tribes or any other category or class of permanent residents of the State for whom reservation may be made under orders of the Government.

21. a) Seniority:

Seniority of the members of the service shall be maintained by the establishment section of the University and regulated in accordance with the statutes made or as may be made under the Act.

b) Emoluments:

The University shall protect the emoluments drawn by an employee immediately before his appointment in the University, under this Chapter. The Selection Committee may recommend sanction of advance increments in exceptional cases on the basis of merit either as an incentive or to compensate loss.

CHAPTER-IV

CONDITIONS OF SERVICE OF EMPLOYEES OF THE University

Age of retirement:

An employee of the University shall retire from service on the last day of month in which he attains the age of 60 years.

Notwithstanding anything contained in this Clause, extension in service may be granted to an employee beyond the age of retirement or a person may be re-employed by the University after his retirement, in special cases.

Note: "This shall not be applicable to the persons already retired from the University employment and old case, if any, shall not be re-opened".

Salary:

- i) Teachers shall be placed in the scales of pay as prescribed from time to time by the UGC.
- ii) Officers and other employees of the University shall be placed in UGC/Central Scales of pay as prescribed from time to time, as the case may be.
- iii) Deleted.
- iv) Employees placed in UGC/CENTRAL Scales of pay shall receive DA, ADA, adhoc DA/ Dearness pay/interim relief etc. on the rates admissible to Central Government employees from time to time.

Medical facilities:

Medical facilities shall be available to the employees of the University as admissible to the employees of State Government.

Leave :

Leave rules as applicable to the J&K State Civil Service in general shall mutatis mutandis apply to the employees of the University.

Discipline & conduct:

The J&K Government employee (Conduct) Rules 1971 and the J&K Civil service (Classification Control and Appeal) Rules 1956 shall mutatis mutandis apply to the employees of the University till statutes are made in this behalf under the Act.

7. Pension, Provident Fund and Gratuity:

- i) Every employee in the service of the University shall opt for pensionable/non-pensionable service mentioned below within a period of three months of his/her first appointment.
Provided that persons already appointed by the University at the time of enforcement of these statutes shall exercise option within a period of 3 months from the commencement of these statutes.
* Provided further that an employee who does not exercise the option within stipulated period shall be deemed to have opted for the pensionable service of the University.
- ii) The option once exercised shall be final.
 - a) Pensionable service
(General Provident Fund Plus Pension-cum-Gratuity).
- i) Pensionable service shall carry benefit of General Provident Fund plus pension-cum-gratuity as admissible to J&K State Government employees.

ii) In case of a transferred employee who opts for pensionable service and is absorbed by the University after exercise of option by him he shall cease to be a Government *servant* service and the previous qualifying service rendered by him in the Government shall be taken into account for purposes of determination of pension and gratuity at the time of retirement under the University.

b) Non-pensionable service.

(Contributory Provident Fund-cum-Gratuity)

- i) Non-pensionable service shall carry the benefits of Contributory Provident Fund-cum-Gratuity.
- ii) An employee shall subscribe compulsorily 10% of his pay every month towards the Fund and an equal amount shall be contributed by the University towards the fund in such case.
- iii) An employee may, however, subscribe to the fund at the rate higher than those specified above but the contribution by the University shall be limited to 10% of his pay only.
- iv) Gratuity at the time of retirement or relinquishing of a post shall be paid as admissible to the State Government employees under rules till statutes are made in this behalf under the Act.

Note 1

Transferred employees who are absorbed by the University and opt for non-pensionable service shall be retired by the Government from the Government service and will continue in the University service till the age of retirement in the University. Such employees shall be admitted to the benefits of Contributory Provident Fund-cum-Gratuity and on retirement from the Government service shall draw such proportionate pension as the Government may pay to them under rules, which amount shall be in addition to (as prescribed by the Government) their monthly salary to be paid by the University, while in the University service.

28. Protection of emoluments: -

- i) Emoluments of a transferred employee who was holding a pay scale of the State Government and is absorbed in the University service on a post carrying UGC scale of pay shall be fixed in the corresponding UGC scale protecting his emoluments irrespective of the basic pay or rates of allowances in the State scale of pay.

Provided that his pay in the corresponding UGC scale shall be fixed at such a stage that he/she shall not receive emoluments more than that received by him/her in the State scale of pay. In case there be no such stage in the UGC scale of pay, his pay shall be fixed at the stage next above.

Provided further that the above proviso shall not apply in such cases where the pay is fixed at the minimum of the UGC scale in which case the pay shall be fixed at the minimum UGC scale irrespective of the fact that an employee receives emoluments more than that received by him/her in the state scale of pay held by him/her previously.

Provided also that a teacher/employee so transferred who is required to be placed in the UGC scale of pay shall have option to retain the state scale of pay instead of the UGC scale. This option shall be exercised by him alongwith the exercise of option for the University service as provided under clause 31 of the Statutes. The option once exercised shall be final.

- ii) Employees other than teachers and officers who are placed in the scales of pay identical with the State Government scales of pay in the University shall be given the same pay and allowances which they would have received but for their absorption in the University service, at the time of initial fixation of pay in the University.

19.

Seniority and experiences:

- i) In case of transferred employees who are absorbed in the University service, their relevant experience and service rendered by them in a government department, shall count for promotion under the particular class, category and service in the University as the case may be.
- ii) As soon as the transferred employees are absorbed in the University, the University shall draw a combined seniority list of all the equivalent categories and classes as the case may be of all such employees including those appointed by the University in accordance with their dates of appointment and inter-se-seniority, if any in the particular class and category.
- iii) The service, if any, rendered by an employee of the University in a Government Department/ Autonomous Body immediately before his appointment in the University shall count for pension in respect of pensionable service of the University, if the service previously rendered is a pensionable one. However, in specific cases of hardship, such service shall also count for the purpose of determination of seniority in the University if the appointment in the University is made in a class, category and grade identical to that held by the employee immediately before such appointment in the University shall be decided in individual cases of merit under the order of the Vice-Chancellor.

20.

Advances:-

The University shall pay cycle Advance, Scooter Advance, Car Advance, and House Building Advance to its employees as admissible to State Government employees from time to time, subject to the availability of funds.

CHAPTER - V

EXERCISE OF OPTION BY GOVERNMENT SERVANTS
TRANSFERRED TO THE UNIVERSITY

31. The Government employees transferred to the University and treated as 'transferred employees' under section 50(4) of the Act shall be governed by the terms and conditions appearing here-in-after, for the purpose of exercise of option:-

- a) All temporary government employees whose service have been transferred to the University and who do not hold any permanent/quasi-permanent posts on substantive basis under the Government or such other temporary employees whose service are transferred to the University by the State Government in consultation with the University from time to time shall be deemed to have been appointed by the University and they shall cease to be Government servants forthwith:

Provided that:-

- i) They shall give a written notice to the State Government within six months from the date of commencement of these statutes that they may be permitted to revert to the government service & thereupon they shall be permitted to revert to the service of government to the extent suitable vacancies are available failing which their services may be liable to be dispensed with in terms of the Jammu and Kashmir Civil Service (Temporary Service) Rules 1961.
- ii) Every such individual deemed to be employed by the University shall be subject to the provisions of the Act and statutes and Regulations made thereunder, notwithstanding the fact that he/she may have given a notice to the government for reversion.
- b) i) All permanent/quasi-permanent employees whose services have been transferred to the University will be deemed to be transferred employees of the government and can be recalled by the government in consultation with the University. Such employees shall retain lien on the permanent posts which they held on a substantive basis and their service conditions shall be subject to the provisions of J&K Civil Service Regulations and Rules in force from time to time for the State Civil Service but shall be under the complete administrative control of the University for all practical purposes. Provided that they shall have the option either to continue as 'transferred employees' or to be absorbed in the University service. The option shall be exercised by them within a period of six months from the dates specified by the Vice-Chancellor through a general circular alongwith the terms they are likely to be governed, after being absorbed in the University service. In either case the option shall be communicated in the form prescribed by the Vice-Chancellor within the stipulated time to the persons nominated by the Vice-Chancellor.

Provided further that such option shall be open only to such government employee whose services stand transferred to the University on the date these statutes come into force.

* Provided further that the option shall be open to such government employees also whose services are transferred to the University alongwith Units from time to time on the same terms, conditions, procedure indicated above.

- ii) The options once exercised shall be final.
- iii) Immediately after ^{the} expiry of the stipulated period for exercise of option the Vice-Chancellor shall constitute a Screening Committee who shall recommend to the Vice-Chancellor within a period of time to be specified by him, from amongst the persons who have opted for the University, names of such persons whose services are suitable and beneficial for the University.
- iv) The Vice-Chancellor shall thereupon consider and with the approval of the Board declare such transferred employees to have been absorbed in the University service and they shall be treated as University employees forthwith.

32. The University shall not make permanent appointment against any post on which another government servant holds lien or would hold lien had his lien not been suspended, without prior approval of the State Government.
33. The transferred employees who do not opt for University service shall continue to be the Government employee on the posts held by them in substantive capacity until their death, retirement resignation or promotion to higher post and their seniority and promotional benefits shall remain intact in their parent departments.
34. No transferred employee shall be relieved by the University for appointment elsewhere without consent of the government. However, applications of transferred employees for posts elsewhere may be forwarded with necessary remarks by the University through the State Government.
35. If a transferred government employee accepts an appointment in any foreign service he will have to revert to the government service who will determine the terms of such foreign service.

CHAPTER - VI

FACULTY IMPROVEMENT PROGRAMME

36. Application:

Save as otherwise provided in this chapter, it shall apply to all persons under the employment of the University as Teachers including the 'Transferred Employees' as defined in section (50) of the University Act, except the employees who may be holding appointment on contract or ad-hoc basis or are on probation.

NOTE:

The transferred employees who are already undergoing postgraduate training in various disciplines of agricultural sciences and allied fields under orders of the state government shall continue to be governed by the terms and conditions specified under such order and such terms and conditions shall be deemed to be governed by this chapter in such case.

37. Definitions:

For purposes of this chapter unless the context otherwise requires:

i) Teacher

'Teacher' means any person under the employment of the University as defined in the Act and chapter-II herein and includes, Research Assistant, Demonstrator, Assistant Research Officer, or any other person of equal rank associated with teaching/research/extension education in the University.

ii) 'Admitting University/Institute' means an agricultural University or central institute of repute imparting postgraduate training in various disciplines of agricultural sciences and allied fields, outside the State.

NOTE:

Separate statutes may be framed for in-service employees as and when the University starts its own postgraduate programme.

iii) 'Competent authority' means Vice-Chancellor of the University.

iv) 'Bond' means an agreement entered into by the sponsored Teacher with the University as prescribed by the Vice-Chancellor.

v) 'Postgraduate training' means a course of study leading to the award of master's or doctoral degree in any basic or applied discipline of agricultural sciences and allied fields.

38. The university may sponsor any teacher under its employment belonging to the categories specified in Clause 36, for undergoing postgraduate training in various agricultural Universities or institutes of repute outside the state but within the country provided that:-

a) The postgraduate training is considered essential by the Vice-Chancellor for improvement of various programmes of the University.

b) The Teacher fulfills such pre-requisites for selection to postgraduate training as may be prescribed by the University or admitting University/Institute.

c) The teacher has applied for consideration of his/her sponsorship for postgraduate training in the manner and time schedule prescribed by the University.

d) The discipline for such postgraduate training specified by the Vice-Chancellor.

NOTE: 1

Any Teacher may arrange his/her admission in any agricultural university/institute of repute on his own provided that prior permission of the Vice-Chancellor is obtained by him. Sub-clause (d) of clause 38 shall apply in case of such teacher also.

NOTE: 2

Notwithstanding anything specified in Note: 1 above the clause 38 and its provisos may be relaxed, to the desired extent by the Vice-Chancellor in respect of teachers competing for fellowships offered by ICAR, UGC, CSIR or any other State/Central govt. Organization for postgraduate training in various disciplines of agricultural sciences and allied fields.

All categories of sponsored teachers shall be required to undergo postgraduate training. Agricultural universities/central institutes which prescribe course work and research, as combined requirements for the award of final degree.

Except as otherwise provided in this chapter, no teacher may be sponsored for master's degree by the University in case he/she has less than 5 years of total service and no teacher may be sponsored for doctoral programme in case he/she has less than seven years of total service.

NOTE:

Clause 40 may be relaxed by the Vice-Chancellor where there may be immediate need of personnel with postgraduate training to strengthen any discipline or starting a new discipline provided the teacher considered fulfills other requirements laid down in this chapter.

No teacher may be sponsored for postgraduate training if he/she has less than five years superannuate after the likely completion of postgraduate training.

Notwithstanding anything contained in these statutes, no teacher shall claim sponsorship postgraduate or any other training as a matter of right.

Teachers sponsored by the University for postgraduate training shall execute a Bond with University on the prescribed form.

No employee shall claim any change in his status, seniority, scale of pay or any other condition of service in lieu of his/her having acquired higher qualifications.

NOTE:

• Clause 44 shall not however apply to such benefits which would have accrued to the teacher, had he not been undergoing the postgraduate training.

During the training the sponsored teacher shall furnish to the University the date of his/joining the admitting university/institute for postgraduate training, trimester/semester reports, copy of thesis/synopsis duly signed by competent authority of the admitting university/institute, and on completion of the training the employee shall submit the following to the University.

- a) Certificate of having passed the examination and completed all the requirements of the degree programme duly signed by the competent authority of the admitting university/institute and a copy of his thesis.
- b) relieving certificate indicating date of submission of the thesis.
- c) all books, periodicals, journals or other such material purchased from out of the financial assistance received from the University.

The employee shall earn the annual increments for the period spent on postgraduate training under the sponsorship of the University provided that such increments shall be released only after employee fulfills the requirements laid down in the sub-clauses (a, b & c) of clause, 45.

The period spent on postgraduate training by the employee sponsored by the University, shall count towards his qualifying service for purpose of pension, gratuity and provident fund provided that the employee fulfills the requirements laid down in the sub-clause (a, b & c) of clause 45.

NOTE:

A teacher who may undergo postgraduate training on his own but with the permission of the University shall also be entitled to benefits under clause 46 and 47 provided that arrears on account of increments shall not accrue to such teacher but his salary on resumption of duties after he/she fulfills the requirements laid down in clause 45 shall be fixed including the increments.

48. An employee failing in fulfilling the obligations entered into by him in the bond which he/she has executed with the University in lieu of his sponsorship shall,

- a) be liable to refund all financial assistance received by ^{him}his/her during the period of training from the University or any other organisation/government agency for purpose of such training, except the salary.
- b) not qualify for benefits under Clause 46 and 47 above.
- c) be liable to such disciplinary action as the Vice-Chancellor may consider necessary except dismissal or removal from the service.

49. The teacher selected for undergoing postgraduate training shall be entitled to a maximum of two years sponsorship for master's degree and to a maximum of three years for doctoral degree.

50. Notwithstanding anything contained in clause 49 above the duration of sponsorship may be extended by maximum period of six months by the Vice-Chancellor provided that-

- a) the competent authority of the admitting university/institute recommends, with full justification, such extension in view of the nature of study programme and thesis research work.
- b) the competent authority of the University is satisfied that the grounds for extension are sufficiently substantial.

51. Any period over and above the maximum period specified for master's and doctoral Degree in the clauses 49 and 50 shall be treated as leave of whatever due to the teacher provided that the teacher submits satisfactory grounds for overstay through the competent authority of the admitting university/institute.

NOTE:1

In case the admitting university/institute suspends its session indefinitely or for a duration exceeding six weeks, the sponsored teachers shall join back the University and assume normal duties and such period shall not be counted towards the period of maximum duration of postgraduate training as provided in clauses 49 and 50.

NOTE:2

The sponsored teacher shall be entitled to second class railway fare and/or actual bus fare for resuming the duties and for joining back the admitting university/institute after the session is resumed there. Incidentals @ Rs. 20/- per day on the days of journey, to & fro may also be allowed.

52. Teachers sponsored by the University for postgraduate training shall be paid full salary for the entire period of training according to duration specified in clause 49 and 50.

53. The sponsored teachers shall be entitled to receive T.A. at the time of joining the admitting university/institute and at the time of joining back after completion of the training program.

54. For tours, outside the J&K State, connected with the training and allowed by the competent authority of the admitting university/institute, the teacher shall be allowed:-

- i) second class railway fare inclusive of reservation charges and/or actual bus fare;
- ii) daily allowance for a maximum period of 20 days per academic year.

NOTE:

For tours undertaken by the sponsored teacher for collection of materials or data for fulfilling any other requirements of training in Jammu and Kashmir State, he/she may be allowed only the actual bus fare from the university divisions/regional research stations to the places of experimentation and back as the case may be.

55. Sponsored teacher shall be entitled to reimbursement of cost of prescribed books, if any purchased by his/her upto a maximum of Rs. 1,000/- for the entire period of training subject to submission of cash memos in respect of such purchases.

56. Sponsored teacher shall be entitled to reimbursement of university fees in full excluding mess dues and other refundable deposits/fees.

A fixed grant of Rs. ^{1000/-}500/- for doctoral degree and ^{600/-}300/- for master's degree ^{will} shall be reimbursed to the sponsored teacher for purposes of thesis expenses.

vide
notification
No. 01/9/2557 dt
26.9.2007.

Sponsored teacher shall receive training allowance for the period of training as specified in clause 49 at the rate of Rs. ^{400/-}225/- per month for doctoral degree and Rs. ^{200/-}100/- per month for master's degree.

Financial assistance received by the sponsored teacher from sources other than the University, shall be refunded by him to the University provided that this clause shall not apply to fellowships received by a teacher through a competitive examination conducted by ICAR/UCC/CSIR or any other state/central government organisation.

Provided further that the recipients of such fellowships shall not be entitled to benefits specified under the clauses 54, 55, 56, 57 & 58.

CHAPTER-VII

60.

Residuary Matters:

In respect of matters required to be provided under section 39 of the Act and not provided herein before, the statutes in force in the University of Kashmir in respect of corresponding matters shall mutatis mutandis apply with such modifications, alterations or additions as the Vice-Chancellor may by order specify, till the statutes under the Act are made. Provided that the matters not covered by the aforesaid statutes of University of Kashmir shall be governed by such directions or instructions as may be issued by the Vice-Chancellor from time to time.

65.

RESIDENT INSTRUCTION PROGRAMME OF THE UNIVERSITY

11. Admission of students in the University and their enrolment and continuance as such:

Admission of the students to Resident Instruction Programme of the University and their enrolment and continuance as such, shall be governed in accordance with the Regulations framed by the Academic Council.

12. Fees which may be charged by the University:-

- a) The University fees shall be classified in the following main categories:-
- i) admission fee;
 - ii) tuition fee;
 - iii) medical fee;
 - iv) examination fee;
 - v) university registration fee;
 - vi) contribution to such educational, social and recreational funds as may be specified;
 - vii) hostel fee, where required, and;
 - viii) any other fee prescribed from time to time by the Regulations.
- b) The amount chargeable under each category at various levels of academic pursuit as well as the terms of payment and the provision of penalties for non-payment shall be laid down by the Academic Council in the form of Regulations.

