

MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY, NAGPUR



COMPENDIUM – 2019

(Revised on dated 20/09/2019)

**Delegation of power vested regarding Administration,
Accounts, Establishment, Education,
Examination and Works matters by the Vice-Chancellor
to the University offices as stipulated in
MAFSU statute No. 146 of
Statutes-2002**

MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY, NAGPUR



COMPENDIUM – 2019

(Revised on dated 20/09/2019)

**Delegation of power vested regarding Administration,
Accounts, Establishment, Education,
Examination and Works matters by the Vice-Chancellor
to the University offices as stipulated in
MAFSU statute No. 146 of
Statutes-2002**



MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY, NAGPUR

Futala Lake Road, Telangkhedi, Nagpur-440001

COMPENDIUM – 2019

(Revised on 20/09/2019)

INDEX

Sr. no.	Particulars	Page No.
	Order of delegation of powers	01
1.	Annexure-I List of University Officers declared as University Head of Office, Controlling Officer	02
2.	Annexure-II Declaration of Head office & Controlling Officer	03
3.	Annexure-III (1) Establishment Matter	04 - 08
	(2) Account Matter	09 - 19
	(3) General Administrative Matter	20 - 23
	(4) Academic Matter	24
	(5) Examination Matter	25
	(6) Works Matter	26 - 29
4.	Annexure-IV (1) Establishment Matter (Schemes)	30
	(2) Account Matter (Schemes)	31 - 33
5.	Annexure-V (1) Legal Committee Regulation (EC / Regulation No. 2)	34 - 37
	(2) Regulations regarding allotment of residential accommodation	38 - 60
	(3) Regulations regarding “Refreshment charges for University Conferences and Meeting.” (EC / Regulation No. 3)	61 - 63
	(4) Regulations Regarding Works Committee (EC / Regulation No. 1)	64 - 66

MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY,
Futala Lake Road, Telangkhedi, Nagpur-440001

No. MAFSU/EST/2680/19
Date : 20/09/2019

ORDER

In Supersession of the order No. MAFSU/EST/182/07, dt 04/04/2007 and in exercise of the powers conferred under sub-section 17 of the Maharashtra Animal and Fishery Sciences University, Nagpur Act, 1998, read with Statute 146 and keeping in view the provisions in statute 169 (Chapter XVIII – service conditions etc of the employees of the university etc.) of the Maharashtra Animal & Fishery Science University, Nagpur Statutes, 2002 and all other powers in this behalf I, Prof. A. M. Paturkar, Vice-Chancellor do hereby order as under namely :

1. These orders are issued for transparent, easy and quick administration and for empowering the officers.
2. That the Officers shown in column No. 2 of Annexure-1 are hereby declared as University Head of Office in respect of schemes mentioned in column No. 3 of Annexure-1 and they shall exercise such powers and perform such duties as are specified in the relevant portions of the Annexure – III and IV subject to such conditions as are stated there in.
3. That the Officers shown in column No. 4 of Annexure – II are hereby declared as Controlling Officers for the Schemes and Head of Office as indicated in column No. 3 and 2 respectively of Annexure – II and that they shall exercise such powers and perform such duties as are specified in the relevant portions of the Annexure – III subject to such conditions as stated therein.
4. Notwithstanding anything contained in this order, the Vice-Chancellor shall exercise general control on all the matters of the University and shall also exercise all the powers necessary to give effect to the provisions of Act, Statutes and Regulations.
5. These orders shall come into force from 20-09-2019.

I record my appreciation to Shri. D. B. Raut, Comptroller of the University who took painstaking efforts for drafting and compiling this document.

Nagpur
Dated : 20/09/2019

(Prof. A. M. Paturkar)
Vice-Chancellor

COMPENDIUM – 2019

(Revised on 20/09/2019)

Annexure - I

List of University Officers declared as University Head of Office, Controlling Officer by the Vice-Chancellor, Maharashtra Animal & Fishery Sciences University, Nagpur.

Sr. no.	Head of Office	Name of the Office/Scheme	Controlling Officer
1	2	3	4
1.	Director of Instructions	Director of Instructions, Examination Branch	Vice-Chancellor
2.	Director of Research	Director of Research	Vice-Chancellor
3.	Director of Extension & Training	Director of Extension & Training	Vice-Chancellor
4.	Dean, Faculty of Veterinary Science	Faculty of Veterinary Science	Vice-Chancellor
5.	Dean, Faculty of Dairy Technology	Faculty of Dairy Technology	Vice-Chancellor
6.	Dean, Faculty of Fishery Science	Faculty of Fishery Science	Vice-Chancellor
7.	Dean, Faculty of Lower Education	Faculty of Lower Education	Vice-Chancellor
8.	Registrar	Establishment Branch, Academic Branch, General Branch	Vice-Chancellor
9.	Comptroller	Comptroller's Office	Vice-Chancellor
10.	University Engineer	University Engineer's office	Vice-Chancellor
11.	University Librarian	University Librarian's office	Vice-Chancellor
12.	Director of Student's Welfare	Director of Student Welfare's Office	Vice-Chancellor
13.	Director, Wildlife Research and Training Centre, Gorewada	Wildlife Research and Training Centre, Gorewada	Vice-Chancellor

COMPENDIUM – 2019

(Revised on 20/09/2019)

Annexure - II

Declaration of Head office & Controlling Officer

Sr. no.	Head of Office	Name of the Office/Scheme	Controlling Officer
1	2	3	4
1.	Registrar	Registrar Office	Vice-Chancellor
2.	Associate Dean, Post Graduate Institute of Veterinary & Animal Sciences, Akola	Post Graduate Institute of Veterinary & Animal Sciences, Akola	Dean, Faculty of Veterinary Science
3.	Associate Dean, Nagpur Veterinary College, Nagpur	Nagpur Veterinary College, Nagpur	Dean, Faculty of Veterinary Science
4.	Associate Dean, Mumbai Veterinary College, Mumbai	Mumbai Veterinary College, Mumbai	Dean, Faculty of Veterinary Science
5.	Associate Dean, College of Veterinary & Animal Sciences, Parbhani	College of Veterinary & Animal Sciences, Parbhani	Dean, Faculty of Veterinary Science
6.	Associate Dean, College of Veterinary & Animal Sciences, Udgir, Dist. Latur.	College of Veterinary & Animal Sciences, Udgir, Dist. Latur.	Dean, Faculty of Veterinary Science
7.	Associate Dean, KNP College of Veterinary Science, Shirval, Dist. Satara	Krantisinh Nana Patil College of Veterinary Science, Shirval, Dist. Satara	Dean, Faculty of Veterinary Science
8.	Associate Dean, College of Dairy Technology, Warud (Pusad), Dist. Yawatmal	College of Dairy Technology, Warud (Pusad), Dist. Yawatmal	Dean, Faculty of Dairy Technology
9.	Associate Dean, College of Fishery Science, Nagpur	College of Fishery Science, Nagpur	Dean, Faculty of Fishery Science
10.	Associate Dean, College of Fishery Science, Udgir, Dist. Latur.	College of Fishery Science, Udgir, Dist. Latur.	Dean, Faculty of Fishery Science
11.	Deputy Director, Cattle Breeding Farm, Igatpuri , Dist. Nashik	Cattle Breeding Farm, Igatpuri , Dist. Nashik	Associate Dean Mumbai Veterinary College, Mumbai
12.	Deputy Director, Cattle Breeding Farm, Borgaon Manju , Dist. Akola	Cattle Breeding Farm, Borgaon Manju , Dist. Akola	Associate Dean PGIVAS, Akola
13.	Associate Dean, College of Dairy Technology, Udgir , Dist. Latur	College of Dairy Technology, Udgir , Dist. Latur	Dean, Faculty of Dairy Technology

MAHARASHTRA ANIMAL & FISHERY SCIENCES UNIVERSITY,

Futala Lake Road, Telangkhedi, Nagpur-440001

COMPENDIUM – 2019

(Revised on 20/09/2019)

Delegation of powers vested regarding Administration, Accounts, Establishment, Education, Examination and Works matters.

The Financial and Technical powers are subject to following conditions:

1. The powers not listed below are vested with the Vice-chancellor, MAFSU, Nagpur.
2. Subject to availability of funds with the respective authority/office.
3. **Appropriate office procedures** laid down by University should be strictly followed for the purpose.
4. **Responsibility and accountability** to internal and external audits.

Annexure – III

(1) Establishment Matter

Sr. no.	Nature of Power	Authority competent to exercise the power	Extent of power	Conditions/Remarks
1	2	3	4	5
1.	To declare Head of Office	• Vice - Chancellor	Full power	After creation and approval of new office by government. In consultation and approval of Executive Council.
2.	To sanction Annual Increments	• Head of Office	Full power	
3.	To maintain and sign entries in the service book	• Head of Office	Full power	Head of Office at the Constituent college level can re-delegate this power to the official not below the rank of Assistant Registrar.
4.	To withhold the increment	• Head of Office	Full power	Subject to the approval of the Controlling Officer.
5.	To fix the pay of university employee on Appointment/ Promotion / reversion etc.	• Head of Office	Full power	In respect of the staff working in their offices subject to verification from the Comptroller and Pay & Account Officer of concern constituent college and CBF/ Institute.