63. Courses of study to be laid down for Degrees and Diplomas of University:-

- a) The Academic Council shall lay down courses of study in various subjects both at the under-graduate and postgraduate levels.
- b) The power to alter or abolish a particular course of study shall also lie with the Academic Council

64. Conditions under which students shall be admitted to the Degrees, Diplomas or other Course and the manner in which examination are to be held and their eligibility for the award of the Degree and Diplomas:-

- a) The conditions under which students shall be admitted to the Degree, Diplomas or other courses shall be laid down by the Academic Council.
- b) The examination shall be held on a continual basis providing for formal tests.
- c) Detailed procedure of examinations and conditions of eligibility for the award of Degrees and Diplomas in the light of the provisions under sub-clause (b) above shall be laid down by the Academic Council.
- d) The University shall grant:-
- i) Degrees of Bachelor of Sciences in Agriculture (B.Sc. Ag.); Veterinary Sciences and Animal Husbandry (B.V.Sc. & A.H.) and other Allied Sciences as instituted from time to time.
 - ii) Degrees of Master of science in various disciplines of Agriculture (M.Sc. Ag.) Veterinary Science and Animal Husbandry (M.V.Sc.) and other allied Sciences as instituted from time to time.
 - iii) Degrees of Doctor of Philosophy in various disciplines of Agriculture, Veterinary Sciences and Animal Husbandry and other Allied Sciences as instituted from time to time.

65. Conferment and withdrawal of Honorary Degrees/and Academic Distinctions:-

- a) The University shall, subject to confirmation by the Chancellor, have the power to confer honorary degrees and other Academic distinctions on the recommendations of the Academic Council.

- b) All proposals for the conferment of honorary degrees shall be made by the Committee consisting of the Vice-Chancellor, Directors and Deans and shall be placed before the Academic Council and the Board of Management for approval before submission to the Chancellor for confirmation.

66. Holding of convocations to confer Degrees and Diplomas:-

- a) All degrees, diplomas and honorary degrees shall be conferred by the University at a convocation.
- b) A convocation for conferring degrees and diplomas shall ordinarily be held at least once every year on a date to be fixed by the Vice-Chancellor in consultation with the Chancellor.

67. Institution of Fellowships, Scholarships, Teaching/Research Assistantships, Stipends, Fee Concessions, Medals and Prizes and the conditions for their award:-

The fellowships, scholarships, teaching/research assistantship, stipends, fee concessions, medals and prizes to be awarded shall be determined by the Board on the recommendations of the Academic Council.

68. Establishment and abolition of Hostels maintained by the University:

- a) The Board shall, on the recommendations of the Vice-Chancellor, establish or abolish hostels for the students of the University.
- b) No student of the University shall be permitted to reside outside the hostel maintained by the University except with the permission of the Head of the College/Dean of the Faculty.

*CHAPTER - IX

DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS
TO THE OFFICERS/EMPLOYEES OF THE UNIVERSITY

69. The officers, teachers and other employees of the University may exercise such administrative and financial powers as are specified in schedule I and schedule II of this Chapter subject to the control of the Vice-Chancellor and the superior officer concerned, provided that the Vice-Chancellor may at his discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modifications as he considers necessary.

Provided that the Vice-Chancellor may, by order authorise some other employee to exercise any of the powers to be exercised by a particular officer/Head of Divisions/Regional Stations and other employees if such officer/Head of Division/Regional Station/Employee is not in position to the extent he deems proper in such individual case.

PROVIDED FURTHER THAT THE VICE-CHANCELLOR MAY, BY ORDER, DELEGATE ADMINISTRATIVE/FINANCIAL POWERS TO THE INCHARGES OF OTHER UNITS/FARMS, OTHER THAN THE MAIN DIVISIONS AND REGIONAL STATIONS, TO THE EXTENT AND FOR THE PURPOSE AS THE VICE-CHANCELLOR MAY DEEM WITHIN THE LIMITS PRESCRIBED IN SCHEDULE I & II OF THIS CLAUSE.

70. No expenditure shall be incurred which does not have the act of appropriation and sanction.
71. Bills for pay and other charges duly sanctioned for the month of March and the previous months may be paid in anticipation of communication of budget.
72. Expenditure may also be incurred in emergent cases during the months of April and May in anticipation of communication of budget provided that such expenditure does not exceed the average monthly expenditure of the previous year.

*CHAPTER-X

Authorities of the University
Constitution, Powers and Functions thereof

73. UNIVERSITY COUNCIL:

- a) The University Council may delegate such of its powers conferred upon it under Section 11 of the Act to any of the authority or officer of the University as it may deem fit.
- b) The Registrar shall act as ex-officio non-member Secretary of the Council. In the absence of the Registrar, the Vice-Chancellor may nominate a person in the University service to act as non-member Secretary.
- c) The University Council shall meet at such place and dates as the Vice-Chancellor may direct after consulting the Chancellor or Pro-Chancellor.
- d) The Secretary shall, ordinarily ten days before each meeting, issue notice of the time, date and place of the meeting to the members of the Council, together with the agenda of the meeting. However, in special case or in respect of emergency meeting, the period of notice may be modified or suspended by the Vice-Chancellor.
- e) The Secretary shall cause the agenda to be placed before the Council after approval of the Vice-Chancellor to this effect.
- f) Four members (including co-opted members) shall form the quorum at a meeting of the Council. The presence of the Chancellor or the Pro-Chancellor shall, however, be essential.

74. BOARD OF MANAGEMENT:-

In addition to the powers laid down in Section 13 of the Act, the Board shall have the following functions:-

- a) To suggest to the State Government adoption of such programmes and policies which it considers necessary for the betterment and promotion of Agriculture in broader sense in the State.
- b) To recommend to the University Council creation, suspension or abolition of academic and non-academic posts of the rank of Associate Professor and Deputy Registrar and above on the recommendations of the Academic Council and the Vice-Chancellor, respectively.
- c) To delegate any of its powers to the Officers of the University as it may deem fit.
- d) To exercise any power in connection with the affairs of the University which has not been specifically assigned to any authority or officer of the University under the Act, Statutes and the Regulations on the advice of the Vice-Chancellor.
- e) The Registrar shall act as ex-officio non-member Secretary to the Board. In the absence of the Registrar, the Vice-Chancellor may nominate a person in the University service to act as non-member Secretary.
- f) The Secretary shall, ordinarily 10 days before each meeting, issue notice of the date, time and place of the meeting alongwith the agenda. In case of emergency meeting or special circumstances, however, the Vice-Chancellor may suspend or modify the period of notice.
- g) All matters to be considered in a meeting of the Board shall ordinarily be decided by ~~consensus~~ ^{consensus}. However, in case of difference of opinion, the matter will be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote on any matter and if the votes are equally divided, he shall have a second or the casting vote.

ACADEMIC COUNCIL:-

- a) In accordance with the section 14(3) of the Act, the members of the Academic Council other than the ex-officio members and the members referred in section 14(2) of the Act, shall hold office for a period of one year.
- b) The Registrar shall be ex-officio secretary of the Academic Council.
- c) The Secretary shall ordinarily give 10 days notice alongwith agenda before each meeting.
- d) The agenda of the Academic Council shall be prepared by the Secretary in consultation with the Director Resident Instruction and placed before the Academic Council with the approval of the Vice-Chancellor.
- e) In case of emergency or special circumstances, the Vice-Chancellor may call a meeting of the Academic Council suspending the notice period to the extent he deems fit. Quorum for such emergency meetings shall be 1/3 of the total strength of the members of Academic Council. In case such emergency meeting is adjourned for want of quorum, no quorum shall be essential for the next meeting, for transaction of the same business.

RESEARCH COUNCIL:-

- a) The Director Research shall act as Member Secretary of the Research Council (in accordance with section 16(1) of the Act.). In his absence a person in the University service shall be nominated by the Vice-Chancellor to act as Member Secretary.
- b) The Secretary shall give 10 days notice alongwith agenda before each meeting.
- c) The Research Council may meet twice a year on the dates to be fixed by the Vice-Chancellor. However, if required, the Vice-Chancellor may call any meeting in addition to the above.
- d) Quorum of the meetings of the Research Council shall be half of the total strength of the members of the Council. In case of emergency or special circumstances the Vice-Chancellor may call a meeting of the Research Council suspending the notice period to the extent he deems fit. Quorum for such emergency meetings shall be 1/3 of the total strength of members of the Research Council. In case such emergency meeting is adjourned for want of quorum, no quorum shall be essential for the next meeting for transaction of same business.
- e) All members of the Research Council other than ex-officio members shall hold office for a period of one year.

EXTENSION EDUCATION COUNCIL:-

- a) Director Extension Education shall act as Member Secretary of the Extension Education Council (in accordance with section 17(1) of the Act.). In his absence, a person in the University service shall be nominated by the Vice-Chancellor to act as Member Secretary.
- b) The Secretary shall give 10 days notice alongwith agenda before each meeting.
- c) The Extension Education Council shall meet at least once in a year and if required additional meetings may be called by the Vice-Chancellor.
- d) Quorum of the meetings of the Extension Education Council shall be half of the total strength of the members of the Council. In case of emergency or special circumstances, the Vice-Chancellor may call a meeting of the Extension Education Council suspending the notice period to the extent he deems fit. Quorum for such emergency meetings shall be 1/3 of the total strength of the members of the Extension Education Council. In case such emergency meeting is adjourned for want of quorum, no quorum shall be essential for the next meeting for transaction of the same business.
- e) All members of the Extension Education Council other than ex-officio members shall hold office for a period of one year.

78. FACULTIES:-

- a) In accordance with Section 18 of the Act, University shall have initially the following faculties:
 - i) Faculty of Agriculture for B.Sc.(Ag.)/B.Sc.(Forestry) programme.
 - ii) Faculty of Veterinary Sciences & A.H. for B.V.Sc. and A.H.programme.
 - iii) Faculty of Post Graduate Studies for M.Sc. (Ag.)/M.V.Sc./Ph.D Programmes
- b) The faculties shall have such divisions/disciplines/departments as determined by the Academic Council.
- c) The faculties shall ordinarily meet once in a year.
- d) The constitution of faculties shall be as under:-

1. Faculty of Agriculture:

- i) Dean of the faculty Chairman
- ii) All Directors and Deans of the University Members
- iii) All Professors/Chief Scientists in the discipline of Agriculture as determined by the Academic Council Members
- iv) One Associate Professor-cum-Senior Scientist and one Assistant Professor/Junior Scientist from each concerned Divisions/ Regional Station on rotation to be nominated by the Vice-Chancellor for a period of two years. Members
- v) One Associate Professor/Senior Scientist and one Assistant Professor/ Junior Scientist from the College of Agriculture on rotation to be nominated by the Vice-Chancellor for a period of two years. Members
- vi) One member not concerned with the University as the Vice-Chancellor may nominate. Member
- vii) Associate Dean/Chief Scientist College of Agriculture or one of the Senior teachers of the College nominated by Dean in case the Associate Dean of the College is Dean of the Faculty also. Member Secretary

2. Faculty of Veterinary Sciences:

- i) Dean of the Faculty Chairman
- ii) All Directors and Deans of the University Members
- iii) All Professors/Chief Scientists in the discipline of Veterinary Sciences Members
- iv) One Associate Professor/Senior Scientist and one Assistant Professor/Junior Scientist from each major discipline of the Division as identified by the Academic Council to be nominated by the Vice-Chancellor for a period of two years. Members
- v) One Associate Professor/Senior Scientist and one Assistant Professor/Junior Scientist from each Regional Station of Veterinary Sciences and A.H. to be nominated by the Vice-Chancellor on rotation for a period of two years. Members
- vi) One member not concerned with the University as the Vice-Chancellor may nominate. Member
- vii) One Head/Incharge of the Division in the Veterinary Faculty to be nominated by the Dean of the Faculty. Member Secretary

3. Faculty of Post Graduate Studies:

- i) Director Resident Instruction-cum-Dean Post Graduate Studies Chairman
- ii) All Directors and Deans of the University. Members
- iii) All Professors/Chief Scientists of the University. Members
- iv) One Associate Professor/Senior Scientist from each Division/ Regional Station of the University to be nominated by the Vice-Chancellor on rotation for a period of two years. Member
- v) One Assistant Professor/Junior Scientist from the fields of Veterinary Sciences and Agriculture to be nominated by the Vice-Chancellor on rotation for a period of two years. Member
- vi) One member not concerned with the University as the Vice-Chancellor may nominate. Member
- vii) One of the Professors/Chief Scientists to be nominated by the Director Resident Instruction Member Secretary

79. **FUNCTIONS OF EACH FACULTY:**

The functions of each faculty in respect of its jurisdiction shall be as follows:-

- a) To review teaching work and suggest improvements.
- b) To recommend to the Academic Council conditions to be prescribed for admission of students in the concerned faculty.
- c) To formulate for approval of the Academic Council standards for the evaluation of the programmes and attainment of studies.
- d) To consider the recommendations of the Board of Studies and to place the same before the Academic Council for approval.
- e) To perform such other functions as may be assigned to it by the Academic Council.

80. **BOARD OF STUDIES:**

In accordance with Section 18(4) of the Act, each faculty shall have a Board of Studies which shall constitute as under:-

- i) Dean of Faculty concerned Chairman
- ii) All Professors/Chief Scientists of the concerned faculty Members
- iii) All Associate Professor/Senior Scientists of the College of Agriculture in respect of Agriculture Faculty Members
- iv) All Associate Professor/Senior Scientists of the Divisions of Veterinary Sciences in respect of Veterinary Faculty. Members
- v) One Associate Professor/Senior Scientist from each Division/Regional Station to be nominated by the Vice-Chancellor on rotation for a period of two years in respect of Post Graduate Faculty. Members
- vi) Three Assistant Professors/Junior Scientists from the College of Agriculture in respect of Faculty of Agriculture to be nominated by the Vice-Chancellor on rotation for a period of two years. Members
- vii) Three Assistant Professors/Junior Scientists from the Faculty of Veterinary Sciences to be nominated by the Vice-Chancellor on rotation for a period of two years, in respect of Veterinary Faculty. Members
- viii) One teacher not below the rank of Associate Professor from the concerned Faculty to be nominated by the concerned Dean. Member Secretary

81. **FUNCTIONS OF THE BOARD OF STUDIES:**

The following shall be functions of a Board of studies:-

- i) To propose to the faculty concerned the courses of study and curricula for various programmes of instruction offered by that faculty.
- ii) To perform such other functions as directed by the concerned faculty from time to time.

82. **PLANNING COMMITTEE:**

The Board of Management shall constitute a Planning Committee which shall be an authority of the University in terms of Section 3(7) of the Act and constitute as under:

- i) Vice-Chancellor Chairman
 - ii) Director Research Member
 - iii) Director Resident-cum-Dean post graduate studies Member
- Instruction*

- | | | | |
|-------|------------------------------------------------------------------------------------------------------------------------------|-------|------------------|
| iv) | Director Extension Education | | Member |
| v) | Registrar | | Member |
| vi) | Comptroller | | Member |
| vii) | Estates Officer | | Member |
| viii) | One nominee of the Board of Management not in the University Service. | | Member |
| ix) | One or two persons to be co-opted by the Vice-Chancellor depending upon the nature of item to be considered in each meeting. | | Member |
| x) | Project Planning and Monitoring Officer | | Member Secretary |

83.

POWERS AND FUNCTIONS OF THE PLANNING COMMITTEE:

The powers and functions of the Planning Committee shall be:-

- a) To advise the Board of Management and other authorities of the University on matters relating to proper Planning and development of the University in accordance with its objectives.
- b) To evolve guidelines from time to time for the programme planning and implementation of any other matter which the planning Committee may consider necessary for proper implementation of the programmes of the University.
- c) To monitor the development of individual major projects and the University Project as a whole including any other matter pertaining to Planning and Development of the University which may be referred to it by the Vice-Chancellor or any authority of the University.
- d) The Planning Committee shall ordinarily meet twice a year and the quorum for such meetings shall be one-half of the total strength of the members of the Planning Committee. However, the Vice-Chancellor may in special circumstances if need be call a special meeting of the Planning Committee in addition to that indicated above. Quorum for such emergency meeting shall be one-third of the total strength of members of the Planning Committee. In case such emergency meeting is adjourned for want of quorum, no quorum shall be essential for the next meeting for transaction of the same business.

*CHAPTER - XI

CREATION OF POSTS

CREATION OF POSTS:-

Creation of posts in the pay scale the maximum of which does not exceed Rs. *2600/- will be within the competence of the Vice-Chancellor in consultation with the Financial Advisor. *Creation of all other posts shall be within the competence of the Board of Management.

*CHAPTER - XII

ALLOWANCES PAYABLE TO THE MEMBERS OF THE
AUTHORITIES AND COMMITTEES OF THE UNIVERSITY

Members of Authorities and Committees of the University excluding ex-officio members thereof shall be granted travelling and daily allowances at the rates admissible in the University or the rates applicable to them in their parent organisations, which-ever they choose. The non-official members who do not hold any office or are retired employees of Government/ Autonomous Bodies shall be paid at the highest rates admissible in the University.

*CHAPTER - XIII

ALLOWANCES PAYABLE TO THE EMPLOYEES OF THE
UNIVERSITY FOR HOLDING CHARGE OF ADDITIONAL POSTS

When an employee of the University is given additional charge of a higher post or an equivalent post by the appointing authority and such employee has to discharge the plenary responsibilities of the additional post he shall be given charge allowance at the rate of 10% of initial pay of the post of which additional charge is held. The charge allowance in such cases shall be sanctioned by the authority who is competent to make appointment to the post of which the additional charge is held.

*CHAPTER - XIV

OFFICERS OF THE UNIVERSITY - MANNER
OF APPOINTMENT, FUNCTIONS AND DUTIES

In addition to those mentioned in item (i) to (ix) of Section 22 of the Act, the following shall be the officers of the University as hereby declared under item (x) of the said section:-

- i) Project Planning and Monitoring Officer
- ii) Estates Officer

Director Resident Instruction, Director Research, Director Extension Education, Comptroller and Librarian shall have the functions and duties as specified in Section 28(1), 28(2), 28(3), 28(6) and 28(7) of the Act respectively and shall be appointed as prescribed in Clause 5 to 10 (Chapter II) of SKUAST Statutes, 1983.

DEANS:-

- i) The functions and duties of Deans of Faculties shall be as specified in Section 28(4) of the Act.

- * ii) The Deans of the Subject Matter Faculties (i.e. Agriculture, Veterinary Sciences etc.) shall be nominated by the Chancellor from amongst the Associate Dean, Professors in the Divisions and Officers of the University holding basic and Post Graduate Degree in the concerned Faculty for a period of three years on rotation. Vide Section 28(1), of the Act, Director Resident Instruction shall function as Dean P.G.

90. **PROJECT PLANNING AND MONITORING OFFICER:-**

The Project Planning and Monitoring Officer shall be appointed as prescribed in Clause 5 to 10 (Chapter II) of SKUAST Statutes, 1983 and shall have the following duties and functions:-

- a) to assist the Vice-Chancellor and the authorities of the University in the matters relating to planning and development of the University;
- b) to prepare annual development plan in consultation with Comptroller and other officers/employees of the University;
- c) to advise in the preparation of Budget Estimates of the University, creation of posts and other special facilities in accordance with the University programmes and Project;
- d) to monitor the major programmes of the University and to compile the information on the various activities in consultation with various functionaries of the University and submit to the Vice-Chancellor in the form of annual report;
- e) to compile quarterly progress reports;
- f) any other duty assigned by the Vice-Chancellor from time to time.

91. **ESTATES OFFICER:-**

Estates Officer shall be appointed as prescribed in Clause 5 to 10 (Chapter II) of SKUAST Statutes and shall have the following functions and duties:-

- a) to assist, arrange and supervise, maintenance, repair and construction of University buildings, fittings, roads, fencing, drains, channels, play grounds, parks and land other than the land comprising agricultural farms;
- b) to assist, arrange and supervise maintenance, repair installation and construction of the utility services viz. water supply, electricity, power, fire protection etc,
- c) to prepare the annual works budget of the University;
- d) to maintain upto date record of all the immovable property and works stores of the University;
- e) to process procurement and disposal of immovable property of the University;
- f) any other duties assigned by the Vice-Chancellor from time to time.

For nomination of Deans of Subject-matter Faculties, in terms of clause 89(ii), Hon'ble Chancellor has approved that Professors/Associate Deans, besides holding the U.G/P.G. degree in the concerned Subject-matter Faculty, must have atleast 3 years experience in the rank of University Professor.

REGISTRAR:-

In addition to those mentioned in Section 28 (5) of the Act, the Registrar shall:-

- a) be responsible for registration of students of the University and maintain the records of all degrees and diplomas conferred by the University;
- b) publish the results and issue semester reports and transcripts on the prescribed proforma in accordance with the regulations;
- c) maintain and process the records of all post-graduate students and Resident Instruction Programme for the Director Resident Instruction-cum-Dean P.G;
- d) assist and process all establishment matters of the University viz. recruitment, promotion, leave, transfer, disciplinary action and maintenance of service records of all the employees of the University;
- e) any other duty assigned by the Vice-Chancellor from time to time.

*CHAPTER - XV

TERMS AND CONDITIONS OF SERVICE
OF THE VICE-CHANCELLOR

In addition to the conditions laid down in Section 25 of the Act, the Vice-Chancellor shall be entitled to:-

- a) Salary, Provident Fund, Gratuity etc. as mutually agreed upon and approved by the Chancellor.
- b) Free official accommodation fully furnished befitting his status and motor vehicles and maintenance thereof by the University.
- c) Actual expenses in travelling by Air/ACC etc. with his family and family effects to take up his duties and on relinquishing office to return to his place of posting/home.
- d) Full medical facilities and reimbursement of medical expenses for self and family.
- e) Leave as admissible to the senior officers of All India Services.
- f) Any other terms/conditions as mutually agreed upon and approved by the Chancellor.

Schedule I to Chapter-II

SL. No.	Designation of the post	Qualification for direct recruitment	Composition of Section Committee
1	2	3	4
1.	Director Resident Instruction-cum-Dean Post-graduate Studies (4500-7300) UGC Scale + Rs:400/- Special Pay.	<p><u>Essential</u></p> <ul style="list-style-type: none"> i. Doctorate degree in any branch of Agriculture/ Veterinary or allied Sciences. ii. *15 years experience of teaching and research of which *7 years should be in the rank of Professor or equivalent in an Agricultural University or Research Institute. <p><u>Desirable</u></p> <ul style="list-style-type: none"> i. Evidence of leadership and outstanding achievements in teaching and organising teaching. ii. Good knowledge of modern agricultural educational system. 	<ul style="list-style-type: none"> i. Vice-Chancellor Chairman ii. 3 experts with experience of working in scientific/ educational institutions in administrative capacity not below the rank of Director, from outside the State to be nominated by the Vice-Chancellor from a panel approved by the Board. Members iii. A representative of the State Government not below the rank of Secretary to Government. (Quorum of the Committee shall be of 3 members with one expert from outside). Member

1	2	3	4
2.	<p>Director Research, (4500-7300) UGC Scale + Rs. 400/- Special Pay.</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> i. Doctorate degree in any branch of Agriculture/Veterinary or allied Sciences. ii. *15 years of teaching and/or research experience of which *7 years should be in the rank of Professor or equivalent in an agricultural University or research institute. <p><u>Desirable</u></p> <p>Evidence of leadership & outstanding achievements in research and organising research,</p>	<ul style="list-style-type: none"> i. Vice-Chancellor Chairman ii. 3 experts with experience of working in Scientific / educational institutions in administrative capacity not below the rank of Director, from outside the State to be nominated by the Vice-Chancellor from a panel approved by the Board. Members iii. A representative of the State Government not below the rank of Secretary to Government. Member <p>(Quorum of the Committee shall be of 3 members with one expert from outside).</p>
3.	<p>Director Extension Education, (4500-7300) UGC Scale + Rs.400/- Special Pay.</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> i. Doctorate degree in any branch of Agriculture/veterinary or allied Sciences. ii. *15 years experience of extension/ research/teaching out of which *7 years should be in the rank of Professor or equivalent in an agricultural University / department or agricultural institution or a Government department where extension work constitutes one of the main activities. 	<ul style="list-style-type: none"> i. Vice-Chancellor Chairman ii. 3 experts with experience of working in scientific / educational institutions in administrative capacity not below the rank of Director from outside the State to be nominated by the Vice-Chancellor from a panel approved by the Board. Members

1	2	3	4
	<p>iii. Familiarity with the rural society of the State and knowledge of the State language and local language.</p> <p><u>Desirable</u></p> <p>i. Evidence of conducting and organising extension work in agriculture or allied fields.</p> <p>ii. Evidence of research/teaching experience in agriculture/veterinary or allied Sciences.</p> <p>* Note :- Deleted</p> <p><u>Essential</u></p> <p>i. Ist class Master's degree in agriculture / Veterinary or allied Sciences.</p> <p>ii. *15 years experience of teaching/research/planning/development / administration in an agricultural institution/department of which *7 years should be in the rank of Associate Professor / Deputy Director/ or equivalent.</p> <p>iii. Experience of Project Planning in the field of Agricultural education/research/extension.</p> <p><u>Desirable</u></p> <p>i. Knowledge of agricultural university system.</p>	<p>iii. A representative of the State Government not below the rank of Secretary to Government.</p> <p>(Quorum of the Committee shall be of three members with one expert from outside).</p>	<p>Member</p>
<p>4. Project Planning and Monitoring Officer, (4500-7300) UGC Scale</p>		<p>i. Vice-Chancellor.</p> <p>ii. 3 experts from outside the State to be nominated by the Vice-Chancellor from the panel of names approved by the Board.</p> <p>iii. One representative of the State Government not below the rank of Secretary to Government.</p> <p>(Quorum of the Committee shall be of three members with one expert from outside).</p>	<p>Chairman</p> <p>Members</p> <p>Member</p>

1	2	3	4
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5. Registrar
(4500-7300) UGC Scale

Essential

- i. *1st Class Master's degree (Preferably Agriculture/ veterinary or allied Sciences).
- ii. *15 years administrative / academic experience in University / Government/ autonomous body of which *8 years should be in the rank of Associate Professor/ Deputy Registrar or equivalent.
- iii. Experience of establishment work, personnel management and knowledge of service rules.

Desirable

- i. Knowledge of modern agricultural education system.
- ii. Degree in Law.

- i. Vice-Chancellor Chairman
 - ii. 2 experts from outside the University to be nominated by the Vice-Chancellor, from the panel of names approved by the Board. Members
 - iii. One of the Directors of the University to be nominated by the Vice-Chancellor. Member
 - iv. One representative from the State Government not below the rank of Secretary. Member
- (Quorum of the Committee shall be of three members with one expert from outside).

Note:-

In case of deputation, a Selection scale IAS Officer or equivalent from administrative cadre.

6. Comptroller,
(4500-7300) UGC Scale
* 4500-6300

Essential

- i. B.Com or equivalent degree.
- ii. Should have passed subordinate accounts service examination of State or Central Government or equivalent or a higher examination and have experience of service in Government/University/autonomous body for a minimum period of *20 years out of which *10 years should be in a senior supervisory capacity, not below the rank of Deputy Comptroller.

- i. Vice-Chancellor. Chairman
- ii. 2 experts from outside the University to be nominated by the Vice-Chancellor from the panel of names approved by the Board. Members
- iii. Financial Advisor of the University. Member
- iv. Representative of the State Government not below the rank of Secretary. Member

OR

1	2	3	4
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A qualified Chartered Accountant with 10 years experience.

v. One of the Directors to be nominated by the Vice-Chancellor. Member
 (Quorum of the Committee shall be of three members with one expert from outside).

Notes:-

In case of deputation a senior officer in the selection scale of accounts cadre or equivalent and above.

7. *Professor/Chief Scientist/Associate Dean/Associate Director and equivalent (4500-7300) UGC Scale.

Essential

- i. Doctorate degree in the subject concerned (in case of Associate Dean/ Associate Director or Chief Scientist Incharge Regional Station, Doctorate Degree in any branch of agricultural / veterinary and allied sciences or in specified disciplines as the case may be).
- ii. *12 years teaching and/or research experience (not below the rank of Assistant Professor) in the concerned subject, out of which 5 years should be in the rank of Associate Professor or equivalent.
- iii. Good research experience as evidenced by publications.

Desirable

- i. Ability to provide leadership in the subject/discipline.
- ii. Administrative experience in a teaching/research institution.

- i. Vice - Chancellor Chairman
- ii. *3 experts from outside the State to be nominated by the Vice-Chancellor from the panel of names approved by the Board. Members
- iii. Director Resident Instruction-cum-Dean, Post-graduates Studies. Member
- iv. Director Research/ Extension Education (one of these Directors to be nominated by the Vice-Chancellor, depending upon nature of the post to be filled up). Member
- v. One representative of the State Government not below the rank of Secretary to Government. Member
 (Quorum of the Committee shall be of three members with one expert from outside).

1	2	3	4
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*Note:-i. Deleted.

- ii. For the post of Associate Dean */Associate Director, adequate teaching/research experience will be essential.
- iii. For the post in the field of Extension Education, adequate experience in the field of Extension Education will be essential.
- iv. Requirements of professional degree shall be deemed as essential qualification for certain posts e.g. agronomy/horticulture/veterinary sciences, etc. to be specified by the University.
- v. In case of candidates who hold post-graduate qualification in other subject/discipline but have been working in the discipline concerned, additional two years of experience will be required over and above the minimum prescribed period.

8. Associate Professor /
Senior Scientist/
Deputy Director Research/
Extension or equivalent
(3700-5700) UGC Scale

Essential

- i. Doctorate degree in the subject concerned. *(Deleted)
- ii. 7 years experience of teaching and/or research in the subject concerned out of which four years should be in the rank of Assistant Professor or equivalent.

Desirable

- i. Research Experience as evidenced by publications.

- i. Vice-Chancellor Chairman
- ii. 2 experts from outside the State to be nominated by the Vice-Chancellor from a panel approved by the Board. Members
- iii. Director Resident Instruction-cum-Dean, Postgraduate Studies. Member
- iv. Director Research/Extension Education (one of them to be nominated by the Vice-Chancellor depending upon nature of the post to be filled up.) Member
- v. One representative of the State Government not below the rank of Secretary to Government. Member

* Deleted.
(Quorum of the Committee shall be of three members).

1	2	3	4
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Notes-

- i. Requirements of Professional degree shall be deemed as essential qualification for certain posts e.g. agronomy / horticulture / veterinary sciences, etc. to be specified by the University.
- ii. *Deleted.
- iii. * In the discipline of veterinary Sciences & Animal husbandry, agricultural engineering, home science and forestry, doctorate degree relaxa-ble. Candidates selected and appointed without doctorate degree will, however, be required to obtain Ph.D within 6 years of their joining failing which increments will be stopped.
- iv. In case of candidates who hold post-graduate qualification in other subject/discipline but have been working in the discipline concerned, additional two years of experience will be required over and above the minimum prescribed period.

Essential

- i. High Second class master's degree or equivalent post - graduate qualification in the concerned subject.
- ii. Two years experience of teaching/research or extension education as the case may be.

OR

Ph.D degree in the subject concerned.

- i. Vice-Chancellor or his nominee. Chairman
- ii. 2 experts from outside the University to be nominated by the Vice-Chancellor from the panel of names approved by the Board. Members
- iii. Director Resident Instruction-cum-Dean, Postgraduate Studies. Member
- iv. Director Research/Director Extension Education (one of them to be nominated by the Vice-Chancellor, depending upon nature of the post to be filled up). Member

9. Assistant Professor/
Junior Scientist or
equivalent
(2200-4000) UGC Scale

Y/B CPE →
FCPE → 8000-12500
SCPE → 15600-29100 P 6000

1	2	3	4
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v. One representative from the State Government not below the rank of Additional Secretary to Government. Member

* vi. Deleted.
 * vii. Dean of the subject matter Faculty depending upon the nature of post. Member

(Quorum of the Committee shall be of three members with one expert from outside).

Notes:-

- i. In case of candidates who hold post-graduate qualification in other subject / discipline but have been working in the discipline concerned, additional two years of experience will be required over and above the minimum prescribed period.
- ii. Requirement of professional degree shall be deemed as essential qualification for certain posts e.g. agronomy, horticulture, veterinary sciences etc. to be specified by the University,
- iii. In the discipline of veterinary science and animal husbandry, agricultural engineering, home science and forestry experience is relaxable.

* IV. Candidates working in development departments of state are also eligible for the post of Assistant Professors/Senior Scientist provided they have two years experience and Ist class Masters degree in relevant discipline. (1)

Cancelled

* (1) Inserted vide Notification No: 01 of 1998 dt. 07-11-1998.

1	2	3	4
10.	University Librarian, (4500-7300) UGC Scale. Δ 4800-6300	<u>Essential</u> i. Doctorate degree in library sciences, relaxable to high 2nd class master's degree in library sciences in case of candidates with exceptionally distinguished achievements or brilliant academic record. ii. *12 years experience in a library of repute preferably an agricultural university / institute out of which 6* years should be in the rank of Associate/ Deputy Librarian or equivalent.	i. Vice-Chancellor. Chairman ii. 2 experts from outside the State to be nominated by the Vice-Chancellor from a panel approved by the Board. Members iii. Director Resident Instruction-cum-Dean, Postgraduate Studies. Member iv. One representative of State Government not below the rank of Secretary to Govt. Member
		<u>Desirable</u> i. Knowledge of State language and/ or a foreign language viz. Russian, German and French.	(Quorum of the Committee shall be of three members with one expert from outside).
11.	Deputy/Associate Librarian, (3700-5700) UGC Scale	<u>Essential</u> i. High Second class Master's degree in library science. ii. 7 years experience in a library of repute preferably in an agricultural University/ institution out of which 4 years should be in the rank of Assistant Librarian.	i. Vice-Chancellor. Chairman ii. Director Resident Instruction-cum-Dean, Postgraduate studies. Member iii. 2 experts from outside the University to be nominated by the Vice-Chancellor from a panel approved by the Board. Members iv. One representative from the State Government not below the rank of Secretary to Govt. Member
		<u>Desirable</u> i. Doctorate degree in library sciences. ii. Knowledge of the State language and one foreign language viz. Russian, German, French. iii. Master's degree in science preferably biological sciences.	(Quorum of the Committee shall be of three members with one expert from outside).

12 Assistant Librarian,
(2200-4000) UGC Scale

- Essential**
- i. Second class graduate preferably in biological sciences with high second class master's degree in library sciences.
 - ii. 3 years experience as Senior Library Assistant or equivalent in the scale not less than 1740-3000.
 - iii- 03 Years experience as Senior Library Assst, Library Assst or equivalent in the ~~scale~~ scale of pay not less than Rs. 5500-9000

- i. Vice-Chancellor. Chairman
- ii. 2 experts from outside the University to be nominated by the Vice-Chancellor from a panel approved by the Board. Members
- iii. Director Resident Instruction-cum-Dean, Postgraduate Studies. Member
- iv. University Librarian. Member
- v. One representative of the State Government not below the rank of Additional Secretary. Member

(Quorum of the Committee shall be of three members with one expert from outside).

A NOTIFICATION NO: 01 OF 2004 24-1-2004

13. Estates Officer
(4500-7300) UGC Scale
4500-6300

- Essential**
- i. Second class Bachelors degree in Civil Engineering.
 - ii. *20 years experience of Civil works in University, Institution, Project, Government, PWD out of which 10 years in the rank of Deputy Estates Officer/Executive Engineer.

- i. Vice-Chancellor Chairman
- ii. 2 Experts from outside the University from amongst a panel approved by the Board of Management. Members
- iii. One of the Directors to be nominated by the Vice-Chancellor. Member

- iv. One representative of the State Government not below the rank of Secretary to Government. Member

(Quorum of the committee shall be of three members).

Note:-
* In case of deputation a Senior Superintending Engineer from Government or autonomous body or Organisation.

A NOTIFICATION NO: 01 OF 1994 DT: 8-4-1994

1	2	3	4
14.	Assistant Students Welfare Officer (2200-4000) UGC Scale	<u>Essential</u> i. Master's degree in physical Education or in Agriculture and allied sciences. ii. Three years experience in the rank of Demonstrator/ Research Assistant/Physical Instructor and equivalent.	i. Vice-Chancellor Chairman ii. 2 experts from outside the University from amongst a panel approved by the Board of Management. Members iii. One of the Directors to be nominated by the Vice-Chancellor. Member iv. One representative of the State Government not below the rank of Additional Secretary to Government. Member (Quorum of the Committee shall be of 3 members).
		<u>Desirable Qualifications-</u> i. Experience of Hostel Management in a college and organisation of sports and other co-curricular activities.	