6.	To sanction Casual Leave	<ul style="list-style-type: none"> • Vice Chancellor • Head of Office • Associate Deans / Dean of the Colleges • Directors / Deans of Faculty/ Registrar Comptroller/ University Engineer/ Director of Student's Welfare • Deans of Faculty • Professors/HODs/ I/c of Dept. • I/c of Research Scheme / Station / Farm • Controller of Exam. • P.S. to Vice Chancellor • Hostel Rector 	<p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p>	<p>In respect of Directors, Deans, Registrar, Comptroller, Director of Students Welfare, University Engineer, Private secretary and Technical Officer concern</p> <p>In respect of staff working under them.</p> <p>In respect of Professors/HODs/I/c of the Depts./ AR /ACs / AR-cum-ACs of the Colleges</p> <p>In respect of staff working directly under them.</p> <p>Associate Dean of Colleges.</p> <p>Staff working directly under him.</p> <p>Staff working directly under him.</p> <p>Staff working directly under him.</p> <p>In respect of class III & Class IV staff within the V.C. office.</p> <p>Staff working directly under him</p>
7.	To sanction Earned leave / half pay / Commuted leave / Extra ordinary leave / Leave without pay	<ul style="list-style-type: none"> • Head of Office 	Full power	To the extent of 90 days. Above 90 days all head of office have to submit proposal to Registrar. Registrar may sanction such leaves in consultation and approval of Vice – Chancellor.
8.	To sanction Maternity Leave / Child Care Leave	<ul style="list-style-type: none"> • Head of Office 	Full power	
9.	To sanction T.B. leave/ Leprosy leave / cancer leave / preparatory to retirement leave / Special disability leave / Study leave etc. leave not due. Dog bite & all kind of special leave as specified by the Government as per MCS (Leave) Rule	<ul style="list-style-type: none"> • Registrar 	Full Power	Subject to approval of Vice – Chancellor

10.	To sanction sabbatical leave	• Registrar	Full Power	As per the provision laid down in the statute with the approval of the Vice Chancellor
11.	To sanction Special casual leave for undergoing family planning operation	• Head of Office	Full power	Sanctioning authority may grant such Special casual leave as per State Government Rules.
12.	To sanction encashment of unutilized Earned leave	• Registrar	Full power	Subject to approval of Vice – Chancellor
13.	To grant T.B leave and other special leave as specified by state government	• Registrar	Full power as per prevailing Govt. rules	Subject to approval of Vice – Chancellor
14.	To grant special casual leave (10 days) for academic matters.	• Vice – Chancellor • University Head of Office • Controlling Officer • Head of office	Full Power Full Power Full Power Full Power	In respect of University Heads of office In respect of staff working directly under them. In respect of Head of office. All the staff working under them.
15.	To execute security bond for cashier and other staff handling cash, stores and library	• Head of office	Full Power	In respect of staff working under their control.
16.	To grant the Presumptive pay / Additional Pay for holding the Additional charge of equivalent or higher post.	• Head of office • Registrar	Up to One Year One year to Two years	Subject to the conditions that in case where the second post or posts held is/are equivalent or higher than the original post of the employee for a period not less than 16 days but not more than one year. In case the period of the holding additional post is more than one year, cases should be referred to the Registrar for approval of the Vice-Chancellor
17.	To employ casual / skilled labours on wages / contractual basis	• Head of Office	Full powers	Subject to condition that the period of employment does not exceed six months at a time and as per the rate approved by the University / Govt. and also subject to condition of availability of sufficient fund.
18.	To sanction House building / Vehicle Advance to all the staff of University.	• Registrar	Full powers	Subject to approval of Vice – Chancellor.
19.	To sanction expenditure on postage	• Head of Office	Full powers	

20.	Power to institute proceedings and to impose minor penalties in the case of breach of discipline and conduct rules.	<ul style="list-style-type: none"> Registrar / Dean / Directors Associate Deans/ Dean of the Colleges 	<p>Full powers</p> <p>For Class-III and Class-IV employee working under them</p>	Subject to observance of MCSR Discipline & Appeal Rules, 1979 as per the provision of MAFSU statutes 2002 and subject to approval of Vice – Chancellor.
21.	Power to sanction legal charges and Advocate Fee	<ul style="list-style-type: none"> Head of Office 	Full powers	As per University rules EC Regulation No. 02 enclosed (Annex-V)
22.	To sanction expenditure in connection with the civil suits, criminal cases, Arbitration fee as the case may be	<ul style="list-style-type: none"> Registrar 	Full powers	Subject to approval of Vice – Chancellor. Limited to the rate approved by legal committee from time to time
23.	To approve tour programme & tour diary of Employees within State.	<ul style="list-style-type: none"> Vice – Chancellor Deans of Faculty Director of Research Director of Extension Registrar Director Wild Life Research and Training Centre, Gorewada Associate Deans / Dean of the Colleges Professor / HODs / I/c Dept Officers I/c of the Research stations / Scheme / Farms 	<p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p>	<p>In respect of all Head of Office of university head quarter.</p> <p>In respect of Associate Dean / Deans of the Colleges and staff working in Deans office.</p> <p>In respect of the staff working in Research branch.</p> <p>In respect of the staff working under his control</p> <p>In respect of the staff working under his control.</p> <p>In respect of the staff working under his control.</p> <p>Staff working directly under them including academic officers/ other officer/ Head of Departments/ Professor/ Assistant Registrar/ Assistant Comptroller/ Ministerial staff working in Dean/ Associate Deans office.</p> <p>In respect of the staff working under them excluding Academic officers.</p> <p>In respect of the staff working under them excluding Academic officers.</p>

(2) Accounts Matter

Sr. no.	Nature of Power	Authority competent to exercise the power	Extent of power	Conditions/Remarks
1	2	3	4	5
1.	To fix selling rates of farm produce including livestock products, birds, Animal, fodder including dry/green, etc./Dairy/Fishery product, by product, farm/Laboratory product, Laboratory services, clinical and diagnostic services etc.	<ul style="list-style-type: none"> • Head of Office • In the case of emergency the discretionary power be exercised with post facto approval of the committee constituted for the purpose and Advisory Council so as to avoid losses if any. 	<p>Full power, for farms under their jurisdiction subject to recommendation of committee and Advisory Council in case of colleges.</p> <p>In case of C.B.F. Bargaon Manju, Igatpuri. Full power to their controlling officer</p>	<p>A) 3 Members Committee for Colleges. 1) Head of Office - Chairman 2) Members i) One Senior Academic Officer of concerned Department ii) One Senior Academic Officer of another Department</p> <p>B) 3 Members Committee for Cattle Breeding Farms 1) Head of Office - Chairman 2) Members i) One Senior Academic Officer ii) One Officer / staff from Farm Section</p>
2.	Power to grant special pay to the cashier / person performing the duties of the Cashier in the office.	• Comptroller	Full Power	As per Govt. rules.
3.	Power to permit travel by air in respect of teaching and nonteaching staff of university.	• Vice-Chancellor	Full Power	Incumbent claiming admissible rail fare need not to obtain permission of air travel from Vice-Chancellor
4.	To sanction expenditure for purchase of Petrol, Diesel, LPG/ CNG for vehicle.	<ul style="list-style-type: none"> • Vice-Chancellor • Head of Office 	<p>Full power</p> <p>A)Assigned vehicle and office vehicle- 3000 ltr/kg per year B)School/ college bus- 7000 ltr/kg per year C)Ambulance – No limit</p>	Extent of power mentioned in Column 04 if exceed then to such exceed amount, the sanction of Vice Chancellor should be obtained.

	For Vehicle oil / Lubricant	<ul style="list-style-type: none"> • Officer I/c of Research Stations and Farms 	D) Farm vehicle like tractor/ Tiller- No limit As per norms Up to 2000 Ltr per vehicle per year	
5.	To sanction contingent Advance for office expenses.	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Professors/I/c of Dept./ HODs/ Officer I/c of Research Stations and Farms • Hostel Rector 	Up to Rs. 1,00,000/- in each case. Up to Rs. 50,000/- in each case. Up to Rs. 10,000/- in each case. Up to Rs. 10,000/- in each case.	Such advance be settled within a period of 15 days. Second advance can only be granted in case of Emergency and obtaining sanction of Controlling Officer. If such advance is not settled within a period of one month, it should be recovered from salary of individuals.
6.	To sanction the GPF Advance refundable / non refundable	<ul style="list-style-type: none"> • Head of Office • Vice – Chancellor 	Full Power Full Power	Staff working under him. The limit of Refundable Advance and non Refundable Advance will be as per the provision of Maharashtra General Provident Fund revised rule. In case of the Refundable and non Refundable advance of Head of Office limited to the provision under Maharashtra General Provident Fund revised rule.
7.	Final withdrawal of GPF	<ul style="list-style-type: none"> • Comptroller 	Full Power	Subject to the approval of the Vice - Chancellor
8.	To sanction conveyance expenditure on Rickshaw / taxi for transport of cash, equipment, material for official use and other official work.	<ul style="list-style-type: none"> • Head of Office • Professor/HODs/ I/c of Dept. • Office I/c of Research Station/Farms 	Up to Rs. 2500/- in each case. Up to Rs. 1000/- in each case. Up to Rs. 1000/- in each case.	Subject to condition that university / college / research station/farm vehicle is not available on that day.

9.	To sanction advance / expenditure for hiring charges of tractor / power tiller for ploughing work.	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Professors/I/c of Dept./ HOD/Officer I/c of Research Stations and Farms. 	<p>Up to Rs. 50,000/- in each case.</p> <p>Up to Rs. 25,000/- in each case.</p> <p>Up to Rs. 10,000/- in each case.</p>	Subject to availability of funds.
10.	To sanction fuel charges to mobile agricultural machinery, i.e. bulldozers, fishing vessel, tractor, power tillers etc.	<ul style="list-style-type: none"> • Controlling Officer • Head of Office 	<p>Rs. 50,000/- in each case.</p> <p>Rs. 25,000/- in each case.</p>	Subject to availability of funds.
11.	Hiring of JCB-Bus, Car, Jeep, Matador-Van etc or any other vehicle for office purpose.	<ul style="list-style-type: none"> • Controlling Officer • Head of Office 	<p>Rs. 50,000/- in each case.</p> <p>Rs. 25,000/- in each case.</p>	Subject to availability of funds.
12.	To sanction purchase of accessories for emergent repairs of vehicle	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Office I/c of Research Station/ Scheme/Farms 	<p>Up to Rs. 20,000/- in each case.</p> <p>Up to Rs. 10,000/- in each case.</p> <p>Up to Rs. 2,000/- in each case.</p>	In respect of office under their control.
13.	To sanction repairs of vehicles, including purchase/ replacement of spare parts, (excluding tyres, batteries)	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Office I/c of Research Station/Farms 	<p>Full Power</p> <p>Rs. 70,000/- p.a. per vehicle</p> <p>Rs. 35,000/- p.a. per vehicle</p>	As per Govt. rules.
14.	To sanction expenditure for Purchase of tyre and batteries for vehicle	<ul style="list-style-type: none"> • Head of Office 	Full Power	Purchase may also be effected from authorized dealer and subject to the availability of funds.
15.	To sanction vehicle taxes, registration fees, passing fees, insurance etc.	<ul style="list-style-type: none"> • Head of Office 	Full Power	-

16.	To sanction electricity charges, water charges, telephone bills / internet charges and RRT	• Head of Office	Full Power	-
17.	To pass musters of contractual work labours for payments (except construction works)	• Head of Office	Full Power	In respect of office under his control.
18.	To sanction contingent expenditure for office expenses	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Professors/ HODs/I/c of Dept. • Hostel Rector 	Full Power Up to Rs. 1,00,000/- in each case. Up to Rs. 10,000/- in each case. Up to Rs. 5,000/- in each case.	Except for purchase of consumables / office equipments etc.
19.	To sanction expenditure for purchase of consumables/office equipment, etc.	<ul style="list-style-type: none"> • Controlling Officer • Head of Office 	Full Power Up to Rs. 2,00,000/- in each case.	Except items included in Sr. No. 18
20.	To sanction expenditure for repairs/purchase of computer, computer spares/ computer printer/ computer consumable/ software/ networking component / article / computer stationary / glassware / chemicals / fertilizers / pesticides / insecticides / fungicides / medicine / feed & fodders / Plasticwares / hardware / wood / fuel (oil such as furnace oil, L.S.H.S. oil) coal/ gas etc.	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Professors/ HODs/I/c of Dept. 	Full Power Up to Rs. 1,00,000/- in each case/item Up to Rs. 20,000/- in each case/ item.	Subject to availability of funds.
21.	To sanction purchase of scientific instruments, farm implements and machinery etc.	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Professors/ HODs/I/c of Dept. 	From Rs. 10 lakh to 20 lakh in each case. Up to Rs. 10 lakh in each case. Up to Rs. 50,000/- in each case.	Items costing above cost Rs.20 lakh proposal must be sent to university for approval of Vice-chancellor. Subject to availability of funds.

22.	To sanction expenditure for purchase of photographic/ audiovisual materials, developing and printing of colour photographs / slides / lamination etc and video shooting, extension function and educational films expenses etc.	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Professors/ HODs/I/c of Dept. 	Full power Up to Rs. 1,00,000/- p.a. Up to Rs. 10,000/- p.a.	Subject to availability of funds.
23.	To sanction purchase of livestock, Poultry and Fishery etc	• Head of Office	Full Power	Subject to the recommendation of Three Members livestock purchase committee experts when the purchases are effected from the open market.
24.	To sanction purchase of books / periodicals, maps etc. i) University Library ii) College Library iii) Research Station / Cattle Breeding Farm / Library iv) Office Library	<ul style="list-style-type: none"> • Head of Office • Office I/c of Research Station/ Farms 	Full Power Rs. 5,000/- p.a.	Subject to availability of funds.
25.	To sanction purchase of umbrella, uniform and gumboots.	• Head of Office	Full Power	As per Govt. rules.
26.	To sanction purchase of medicines for Medical unit/TVCC	• Head of Office	Full Power	Subject to availability of funds.
27.	To sanction payment of demurrage / warehouse charges	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Professors/ HODs/I/c of Dept. 	Full Power Up to Rs. 5,000/- p.a. Up to Rs. 2,000/- p.a.	Normally no such charges are allowed. Sanction can be accorded considering a case on its merit after fixing responsibility.
28.	To sanction printing and binding work given to the private press	• Head of Office	Up to Rs. 1,00,000/- p.a.	Subject to availability of funds. In case of scheme reports, Research council reports, Practical manuals etc. and including standard form, register as per Statute and Account Code.
29.	To sanction repairs and annual maintenance to duplicating machines, typewriters, photo copier, electronic calculating machine, franking machine, intercom equipment,	• Head of Office	Full Power	Subject to availability of funds.

	EPABX, cycle etc and other office and laboratory equipments.			
30.	To pass bills presented by DDO	<ul style="list-style-type: none"> • Comptroller • Pay & Account Officer 	<p>Full Power</p> <p>Full Power</p>	<p>The final bill on account of the construction works above Rs. 5,00,000/- and all bills debitabale to major works will be passed only by the Comptroller. This bill will be initially scrutinized by the Asstt. Comptroller and will be put up to the Comptroller for his signature.</p> <p>The final bill on account of the construction works and bills debitabale to minor work up to Rs. 5,00,000/- will be passed only by the PAO with due sanction of the concerned Head of Office.</p>
31.	To refund students deposits	• Associate Deans / Dean of the Colleges	Full Power	After two years of leaving the institution / college this deposit shall become revenue receipts with concurrence of Comptroller.
32.	To purchase office and laboratory furniture / dead stock and other equipment.	<ul style="list-style-type: none"> • Controlling Officer • Head of Office 	<p>Full Power</p> <p>Up to Rs. 2,00,000/- in each case.</p>	Subject to availability of funds.
33.	To make purchase of electrical material for maintenance	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Office I/c of Research Station /Farms • Professors/ HODs/I/c of Dept. 	<p>Full Power</p> <p>Up to Rs. 1,00,000/- per annum</p> <p>Up to Rs. 20,000/- per annum</p> <p>Up to Rs. 10,000/- per annum</p>	Expenditure should be incurred within the sanctioned grants after technical sanction given by the University Engineer / Dy. Engineer / Junior Engineer as case may be.
34.	To sign all bills and to draw abstract bills	• Head of Office	Full Power	Head of Offices may delegate power to DDO if required.
35.	To sign bills pertaining to works	• University Engineer	Full power	-

36.	To sign certificate of attendance of an official of University authorities, on their T.A. claims for attending University meetings.	• Registrar	Full power	-
37.	To sanction T.A. claims	• DDO	Full power	In respect of staff working under them provided the tour programme & tour diaries are approved by the competent authority.
38.	To counter sign the T.A. Bills.	• Head of Office	Full power	In respect of staff working under their control
39.	To issue pay certificates for loan purpose only	• DDO	Full power	-
40.	To permit Expenditure on account of salary / pension and allowance by Money Order / DD at the University expenses while on duty.	• DDO	Full power	-
41.	To sign receipt for the amount received on behalf of the University (Other than the grants) including scholarship from other sources available by University. (In cash, M.O. Draft, Postal Order)	• Assistant Comptroller / DDO / Farm Superintendent/ Dairy Manager / I/c Hospital, Garden / I/c / Professors / HODs / I/c of Dept. / Guest House I/c / Cashier of constituent colleges / Stations / University Officer / Hostel Rector	Full power	-
42.	To sign / acknowledge the receipt of the draft, cheques for the amount received by the University by way of grants from State Govt., Govt. of India, ICAR or any other bodies and to credit them to the University fund in the bank account .	• Comptroller	Full power	
43.	To sign receipt for the donation received for University	• Associate Deans / Dean of the Colleges/ Professors / HODs / I/c of Department	Full Power	Donation will be accepted in the name of the Comptroller (MAFSU) and credited to the university fund.

44.	To sanction refund revenue receipts and refund of deposits and excess recovery of advances	• Head of Office	Full power	The Head of the Offices shall refund the receipt not exceeding three years old. After 3 years amount will be forfeited.
45.	To issue IT exemption certificate for donation	• Comptroller	Full power	In the case of donations credited to the university fund.
46.	To prepare / sign all the claims payable from the University fund in respect of scheme under their charge	• DDO	Full power	Subject to preparation of claims in prescribed form and verification of correctness of the claims, classification and then send to the pre-audit officer for pre-audit.
47.	To operate bank accounts of the University at the Head Quarter or other places as case may be authorized by Comptroller	• Pay & Accounts (Pre-audit) Officer	Full power	Subject to the condition that the collection of receipts and the payments by drawal of cheques etc. are made in respect of the schemes for which he is declared as pre-audit officer and that every claim or bill for which amount is to be drawn audited and passed for payment.
48.	Power to sanction permanent advance to the DDO	• Comptroller	Full power	Subject to approval of the Vice - Chancellor. The permanent advance should not exceed the monthly average contingent expenditure to be incurred from permanent advance.
49.	Power to hold permanent advance	• Head of Office	Full Power	Permanent advance is utilized only for the emergent expenses viz. electric bills, STD call bills, local call bills, rail freight and road freight for good received, demurrage charges, T.A. charges of the Class-IV employees if it cannot wait for drawal of T.A. bills, POL etc. Payments made out of permanent advance are recouped at least twice a month. In case where the Drawing and Disbursing Officer is not particular in observing the condition, the authority to sanction the permanent advance can withdraw the advance.
50.	Power to sanction expenditure on account of hire of articles, machinery / heavy, light vehicles.	• Head of Office	Full Power	The concern officers shall ascertain that the article are not available in the university or cannot be spared from any of the other institutions or are not sufficient.

51.	Power to grant permission to open a bank account to Head of office for operation of funds of university for general or specific purposes within university jurisdiction	• Comptroller	Full Power	Subject to the approval by the Vice-Chancellor.
52.	Power to operate account including collection of grants from all sources due to the university and advising of mail transfer or telegraphic, RTGS, EFT, NEFT etc. transfer of funds in respect of main account of the university	• Comptroller	Full Power	-
53.	Power to make investment of University funds and deposit with bank	• Comptroller • Deans / Associate Deans of the colleges	Full Power Full Power	As per the provisions of the Act and subject to approval of Vice-Chancellor. Under intimation to Comptroller
54.	Power to allocate revenue receipts to the revenue generating Departments to carry out departmental activities	• Comptroller	Full Power	As per the formula approved by the Vice-Chancellor.
55.	Power to declare DDO (Not below the rank of Senior Clerk), Pay & Accounts Officer, cashier	• Registrar • Comptroller • Head of Office	Full Power Full Power Full Power	Subject to approval of the Vice-Chancellor Subject to approval of the Vice-Chancellor
56.	Sanction of Transfer T.A. bills	• Head of Office	Full Power	-
57.	Sanction of Medical reimbursement bills	• Comptroller • Head of Office	Full Power Full Power	In respect of treatment taken in recognized private hospital from private medical practitioner in emergency, the bills shall be scrutinized by the Comptroller and the claims admitted by him shall be payable with the sanction of Vice-Chancellor subject to medical reimbursement rules of Government. In respect of treatment taken in Govt. Hospital.