Schedule II to Chapter II
Career Advancement Scheme for Teachers

1. Every Assistant Professor/Junior Scientist & equivalent will be placed in the senior scale of Rs.3000-5000 if he or she has :
 - a) completed 8 years of service after regular appointment as Assistant Professor/Junior Scientist.
 - b) participated in two refresher courses/Summer Institutes each of approximately four weeks' duration.

or

any other appropriate continuing education programmes of comparable quality as may be specified.

or

advanced/specialised trainings of approximately 4 weeks' duration within or outside the country, except post doctoral assignments.

or

published 2 full length research papers in journals of recognised societies/journals of ICAR/CSIR and other national level research organisations as first author and these papers shall not be based on M.Sc/Ph.D research work.
 - c) consistently satisfactory performance appraisal reports.
2. Placement in the senior scale will be through process of screening/selection by a committee to be constituted by the Vice-Chancellor.
3. Every Assistant Professor/Junior Scientist and equivalents in the senior scale will be eligible for promotion to the post of Associate Professor/Senior Scientist in the pay scale of Rs.3700-5700 if he or she has:
 - a) completed 8 years of service in the senior scale provided that requirements of 8 years will be relaxed if the total service as Assistant Professor/Junior Scientist is not less than 16 years;
 - b) obtained a Ph.D degree;
 - c) made some mark in the areas of scholarship & research as evidenced by self assessment, reports of referees, quality of publications, contribution to education innovations, design of new courses and curricula etc;
 - d) participated in 2 refresher courses/Summer Institutes each of approximately 4 weeks' duration;

or

engaged in any other appropriate continuing education programme of comparable quality as may be specified;

or

advanced/specialised trainings of approximately 4 weeks' duration within or outside the country, except post-doctoral assignment.
4. Promotion to the post of Associate Professor/Senior Scientist will be through process of selection by the Selection Committee as specified in Schedule I of Chapter II for direct recruitment to the posts of Associate Professor/Senior Scientist.
5. Posts of Associate Professor/Senior Scientist & equivalent for this purpose will be created by upgrading a corresponding number of the posts of Assistant Professor/Junior Scientists.
6. Those Assistant Professors/Junior Scientists in the senior scale who do not have Ph.D degree and who do not meet the scholarship and research standards of Associate Professor/Senior Scientist but fulfil other criteria mentioned vide (3) above, and have a good record in teaching and or participation in extension education activities will be placed in the grade of Rs.3700-5700 subject to the recommendations of the Committee prescribed vide (4) above. Such Assistant Professors will be designated as Assistant Professor/Junior Scientist, (Selection Grade).

Explanations

- i) The Assistant Professors/Junior Scientists who may be placed in the selection grade vide (6) above, could offer themselves for a fresh assessment after obtaining Ph.D Degree and fulfilling other requirements for promotion as Associate Professor/Senior Scientist and if found suitable by the Committee specified vide (4) above, could be given the designation of Associate Professor/Senior Scientist.
- ii) For placement in senior scale, the requirement of 8 years of service after regular appointment as Assistant Professor/Junior Scientist shall be relaxed to 5 years for such Assistant Professor/Junior Scientists who may be possessing Ph.D degree.
- iii) ^{or equivalent} In case of Assistant Professors who were transferred to the University along with research/ teaching/ training units and opted for and were absorbed into University service, the period of service rendered after M.Sc degree in the unrevised state pay scale of Rs.1050-1710 and above will be counted for computation of service required for placement in the senior scale/selection scale or promotion to the post of Associate Professor/Senior Scientist.
- iv) If the placement in the senior / selection scale / promotion to the post of Associate Professor-cum-senior Scientist of Assistant Professor/Junior Scientist is rejected by the Selection Committee specified vide (2) & (4) above, they will appear again before the relevant selection committee after a period of two years subject to a maximum of 2 chances after the first evaluation by the Selection Committee provided that such Assistant Professor/Junior Scientist shall be eligible for re-consideration after expiry of only one year if he complete his Ph.D between the date of his earlier rejection and the date of re-consideration.
- v) The posts which may be upgraded for the purposes of this scheme will not be considered to have been created for any other purpose.

Director of Technical Administration

Schedule I to Chapter III (General Administration Cadre)

Class	Category	Designation of the post	Minimum qualifications for direct recruitment	Method of recruitment	Selection Committee
1	2	3	4	5	6
I	1	Dy.Registrar (Establishment) (3700-5700), UGC Scale		i. By promotion from class II of this schedule from amongst officials having *8 years experiences in the senior scale of Asstt. Registrar & equivalent. ii. By deputation/transfer.	i. Vice-Chancellor Chairman ii. 2 experts from outside University to be nominated by the Vice-Chancellor from amongst a panel of names approved by the Board. Members iii. One of the Directors to be nominated by the Vice-Chancellor. Member iv. One representative of the State Government not below the rank of Secretary. Member v. Registrar. Member (*Quorum of the committee shall be of four members with one expert from outside).

Notes-

In respect of a candidate to be selected on deputation he should at least be a graduate with about *8 years experience in the rank of Assistant Registrar or equivalent.

OR

*An Officer from the Administrative cadre of the rank of Deputy Registrar/Associate Professor/Deputy Director of a University or equivalent.

1	2	3	4	5	6
I	2	Dy. Registrar (Academic), (3700-5700) UGC Scale	<p><u>Essential</u></p> <p>* Doctorate degree in agriculture, Veterinary or allied sciences with 7 years experience in research/teaching out of which at least *4 years experience as Junior Scientist/Assistant Professor or equivalent.</p> <p><u>Desirable</u></p> <p>A good knowledge of educational system prevailing in agricultural Universities.</p>	<p>i. By direct recruitment.</p> <p>ii. By transfer.</p>	<p>i. Vice-Chancellor Chairman</p> <p>ii. 2 experts from outside University to be nominated by the Vice-Chancellor from amongst a panel of names approved by the Board. Members</p> <p>iii. Director Resident Instruction-cum-Dean, Postgraduate studies. Member</p> <p>iv. One representative of the State Government not below the rank of Secretary. Member</p> <p>v. Registrar. Member (Quorum of the Committee shall be of four members with one expert from outside).</p>
II	1	Assistant Registrar (Establishment and Academic) (2200-4000) UGC Scale	<p>* Master's degree preferably in Science with 55% marks and 3 years experience of establishment work as Section Officer or equivalent in a Government Department or an autonomous body or a research Institute or a University</p> <p>OR</p> <p>Master's Degree in agriculture/veterinary or allied sciences with 3 years academic/administrative experience.</p>	<p>i. 50% by direct recruitment.</p> <p>ii. 25% by promotion from class IV of this schedule from amongst officials having at least 5 years experience in the selection scale of that class *holding a graduate degree.</p> <p>iii. 25% by promotion from class III of this schedule from amongst officials having at least 5 years experience in that class *holding a graduate degree.</p>	<p>i. Vice-Chancellor. Chairman</p> <p>ii. Two members from outside University to be nominated by the Vice-Chancellor from amongst a panel of names approved by the Board. Members</p> <p>iii. One of the Directors to be nominated by the Vice-Chancellor. Member</p> <p>iv. One representative of the State Government not below the rank of Additional Secretary. Member</p> <p>v. Registrar. Member</p>

(Quorum of the Committee shall be of four members with one expert from outside).

II 2 *~* *Secretary to Vice-Chancellor / Public Relations Officer, (2200-4000) UGC Scale

i. Graduate By Vice-Chancellor
 ii. Five years experience of working in a Government department/ autonomous body in the grade next below. at his discretion.
 iii. Shorthand and typing speed as prescribed for Senior Stenographer *(In respect of Secretary to Vice-Chancellor only).

III 1 Senior Steno, (1640-2900) Central Scale

i. Graduate ~~DELETED~~
 ii. Shorthand speed of ~~DELETED~~ 80 words per minute and typing speed of 40 words per minute.

Desirable
 Office experience.

deleted
 i. 50% by direct recruitment.
 ii. 50% by promotion from class IV category 2 from amongst officials having at least 5 years experience in *senior scale in that class subject to passing of the prescribed test for senior Steno *and good service record.

i. One of the Directors to be nominated by the Vice-Chancellor. Chairman
 ii. Registrar. Member
 iii. Comptroller Member
 iv. Project Planning Officer. Member
 v. One Professor/Chief Scientist to be nominated by the Vice-Chancellor. Member
 vi. Deputy Registrar (Establishment) Secretary

(Quorum of the Committee shall be of three members).

NOTE: 1. QUALIFICATION SAME AS IN CLASS-IV CATEGORY 2 OF SCHEDULE-I TO CHAPTER III.
 2. PRESCRIBED TEST SHALL MEAN SHORTHAND SPEED OF 80 WORDS PER MINUTE AND TYPING SPEED OF 40 WORDS PER MINUTE.

IV 1 Head Assistant (1400-2600) Central Scale

~~DELETED~~
 Graduate with 10 years experience in a Govt. department/University/ autonomous body of which at least 5 years experience as Senior Assistant.

deleted
 i. 50% by direct recruitment.
 ii. 50% by promotion from class V of this schedule from amongst officials

i. One of the Directors to be nominated by the Vice-Chancellor. Chairman
 ii. Registrar. Member
 iii. Comptroller Member
 iv. Project Planning Officer Member

NOTE: QUALIFICATION SAME AS IN CLASS-V OF SCHEDULE-I TO CHAPTER-III.

1	2	3	4	5	6
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having at least 5 years of service in selection scale of that class with good service record.

- v. One Professor/Chief Scientist to be nominated by Vice-Chancellor. Member
- vi. Deputy Registrar, (Establishment) Secretary
(Quorum of the Committee shall be of three members).

IV 2 *Stenographer,
4/1200-6000 (1200-2040)
Senior Scale
(1400-2600)
Central Scale

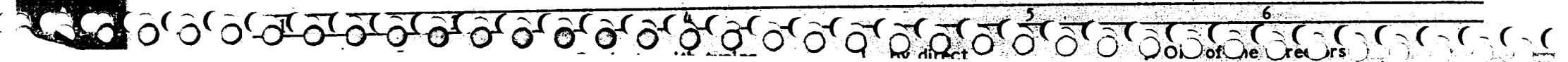
- i. Graduate.
- ii. Shorthand speed of *50 words and typing speed of 30 words per minute.

- i. 60% by direct recruitment.
- ii. 40% by promotion from amongst the persons having 5 years experience in the class V of the schedule subject to passing the prescribed test.

- i. One of the Directors to be nominated by the Vice-Chancellor. Chairman
- ii. Registrar. Member
- iii. Comptroller. Member
- iv. Project Planning Officer. Member
- v. One Professor/Chief Scientist to be nominated by the Vice-Chancellor. Member
- vi. Deputy Registrar (Establishment) Secretary
(Quorum of the committee shall be of three members).

*Notes-

Stenographer appointed in time scale of Rs.1200-2040 shall be placed in the Senior Scale of Rs. 1400-2600 subject to having 5 years of service with good service record and passing of the test(65 words in shorthand and 35 words typing per minute).



1	2	3	4	5	6
V	1	*Assistant-cum-Typist/Despatch/Receipt/Stationery/Store Clerk and equivalent Ministerial posts. (950-1500) <i>3050-4590</i> Central Scale	Graduate with typing speed of 30 words per minute.	i. By direct recruitment.	i. One of the Directors to be nominated by the Vice-Chancellor. Chairman ii. Registrar Member iii. Comptroller Member iv. Project Planning Officer. Member v. One Professor/Chief Scientist to be nominated by the Vice-Chancellor. Member vi. Deputy Registrar (Establishment) <i>Secretary</i> Member (Quorum of the committee shall be of three members).
	2	Deleted.			
VI		Peon, Orderly, Messenger, Runner, Chowkidar, Duplicator Operator/ Laboratory Attendent/ Library Attendent (750-940) <i>2550-3200</i> Central Scale	i. Middle Pass	i. By direct recruitment.	Nil

Note:

- a. 30% of the sanctioned strength of the Head Assistants shall be placed in the selection scale of Rs.1640-2900 subject to their having at least 5 years experience as Head Assistant in the time scale of Rs.1400-2600 and having a good service record, on the basis of merit and suitability.
- * b. 30% of the sanctioned strength of the Assistant-cum-Typists/ Despatch/Receipt/Stationery/Store Clerk and equivalent ministerial posts shall be placed in the selection scale of Rs.1200.2040 subject to their having at least 5 years experience as Assistant-cum-Typist/Despatch/Receipt/Stationery/Store Clerk in the scale of Rs.950-1500 and having good service record, on the basis of merit and suitability.

- *c. 25% of the sanctioned strength of the staff at class VI shall be placed in the selection scale of Rs.800-1150 subject to their having at least 5 years experience in the lower scale of Rs.750-940 and having good service record on the basis of seniority, merit and suitability.
- *d. The Operator shall be entitled to a special allowance as fixed by Vice-Chancellor.
- e. In respect of the posts indicated against class VI the Heads of Divisions Incharge of Regional Research Stations shall be the appointing authorities for the posts under their control in consultation with the Head of the Unit/Scheme to which the post belongs, however, subject to the over all supervision of the Vice-Chancellor. In respect of University Head Office the Registrar shall be appointing authority for such staff, in consultation with the officers of the University Head Office Under whose control the posts exist, however, subject to the over all supervision of the Vice-Chancellor. All such appointments shall be made on trial basis for a period of six months in the first instance.
- f. All the staff of class VI existing in the University Head Quarter shall form one pool for the purposes of assignment of duties.
- g. All the staff of class VI borne on various Units under a Regional Research Station/Division shall form one pool for the purposes of assignment of duties.
- h. The staff of Class VI shall be transferable at any place within their respective provinces viz. Kashmir/Jammu.
- *i. Suitable person for the post of Secretary/Public Relations Officer and P.A. (Senior Steno) attached to Vice-Chancellor shall be selected by him in such manner as he may decide. The person selected shall be liable to reversion to his previous position or parent cadre at the discretion of the Vice-Chancellor.

Schedule - II to Chapter III (Accounts Cadre)

Class	Category	Designation of the post	Minimum Qualifications for Direct recruitment	Method of recruitment	Selection Committee
1	2	3	4	5	6
I	I	Deputy Comptroller, (3700-3700) UGC Scale		i. By deputation. ii. By promotion from class II category (II) of this schedule from amongst officials having atleast *8 years experience in the senior scale of Assistant Comptroller & equivalent.	i. Vice-Chancellor. Chairman ii. Two experts from outside University to be nominated by the Vice-Chancellor, from amongst a panel of names approved by the Board. Members iii. One of the Directors to be nominated by the Vice-Chancellor. Member iv. Comptroller Member v. Financial Advisor of the University. Member vi. Registrar Member

Notes:-

In respect of candidates to be selected on deputation a candidate should at least be a graduate with about five years experience in the rank of Assistant Comptroller or equivalent.

OR

An Officer from the Accounts cadre of the rank of Deputy Comptroller.

1	2	3	4	5	6
II	1	Assistant Comptroller, (2200-4000) UGC Scale	i. Graduate ii. 5 years experience in the rank/ grade of selection scale of Accountant of the University.	i. 50% by direct recruitment ii. 50% by promotion from class III category(1) of this schedule from amongst officials having at- least five years experience in the selection scale of that class.	i. Vice-Chancellor or his nominee. Chairman ii. Two experts from outside University to be nominated by the Vice-Chancellor from amongst a panel of names approved by the Board. Members iii. One Director to be nominated by the Vice-Chancellor. Member iv. Comptroller Member v. One representative of State Government not below the rank of Additional Secretary. Member vi. Registrar. Member
III	1	Accountant, (1400-2600) Central Scale	<i>DELETED</i> i. Graduate ii. Persons having atleast 5 years experience as Accounts Assistant in a Government De- partment/University/ Corporation.	<i>Deleted</i> i. 50% by direct recruitment. ii. 50% by promotion from class IV category(1) of this schedule from amongst officials having atleast 5 years experience in that class.	i. One of the Directors to be nominated by the Vice-Chancellor. Chairman ii. Registrar Member iii. Project Planning Officer Member iv. One Professor/Chief Scientist to be nominated by the Vice-Chancellor. Member v. Comptroller . Member vi. Deputy Registrar {Establishment} Secretary (Quorum of the committee shall be of 3 members).

△ NOTE: QUALIFICATION SAME AS IN CLASS-IV CATEGORY-I
OF SCHEDULE-II TO CHAPTER-III.

1	2	3	4	5	6	
IV	1	*Accounts Assistant/Cashier, (950-1500/1200-2040) Central Scale	i. B-Com <i>SUBSTITUTED BY</i> 1. GRADUATE ii. Preference will be given to those having experience in any organisation.	1. By direct recruitment.	i. One of the Directors to be nominated by the Vice-Chancellor. ii. Registrar. iii. Project Planning Officer. iv. One Professor/Chief Scientist to be nominated by the Vice-Chancellor. v. Comptroller. vi. Deputy Registrar (Establishment) (Quorum of the committee shall be of three members).	Chairman Member Member Member Member Secretary

***Notes-**

The present incumbents working as Cashier will be eligible for promotion/selection grade subject to the passing of test meant for Accounts Assistants.

Notes-

- *1. 30% of the Sanctioned strength of the posts of Accountants in the pay scale of Rs.1400-2600 shall be placed in the selection scale of Rs.1640-2900 subject to their having at-least 3 years experience as Accountant in the time scale of Rs. 1400-2600 with good service record on the basis of merit and suitability, further subject to passing of the examination as may be prescribed.
- *2. Candidates selected for the post of Accounts Assistant shall have to undergo a training course as may be prescribed by the University during which they shall be paid a stipend of Rs.600/- P.M. They shall be allowed the pay scale of Rs.950-1500 after completion of the training course. They shall be placed in the time scale of Rs.1200-2040 after satisfactory completion of probationary period during which they shall have to qualify the examination as may be prescribed by the University. In case they fail to qualify the examination within the stipulated time their future increments in the pay scale of Rs.950-1500 shall be stopped till they pass the requisite examination.
3. OTHER SERVICE CONDITIONS OF THE CADRE IN THE STATE GOVERNMENT DEPARTMENTS SHALL BE APPLICABLE MUTATIS MUTANDIS TO THE ACCOUNTS ASSISTANTS OF SILVAST.

(SCHEDULE - III TO CHAPTER - III)

(AUXILIARY STAFF CADRE)

Class	Category	Designation of the post with grade	Qualification for direct recruitment	Method of recruitment	Selection committee
1	2	3	4	5	6
I	1	Senior Library Assistant, (1740-3000) Central Scale	<p><u>Essential</u></p> <p>i. 2nd class graduate in Library Science.</p> <p>ii. 3 years experience as Library Assistant or equivalent in the grade of Rs.1640-2900.</p> <p>OR</p> <p>2nd class Master's Degree in Library Science.</p> <p><u>Desirable</u></p> <p>Graduate in science.</p>	<p>i. 50% by direct recruitment.</p> <p>ii. 50% by promotion from the employees indicated at class II category I of this schedule subject to their having at least 5 years experience in that class.</p>	<p>i. One Director to be nominated by the Vice-Chancellor. Chairman</p> <p>ii. One expert from outside to be nominated by the Vice-Chancellor. Member</p> <p>iii. University Librarian. Member</p> <p>iv. Project Planning and Monitoring Officer. Member</p> <p>v. One Chief Scientist/ Professor to be nominated by the Vice-Chancellor. Member</p> <p>vi. Registrar. Member</p> <p>vii. Deputy Registrar, (Establishment) Secretary</p> <p>(Quorum of the committee shall be of four members with one expert from outside).</p>
II	1	Library Assistant (1640-2900) Central Scale	<p><u>Essential</u></p> <p>i. 2nd class graduate in Library Science.</p> <p><u>Desirable</u></p> <p>Graduate in Science.</p>	<p>By direct recruitment.</p>	<p>i. One Director to be nominated by the Vice-Chancellor. Chairman</p> <p>ii. University Librarian Member</p> <p>iii. One expert from outside to be nominated by Vice-Chancellor. Member</p>

1 2 3 4 5 6

III 1 *Field-cum-Laboratory Assistant (950-1500) Senior Scale (1200-2040) Central Scale

Essential
TDC part I (10 + 2) Science group with 50% marks (relaxable to 40% in respect of reserved categories) preferably with one years training from a recognized institute of Agriculture/Horticulture & allied fields or B.Sc.