58.	To make purchases of Civil material for maintenance	<ul style="list-style-type: none"> • Controlling Officer • Head of Office 	<p>Full Power</p> <p>Rs. 1,00,000/- in each case</p>	-
59.	<p>i) Repair of furniture</p> <p>ii) Octroi charges</p> <p>iii) Electricity, Gas & lighting charges</p> <p>iv) Casual labour for loadings, unloading and non construction purpose.</p> <p>v) Land Revenue</p> <p>vi) Casual conservancy of scavenging charges of occasional nature</p> <p>vii) Rubber stamp and seals</p> <p>viii) Subscription of News Papers</p> <p>ix) Books & Manual, Periodicals subscriptions (Educational)</p> <p>x) Books & Manual (Financial publications)</p> <p>xi) Stitching charges of Uniforms at sanctioned rates.</p> <p>xii) Sports & Games material</p>	<ul style="list-style-type: none"> • Controlling Officer • Head of Office • Head of Office 	<p>Up to a limit of Rs. 2,00,000/- per year for their own office as well as for each of the subordinate office</p> <p>Up to a limit of Rs. 1,00,000/- p.a.</p> <p>Full Power</p>	Subject to budget provision and by following Office Procedure as per existing Government rules and regulations.
60.	Power to call the quotations or tender for all types of stores and supplies, materials etc. whether for recurring or nonrecurring contingencies, not covered elsewhere	<ul style="list-style-type: none"> • Head of Office 	Full Power	<p>i) In case of purchases for amount not exceeding Rs. 50,000/- at a time quotations need not be called. Reasonableness of the rates should be verified from the market before purchase</p> <p>ii) In case of purchases at a time exceeding Rs. 50,000/- but not exceeding Rs. 3,00,000/- quotations should be called from the suppliers, locally or from nearby market. The Lowest</p>

				<p>quotations should be accepted. The purchase committee should record specific reasons for not accepting the lowest.</p> <p>iii) In case where the purchases are to be effected on rate contract /DGS & D, quotations or tenders need not be called.</p> <p>iv) In cases where the purchases are to be effected from the manufacturers or authorized dealers rate list may be called and purchase may be accomplished accordingly.</p> <p>v) In all cases where the purchases at a time exceed Rs. 3,00,000/- tenders should be called by obtaining earnest money, security deposit on the cost of supply from the tenderer with specifications, time limit for supply with a condition of forfeit of earnest money or security in case of delay in supply or the supplies not being upto the standard. In cases where the tender of higher cost is accepted, specific reasons for the same should be recorded in writing by the tender accepting authority.</p> <p>As per the guidelines issued by government vide G.R. dated 01/12/2016, 24/08/2017 of Industries, Energy and Labour Department and guide line issued time to time in future</p>
--	--	--	--	---

(3) General Administrative Matter

Sr. no.	Nature of Power	Authority competent to exercise the power	Extent of power	Conditions/Remarks
1	2	3	4	5
1.	Powers to make allotment of the residential accommodation to the employees of all the categories	• Head of office	Full powers	As per Guidelines issued by the University vide EC regulation No.4 (EC Regulation enclosed)
2.	To declare stock (seed, farm store, fodder, silage, grains, vegetables, tubers, fruits, milk and milk products fish/meat) and sanction sale of the same by the prescribed procedures.	• Controlling Officer • Head of Office	Full power Up to Rs. 50,000/- in each case	The losses should be within the limits prescribed by University Accounts code.
3.	To sanction write off irrecoverable values of stores, dead stock or public money	• Registrar/ Directors/ Deans • Associate Deans/ Dean of the Colleges	Up to Rs. 1,00,000/- in each case Up to Rs. 50,000/- in each case	The losses should be within the limits prescribed by University Accounts code.
4.	To write off losses of stores due to damage by insects, rats, rain, fire, etc. (when the loss is not caused due to negligence of person I/c)	• Controlling Officer • Associate Deans/ Dean of the colleges	Up to Rs. 50,000/- p.a. in each case Up to Rs. 25,000/- p.a. in each case	The losses should be within the limits prescribed by University Accounts code.
5.	To write off loss due to natural mortality of plants and grafts/ livestock/fish/poultry (when the loss is not caused due to negligence of a person I/c) certified by Professor from clinical Group (in case of live stock, poultry & fish)	• Controlling Officer • Associate Deans/ Dean of the colleges	Full powers Up to Rs. 50,000/- in each case	The losses should be within the limits prescribed by University Accounts code.
6.	Waiving off recovery of money pointed out by audit	• Registrar	Full power	Subject to the approval of the Vice-Chancellor / EC having regard to provision in Statute 153
7.	To declare livestock as surplus or unserviceable and write off the book values of	• Controlling Officer	Full power	Subject to the recommendation of the committee constituted for the purpose.

	the livestock, dead or destroyed livestock.	• Associate Deans/ Dean of the colleges	Upto Rs. 50,000/- in each case	
8.	To approve certification in lieu of vouchers	• Head of Office • Professors/ HOD/ I/c of the Dept.	Up to Rs. 1,000/- in each case Up to Rs. 500/- in each case	Power would be exercised only in case where it is not possible to secure the Vouchers.
9.	To execute annual rate contract for purchase of glass wares / plastic wares / chemicals/ medicines / vaccines/ consumable surgical material / fertilizers/ pesticides / fungicides/ feed / fodder etc.	• Associate Deans/ Dean of the colleges	Full power	
10.	To execute annual service contract of equipments/ machinery	• Head of Office	Full power	As per prescribed Government norms and university guidelines
11.	To execute annual service contract of security/ Housekeeping/ Conservancy service	• Head of Office	Full power	As per prescribed Government norms and university guidelines
12.	Power to replace vehicle and purchase of new vehicle	• Vice-Chancellor	Full power	Subject to availability of funds and approval of the Executive Council.
13.	Power to sanction payment of arrears for pay & allowances or increments including contingency, which have been allowed to remain in abeyance exceeding one year but not exceeding 3 years. The claims pending beyond 3 years & above due to administrative reasons but not time barred as per the rules (cases regarding pay and allowances and increment)	• Head of Office • Comptroller	Full power Full power	Arrears for a period not exceeding three years, subject to approval of Comptroller of the university. Subject to approval of the Vice-Chancellor.
14.	Power to sanction Refreshment charges for conferences, meetings, seminars, field day, symposium, workshop, short term training.	• Head of Office	Full Powers	Subject to availability of funds and as per the guidelines approved by the Executive Council of the university from time to time. EC Regulation No. 3 enclosed.

15.	<p>A) Power to grant permission to take part in Seminars, meetings, Conferences etc. organized by the Govt. of India, State Govt., ICAR, UGC, IARI, Agril. Universities other bodies etc., in respect of :</p> <p>I. Controlling Officer/ University Head of Office.</p> <p>II. Head of Office</p> <p>III. Academic/Administrative staff</p> <p>IV. Out of country all Academic/ non Academic & Administrative staff.</p>	<ul style="list-style-type: none"> • Vice – Chancellor • Controlling officer • Head of office • Vice- Chancellor 	<p>Full power</p> <p>Full power</p> <p>Full power</p> <p>Full power</p>	<p>Subject to the condition that the persons attending such seminars and conferences etc. get their tour programme approved and give their reports after attending the seminars etc. in detail. Reports should be verified whether such attendance has proved fruitful or not and in cases where no purpose is served make a report to the Vice-Chancellor. Provided further that interest of the University is guarded.</p> <p>Subject to fulfillment of the terms & conditions issued by the State Government from time to time.</p>
	<p>B) Power to grant permission to take part in Winter/Summer Schools, Short Courses/Trainings, MOOC etc. organized by the, ICAR/UGC Institutes, Agril. Universities, other bodies etc., in respect of :</p> <p>I. Controlling Officer/ University Head of Office.</p> <p>II. Head of Office</p> <p>III. Academic/ Administrative staff</p> <p>IV. Out of country all Academic/ non Academic & Administrative staff.</p>	<ul style="list-style-type: none"> • Vice – Chancellor • Controlling Officer • DI & Dean • Vice- Chancellor 	<p>Full power</p> <p>Full powers</p> <p>Full powers</p> <p>Full powers</p>	<p>Subject to the condition that the persons attending such Winter/Summer Schools, Short Courses/Trainings, MOOC etc. get their tour programme approved and give their reports after attending the Winter/Summer Schools, Short Courses/Trainings, MOOC etc. in detail. Reports should be verified whether such attendance has proved fruitful or not and in cases where no purpose is served make a report to the Vice- Chancellor. Provided further that interest of the University is guarded.</p> <p>Subject to fulfillment of the terms & conditions issued by the State Government from time to time.</p>
16.	Power to grant honorarium to staff member	• Registrar	Full powers	Subject to a condition laid down in GR and subject to approval of Vice-Chancellor, Executive Council as the case may be.
17.	Power to sanction festival advance.	• Head of office	Full powers	Subject to observation of provisions prescribed by the Govt. in this behalf. The limit of advance as amended by the Govt. from time to time.
18.	Power to declare Controlling officer	• Vice - Chancellor	-	-

19.	Advertisement, publication	• Head of office	Full powers	
20.	Power to incur expenditure on all types of farm activities of seasonal nature on contractual basis.	• Head of office	Full powers	Subject to condition that the sanctioned budget provision specifically made for this item does not exceed. Contract should be according to the programme of work.
21.	Power to sanction hospitality charges.	• Liaison Officer Camp Office Mumbai	To the extent of Rs. 10000/- per annum from the Revenue receipt of the university.	Subject to approval of The Vice - chancellor of the university.

(4) Academic Matter

Sr. no.	Nature of Power	Authority competent to exercise the power	Extent of power	Conditions/Remarks
1	2	3	4	5
1.	To execute contracts for awarding scholarships to students	<ul style="list-style-type: none"> • Associate Deans/ Dean of the College 	Full powers	Subject to approval from controlling officer/ EC having regard to provision in Statute 123
2.	Power to sanction and approve study tour and extension tour of the students.	<ul style="list-style-type: none"> • Within state, Associate Dean & Out of the state, Dean of Faculty 	Full powers	Subject to the condition that the expenditure on students should be limited to the sanctioned ceiling and specific allotment is made in the financial estimates by the Comptroller. Period of tour should not exceed 20 days including journey period as colleges are concerned.
3.	Power to engage guest lecturer and sanction honorarium to them	<ul style="list-style-type: none"> • Associate Deans/ Dean of the Colleges 	Full powers	

(5) Examination Matter

Sr. no.	Nature of Power	Authority competent to exercise the power	Extent of power	Conditions/Remarks
1	2	3	4	5
1.	To issue grade cards to the students for a semester / academic year	• Dean/ Associate Dean of Colleges	Full powers	-
2.	To sign eligibility certificates of the students	• Registrar/ Dy. Registrar (Academic)	Full powers	-
3.	To sign final transcripts of UG/PG/ Ph.D. degree course and provisional passing/ degree certificates.	• Registrar and Controller of Examination	Full powers	-
4.	A)To sign final transcript of Diploma B)Passing Diploma certificate	• Dy. Registrar (Academic) • Dean Lower Education	Full powers Full powers	-
5.	To sign appointment order of External Examiners	• Controller of Exam.	Full powers	To form the panel of respective subject approved by the Vice-Chancellor.
6.	To sign certificate of attendance of External Examiners on their T.A. bill claims	• Controller of Exam./ Associate Deans/ Dean of the Colleges	Full powers	-
7.	To grant permission to Academic Officer to accept Examination work and remuneration thereof from universities or other bodies involving absence from the Head quarters (within the country)	• Associate Deans/ Dean of the Colleges • Deans/ Directors	Up to 10 days per year Up to 10 days per year	All academic officers working under their control/jurisdiction. Associate Dean/ DDR/ SMS working under their control.

(6) Works - Matter

Sr. no.	Nature of Power	Authority competent to exercise the power	Extent of power	Conditions/Remarks
1	2	3	4	5
1.	To give administrative approval to original work/Major Renovation & Repair Works (Civil / Electrical)	Works Committee Vice-Chancellor University Engineer Dean/Associate Dean of College D.D.R., CBF Borgaon Manju & Igatpuri	Rs. 15 lakh & Above Rs. 10 lakh to Rs. 14.99 lakh Rs. 5 lakh to Rs. 9.99 lakh Upto Rs. 5 lakh Upto Rs. 3 lakh	
2.	Power to purchase the ordinary tools and plants for execution of works.	University Engineer / Deans and Associate Deans of Colleges	Upto Rs. 1 lakh	
3.	Power to sanction repairs to tools.	University Engineer / Deans and Associate Deans of Colleges	Full powers	
4.	Power to prepare bills of piece work and contractors.	Jr. Engineer	Full powers	Subject to approval of University Engineer/Associate Dean as case may be.
5.	Power to pass running and final bill of works	Vice-Chancellor	Above Rs. 10 Lakh of Work	
		University Engineer	Full power upto Rs. 10 lakh of work	Subject to approval of the Vice - Chancellor through Comptroller.
		Head of office (Associate Dean of college)	Upto Rs. 5,00,000/-	Subject to availability of Funds.
		D.D.R., CBF Borgaon Manju & Igatpuri	Upto Rs. 3,00,000/-	Subject to availability of Funds.
6.	Power to check running & final measurement of work done under contract, tender and rate list.	Dy. Engineer	All Works	100% Checking on measurement for all the agreement by University Engineer at Head Quarter

				100% checking on measurement for all the Agreement by Dean/DDR at Nagpur & Mumbai only.
		University Engineer	1) For works at Nagpur head quarter 5% checking of measurment for all works 2) For other than Nagpur headquarter and costing above Rs. 5 lakh 5% check on measurment.	
7.	Power to grant extension to the contract agreement	Vice –Chancellor	Full Power	
		University Engineer	Extention for works upto 1/4th time of original time limit.	
		Associate Dean	Full Power at college level for work upto Rs. 5 Lakh	
		D.D.R., CBF Borgaon Manju & Igatpuri	Full Power Up to Rs. 3 Lakh for work	
8.	Power to issue certificate of rent valuation to the building hired by the University.	University Engineer	Full powers	
9.	Power to dismantle University property	Work committee	Book value / upset value Rs. 10.00 Lakh and above	No property should ordinarily be demolished unless it is in a dangerous condition or as per requirment of University to accomodate renovation, new construction work certified by the competent authority OR on recepit of notice from local self goverment as the case may be. A report should be submitted for information to the Executive Council stating the Classification and the cost of the building and the reasons for the dismantlement.
		Vice - Chancellor	Book value / upset value more than Rs. 1.00 Lakh but less than Rs. 10.00 Lakh	
		University Engineer	Book value / upset value	

			less than Rs. 1.00 Lakh	The powers should not be exercised so as to dismantle a portion of any individual building or structures. The powers should not be exercised so as to the book value of which is not known, is within the power other wise proposal for dismantling of individual buildings should be submitted to Executive Council for sanction.
10.	To Accord Administrative Approval to minor repairs of University/College/ Hostel/Laboratory/ Research station/ Guest House building/ Petty construction. etc. (Civil & Electrical Works)	University Engineer	Upto Rs.5 lakh	For Head Quarter, Nagpur
		Dean/Associate Dean of College	Upto Rs. 5 lakh	1.Subject to the technical sanction given by the Deputy Engineer / Junior Engineer. 2. Quotations/ Tender procedure should be strictly followed if it is necessary. 3. For college level work, subject to approval of the Advisory Council.
		D.D.R., CBF Bargaon Manju & Igatpuri	Upto Rs. 3 lakh	
11.	To give technical sanction	University Engineer	Full Power	
		Deputy Engineer / Junior Engineer	Upto Rs. 5 lakh	For works at College level Full power to give Technical Sanction respective Junior Engineer / Deputy Engineer Including works at Nagpur Veterinary College & College of Fishery Science, Nagpur
12.	Inviting Tender	University Engineer	Full Power	
		Dean/Associate Dean of College	Upto Rs. 5 lakh	
		D.D.R., CBF Bargaon Manju & Igatpuri	Upto Rs.3 lakh	
13.	Acceptance of Tender, determining terms and conditions of contract, Cancellation of agreement / contract	Works Committe	Rs. 15 lakh & Above	
		Vice-Chancellor	Rs. 10 lakh to Rs. 14.99 lakh	
		University Engineer	Rs.5 lakh to Rs. 9.99 lakh	
		Dean/ Associate Dean of College	Upto Rs. 5 lakh	
		D.D.R., CBF Bargaon Manju & Igatpuri	Upto Rs.3 lakh	

14.	Power to Purchase Civil / Electrical Material for Maintenance of Building	University Engineer	Rs. 3,00,000/- Yearly	
		Associate Dean	Rs. 2,00,000/- Yearly	
15.	To Sanction extra items of works	University Engineer	Full Power	As per conditions of Account Code
		Associate Dean	Full Power upto Rs. 5 Lakh at College Level Work	
16.	Approval of Non C.S.R (Current Schedule of Rates) items	Vice-Chancellor	Full Power	
		University Engineer	Upto Rs.10 lakh	
		Associate Dean	Upto Rs. 5 Lakh at College level work	
17.	Appoinment of Consultants on Panel	Vice - Chancellor	Full Power	Subject to Approval of Works Committee
18.	To Release Security deposit of Works	Vice - Chancellor	Full power	
		University Engineer	Full power	
		Associate Dean of College	For work upto Rs. 5 lakh	
		D.D.R., CBF Bargaon Manju & Igatpuri	For work upto Rs. 3 lakh	

**DELEGATION OF POWERS IN RESPECT OF RESEARCH / EXTENSION SCHEMES
/ PROJECTS / EXTERNALLY FUNDED PROJECTS / AGENCY SCHEMES AND
REVOLVING FUND SCHEMES SUPPORTED BY
VARIOUS FUNDING AGENCIES**

The following powers are delegated subject to following conditions:

1. Subject to availability of funds in the research scheme under appropriate head
2. In case of Revolving schemes, the allocation to various heads may be approved from Vice-Chancellor well in advance.
3. All the office procedures for purchase laid down by the university will be followed.
4. The Exercising authority will be responsible and accountable for any audit objection.