- i. 75% by direct recruitment.
- ii. 25% by promotion from the staff indicated at class VI Schedule I to Chapter III of Statutes viz. Chowkidar, Orderly, Peon, Messenger, Runner, Laboratory Attendent, Duplicating Operator, Library Attendent, including the staff indicated at class VI category 4 of this schedule viz. Gardener, Mall and Farm Attendent subject to the conditions given in notes below.

- iv. Project Planning and Monitoring Officer. Member
- v. One Chief Scientist/ Professor to be nominated by the Vice-Chancellor. Member
- vi. Registrar. Member
- vii. Deputy Registrar (Establishment) Secretary
(Quorum of the committee shall be of three members).

- i. One Director to be nominated by the Vice-Chancellor. Chairman
- ii. Two Chief Scientists/ Professors to be nominated by the Vice-Chancellor. Members
- iii. Registrar. Member
- iv. Project Planning and Monitoring Officer. Member
- v. Deputy Registrar (Establishment) Secretary
(Quorum of the committee shall be of three members).

1	2	3	4	5	6
III	2	*Live Stock/Vety. Assistant (950-1500) Senior Scale (1200-2040) Central Scale	<u>Essential</u> TDC part I (10+2) science group. with 50% marks (relaxable to 40% in respect of reserved categories) preferably with one years training from a recognized Vety./ Animal Husbandry Institute or B.Sc.	<ul style="list-style-type: none"> i. 75% by direct recruitment. ii. 25% by promotion from the employees indicated at class VI category III of this schedule viz. Shepherd / Animal Attendent subject to the conditions given in the notes below. 	<ul style="list-style-type: none"> i. One Director to be nominated by the Vice-Chancellor. Chairman ii. Two Chief Scientists/ Professor to be nominated by the Vice-Chancellor. Members iii. Registrar. Member iv. Project Planning and Monitoring Officer. Member v. Deputy Registrar (Establishment) Secretary <p>(Quorum of the committee shall be of three members).</p>

NB:-

- *1. Candidates with Bachelors degree in Agriculture/Animal Husbandry/Home Science/ Agricultural Engineering/and other professional fields or with Master's degree in a specialized subject shall also be eligible for the post of Field-cum-Laboratory Assistant/Live Stock Assistant and if selected shall be directly appointed in the Senior Scale of Rs. 1200-2040.
- *2. Field-cum-Laboratory Assistant/Live Stock Assistant/Veterinary Assistant appointed in the time scale of Rs.950-1500 shall be placed in Senior Scale of Rs.1200-2040 after completion of continuous 5 years of service subject to satisfactory work and conduct.

1	2	3	4	5	6	
(a) IV	1	*Driver, (950-1500) Senior Scale, (1200-2040) Central Scale	<u>Essential</u> i. Literate with valid Hill Driving Licence	i. 75% by direct recruitment. ii. 25% by promotion from the employees indicated at Class VI category I of this schedule who possess valid Hill Driving Licence.	i. One Director to be nominated by the Vice-Chancellor. ii. Registrar. iii. Estates Officer iv. One Engineer(Agri- cultural or Mechani- cal) from the Univer- sity to be nominated by the Vice- Chancellor not below the rank of Associate Pro- fessor. v. <i>deputy Registrar (ESK).... Secretary</i> <i>(Quorum of Committee shall</i> <i>be 2 three members)</i>	Chairman Member Member
(b) IV	1	*Tractor Driver, (950-1500) Senior Scale, (1200-2040) Central Scale	<u>Essential</u> i. Literate with valid Tractor Driving Licence.	i. 75% by direct recruitment. ii. 25% by promotion from the employees indicated at Class VI category I of this schedule who possess valid Tractor Driving Licence.	i. One Director to be nominated by the Vice-Chancellor. ii. Registrar. iii. Estates Officer. iv. One Engineer(Agri- cultural or Mechani- cal) from the Univer- sity to be nominated by the Vice-Chancellor not below the rank of Associate Professor. v. <i>deputy Registrar</i> <i>(ESK).... Secretary</i> <i>(Quorum of Committee</i> <i>shall be 2 3 members)</i>	Chairman Member Member Member

1	2	3	4	5	6	
IV	2	*Mechanic, (950-1500) Senior Scale, (1200-2040) Central Scale	<u>Essential</u> i. Middle pass ii. Proficiency in the respective trade preferably I.T.I. trained. iii. Experience of 2 years.	i. 75% by direct recruitment. ii. 25% by promotion from the employees indicated at class VI category I of this schedule subject to their having at-least five years experience in the selection scale of that class.	i. One Director to be nominated by the Vice-Chancellor. ii. Registrar. iii. Estates Officer. iv. One Engineer (Agricultural or Mechanical) from the University to be nominated by the Vice-Chancellor not below the rank of Associate Professor. v. Deputy Registrar (Establishment) (Quorum of the Committee shall be of three members).	Chairman Member Member Member Secretary

NB:-

*Driver/Tractor Driver/Mechanic appointed in the time scale of Rs.950-1500 shall be placed in the senior scale of Rs.1200-2040, after completion of 5 years continuous service subject to satisfactory work and conduct.

V	1	Blacksmith, (950-1500) Central Scale	i. Proficiency in the respective trade preferably I.T.I. trained. ii. Experience of one year.	By direct recruitment.	i. One Director to be nominated by the Vice-Chancellor. ii. Registrar. iii. Estates Officer. iv. One Engineer (Agricultural or Mechanical) from the University to be nominated by the Vice-Chancellor not below the rank of Associate Professor.	Chairman Member Member Member
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V	2	Carpenter, (950-1500) Central Scale	<p>i. Proficiency in the respective trade preferably I.T.I. trained.</p> <p>ii. Experience of one year.</p>	By direct recruitment.	<p>v. Deputy Registrar (Establishment) Secretary (Quorum of the Committee shall be of three members).</p>
					<p>i. One Director to be nominated by the Vice-Chancellor. Chairman</p> <p>ii. Registrar Member</p> <p>iii. Estates Officer. Member</p> <p>iv. One Engineer (Agricultural or Mechanical) from the University to be nominated by the Vice-Chancellor not below the rank of Associate Professor. Member</p>
V	3	Electrician, (950-1500) Central Scale	<p>i. Proficiency in the respective trade preferably I.T.I. trained.</p> <p>ii. Experience of one year.</p>	By direct recruitment.	<p>v. Deputy Registrar (Establishment) Secretary (Quorum of the Committee shall be of three members).</p>
					<p>i. One Director to be nominated by the Vice-Chancellor. Chairman</p> <p>ii. Registrar Member</p> <p>iii. One Engineer (Agricultural or Mechanical) from the University to be nominated by the Vice-Chancellor not below the rank of Associate Professor. Member</p> <p>iv. Estates Officer. Member</p> <p>v. Deputy Registrar (Establishment) Secretary</p>

1	2	3	4	5	6
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(Quorum of the Committee shall be of three members).

V	4	Plumber, (950-1500) Central Scale	<p>i. Proficiency in the respective trade preferably I.T.I. trained.</p> <p>ii. Experience of one year.</p>	By direct recruitment.	<p>i. One Director to be nominated by the Vice-Chancellor, Chairman</p> <p>ii. Registrar. Member</p> <p>iii. One Engineer (Agricultural or Mechanical) from the University to be nominated by the Vice-Chancellor not below the rank of Associate Professor Member</p> <p>iv. Estates Officer. Member</p> <p>v. Deputy Registrar (Establishment) Secretary</p>
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(Quorum of the Committee shall be of three members).

VI	1	Cleaner, (750-940) Central Scale	Education Qualification not essential.	By direct recruitment.	Nil
VI	2	Cook/ <i>Hostel Attendant</i> (750-940) Central Scale	Education Qualification not essential.	By direct recruitment.	Nil
VI	3	Shepherd/ Animal Attendant (750-940) Central Scale	Education Qualification not essential.	By direct recruitment.	nil
VI	4	Gardener/Mali/ Farm Attendant (750-940) Central Scale	Education Qualification not essential.	By direct recruitment.	nil

(See Note 16)

Notes:-

- *1. Candidates selected by direct recruitment for the post of Field-cum-Laboratory Assistant and Live Stock Assistant shall have to undergo apprenticeship at various Farms/Laboratories of the University for a period of two years. Provided that the candidates who have already undergone one Year's training in Agriculture/ Horticulture/Animal Husbandry and Allied fields in a recognised institute or held B.Sc. Degree shall undergo apprenticeship for a period of one year only. The apprentices shall have to pass a test prescribed by the University in order to complete the apprenticeship satisfactorily. The period of apprenticeship shall be extendable by six months in special cases where a candidate fails to complete the same satisfactorily subject to a maximum of one year. Candidates failing to complete the apprenticeship satisfactorily within the prescribed time limit shall forfeit their claim for appointment and their apprenticeship shall stand terminated at the expiry of the stipulated period.
- *2. University employees selected for the post of Field-cum-Laboratory Assistant/Live Stock Assistant by promotion shall be placed on apprenticeship probation for a period of two Years extendable in special case for a period of 6 months subject to a maximum of one year and shall continue in his own pay and grade with Rs.150/- as training allowance during the period of apprenticeship probation. They shall be appointed as Field-cum-Laboratory Assistant/Live Stock Assistant in the time scale of Rs.950-1500 only after satisfactory completion of the apprenticeship probation, failing which they shall revert to their original posts from where promoted. Satisfactory completion of apprenticeship probation will include passing of a test prescribed by the University. In case the promotee has already undergone one year training, he will be required to undergo apprenticeship only for one year. The pay and training allowance of such apprentices shall be debited to the salary head of account of the particular post against which the apprentice is adjusted.
Promotee FCLA/ Live Stock Assistant appointed in the time scale of Rs.950-1500 shall be placed in the Senior Scale of Rs.1200-2040 after completion of continuous five years service subject to satisfactory work and conduct.
- *3. During the period of apprenticeship, the candidates with T.D. C. I (10+2) with Science shall receive stipend @ Rs.500/- P.M. for the 1st Year and @ Rs.600/- P.M. for the subsequent period. The candidates with T.D.C. I (10+2) with Science and one Year's training or holding B.Sc. degree shall receive stipend @ Rs.600/- P.M. during the apprenticeship period. The stipend will be debited to the salary head of account of the particular post against which the apprentice is adjusted.

- *4. 40% employees of the sanctioned strength of Field-cum-Laboratory Assistant/Live Stock Assistant indicated at Class III Category 1 & 2 of this schedule in Senior Scale of pay, shall be placed (Category-wise) in the selection grade I of Rs.1400-2600 on the basis of seniority, suitability and satisfactory service record subject to their having at-least seven year's experience as Field-cum-Laboratory Assistant/Live Stock Assistant in the senior grade of Rs.1200-2040.
5. 30% of the Field-cum-Laboratory Assistant/Live Stock Assistants holding selection grade I of Rs.1400-2600 shall be placed (category-wise) in the selection grade II of Rs.1640-2900 subject to their having at-least seven year's experience in the selection grade I of Rs.1400-2600 on the basis of seniority, suitability and satisfactory service record.
- *6. 40% employees of the sanctioned strength of the staff indicated at class IV Category 1 & 2 of this Schedule viz. Mechanic, Driver & Tractor Driver in Senior Scale shall be placed (Category and sub-category-wise) in the Selection grade I of Rs.1400-2600 on the basis of seniority, suitability and satisfactory service record subject to their having at-least seven year's experience in Senior Scale in that class.
7. 30% of the employees indicated in the Note 6. above viz. Driver/Tractor Driver/ Mechanic holding selection grade I of Rs.1400-2600 shall be placed (Category and Sub-category-wise) in the selection grade II of Rs.1640-2900 on the basis of seniority, suitability and satisfactory service record subject to their having at-least seven year's experience in the selection grade I of Rs.1400-2600.
8. 40% employees of the sanctioned strength of the staff indicated at class V Categories 1, 2, 3 & 4 of this schedule viz. Blacksmith, Carpenter, Electrician & Plumber shall be placed (category-wise) in the selection grade I of Rs.1200-2040 on the basis of seniority, suitability and satisfactory service record subject to their having at-least seven year's experience in that class.
9. 30% of the employees indicated in Note 8 above viz. Blacksmith, Carpenter, Electrician & Plumber holding selection grade I of Rs.1200-2040 shall be placed (Category-wise) in the selection grade II of Rs.1400-2600 on the basis of seniority, suitability and satisfactory service record, subject to their having at-least seven year's experience in the selection grade I of Rs.1200-2040.
10. 25% employees of the sanctioned strength of the staff in class VI category 1, 3 & 4 of this schedule viz. Cleaner, Shepherd, Animal Attendant, Gardener, Mali, Farm Attendant shall be placed in the selection grade I of Rs.800-1150 subject to their having at-least seven year's experience in the senior grade of Rs.700-940 on this selection grade I.

- ... 77 ...
10. 25% employees of the sanctioned strength of the staff in class VI category 1, 3 & 4 of this schedule viz. Cleaner, Shepherd, Animal Attendant, Gardener, Mali, Farm Attendant shall be placed in the selection scale of Rs.800-1150 subject to their having at-least 5 year's experience in the time scale of Rs.750-940 on the basis of seniority, suitability and satisfactory service record.
 11. Animal Attendants/Shepherd assigned duties with migratory flocks/herds will receive a special allowance of Rs.50/- P.M.
 12. Employees indicated at Class VI category I of schedule I to Chapter III of Sher-e-Kashmir University of Agricultural Sciences & Technology Statutes 1983, viz. Peon, Chowkidar, Orderly, Runner, Laboratory Attendant, Library Attendant etc. including the employees indicated at class VI category 4 of this schedule, who have passed Matriculation with at-least 5 year's experience in that class will be promoted as Field-cum-Laboratory Assistant on the basis of seniority, suitability and satisfactory service record to the extent indicated at class III category 1 of this schedule.
 13. Employees indicated at class VI category 3 of this schedule viz, Shepherd and Animal Attendant who have passed Matriculation with at-least 5 year's experience in that class will be promoted as Live Stock Assistant on the basis of seniority and satisfactory service record, to the extent indicated at class III category 2 of this schedule.
 - △ *14. Employees transferred alongwith the unit after December, 1987 holding state pay scale corresponding to University pay scale of Rs.950-1500, comprising Field Assistant, Fieldman, Farm Supervisor, Agriculture Overseer, Laboratory Assistant etc., in respect of Field-cum-Laboratory Assistant and Live Stock Assistant, Dairy Supervisor, Poultry Assistant etc. in respect of Live Stock/Veterinary Assistant, shall be redesignated as Field-cum-Laboratory Assistant/Live Stock Assistant/Veterinary Assistant, as the case may be, and shall be placed in the pay scale of Rs.1200-2040 after getting absorbed in the University service subject to their fulfilment of the following conditions:-
 - a) TDC-I (10+2) with Science group subjects and five years experience.
 - b) TDC-I (10+2), without Science group or PUC with Science group subjects and experience of six years.
 - c) PUC without Science with One years training and experience of seven years.
 - d) Matric with one year's training or PUC without Science and experience of eight years
 - e) Matric and experience of ten years

- f) Middle with fifteen years experience, after they are found suitable and fit by the Screening Committee.

Employees Indicated at (f) above shall be eligible for Selection grade I only after passing Matriculation Examination and fulfilment of other conditions laid down in the Statutes.

Candidates selected by direct recruitment for the post of Field-cum-Laboratory Assistant/Live Stock Assistant with Bachelors degree in Agriculture/Home Science and other professional fields or with Master's degree in specialized subjects shall not be required to undergo apprenticeship and shall be appointed in the Senior Scale directly.

15. Such of the employees working at different units of the University who have not been covered here-in-above or in the Sher-e-Kashmir, University of Agricultural Sciences & Technology Statutes, 1983 notified vide University notification No.6 of 1983 dated 10.11.1983 (schedule forming annexure to Chapter II and Schedule I & II of Chapter III), notwithstanding the fact that they are absorbed in the University service, shall continue to be governed by such rules and regulations as were applicable to them in their parent departments in respect of recruitment and promotion, in so far as they are not inconsistent with the provisions of the Sher-e-Kashmir University of Agricultural Sciences & Technology Act 1982 and Sher-e-Kashmir University of Agricultural Sciences and Technology Statutes, 1983, till such time Statutes are made in this behalf. Selection Committee for such posts, if required, shall be framed by the Vice-Chancellor from time to time.

16. In respect of the posts indicated at class VI category 1,2, 3 & 4 of this schedule, the Heads of Divisions I/C. of Regional Research Station, Associate Dean/ Associate Director shall be the appointing authorities for the posts under their control in consultation with the Head of the Unit/Scheme to which the post belongs, however, subject to over all supervision of the Vice-Chancellor. In respect of University Head Office, the Registrar shall be the appointing authority for such staff, in consultation with the officers of the University of Head Office under whose control the post exists, however, subject to over all supervision of the Vice-Chancellor. All such appointment shall be made on trial basis for six months in the first instance.

17. The staff indicated at class VI category 1, 2, 3 & 4 of this schedule shall be transferrable at any place within their respective Divisions viz. Kashmir/Jammu.
 - △ 18. 50% employees of the sanctioned strength of the staff indicated at class-IV ^{GENERAL ATTENDANT} ~~VI~~ category ~~4~~ of this schedule viz. Cook shall be placed in the selection scale I of Rs. 800-1150, subject to five year's experience in the time scale of Rs.750-940 on the basis of seniority and satisfactory service record.
 - △ 19. 30% of the staff ^{VIZ. COOK ONLY} indicated in note 18 above who have five years experience in the selection scale I of Rs.800-1150 shall be placed in the selection scale II of Rs. 950-1500 on the basis of seniority and satisfactory service record.
- △ GENERAL NOTE: EXPERIENCE PRESCRIBED FOR THE LISTED IN THE SCHEDULE SHALL MEAN EXPERIENCE IN RELEVANT FIELDS.

△ Cases of employees transferred before December 1987 will be governed by earlier provisions of Statutes.