Annexure – IV

(1) Establishment Matter (For Schemes)

Sr. no.	Power	Authority	Extent of power	Remarks
1.	Appointment of various temporary staff for research/revolving fund/ agency/self-supporting schemes	• Associate Deans/ Dean of the Colleges	Full powers	The appointment will be made on recommendation of the Committee constituted by the University from time to time and as per the guidelines given by the Funding Agency.
2.	To Sanction casual leave of the project staff	• Principal Investigator	Full powers	
3.	To change Principal Investigator of scheme	• Director of Research/Director of Extension	Full Powers	On approval from the sponsoring agencies wherever required
4.	To sign all bills pertaining to the schemes / project	• Comptroller and DDO	Full Powers	
5.	To sanction Audit fee for the scheme / project and fees for patent filing and research paper publication	• Director of Research/Director of Extension • Associate Deans/Dean of the Colleges	Full Powers Up to Rs. 50,000/-	
6.	Signing of MOU / MOA and Confidentiality agreement and various undertakings etc.	• Director of Research /Director of Extension	Full Power	

(2) Account Matter (For Schemes)

Sr. no.	Power	Authority	Extent of power	Remarks
1.	Purchase of consumables, feed, fodder, stationary, chemicals, glassware, drugs, medicines, plastic/rubber wares/equipments/Animals / Machinery/Computer, accessories, furniture etc.	<ul style="list-style-type: none"> • Vice Chancellor • Director of Research /Director of Extension • Associate Deans / Dean of the Colleges • Principal Investigator 	Above Rs. 25 Lakh Up to Rs. 25 Lakh Up to Rs. 5,00,000/- Up to Rs. 1,00,000/-	Subject to availability of funds and wherever the guidelines are not available from the funding agency
2.	Repair of printer, computer, equipments, air conditioners, motor vehicles, scientific instruments, agricultural implements and machinery	<ul style="list-style-type: none"> • Director of Research / Director of Extension • Associate Deans/ Dean of Colleges/ Officer I/c of Research Station/ Farms • Principal Investigator/HODs /Professors/I/c of the Dept. 	Rs. 5,00,000/- in each case Rs. 3,00,000/- in each case Rs. 1,00,000/- in each case	Subject to availability of funds and wherever the guidelines are not available from the funding agency
3.	To sanction tour programs / Tour diaries to the research staff and other staff associated with the project or work the staff of the Department on tour in connection with the project work	<ul style="list-style-type: none"> • Vice Chancellor • Associate Deans/ Dean of the colleges • Principal Investigator 	Outside the country Within the country Within the State	Subject to availability of funds. Subject to existing Govt. Rules.
4.	Hiring of vehicle for outstation project work	<ul style="list-style-type: none"> • Associate Deans/ Dean of the Colleges /Principal Investigator 	Full power	Subject to availability of funds. The rates should be fixed after calling quotation / agency (s) which may be fixed for a year.
5.	Submission of certificate of payment in lieu of vouchers	<ul style="list-style-type: none"> • Principal Investigator 	Up to Rs. 1,000/- each case	Subject to availability of funds and in exceptional cases where vouchers cannot be obtained.
6.	Taxi charges/local transport charges for transfer of equipments/clinical material in connection with the research work	<ul style="list-style-type: none"> • Associate Dean/ Deans of the Colleges • Principal Investigator 	Full Powers Upto Rs. 5,000/- each case	Subject to availability of funds and provided that the institute vehicle is not available

7.	To sanction temporary advance/tour advance, expenditure on misc. purchase under schemes	<ul style="list-style-type: none"> • Associate Dean / Dean of Colleges • Principal Investigator 	Full Power Up to Rs. 20,000/- each case	Subject to availability of funds. Temporary /tour advance may be utilized within 15 day from the date of drawal otherwise lump-sum advance to be recovered from salary of incumbent.
8.	Annual maintenance contract of equipments/machines/ computers/air conditioners, etc.	<ul style="list-style-type: none"> • Director of Research / Director of Extension • Associate Deans/ Deans of the Colleges • Principal Investigator 	Full power Rs. 50,000 to 1,00,000/- in each case Up to Rs. 50,000/- in each case	Subject to availability of funds
9.	To permit Air Travel in respect of PI / Co-PI	<ul style="list-style-type: none"> • Director Research / Director of Extension 	Full power	Subject to availability of funds
10.	Purchase and preparation of Annuals / publication and reprints of scientific paper / CD/ Audio-visual material etc.	<ul style="list-style-type: none"> • Director Research / Director of Extension • Associate Dean/ Deans of Colleges • Principal Investigator 	Full Power Rs. 10,000 to 50,000 per annum Up to Rs. 10,000/- per annum	Subject to sanctioned budget provision for the purpose and availability of funds and adherence to prescribed procedure with approval of Associate Dean
11.	Printing and binding	<ul style="list-style-type: none"> • Director Research / Director of Extension • Associate Dean/ Deans of Colleges • Principal Investigator 	Full Power Rs. 20,000 to 50,000 per annum Up to Rs. 20,000/- per annum	Subject to sanctioned budget, provision for the purpose and availability of funds and adherence to prescribed procedure with approval of Associate Dean
12.	Contractual staff & help (casual labour/data collector etc.)	<ul style="list-style-type: none"> • Principal Investigator 	Full power	Subject to sanctioned budget, provision for the purpose and adherence to prescribed procedure with approval of Associate Dean

13.	Engagement of RA/SRF/JRF on contract basis, approved in the project	• Principal Investigator	Full power	Subject to provision of the position in the approved project and availability of funds and following a transparent competitive process. The cost of advertisement should be minimal and effective use of institution should be made for this purpose with approval of Associate Dean.
-----	---	--------------------------	------------	---

* Wherever the funding agency has specified guidelines with respect to delegation of powers including pay and allowances and other benefits the same shall be adhered to.

Place : Nagpur

Dated :20/09/2019

s/d
(Prof. A. M. Paturkar)
Vice-Chancellor

Annexure – V

(1) Legal Committee Regulation

Whereas it is expedient to constitute a standing committee namely the Legal Committee as referred to in sub- section (15) of Section 17 of Maharashtra Animal and Fishery Sciences University Act, 1998, this Executive Council therefore in exercise of powers conferred under Clause (XX) and (XXI) of Section 27 of the Act makes the following Regulation No. EC/2.

Further, this Council in exercise of the powers under Clause (XXI) of Section 27 of the Act, abide delegates its power of according concurrence under sub-section (15) of Section (17) and such other powers as this Council may from time to time specify by way of resolution, to the said Legal Committee under these Regulation.

EC / REGULATION No. - 2

1. **Short Title and Commencement**
 - : i) These Regulations may be called the “Legal Committee Regulation”
 - ii) They shall come into force with immediate effect.
2. **Definitions :**
 - : In this Regulations unless the context otherwise requires.
 - a) "Act" means the Maharashtra Animal and Fishery Sciences University Act, 1998
 - b) “Committee” means the Legal Committee constituted under the provisions of this Regulation.
 - c) Words and expressions unused in this Regulation but not defined here, shall have the meaning assigned to them in the Act or in the Statutes.
3. **Constitution of the Legal Committee**
 - : 1. The Legal Committee shall consist of the following namely :
 - i) The Vice-Chancellor,
 - ii) The Registrar,
 - iii) The Comptroller,
 - iv) One Dean of a Faculty nominated by the Hon’ble Vice- Chancellor.
 - v) One practising Lawyer preferably having experience in

dealing with the university matters in Nagpur to be nominated by the Vice-Chancellor of the University.

vi) Two members nominated by the Executive Council from amongst its members, who are not employees of the State Government or of the University

2. The Vice-Chancellor and the Registrar shall act as the Chairman and Secretary, respectively of the said committee.
3. The tenure of members nominated by the Vice-Chancellor under category (v) and (vi) mentioned in paragraph 3 (1) above shall be one year.
4. The members under category (vi) mentioned in paragraph 3 (1) above should hold office so long as they are members of the Executive Council or for a period of one year from the date of their nomination by the Executive Council, whichever period expires first.
5. The Chairman may in addition to members specified under sub-paragraph 3 (1) above nominate not more than three persons on the said committee, who shall have voting rights.
6. The tenure of members nominated under sub-paragraph (5) above, shall be such as may be determined by the Vice-Chancellor in each case but shall not exceed one year.
7. The Chairman may invite any Academic Officer / Other Officer / Academic Staff Member / Ministerial Staff of this University and / or Officer or a servant in the service of the State Government or the Government of India or any other University for taking part in the proceedings of any meeting of the committee, but such invitee/s shall not have the right to vote.
8. Five members shall constitute the quorum for a meeting of the committee.
9. No act or proceedings of the Legal Committee shall be invalidated merely by reason of any vacancy in its membership.

4. **Legal Advisor of the University, his duties and remuneration**

- : The member nominated by the Vice-Chancellor under category (v) mentioned in sub-paragraph (1) of paragraph 3 above shall

also act as the Legal Advisor of the University one for Nagpur, Aurangabad and Mumbai each. The terms and conditions governing the appointment of Legal Advisor, including fees or charges to be paid to him including retainer charges and fees for tendering advice on legal matters and for representing the University in legal proceedings instituted by or against the University in courts of law, shall be such as may be determined by the Vice-Chancellor from time to time

5. Powers and duties of the Legal Committee

- : In addition to advisory duties assigned to it under sub-section (15) of section (17) of the Act, the Committee Shall
- i) Formulate terms and conditions governing different kinds of agreements and contracts and also advise forms in which agreements, indemnity bonds, contracts, etc. to be executed by the employees of University, by suppliers and contractors and by sellers, buyers, dealers, leasers and lessees of real estate,
 - ii) Examine legal aspects and implications of any matter referred to it by the Vice-Chancellor and make such recommendations, as it may deem necessary.
 - iii) Exercise control and vigilance on all matters pertaining to legal proceedings instituted by or against the University and to consider the verdicts of the lower courts for preferring appeal (s) to higher courts of law.
 - iv) Exercise such other powers and perform such other duties as may delegated or assigned to it by the Executive Council from time to time under clause (xxi) of Section 27 of the Act.
 - v) To scrutinize the drafts of the additional Statutes and Regulations required to be made by any of the authorities of the University from time to time, if necessary.

6. Delegation of Powers

- : i) In exercise of the powers conferred under paragraphs 5 of this Regulation, the advice tendered by the Legal Committee in consultation with the Standing Committee for Finance, Budget, Development and Planning with regards to entering into, varying, carrying or cancelling of the contracts on behalf of the University as referred to in sub-section (15) of Section 17 of the Act, shall be

deemed to be the concurrence of the Executive Council as is required under sub-section (15) of section 17 of the Act.

- ii) The Executive Council may further delegate such of its powers to the Legal Committee, the Works Committee, the Vice-Chancellor, Academic Officer, any other Officer” or Academic Staff Member or Ministerial Staff Members as it may from time to time specify under a Resolution of this Council.
- iii) The Vice-Chancellor, in exercise of authority vested in him under statute 146 may delegate any or all powers enjoyed by him under the provisions of sub-section (15) of Section 17 of the Act to any Academic Officer, Other Officer, Academic Staff Member or Ministerial Staff Member of the University for such period and subject to such limits and such conditions as he may specify in each case.
- iv) The Standing Committee for Finance, Budget, Development and Planning may from time to time delegate to the Comptroller its powers to render advice under sub-section (15) of Section 17 of the Act.

7. Saving

- :
- All contract entered into, varied, carried out or cancelled by the Vice-Chancellor, any Academic Officer, Other Officer, Academic Staff Member or Ministerial Staff Member before the coming into force of these Regulations shall be deemed to have been so entered into varied, carried out or cancelled in accordance with the provisions of these Regulations.

महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ

(2) निवासस्थान वाटपासंबंधीचे विनियम क्र. ई.सी.-4

विनियम -1

1. या नियमांना महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूर यांच्या अधिपत्याखालील मालकीची वा इतर कोणत्याही कारणास्तव ताब्यात असलेली निवासस्थाने कर्मचाऱ्यांना वितरीत करण्याबाबत व रिक्त करून घेण्याबाबतचे सुधारित नियम 2003 असे संबोधण्यात यावे.
2. **मर्यादा व व्याप्ती :-** हे विनियम विद्यापीठाच्या कर्मचाऱ्यांना अथवा विद्यापीठाच्या मालमत्ताधारकांना बंधनकारक राहतील. तसेच हे नियम अस्तित्वात येण्यापूर्वीच्या निवासस्थानांना अथवा विद्यापीठाच्या मालमत्ता धारकांना सुध्दा बंधनकारक राहतील.
3. **अर्थ लावणे :-** या विनियमांतर्गत केलेल्या तरतुदीचा अर्थ लावण्याबाबत वाद निर्माण झाल्यास त्याबाबत मा. कुलगुरु यांचा निर्णय अंतिम राहील.
4. **दुरुस्ती व सुधारणा :-** या विनियमात दुरुस्ती व सुधारणा करण्याचे अधिकार कार्यकारी परिषदेला राहतील.
5. **सूट व सवलती :-** या नियमातील कोणत्याही तरतुदीपासून विशेष बाब म्हणून निवासस्थान वाटप समितीची शिफारस लक्षात घेवून सूट अथवा सवलत देण्याचे अधिकार कार्यकारी परिषदेला असतील.

विनियम - 2 व्याख्या :-

या नियमातील खालील शब्दांचा अभिप्रेत अर्थ त्यांच्या समोर देण्यात आला आहे. या व्यतिरिक्त शब्दांचा अर्थ विद्यापीठ अधिनियम 1998 व महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूर चे परिनियम 2002 यात नमूद केल्याप्रमाणे समजण्यात यावा. या विनियमात खालील शब्दांचा अभिप्रेत अर्थ त्यांच्या समोर देण्यात आला आहे.

1. **विद्यापीठ :-** महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूर
2. **विद्यापीठ परिसर :-** विद्यापीठाचे कार्यक्षेत्रातील विद्यापीठाने बांधलेली, ताब्यात असलेली मालमत्ता, इमारती, निवासस्थान, विक्रीकेंद्र, उपहार गृह, दवाखाने, मैदाने

- इत्यादी भाड्याने घेतलेल्या अथवा ताब्यात असलेल्या सर्व प्रकारच्या इमारती.
3. **समिती** :- मा. कुलगुरु यांनी परिशिष्ट अ नुसार नियुक्त केलेली निवासस्थाने वितरीत व रिक्त करून घेणारी समिती.
 4. **सक्षम अधिकारी** :- मा. कुलगुरु यांनी नियुक्त केलेली निवासस्थाने वितरण व रिक्त करून घेणारी समिती.
 5. **सचिव** :- मा. कुलगुरु यांनी परिशिष्ट अ नुसार नियुक्त केलेल्या समितीचा सचिव.
 6. **विद्यापीठ निवासस्थाने** :- निवासस्थाने वितरण समितीने मंजूरी देवून समिती सचिव यांनी रितसर आदेश काढून त्यानुसार ताब्यात घ्यावयाची विद्यापीठाची मालमत्ता निवासस्थाने, विक्रीकेंद्र, उपहारगृह, दवाखाने, मैदाने, आऊट हाऊस, इमारतीचा कोणताही भाग व मोकळी जागा इत्यादिचा समावेश राहील.
 7. **अनुज्ञप्ती शुल्क** :- निवासस्थान अथवा सोयी सुविधा उपलब्ध करून दिल्याबद्दल निवासस्थानाचे आकारण्यात येणारे शुल्क.
 8. **इस्टेट मॅनेजर** :- विद्यापीठ अभियंता, महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूर

विनियम- 3 निवासस्थान वाटप समितीचे विभागवार गठन :-

महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूर परिसरातील तसेच विद्यापीठाच्या अधिपत्याखालील इतर संशोधन केंद्र, पशुवैद्यकीय शाळा, महाविद्यालये येथील रिक्त निवासस्थाने वाटप परिशिष्ट अ नुसार नियुक्त केलेल्या समित्यामार्फत करण्यात येईल.

विनियम- 4 निवासस्थान वाटप समितीची रचना :-

निवासस्थान वाटप समितीची सर्वसाधारणपणे 3 महिन्यातून एकदा किंवा आवश्यकतेनुसार सभा घेतली जाईल. सभेची गणपूर्ती समितीच्या सदस्यांच्या निम्मी असल्यास गणपूर्ती झाली असे समजण्यात येईल, गणपूर्ती न झाल्यास अर्धा तास थांबून बैठक घेण्यात येईल.

1. प्रलेख (संबंधित कागदपत्रे) ठेवण्याची जबाबदारी समितीच्या सचिवांची असेल व वेळोवेळी समितीच्या निर्देशानुसार संबंधित कागदपत्रे त्यांना अध्यक्ष व समितीपुढे सादर करावी लागतील.

2. निवासस्थान वितरण समितीने घेतलेले निर्णय सचिव कार्यान्वित करतील.
3. विभाग निहाय गठीत केलेल्या समितीचे अध्यक्षांना निवासस्थानाचे वाटप, फेरवाटप, वाटपामध्ये बदल, निवासस्थान रिक्त करून घेणेचे अधिकार राहतील.
4. निवासस्थानामध्ये जे कर्मचारी अनधिकृत रित्या रहात असतील त्याच्याकडून दंडाचे अनुज्ञप्ती शुल्क वसूल करणेचे व निष्कासनाची कार्यवाही करण्याचे अधिकार विभागीय अध्यक्षांना राहतील.

विनियम- 5 अर्ज करण्याची पद्धत :-

1. ज्या विद्यापीठ कर्मचार्यास विद्यापीठ निवासाची आवश्यकता असेल त्याने विहित नमुन्यामध्ये समितीच्या अध्यक्षांकडे कार्यालय प्रमुखांमार्फत प्रतिवर्षी 1 एप्रिल ते 30 एप्रिल या कालावधीमध्ये आवेदन सादर करणे आवश्यक राहिल.
2. आवेदकांना आवेदन सादर केलेल्या आर्थिक वर्षात निवासस्थान उपलब्ध झाले नाही तर अशा आवेदकांनी नवीन आर्थिक वर्षात 1 एप्रिल ते 30 एप्रिल पर्यंत आपले दिलेले आवेदन नुतनीकरण करून घ्यावे अन्यथा त्यांना विद्यापीठ निवासस्थानाची गरज नाही असे समजून आवेदन रद्द समजण्यात येईल ज्या आवेदकांनी नुतनीकरण करून घेतले नसेल अशा आवेदकांच्या पूर्वीच्या अर्जाचा विचार जेष्ठता यादी बनविण्याकरीता करता येणार नाही.
3. 30 एप्रिल नंतर प्राप्त झालेल्या आवेदनांचा त्या वर्षात समावेश केला जाणार नाही.
4. ज्यांचे नुतनीकरणाचे अर्ज प्राप्त होतील अशाच कर्मचार्यांच्या आवेदनाची जेष्ठता त्यांनी पूर्वी सादर केलेल्या आवेदनाच्या तारखेनुसार करण्यांत येईल.
5. ज्या आवेदकांनी आरक्षणाची सवलत मागीतली असेल त्याने विभाग प्रमुखांना / प्रशासन विभागाला जातीचा दाखला अर्जासोबत सादर करावा. अन्यथा, आरक्षणा करीता विचार करण्यात येणार नाही.

विनियम- 6 निवासस्थानाकरीता प्रतिक्षायादी :-

1. ज्या ठिकाणी निवासस्थानाची सोय आहे त्या केंद्रप्रमुखाने विनियम 5 नुसार प्राप्त झालेल्या आवेदनांची छाननी करून तात्पुरती जेष्ठता सूची (Provisional Seniority List) 15 मे पर्यंत सर्व कर्मचा-यांच्या माहितीसाठी प्रसिध्द करावी व

प्रसिध्द केलेल्या जेष्ठतासूचीवर कोणाच्या हरकती असल्यास प्रसिध्दीपासून आठ दिवसात लेखी स्वरूपात प्राप्त करून घेणेत याव्यात. हरकती प्राप्त झाल्यानंतर त्यांची पडताळणी करून अंतिम जेष्ठता सूची (Final Seniority List) प्रसिध्द करून ती आपल्या विभागीय अध्यक्षांना उपलब्ध निवासस्थानाच्या माहितीसह 31 मे पर्यंत सादर करावी.

2. जेष्ठता सूची तयार करतांना संबंधीत कर्मचारी ज्या तारखेला लेखी आवेदन सादर करतील ती तारीख जेष्ठता सूचीकरीता आधारभूत धरण्यात यावी. एकाच संवर्गातील दोन कर्मचाऱ्यांची आवेदन करण्याची तारीख सारखीच असेल तर ते कर्मचारी त्या केंद्रावर रुजू झाल्याची तारीख आधारभूत धरणेत यावी. तसेच अपवादात्मक परिस्थितीत एखाद्या अधिकारी / कर्मचाऱ्याला कामाची निकड तसेच वस्तुस्थितीचा विचार करून अग्रक्रमाने निवासस्थान देण्याचे विशेष अधिकार मा. कुलगुरू यांना राहतील.