***Schedule IV to Chapter III
(Miscellaneous Cadres)**

Class	Category	Designation of the post	Minimum qualification for direct recruitment	Method of recruitment	Composition of Selection Committee
1	2	3	4	5	6
I	1	Refrigeration (Conditioning) Engineer 3700-5700 (UGC) Scale.	i. B.E. in Refrigeration or Mechanical with specialisation/experience in Refrigeration and conditioning. ii. Ten years experience as Asstt.Executive Engineer or equivalent in the field of Refrigeration and conditioning in Government Department/University/Corporation/Public undertaking.	i. By direct recruitment.	i. Vice-Chancellor Chairman ii. One expert from outside (to be nominated by the Vice-Chancellor)..... Member iii. One of the Directors (to be nominated by the Vice-Chancellor)..... Member iv. One representative of the State Government not below the rank of Secretary to Government. Member v. Registrar. Member vi. Estates Officer..... Member (Quorum of the committee shall be of 3 members).
II	1	Assistant Executive Engineer (Civil/ Electric/ Refrigeration/ Auto-Mobile) (2200-4000) (UGC) Scale	i. Bachelor's Degree in Civil/Electric/Mechanical/ Refrigeration/Auto-Mobile Engineering. ii. 3 years experience as Junior Engineer in a Government Department/ University/Corporation. OR 10 years experience with diploma relaxable in case of inservice candidates.	i. 50% by direct recruitment. ii. 50% by promotion from amongst Junior Engineers having at-least 5 years experience as Junior Engineer and equivalent.	i. Vice-Chancellor..... Chairman ii. One expert from outside the University(to be nominated by the Vice-Chancellor)..... Member iii. One of the Directors (to be nominated by the Vice-Chancellor)..... Member iv. Registrar..... Member v. Estates Officer..... Member vi. One representative of the State Government not below the rank of Additional Secretaryto Government(PWD/PDD). Member (Quorum of the committee shall be of 4 members).

1	2	3	4	5	6
II	2	Junior Engineer Civil/Electric/ Refrigeration/ Auto-Mobile (1640-2900) Central Scale	Bachelors Degree in Civil/Electric Engi- neering/Refrigeration/ Auto-Mobile. OR 5 years experience with diploma, relaxable in case of inservice candi- dates.	By direct recruitment.	i. One Director(to be nominated by the Vice-Chancellor), Chairman ii. Registrar..... Member iii. Estates Officer..... Member iv. Deputy Registrar Member (Establishment)..... Secretary (Quorum of the committee shall of 3 members).

NOTE:- Junior Engineer s will be placed in the Senior Scale of Rs.1740-3000 after having at-least three years experience in the pay scale of Rs.1640-2900.

III	1	Works Supervisor (Civil/Electric) (950-1500) Central Scale	ITI trained in respective trade OR 10+2 with 2 years experience of trade. OR Matric with 5 years experience of trade.	By direct recruitment.	i. One Director(to be nominated by the Vice-Chancellor)... Chairman ii. Estates Officer..... Member iii. Deputy Registrar, Member (Establishment)..... Secretary
III	2	Conditioning/ Cold Store Operator (950-1500) Central Scale	ITI trained in respective trade. OR 10+2 with 2 years experience of trade. OR Matric with 5 years experience of trade	By direct recruitment.	i. One Director(to be nominated by the Vice-Chancellor)..... Chairman ii. Estates Officer..... Member iii. Refrigeration Engineer... Member iv. Deputy Registrar ... Member (Establishment) Secretary

NOTE:- Works Supervisor and Conditioning/Cold Store Operator will be placed in Senior Scale of Rs.1200-2040 after 7 years of regular service and in Selection Scale of Rs.1400-2600 after 10 years of regular service in senior scale.

1	2	3	4	5	6
IV	1	Medical Officer (2200-4000) Central Scale Plus N.P.A.	i. M.B.B.S. Degree from a recognized University. ii. Registration from Indian Medical Council. <u>Desirable</u> M.D.(Medicine)	By direct recruitment. Deputation from Government with qualifications as prescribed for direct recruitment.	4. Vice-Chancellor..... Chairman ii. One expert from outside the University(to be nominated by the Vice-Chancellor)..... Member iii. One of the Directors (to be nominated by the Vice-Chancellor)... Member iv. One representative of the State Government not below the rank of Additional Secretary, Health Department.... Member v. Registrar..... Member (Quorum of the committee shall be three members).
IV	2	Medical Assistant (950-1500) (Senior Scale) (1200-2040) Central Scale	i. Must have passed the Medical Assistants Examination of State Medical Department/ other recognised Medical Institution. ii. Two years experience (relaxable on merit).	By direct recruitment. By deputation from Government with qualification / experience as prescribed for direct recruitment.	i. One Director(to be nominated by the Vice-Chancellor)... Chairman ii. Registrar..... Member iii. One of the University Medical Officer (to be nominated by the Vice-Chancellor)..... Member iv. Deputy Registrar, (Establishment) Member Secretary (Quorum of the committee shall be of 3 members).
			NOTE:- Medical Assistant will be placed in the Senior Scale after 5 years of regular service and in the Selection scale I of 1400-2600 after 7 years of regular service in senior scale and in selection grade II of Rs.1640-2900 after 7 years of regular service in selection grade I.		

1	2	3	4	5	6
V	1	Farm Super-intendent (Agriculture) (2200-4000) (UGC) Scale	<p>i. B.Sc.Agriculture / B.V.Sc. and A.H.</p> <p>ii. Ten years experience as Senior Technical Assistant and equivalent in the University.</p> <p>OR</p> <p>Master's Degree in Agri./ Veterinary Sciences having 55% marks with 3 years experience of having worked in the University/Government/ Organised Farm.</p>	<p>By promotion From amongst Research Assistant's/ Senior Technical Assistants of the University.</p> <p>By direct recruitment.</p>	<p>i. Vice-Chancellor..... Chairman</p> <p>ii. One of the Directors (To be nominated by the Vice-Chancellor) Member</p> <p>iii. Registrar..... Member</p> <p>iv. One Professor / Chief Scientist / Associate Director (to be nominated by the Vice-Chancellor)..... Member</p> <p>(Quorum of the committee shall be of three Members).</p>
VI	1	Manager Press (2200-4000) UGC Scale	<p><u>Essential</u></p> <p>Graduate with a minimum of 3 years practical experience in a responsible supervisory capacity (of the rank of Senior Technical Assistant and equivalent) in a printing press of Government Organisation/autonomous body /reputed printing firm have modern offset printing facilities.</p> <p><u>Desirable</u></p> <p>Degree in Agriculture and allied fields/diploma in printing and allied trades from a recognised institution.</p>	<p>By direct recruitment.</p>	<p>i. Vice-Chancellor..... Chairman</p> <p>ii. One expert from outside the University (to be nominated by the Vice-Chancellor). Member</p> <p>iii. Director Extension Education. Member</p> <p>iv. General Manager J&K Government Press..... Member</p> <p>(Quorum of the Committee shall be of 3 Members).</p>

1	2	3	4	5	6
VII	1	Machine Operator (1200-2040)	Matric with 7 years experience in (i) Offset Machine Operation for single and multi colour printing in respect of Category 1, (ii) registration and planning, Photo making/Processing in respect of Category 2 and (iii) photography and photo processing for single and multi colour offset printing in respect of category 3, in a Government Organisation / autonomous body / reputed printing firm. (Qualification relaxable in case of candidate with a minimum of 10 years experience in the respective trades in a Government Organisation/autonomous body / reputed printing firm).	By direct recruitment/ on contract.	i. Director Extension Education..... Chairman
	2	Processing Technologist (1200-2040)			ii. One nominee of Vice-Chancellor from amongst the Officers/ Chief Scientists..... Member
	3	Offset Photographer (1200-2040) Central Grade			iii. Registrar..... Member iv. General Manager J&K Government Press..... Member

(Quorum of the Committee shall be of 3 Members).

NOTE:-

After eight years of regular service in the University in the pay scale of Rs.1200-2040 with consistently satisfactory performance, the Machine Operator/Processing Technologist/Offset Photographer will be placed categorywise in the (i) Senior Scale of Rs.1400-2600 and (ii) after ten years regular service in the Senior Scale with consistently good performance, in the Selection Scale of Rs.1640-2900, provided that Selection Committee may otherwise recommend appointment in any of these scales depending upon qualification / experience.

VIII	1	Inkman (950-1500) Central Scale	<u>Essentials</u> Matric with 3 years experience as Inkman in a Government Organisation/autonomous body/ reputed printing firm. (Minimum qualification relaxable in case of candidates having seven years experience in the trade in a printing press of Government organisation/ autonomous body/reputed printing firm having modern offset printing facilities).	By direct recruitment/ on contract.	i. Director Extension Education..... Chairman ii. One nominee of Vice-Chancellor from amongst the Officers/Chief. Scientists..... Member iii. Registrar..... Member iv. General Manager, J&K Government Press..... Member
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(Quorum of the Committee shall be of 3 Members).

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NOTE:- After eight years of regular service in the University in the pay scale of Rs.950-1500 with consistently satisfactory performance, the Inkman will be placed in the (i) Senior Scale of Rs.1200-2040 and (ii) after ten years regular service in the Senior Scale with consistently good performance, in the Selection Scale of Rs.1400-2600 provided that Selection Committee may otherwise recommend appointment in any of these scales depending upon qualification/experience.

IX	1	Machine Assistant/Feeder Man (950-1500) Central Scale	<p>Essentials Matric with 3 years experience in the respective trade in a printing press of Government organisation/autonomous body/reputed printing firm having modern offset printing facilities.</p> <p>(Qualification relaxable in case of candidates having a minimum of 5 years experience in the respective trade in a printing press of Government organisation/autonomous body/reputed printing firm having modern offset printing facilities.</p>	By direct recruitment	<p>i. Director Extension Education..... Chairman</p> <p>ii. Project Planning & Monitoring Officer..... or a nominee of Vice-Chancellor.... Member</p> <p>iii. Registrar..... Member</p> <p>iv. General Manager, J&K Government Press Member</p> <p>(Quorum of the Committee shall be of 3 members)</p>
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NOTE:- After eight years regular service in the University in the pay scale of Rs.950-1500 with consistently satisfactory performance, the Machine Assistant/Feeder Man will be placed in the (i) Senior Scale of Rs.1200-2040 and (ii) after ten years regular service in the senior scale with consistently good performance, in the Selection Scale of Rs.1400-2600, provided that Selection Committee may otherwise recommend appointment in any of these scales depending upon qualification/experience.

1	2	3	4	5	6
X	1	Binder (800-1150) Central Scale	<u>Essentials</u> Matric with 3 years experience in a printing press of Government organisation/autonomous body/reputed printing firm (Qualification relaxable in case of candidates having a minimum of 5 years experience in the trade in a printing press of Government organisation/autonomous body/reputed printing firm).	By direct recruitment.	i. Director Extension Education..... Chairman ii. Head Library Services Member iii. Registrar..... Member iv. Manager Press,SKUAST Member v. Deputy Registrar (Establishment)..... Member Secretary (Quorum of the Committee shall be of 3 members)

NOTE:-

After 8 years regular service in the University in the pay scale of Rs.800-1150 with consistently satisfactory performance, the Binder will be placed in the (i) Senior Scale of Rs.950-1500 and (ii) after ten years regular service in the Senior Scale with consistently good performance, in the Selection Scale of Rs.1200-2040 provided that Selection Committee may otherwise recommend appointment in any of these scales depending upon qualification/experience.

XI	1	Helper (Press) (750-940) Central Scale
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Essential
Acquaintance with reading and writing with 5 years experience as Helper in a printing press of Government organisation/autonomous body/reputed printing firm.

By direct recruitment.

Same as for Class VI, of Schedule I to Chapter III (General Administration Cadre)

NOTE:-

After 5 years of regular service in the University in the pay scale of Rs.750-940 with consistently satisfactory performance, the Helper (Press) will be placed in the (i) Senior Scale of Rs.800-1150 and (ii) after 10 years regular service in the senior scale with consistently good performance, in the Selection Scale of Rs.950-1500.

*Schedule V to Chapter III
Career Advancement Scheme for
employees other than teachers

1. The Assistant Registrar / Assistant Comptroller and their equivalents who are entitled to UGC Pay scale will be placed in Senior Scale of Rs.3000-5000 if he or she has:-
 - a) 8 years of service after regular appointment as Assistant Registrar / Assistant Comptroller and their equivalents, in respective category / cadre.
 - b) , at-least a Bachelor Degree.
 - c) . consistantly good performance report.
2. Placement in the senior scale will be restricted to 50% of the total strength in respective category / cadre, subject to minimum of one.
3. The placement in the Senior Scale will be through process of the screening/selection by a committee to be constituted by the Vice-Chancellor.
4. Candidate(s) who may be rejected by the Committee specified vide (3) above will appear before the Committee after a period of two year, provided that if rejected third time , the next person in order of seniority in respective category/cadre, will be considered against the quote.

(SCHEDULE I TO CHAPTER IX)

DELEGATION OF ADMINISTRATIVE POWERS
TO THE OFFICERS AND EMPLOYEES OF UNIVERSITY

<u>S.NO.</u> <u>1</u>	<u>Nature of power</u> <u>2</u>	<u>To whom delegated</u> <u>3</u>	<u>Extent</u> <u>4</u>
1.	To make appointments	i. Vice-Chancellor	i. As provided in Section 27 & 48 of the Act and to make temporary appointments for a period of six months.
2.	To sanction deputation of University employees to other parts of India outside the State for purpose of training/meetings/conferences/seminars etc. in the interest of University and to sanction advance T.A. for this purpose.	i. Vice-Chancellor ii. Director Research.	i. Full powers ii. Full powers, in respect of Scientists required to attend the annual workshops of ICAR Co-ordinated projects/Schemes, provided that not more than two persons are deputed and funds are available for the purpose.
* 3.	Power to transfer employees within the University.	i. Vice-Chancellor ii. Directors iii. Registrar	i. Full powers ii. Teachers & staff borne on Auxillary staff cadre of the rank of Assistant Professor & below within their jurisdiction in consultation with the Head of Division/Regional Station. Copies of all such orders shall be endorsed to Registrar Office invariably. Such transfers will be made provided that a person has two year s stay at one place. iii. Staff borne on General Administration Cadre below the rank of Assistant Registrar in consultation with the concerned University Officers/Heads of Division/Regional Station/Unit concerned. Such transfers will be made provided that a person has two year s stay at one place.

to be changed

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- 4. To constitute Committees for purchase/auction/survey etc.
- 5. To sanction deputation of the purchase committee members outside the State alongwith advance T.A. for urgent purchase of any material.
- 6. To allow employees to cross the efficiency bar.
- 7. To grant all kinds of leave but excluding study leave and casual leave and to sanction acting arrangements.
- 8. Permission to purchase movable and im-movable property by the employees of the University.

- iv. Comptroller
 - i. Vice-Chancellor.
 - i. Vice-Chancellor
 - i. Appointing authority.
 - i. Vice-Chancellor
 - ii. Officer of the University.
 - iii. Heads of Divisions/ Regional Stations/ Estates officer.
 - i. Vice-Chancellor
 - ii. Directors, Registrar, Comptroller & other officers of the University.

- iv. Staff borne on Accounts cadre below the rank of Assistant Comptroller in consultation with the Heads of Division/Regional Station/Unit concerned. Copies of all such orders shall be endorsed to Registrar office invariably. Such transfers will be made provided that a person has two year s stay at one place.
 - i. Full powers
 - i. Full powers subject to the conditions that Comptroller/ Deputy Comptroller is associated in the committee.
 - i. Full powers
 - i. All University Officers & Teachers and other employees of the rank of Associate Professor & equivalent and above.
 - ii. All officials below the rank of Associate Professor & equivalent working directly under them
 - iii. All staff borne on different cadres of the rank of Assistant Professor and below working under them.
 - i. Full powers
 - ii. Rs.25,000/- in respect of each staff member working under them.

Subject to the conditions laid down in J&K Govt. employees Conduct Rules.

1	2	3	4
9.	Acceptance of resignation of University employees.	iii. Heads of Divisions/ Regional Stations.	iii Rs.12,000/- In respect of each staff member working under them.
10.	to increase or reduce the number of posts of any Division/Station/Unit/ Scheme by corresponding reduction or increase of similar posts in same or other Division/Station/Unit/Scheme.	i. Appointing authority.	i. Full powers
11.	Power to declare controlling authority in respect of T.A. of employees of the University.	i. Vice-Chancellor.	i. Full powers in respect of posts below the rank of Assistant Professor or equivalent in consultation with Financial Advisor.
12.	Power to fix headquarters of any post within the State.	i. Vice-Chancellor	i. Full powers
13.	Powers to sanction House Rent Allowance to the employees whose Headquarters are changed for a period not exceeding six months, in special cases provided that the Headquarters are shifted more than 100 K.M. away in respect of Assistant Professor and above & 50 K.M. away in respect of employees below the rank of Assistant Professor.	i. Vice-Chancellor	i. Full powers
		ii. Directors (to be specified by the V.C.)	ii. In respect of Assistant Professor and below for a period upto six months.
		iii. Estates Officer, Heads of Divisions/ Regional Stations.	iii. In respect of employees below the rank of Assistant Professor & equivalent working under them for a period upto 6 months within their jurisdiction.
		i. Directors, Estates Officer, Heads of Divisions/Regional Stations.	i. 10% of the pay or the actual rent paid whichever is less in respect of employees under their direct control.

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1	2	3	4	5
14.	Powers to sanction House Rent Allowance to employees who move with Camp Office to Jammu.	a) Employees whose pay does not exceed Rs.1500/- b) Employees whose pay exceeds Rs.1500/-	i. Vice-Chancellor i. Vice-Chancellor	i. Full powers as per Government rules and provisions. ii. 10% of pay to be paid by the employee for himself for appropriate accommodation befitting his status and rest to be re-imbursed subject to ceiling of 20% of his pay.
15.	To grant sponsorship under Faculty Improvement Programme.		i. Vice-Chancellor	i. Full powers
16.	To commute retrospectively periods of absence without leave into leave without allowances.		i. Vice-Chancellor	i. Full powers
17.	To sanction relaxation of provisions of T.A. rules in respect of mode of travel.		i. Vice-Chancellor	i. Full powers
18.	<u>Power to sanction honorarium to the employees of the University.</u>		i. Vice-Chancellor	i. Full powers provided that the amount does not exceed one month's pay in a year in each case.
19.	To permit acceptance of fees/honorarium for work outside the University by the University employees provided that the University work does not suffer on this account.		i. Vice-Chancellor ii. Directors	i. Full powers ii. In respect of employees within his jurisdiction subject to the conditions that such fees etc. in case of an employee does not exceed Rs.1,000/- in a year.

(SCHEDULE II TO CHAPTER IX)

DELEGATION OF FINANCIAL POWERS TO THE OFFICERS AND EMPLOYEES OF THE UNIVERSITY.

S.No. 1	Nature of power 2	To whom delegated 3	extent 4
*1(a)	To purchase books, periodicals, Maps etc. of scientific and technical nature for routine official use.	i. Vice-Chancellor ii. Director, Registrar, Comptroller and other officers of the University. iii. Heads of Divisions/ Regional Station.	i. Full powers ii. Rs.1,000/- a year. iii. Rs.500/- a year.
1(b)	To purchase books, directories, dictionaries and Maps etc. for use in the University Libraries.	i. Vice-Chancellor ii. University Librarian. iii. Heads of Regional Stations/Veterinary Faculty/Agriculture College.	i. Full powers ii. Upto Rs.20,000/- in a year on the recommendations of the Heads of Divisions/Officers of the University. iii. Full powers on the recommendations of Library Advisory Committee. i. Upto Rs.10,000/- in a year in respect of Regional Stations and Rs.20,000/- in a year in case of college of Agriculture, Wadoora, and Veterinary Faculty. ii. Full powers on the recommendations of Library Advisory Committee.
*1(c)	To purchase Journals/Periodicals / reviews/bulletins of technical and scientific nature.	i. University Librarian/ Heads of Regional Stations/Veterinary Faculty/Agriculture College.	i. Full powers on the recommendations of Library Advisory Committee approved by the Vice-Chancellor.
2.	To sanction rate contract for purchase of stationery articles.	i. Vice-Chancellor	i. Full powers on the recommendations of purchase Committee. In determining the rate contract the rate and quality fixed by the Government for similar articles shall be kept in view.

1	2	3	4		
3.	To allow to make purchase of stationery articles after inviting quotations.	i. Vice-Chancellor ii. Directors, Comptroller and other officers of the University. iii. Heads of Divisions/ Regional Stations.	i. Upto Rs. 15,000/- ii. Upto Rs. 3,000/- iii. Upto Rs. 1,000/-	in each case	for items which are not covered under rate contract or are not supplied by the supplier with whom rate contract is sanctioned on the recommendations of the purchase Committee.
4.	To allow to make local purchase of stationery for use in case of urgency without inviting tenders.	i. Vice-Chancellor ii. Directors, Registrar, Comptroller, Project Planning & Monitoring Officer and other Officers of the University. iii. Heads of Divisions/ Regional Stations.	i. Upto Rs. ^{20,000} 10,000/- in a year. ii. Upto Rs. ^{1,000} 500/- in each case subject to maximum of Rs. ^{6,000} 5,000/- in a year. iii. Upto Rs. ^{600/-} 300/- in each case subject to maximum of Rs. ^{2,000/-} 2,000/- in a year.		
5.	To sanction purchase of Engineering Stationery	i. Estates Officer	i. Full powers on the recommendations of Purchase Committee.		
6.	To give printing work to a private press.	i. Vice-Chancellor ii. Directors, Registrar, Comptroller, Project Planning & Monitoring Officer, Librarian and other officers of the University. iii. Heads of Divisions/ Regional Stations.	i. Full powers. ii. Rs. 2,000/- in each case subject to observance of formalities provided that the Government Press is not in a position to undertake the job. iii. Rs. 1,000/- in each case subject to maximum of Rs. 5,000/- in a year subject to observance of formalities and provided Government press is not in a position to undertake the job.		

1	2	3	4
7.	To sanction permanent advance to the Officers/Heads of Divisions/Regional Stations and other employees incharge of a section/unit.	i. Vice-Chancellor ii. Comptroller	i. Upto Rs. ^{2,000} 1,000 /- in each case. ii. Upto Rs. ^{1,000} 500 /- in each case after keeping in view the average expenditure of the Units.
8.	To authorise repairs of University buildings.	i. Estates Officer ii. Heads of Divisions/Regional Stations.	i. Full powers upto the extent funds are available in consultation with the Heads of Divisions / Regional Stations/Units. ii. Upto Rs. 2,000/- at a time but not exceeding maximum of Rs. 5,000/- in a year subject to availability of funds in urgent cases.
9.	To accord sanction to purchase of stores articles i.e. equipment, instrument, machinery, tools, live stock, chemicals and glassware etc.	i. Vice-Chancellor ii. Officers of the University iii. Heads of Divisions/Regional Stations. iv. Estates Officer	i. Full powers. ii. * Upto Rs. ^{40,000} 20,000 /- in each case iii. * Upto Rs. ^{20,000} 10,000 /- in each case iv. * Upto Rs. ^{10,000} 5,000 /- in each case
10.	To make purchase of stores, equipment, machinery tools etc. sanctioned by the Competent Authority.	i. University Officers/Heads of Divisions/Regional Stations/Estates Officer.	i. Full powers subject to the availability of funds & on the rates, terms and conditions recommended by the Purchase Committee.
11.	To sanction contracts for sale of farm or garden produce.	i. Heads of Divisions/Regional Stations.	i. Full powers on the recommendations of the Auction Committee and subject to the condition that the bid accepted is not less as compared to the average bid of the last three years. Where the average bid is less than average of the last three years approval of the Vice-Chancellor through Comptroller should be sought.

Except in respect of furniture articles purchase whereof will be sanctioned by the Vice-Chancellor.

* Inserted vide Notification No. 019/1998
dt. 07-11-1998.

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12.	To sanction refund of revenue	i. Comptroller	i. Full powers subject to admissibility under rules.
13.	To declare stores surplus or un-serviceable excluding farm produce.	i. Vice-Chancellor	i. Full powers
		ii. Directors, Registrar, Comptroller, other officers of the University/Heads of Divisions/Regional Station/ Estates Officer.	ii. Upto book value of Rs.10,000/- in each case subject to maximum of Rs.30,000/- in a year. Provided that the stores before being declared as un-serviceable are survey reported by the survey committee to be constituted in this behalf.
14.	To write off storage losses in farm produce due to dryage, damage by weevils, rats, , fires, white-ants, rains etc. and plants & grafts.	i. Vice-Chancellor	i. Full powers
		ii. Directors	ii. Upto 3% of the total value of the stock in respect of farm produce and 10% in case of plants and grafts.
		iii. Heads of Divisions/Regional Stations.	iii. Upto 2% of the total value of the stock in case of farm produce and 5% in case of plants and grafts.
15.	To write off University money lost by fraud or negligence of individuals or other causes which are irrecoverable.	i. Vice-Chancellor	i. Upto Rs.100/- in each case, subject to a limit of Rs.1000/- in a year.
		ii. Directors, Registrar, Comptroller and other Officers of the University.	ii. Upto Rs. 50/- in each case, subject to a ceiling of Rs.250/- in a year, provided that- Serious negligence on the part of some individual employee or employees which might possibly call for disciplinary action requiring the order of a higher authority and in case of any fraud or negligence, disciplinary action is taken against the defaulting official or officials concerned before the loss is written of.
16.	To fix sale rate of perishable agriculture & animal Produce of farms.	i. Heads of Divisions/Regional Stations.	i. Full powers, subject to the condition that the rates fixed are not less than the prevailing market rates on the recommendations of Committee to be constituted for the purpose by the Vice-Chancellor.

1	2	3	4
17.	To sanction re-appropriation of grants except in the following cases: a. From funds under the revenue head of Account to Capital account or vice versa. b. From plan to non-plan c. To restore or to increase the expenditure on items the provision for which has been specifically omitted or reduced at the time of passing of the budget. d. To meet expenditure on a new service not contemplated in the budget. e. After the close of the financial year. f. To meet any expenditure which has not been approved by the competent authority. g. From the primary unit (pay of Estt.) to any other unit. h. From lump sum provision made in the budget for some specific purpose pending sanction to details. i. To increase provision under temporary establishment except when engagement of the establishment has been approved by the competent authority, and j. From grants specifically earmarked for execution of works to any other object of expenditure.	i. Vice-Chancellor.	i. Full powers

1	2	3	4
18.	To sanction expenditure on demonstration of implements, improved seed, fertilizers etc.	i. Vice-Chancellor ii. Directors iii. Heads of Divisions/ Regional Stations.	i. Full powers ii. Upto Rs.500/- in each case iii. Upto Rs.200/- in each case subject to maximum of Rs.500/- in a year.
19.	To sanction expenditure for prizes and awards.	i. Vice-Chancellor	i. Full powers subject to rules to be framed.
20.	To sanction Scholarships, stipends etc.	i. Director Resident Instruction ii. Director Extension Education.	i. Full powers subject to provisions of Statutes and regulations in respect of Resident Instruction Programme. ii. Full powers in respect of Extension Education Programme subject to provisions of funds for the purpose.
21.	To sanction payment of demurrage charges	i. Vice-Chancellor ii. Directors, Registrar, Comptroller Estates Officer and other officers of the University. iii. Heads of Divisions/ Regional Stations.	i. Full powers ii. Upto Rs.100/- in each iii. Upto Rs.50/- in each case
22.	To sanction expenditure on book binding including other binding work.	i. Directors, Comptroller, Registrar and other Officers of the University/Heads of Divisions/Regional Stations. ii. Librarian	i. Full powers. ii. Rs.500/- in each case subject to a maximum of Rs.5000/- in a year and beyond that with the approval of Vice-Chancellor.

Subject to the conditions that the authority is satisfied that the amount payable is unavoidable and is not caused due to negligence of any person and is not recoverable from any employee.

1	2	3	4
23.	To sanction supply of liveries to the eligible employees.	i. Officers of the University, Heads of Divisions/Regional Stations.	i. Full powers as per Government rules till the University rules are framed.
24.	To sanction employment of skilled or un-skilled labourers on <u>daily wages</u> except for ministerial and orderly posts.	i. Officers of the University, Estates Officer, Heads of Divisions/Regional Stations.	i. Full powers subject to the condition that the rates are the same as in vogue in Government Departments not more than three months at a time.
25.	To fix limits of security deposits of University employees and prescribe methods thereof.	i. Vice-Chancellor	i. Full powers
26.	To sanction contingent expenditure of extraordinary nature.	i. Vice-Chancellor ii. Officers of the University. iii. Heads of Divisions/Regional Station	i. Rs.15,000/- in each case. ii. Upto Rs. 5,000/- in each case iii. Upto Rs.1,000/- in each case under intimation to Comptroller and the Director concerned.
27.	To sanction waiving in part or whole of recoveries of charges pointed out by audit or otherwise in extraordinary cases where chances of recovery are remote.	i. Vice-Chancellor	i. Upto Rs. 500/- in each case.
28.	To dispose of by burning, seeds, fruits, plants and Agricultural and Animal Products unsuitable for public use.	i. Vice-Chancellor ii. Directors iii. Heads of Divisions/Regional Stations.	i. Full powers ii. Upto Rs.3,000/- in each case under intimation to Comptroller. iii. Upto Rs.500/- in each case subject to a maximum of Rs.1,000/- in a year under intimation to the Comptroller.
29.	To lay down scale for the issue of concentrates and feed for live ^{stock} and poultry.	i. Heads of Divisions/Regional Stations.	i. Full powers in consultation with the Scientist I/C Animal Nutrition.

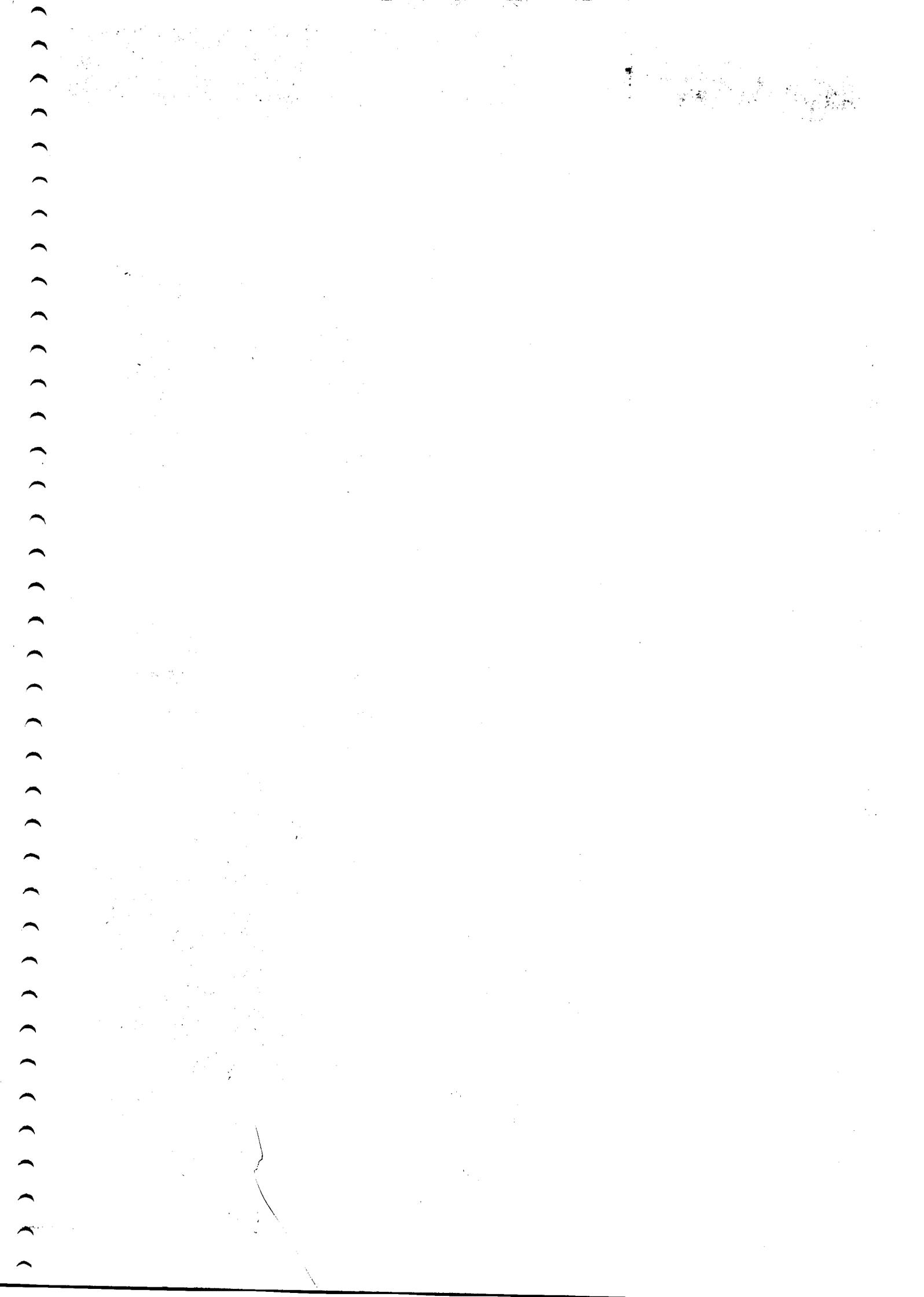
1	2	3	4
30.	To declare Animals, Agricultural Produce, nursery plants, fruit trees, farm yard manure etc. as un-serviceable, surplus, un-economical.	<ul style="list-style-type: none"> i. Vice-Chancellor ii. Directors iii. Heads of Divisions/ Regional Stations. 	<ul style="list-style-type: none"> i. Full powers subject to the recommendations of Survey Committee. ii. Upto Rs. 10,000/- in each case subject to recommendations of the survey committee under intimation to Comptroller. iii. Upto Rs. 5,000/- in each case subject to recommendations of the Survey Committee under intimation to Comptroller and Director concerned.
31.	To sanction sale by public auction of Animals, Agricultural Produce, nursery plants, fruit trees and other stores declared surplus/un-serviceable by competent authority.	<ul style="list-style-type: none"> i. Vice-Chancellor ii. Directors iii. Heads of Divisions/ Regional Stations. 	<ul style="list-style-type: none"> i. Full powers on the recommendations of the Survey Committee. ii. Upto Rs. 10,000/- in each case on the recommendations of the Survey Committee. iii. Upto Rs. 5,000/- in each case on the recommendations of the Survey Committee.
32.	To sanction write-off of books periodicals and maps etc. other than those maintained in the Library rendered un-serviceable in fair use.	<ul style="list-style-type: none"> i. Vice-Chancellor ii. Directors and Officers of the University, Heads of Divisions/ Regional Stations. 	<ul style="list-style-type: none"> i. Full powers on the recommendations of the Survey Committee. ii. Rs. 500/- book value in a year on the recommendations of the Survey Committee.
33.	To write-off the value of animals died, destroyed.	<ul style="list-style-type: none"> i. Vice-Chancellor ii. Heads of Divisions/ Regional Stations. 	<ul style="list-style-type: none"> i. Full powers ii. Of the average annual stock 1% in case of Live-Stock and 2% in case of poultry provided that the full case history is recorded and it is not other-wise recoverable on account of negligence of any official.
*33-A	To write-off difference between book value and sale proceeds of Live-Stock/ Stock and Stores declared surplus, un-productive, un-economical or un-serviceable by culling/Survey Committee.	<ul style="list-style-type: none"> i. Vice-Chancellor. 	<ul style="list-style-type: none"> i. Full powers

1	2	3	4
34.	To sanction expenditure on ordinary postage stamps for official communication in special case and foreign correspondence.	i. Vice-Chancellor. ii. Officers of the University, Heads of Divisions / Regional Stations.	i. Full powers ii. Upto Rs. 500/- per annum.
35.	To fix stock reserve limit for the Estates Division.	i. Vice-Chancellor	i. Full powers in consultation with Financial Advisor.
36.	To sanction expenditure on entertainments, official functions, meeting etc.	i. Vice-Chancellor ii. Offices of the University. iii. Heads of Divisions/ Regional Stations.	i. Full powers ii. Upto Rs.100/- in each case subject to the conditions that expenditure per head does not exceed Rs.5/- and maximum of Rs.1500/- in a year. iii. Upto Rs.100/- in each case subject to the condition that expenditure per head does not exceed Rs.3/- and a maximum of Rs.1000/ in a year.
37.	To accord technical sanction to detailed estimates of cost of original works or parts thereof including special repairs, renovation, additions or alterations and improvements not chargeable to maintenance.	i. Estates Officer	i. *Upto Rs. ^{25,00,000/-} 10,00,000/- ^{project} in each case beyond that Vice-Chancellor in consultation with Chief Engineer concerned.
38.	To accord technical sanction to detailed estimates chargeable to the maintenance of repairs.	i. Estates Officer	i. Full powers
39.	To permit excess expenditure over originally technically sanctioned estimates without revision of technical sanction.	i. Estates Officer	i. Upto 4% and beyond that Vice-Chancellor in consultation with Chief Engineer concerned.
40.	To accord administrative approval for execution of works.	i. Vice-Chancellor	i. Upto ⁵⁰ 25-lacs in each project

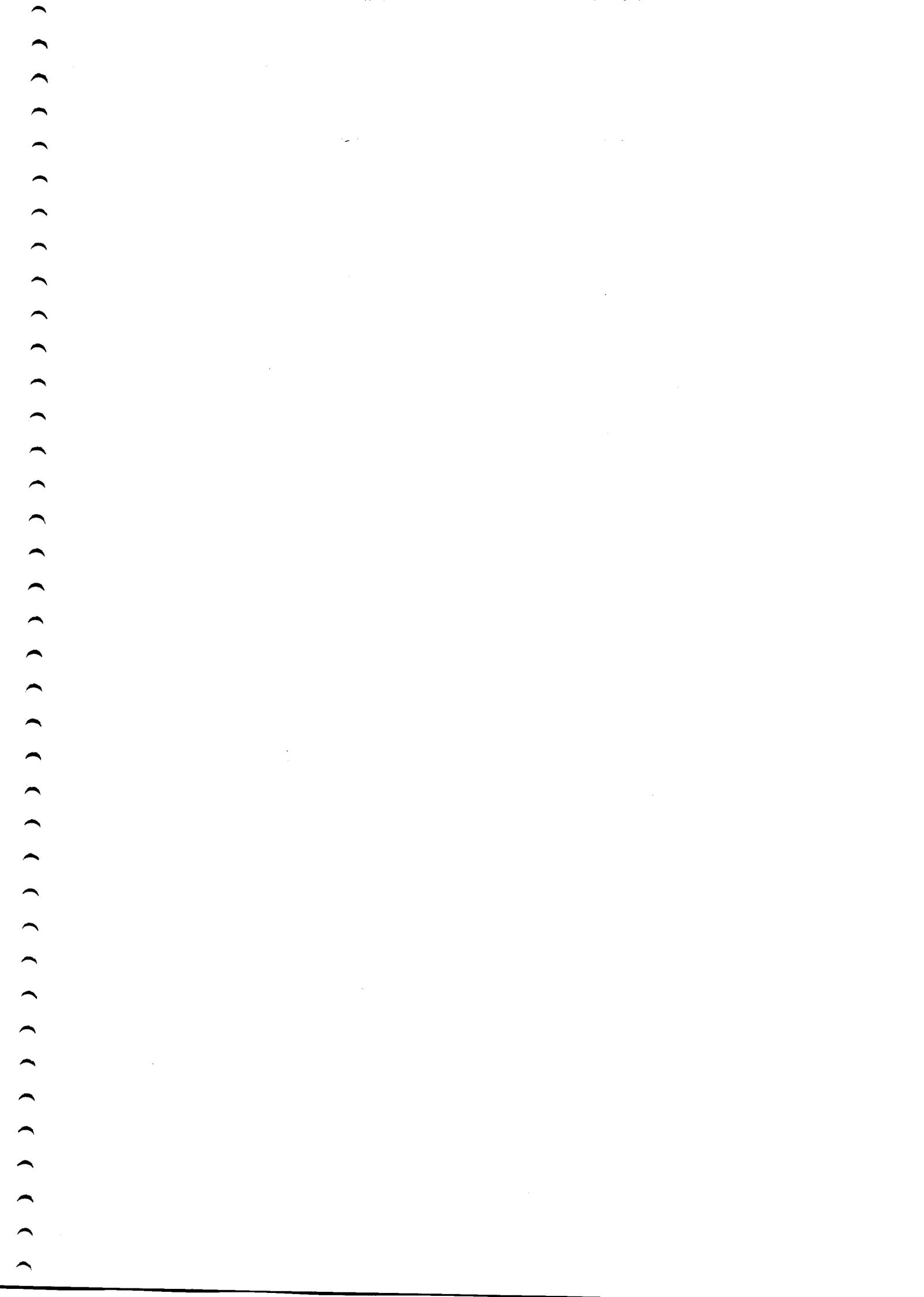
*vide memo
No. 110/01
9 2007 dt. 26-7-2007*

*vide
Notific. catn. no. 07
of 2007 dt. 26-7-2007*

1	2	3	4
41.	To sanction payment of rent for accommodation for official purpose.	i. Officers of the University, Heads of Divisions/Regional Stations.	i. Upto Rs.500/- . P.M. on the recommendations of the University Rent Committee beyond that with the approval of the Vice-Chancellor.
42.	To sanction fluctuating expenditure in meeting allowances of sweepers.	i. Vice-Chancellor, Officers of the University, Heads Of Divisions / Regional Stations.	i. Full powers subject to the conditions that the payments are of purely contingent character, are drawn on contingent bills and may be withdrawn at any time at the discretion of the appointing authority. ii. The allowances will not count for leave and pension or pensionary benefits. iii. That the allowances do not go to a menial or inferior servant in employ in receipt of a monthly rate of pay. iv. That the allowances granted do not exceed the minimum of the regular grade of such post, in case of whole time and 1/3 in case of part time.
43.	To sanction expenditure on the supply of electric energy consumed in University Offices/Institutions/Units.	i. Officers of the University, Heads of Divisions / Regional Stations.	i. Full powers
44.	To sanction expenses connected with shows, exhibition, fairs	i. Vice-Chancellor ii. Director Extension Education	i. Full powers ii. Upto.Rs. 3000/- in each case subject to budget provisions
45.	To declare scientists and other dignitaries as University guests and sanction expenditure on their board, lodge and conveyance etc.	i. Vice-Chancellor	i. Full powers



46. To execute repairs to the vehicles of the University in the market.	i. Officers of the University, Heads of Divisions / Regional Station.	<ul style="list-style-type: none"> i. Full powers subject to the conditions- a) That all the formalities required under rules are observed in order to ensure that expenditure incurred is economical and reasonable. b) the rates are verified by the technical hands or in absence thereof by the Officers with whom the vehicles are attached.
47. To sanction purchase of vehicle/ tractors.	i. Vice-Chancellor	i. Full powers
48. To execute agreements for individual works/supply orders on behalf of University.	i. Any employee of the University nominated by the Vice-Chancellor.	
49. To sanction expenditure in connection with the suits instituted by or against the University.	<ul style="list-style-type: none"> i. Vice-Chancellor ii. Registrar 	<ul style="list-style-type: none"> i. Full powers ii. Upto Rs.500/- in each case excluding lawyers fee.
50. To sanction expenditure on the engagement of person for specialised job like preparation of projects, reports compilation work etc.	i. Vice-Chancellor	<ul style="list-style-type: none"> i. Full powers subject to the condition that the period does not exceed three months and total monthly expenditure on the engagement of each person does not exceed Rs.600/-
*51. To sanction House building, Car, Scooter and Cycle advance to the employees of the SKUAST.	i. Vice-Chancellor.	<ul style="list-style-type: none"> i. Full powers subject to the terms and conditions governing such advances to the State Government employees and availability of funds.



SHER-E-KASHMIR
UNIVERSITY OF AGRICULTURAL SCIENCES & TECHNOLOGY
POST BOX NO: 262, SRINAGAR - 190001

University Order No: 444(Est.) of 1989
D a t e d : 8 . 8 . 1989

In accordance with the decision of the Board of Management taken at its 15th Meeting, and in modification of all previous orders, the following Farms/ Units will function directly to the extent of operating, maintenance and management of these Farms/Units for various teaching, research and extension education programmes, with immediate effect:-

- i. Sheep Breeding Farm, Shuhama
- ii. Cattle Breeding Farm, Manasbal
- iii. K.D. Farm, Srinagar
- iv. High Altitude Fruit Research Sub-Station, Balapora, Shopain

The following co-ordinating arrangements are ordered for the purposes and to the extent shown below:-

Farm/Unit	Co-ordinating Officer	Extent of Co-ordinating control of the Main Unit
Sheep Breeding Farm, Shuhama (including Poultry Section)	Professor Incharge, Faculty of Veterinary Sciences & A.H., till further orders.	i. General Co-ordination ii. Sanction of leave(s) to Farm Incharge as provided under rules.
Cattle Breeding Farm, Manasbal	-do-	-do-
K.D. Farm	Director of Research	-do-
High Altitude Fruit Research Sub - Station, Balapora, Shopain	Incharge Division of Pomology, Shalimar Campus.	-do-

Staff position of the above Farms / Units is indicated in the Annexure 'A', 'B', 'C', 'D' of this order.

To enable the proposed functioning of these Farms / Units to the extent envisaged above, the drawing and disbursing powers, together with the financial and administrative powers as indicated in Annexure 'E' of this order are hereby delegated to the Senior Scientists Incharge of the above Farms / Units.

Deputy Comptroller (Divisions), Shalimar Campus and Assistant Comptroller, FVSC & AH will function as here-to-fore in respect of financial transactions of the above Farms / Units, till further orders.

No: Au/Adm/R-64/89/10547/97
Dt: 8 . 8 . 1989

Sd/-
(H. M. Tahir) Registrar

Nature of power:

A) Administrative powers:

- 1) To grant all kinds of leave but excluding study leave.

Extent:

1. Full powers in respect of Employees upto the rank of Senior Technical Assistant.
2. Full powers in respect of grant of casual leave to Assistant Professor/ Associate Professor under him.

B) Financial powers:

- 1) To allow to make purchase of stationery articles after inviting quotations.
- 2) To allow to make local purchase of stationery in case of urgency without inviting tenders.
- 3) To authorise repairs of University buildings.
- 4) To sanction payment of demurrage charges.
- 5) To sanction expenditure on book/ register binding including other binding work (excluding Library Books/Journals).
- 6) To sanction supply of liveries to eligible employees.
- 7) To sanction the purchase of store articles i.e. equipments, instruments, machines, tools, Live-Stock, Chemicals, glassware etc.
- 8) To make purchase of stores equipments, machinery, tools, etc. sanctioned by the competent authority.

1. Upto Rs.1, 000/- in each case for items which are not covered under rate contract or are not supplied by the Suppliers with whom rate contract is sanctioned subject to the recommendations of the Purchase Committee.
2. Upto Rs.200/- in each case subject to maximum of Rs.1000/- in a year.
3. Upto Rs.1, 000/- at a time but not exceeding Rs.3,000/- in a year in urgent cases subject to availability of funds in consultation with Estates Officer and with the help of concerned Sectional Officer attached to that unit.
4. Upto Rs. 50/- in each case subject to the condition that the authority is satisfied that the amount payable is unavoidable and is not due to the negligence of any person and is not recoverable from any employee.
5. Full powers subject to the condition that only essential binding work is done at the reasonable rates.
6. Full powers as per Government rules (till the University frames its own rules) in consultation with the Comptroller.
7. Upto Rs.5,000/- in each case subject to maximum of Rs.20, 000/- in a year except in case of furniture articles purchase whereof will be sanctioned by Vice-Chancellor.
8. Full powers subject to availability of funds and on the rates, terms and conditions recommended by the Purchase Committee and approval of the competent authority.

- 9) To sanction contracts for sale of farms' or garden's produce.
 - 10) To declare stores surplus or unserviceable including farm produce.
 - 11) To write-off store losses, any farm produce due to dry-age/damage by rats, rains etc. plants and grafts.
 - 12) To fix sale rate of perishable agricultural, animal produce of farms.
 - 13) To sanction expenditure on demonstration of implements, improved seed, fertilizers etc.
 - 14) To sanction contingent expenditure of extraordinary nature.
 - 15) To lay down scale for the issue of feed for live stock and poultry.
 - 16) To sanction sale by public auction of animals, agricultural produce, nursery plants, fruit trees and other items declared surplus / unserviceable by the competent authority.
 - 17) To write-off the value of the animals died, destroyed.
 - 18) To sanction expenditure on postage stamps for official communication in special case and for correspondances.
 - 19) To sanction expenditure on entertainments, official functions, meetings etc.
 - 20) To sanction expenditure on supply of electric energy consumed in University office/Institution/Unit.
9. Full powers on the recommendations of Auction Committee and subject to the conditions that the bid accepted is not less than as compared to the average bid of last three years. Where the average bid is less than average of the last three years, approval of Vice-Chancellor through Comptroller should be sought.
 10. Upto book value of Rs.5000/- in each case subject to maximum of Rs.15000/- in a year provided that the stores before being declared as unserviceable are surveyed by the Survey Committee to be constituted by Vice-Chancellor in this behalf.
 11. Upto 2% of the total value of the stock in case of farm produce and 5% in case of plants and grafts.
 12. Full powers subject to the conditions that the rates fixed are not less than the prevailing market rates on the recommendations of the Committee to be constituted for the purpose by the Vice-Chancellor.
 13. Upto Rs.200/- in each case subject to maximum of Rs. 500/- in a year.
 14. Upto Rs. 500/- in each case subject to limit of Rs.1000/- in a year under intimation to Comptroller and the Director concerned.
 15. Full powers in consultation with Scientist I/C. Animal Nutrition.
 16. Upto Rs. 500/- in each case on the recommendations of Survey Committee to be constituted by the Vice-Chancellor.
 17. Of the average annual stock 1% in each case of live stock and 2% in case of poultry provided that the full case history is recorded and it is not other-wise recoverable on account of negligence of any official.
 18. Upto Rs. 250/- per annum.
 19. Upto Rs.100/- in each case subject to the condition that expenditure per head does not exceed Rs.3/- per head and maximum of Rs.1,000/- in a year.
 20. Full powers.

21) To execute repairs to the Vehicles of the University in the market.

21. Full powers subject to the conditions:-

i) That all formalities required under rules are observed in order to ensure that expenditure incurred is economical and reasonable.

ii) the bills are verified by technical hands or in absence thereof by the officers with whom the vehicle is attached.

iii) Repairs are conducted through Vehicle Repair Committee constituted by the Vice-Chancellor from time to time.

22) To sanction engagement of skilled or un-skilled labourers on daily-wages for farm operation (except for ministerial and orderly posts.)

22. Full powers as per norms/requirements with budget allocation for not more than 3 months at a time.

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SHER-E-KASHMIR
UNIVERSITY OF AGRICULTURAL SCIENCES & TECHNOLOGY
POST BOX NO:262, SRINAGAR - 190 001

University Order Nos 111(Est.) of 1985
D a t e d : 18. 7. 1985

In exercise of powers vested in me under Clause 60 of Sher-e-Kashmir, University of Agricultural Sciences & Technology Statutes, 1983, I, Prof. A. Ahmad, Vice-Chancellor hereby order that the Estates Officer shall exercise powers with regard to execution of various works / repairs in case of emergency on work order basis to the extent of Rs. 10,000/- in each case.

Sd/-
(Prof. A. Ahmad)
Vice - Chancellor

No:AU/Adm/S-117/II/85/9055-89
Dated:- 18. 7. 1985

Copy for information and
necessary action to the:-

1. Director Extension Education / Research
Shalimar Campus.
2. Project Planning & Monitoring Officer,
H.Q. Office.
3. Estates Officer
4. Deputy Comptroller
5. All Heads of Divisions/Regional
Stations/Units
6. Secretary to Vice-Chancellor
7. University order file (w.3.s.c.)

Sd/-
(Masaud Samoon)
Deputy Registrar

RESTRICTIONS

(Schedule I to Chapter IX Clause 69)

Administrative Powers

✓ 3. Powers to transfer employees within the University:
 The powers shall not be exercised at present without prior approval of the Vice-Chancellor.

Vide University Order No:342 of 1985 dated 23. 5. 1985.

7. To grant all kinds of leave but excluding study leave and casual leave and to sanction acting arrangements:

Officers of the University/ Heads of Divisions/Regional Stations/ Estates Officer of the University shall not exercise the powers in respect of making arrangement during leave of any official except in very special cases and that too with the permission of the Vice-Chancellor.

Vide University Order No: 461(Est.) of 1987 dt: 16 . 7. 1987.

(Schedule II to Chapter IX Clause 69)

Financial Powers

9. To accord sanction to purchase of stores articles i.e. equipment, instrument, machinery, tools, live stock, chemicals and glassware etc.

Powers may be exercised with the following restrictions:-

Change ii) Officers of the University

Subject to a maximum of Rs.20,000/- in a year in respect of each category defined in University order No.246 of 1985 dated 15.4.1985 for each Regional Station/ Division. Copies of Sanctions issued under this item shall invariably be endorsed to Comptroller's Office.

Vide University Order No:- 342 of 1985 dt: 23. 5. 1985.

change iii) Heads of Divisions/ Regional Stations

Subject to a maximum of Rs.10,000/- in a year in respect of each category defined in University Order No: 246 of 1985 dated: 15 . 4. 1985.

-do-

X iv) Estates Officer

Subject to a maximum of Rs.5,000/- in a year in respect of each category defined in University Order No: 246 of 1985 Dt: 15. 4. 1985.

-do-

42. To sanction fluctuating expenditure in meeting allowances of sweeper

The powers may be exercised only with the prior approval of the Vice-Chancellor.

Vide University Order No: 342 of 1985 dated 23.5.1985.

ERRATA

Line Existing words

Correct words

UNIVERSITY OF ANHAR, SHALIMAR CAMPUS, SAHARA ROAD, DELHI
Shalimar Campus, Sahara Road, Delhi

Subject: Revision of financial delegation.

University order No. 352 (Est.) of 2000
D a t e : 28 / 10 / 2000

Pursuant to decision taken by the Board of Management at its 37th meeting, the financial delegation in respect of following is hereby revised to the extent as indicated in the Annexure to this University order.

- i. Scientist I/C SRF, Shuhama
- ii. Scientist I/C CRF, Manasbal
- iii. Scientist I/C FRSS, Shopian
- iv. Scientist I/C K.D. Farm

1325
2/11/2K

This is issued in modification of Annexure (E) to University order No. 444 (Est.) of 1999 dated 9.8.1999.

By order

sd/-
Registrar

No. AU/AR(R&C)/2000/1611-40
Date: 28 / 10 / 2000

Copy to the:-

DEE ✓

- All officers of the University.
- All concerned.
- Dy. Comptroller (HQ) Shalimar.
- Asst. Comptroller concerned
- File concerned.
- Secretary to Vice-Chancellor, SKUAST-K.
- University order file (w.3.e.c.).

[Signature]
Asstt. Registrar (R&C)

Annexure to University Order No. 352 of 2000
 dated: 28.10.2000

Reference to delegation of powers	Nature of power	Extent	
		Existing	Revised
B) Financial powers	(1) To allow to make purchase of stationery articles after inviting quotations.	1. Upto Rs. 1,000/- in each case for items which are not covered under rate contract or are not supplied by the suppliers with whom rate contract is sanctioned subject to the recommendations of the purchase committee.	1. Upto Rs. 2,000/- in each case
	(7) To sanction the purchase of store articles i.e. equipments, instruments, machine, tools, livestock, chemicals, glassware.	7. Upto Rs. 5000/- in each case subject to maximum of Rs. 20,000/- in a year except in case of furniture articles purchase where-of will be sanctioned by Vice-Chancellor.	7. Upto Rs. 10,000/- in each case subject to maximum Rs. 40,000/- in a year

Bahadur Singh
 Asstt. Registrar (R&C)

approval of the Vice-Chancellor.

23.5.1985.

ERRATA

<u>Page</u>	<u>Clause</u>	<u>Line</u>	<u>Existing words</u>	<u>Correct words</u>
3	5(d)	2	a, b, c and above	a, b and c above
5	13	1	Compire	Comprise
6	18	5	shal not automatic	shall not mean automatic
8	27(a)(ii)	3	service and	servant and
14	48(a)	1	his/her	him/her
14	55	2	his/her	him/her
20	74(g)	2	consenscious	consensus
23	80(vii)	4	years	years, in respect of Veterinary Faculty
23	82(iii)		Director Resident-cum- Dean Post Graduate Studies	Director Resident Instruction-cum-Dean Post Graduate Studies
33	S.No.8 column 4(vi)	3	be of three members)	be of three members with one expert from outside).
40	Explanation(iii)	1	in case of Assistant Professors who	In case of Assistant Professors and equivalent who
45	Column 6(vi)		Member	Secretary
53	Column 6 (in respect of Driver)	-	-	v) Deputy Registrar (Establishment)...Secretary (Quorum of the Committee shall be of 3 members)
53	Column 6 (in respect of Tractor Driver)	-	-	v) Deputy Registrar (Establishment)...Secretary (Quorum of the Committee shall be of 3 members)
57	Note 2	4	his	their
80	S.No.29 Column 2	2	live and poultry	live stock and poultry