विनियम- 7 विद्यापीठ निवासस्थान देयता :-

1. विद्यापीठ कर्मचाऱ्यांचे आवेदनाप्रमाणे त्याच निवासस्थानाचे गटासाठी आवेदनाचा विचार करण्यात येईल. एकदा वितरीत केलेले निवासस्थान बदलून मिळणार नाही. वितरीत केलेले निवासस्थान बदलावयाचे असल्यास सध्याचे निवासस्थान ताब्यात घेतले त्या दिवसापासून तीन महिन्यांनंतर अर्ज करावा लागेल व नियमानुसार असे निवासस्थान बदलून मागणाऱ्या आवेदनाचे तारखेपासून नवीन निवासस्थानासाठी जेष्ठता विचारात घेतली जाईल.
2. संबंधित कर्मचाऱ्याची पदोन्नती झाल्यास व त्याने वरील गटाच्या निवासाची मागणी केल्यास त्याच्या आवेदनाचा समिती उपलब्धता व जेष्ठतेनुसार विचार करील.
3. एखाद्या कर्मचाऱ्याने पदोन्नतीपूर्वी निवासस्थान मिळण्यासाठी अर्ज केला असेल अशा कर्मचाऱ्याच्या बाबतीत पदोन्नतीनंतर त्या गटाचे निवासस्थान उपलब्ध नसेल तर अशा कर्मचाऱ्यास त्याने पूर्वी केलेल्या अर्जाच्या जेष्ठतेनुसार तो / ती तीन वर्षांपर्यंत निवासस्थान मिळणेस पात्र राहील.

अ) राखीव निवासस्थाने

- (1) वेळोवेळी निर्गमित झालेल्या शासन निर्णयानुसार विविध जाती-जमातीच्या मागासवर्गीय कर्मचाऱ्यांना खालील प्रमाणे निवासस्थाने राखीव ठेवण्यात येतील.

अ) अनुसूचित जाति	13 टक्के
ब) अनुसूचित जमाति	7 टक्के
क) इतर मागासलेल्या जाती	19 टक्के

ड) विमुक्त जाती व भटक्या जमाती

1. विमुक्त	3 टक्के
2. भटक्या जमाती (जाने. 90 पूर्वीच्या 28 जाति)	2.5 टक्के
3. भटक्या जमाति (धनगर व तत्सम)	3.5 टक्के
4. भटक्या जमाती (वंजारी व तत्सम)	2 टक्के

(2) अपंग कर्मचारी :- शासन निर्णय क्रमांक एसीडी / 2581 / 197 / 23-अ, दिनांक 19 / 06 / 1981 अन्वये प्राधान्य देण्यात येईल.

(3) महिला कर्मचारी :- शासन निर्णय क्रमांक 1077 / 26, दिनांक 21 / 05 / 1982 अन्वये महिला कर्मचारी त्या कुटुंबामध्ये एकटीच मिळवती असल्यास किंवा महिला कर्मचाऱ्यांची सेवा बदली स्वरूपातील असल्यास / तीच्या कुटुंबीयांचे किंवा पतीचे नावे कर्तव्यस्थानी निवासस्थान नसल्यास अश्या महिला कर्मचाऱ्यास प्राधान्य देणेत येईल.

(4) क्षय रोग, गुप्त रोग, अपंगत्व, हृदयरोग, आंतरजातीय विवाह, माजी सैनिक (वरील सहा प्रकारासाठी एकच सामायिक प्रतीक्षा सूची असावी व त्यांच्या करीता 22 टक्के निवासस्थानांचे वाटप त्या प्रतीक्षा सूचीवरील जेष्ठता क्रमानुसार करण्यात येईल.)

(टिप:- हया वर्गवारी टक्केवारी मध्ये वेळोवेळी शासकीय निर्णयाचे महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठा कडून स्विकृत केल्याप्रमाणे बदल होवू शकतील तसेच वरील राखीव निवासस्थानाचे प्रमाण एकंदर निवासस्थानावर विचारात घेण्यात येईल).

विनियम- 8 अनुज्ञप्ती शुल्क :-

1. ज्या अधिकाऱ्यांना / कर्मचाऱ्यांना निवासस्थान देण्यांत आले आहे. किंवा देण्यात येईल त्यांच्या कडून शासन निर्णय वित्त विभाग क्रमांक घभाव-2010 / प्र.क्र. 4 /

सेवा 5 दिनांक 19/04/2011 अन्वये निश्चित केलेल्या दराप्रमाणे व त्यात वेळोवेळी होणाऱ्या बदला प्रमाणे अनुज्ञप्ती फी व सेवा खर्च (लायसेन्स फीज आणि सर्विस चार्जेस) वसूल केला जाईल. तसेच विजेचे बिल संबंधित कर्मचारी भरेल, वरील शासन निर्णयानुसार दिलेले दर शासनाने वाढविल्यास वाढीव दरानुसार अनुज्ञप्ती शुल्काचे दर परिशिष्ट क्रमांक – 'ब' मध्ये दर्शविल्याप्रमाणे राहतील.

2. **सेवा शुल्क :-** निवासस्थानांचे / गाळ्यांच्या / जागांच्या वर्गवारीनुसार विभागीय समितीने निवासस्थानामध्ये पुरविण्यात येणाऱ्या सुविधांचा विचार करून निश्चित करावेत व विद्यापीठ अभियंता यांचे मान्यतेनंतरच त्याची अमलबजावणी करावी.

विनियम- 9 विद्यापीठ निवासस्थानाचा वापर :-

1. ज्या अधिकाऱ्याला / कर्मचार्याला विद्यापीठाचे अधिपत्याखालील निवासस्थान देण्यात आले आहे त्याला असे निवासस्थान अन्य कोणत्याही व्यक्तीस / संस्थेस / इसमास कोणत्याही प्रकारे वापरास / रहावयास / उपयोगास देता येणार नाही.
2. निवासस्थानात राहाणाऱ्या अधिकारी / कर्मचारी त्यांच्या शेजारी राहणाऱ्या अधिकारी / कर्मचार्यास त्रास होईल असे उपद्रवी पाळीव प्राणी बाळगू नयेत. अशा तऱ्हेची तक्रार आल्यास त्यांच्या विरुद्ध कारवाई केली जाईल.
3. विद्यापीठाच्या निवासस्थानात कोणताही व्यवसाय उदा. व्हीडीओ फिल्म दाखवणे, शिकवणीचे वर्ग चालविणे, ब्युटी पार्लर चालविणे, पापड, लोणची, फळाचे रस, हवाबंद करणे इत्यादि व्यवसाय करता येणार नाही. तसे आढळून आल्यास कर्मचार्यास निवासस्थान सोडावे लागेल, तसे न केल्यास कर्मचार्यास निवासस्थानातून निष्कासित करण्याची कारवाई करण्यात येईल.

त्याच प्रमाणे व्यवसायासाठी म्हणून रिक्षा, कार इत्यादि वाहने विद्यापीठाच्या आवारामध्ये ठेवता येणार नाहीत. तसेच त्यासाठी गॅरेज वगैरे बांधता येणार नाही. तसे आढळून आल्यास कर्मचार्यास निवासस्थान सोडावे लागेल तसे न केल्यास निष्कासित करण्याची कारवाई करण्यात येईल.

विनियम- 10 विभागीय अध्यक्षांचे अधिकार :-

1. विद्यापीठाच्या अधिपत्याखालील निवासस्थानामध्ये राहणाऱ्या अधिकारी / कर्मचार्यांना निवासस्थान ताब्यात घेतल्याचा किंवा निवासस्थान सोडल्याचा अहवाल

विद्यापीठ अभियंता यांच्या कार्यालयाकडे विभागीय अध्यक्षांनी पाठवावा. तसेच सदर अधिकारी/कर्मचार्याला निवासस्थान ताब्यात देते वेळी ज्या सुविधा पुरविण्यात आल्या होत्या त्यामध्ये अधिकारी/कर्मचार्याने निवासस्थान विद्यापीठाच्या ताब्यात देताना काही वस्तूंची कमतरता आढळून आल्यास त्या वस्तूंची किंमत चालू बाजार भावाप्रमाणे संबंधित अधिकारी/कर्मचार्याकडून वसूल करण्यात येईल.

2. विभागीय अधिपत्याखालील निवासस्थानामध्ये अनधिकृतरीत्या राहणाऱ्या अधिकारी/कर्मचारी यांच्या बाबतीत पडताळणी घेणे, निवासस्थानातून निष्कासनास पात्र ठरलेल्या अधिकारी/कर्मचारी यांच्याकडून निवासस्थान रिक्त करून घेणे याबाबतची कार्यवाही करण्यास सक्षम असतील व अशा सक्षम अधिकाऱ्यांचे कार्यक्षेत्र त्यांच्या अधिपत्याखालील सर्व निवासस्थानाबाबत असेल.
3. विभागीय अध्यक्ष या नात्याने वेळोवेळी केलेल्या पाहणीत किंवा संबंधित विभागाकडून आलेल्या अहवालानुसार किंवा विद्यापीठ निवासस्थानातील इतर कोणत्याही अधिकारी/कर्मचारी यांच्याकडून आलेल्या तक्रारीनुसार व इतर कोणत्याही प्रकारे (1) विद्यापीठाच्या अधिपत्याखालील कोणत्याही निवासस्थानात कोणत्याही अधिकारी/कर्मचारी अनधिकृत रहात असल्याचे किंवा (2) कोणत्याही अधिकाऱ्याने/कर्मचार्याने प्रचलित नियम/विनियमानुसार विद्यापीठाच्या अधिपत्याखालील निवासस्थानाच्या वापराबाबत विद्यापीठास देय असलेले अनुज्ञप्ती फी/सेवा शुल्क/दंड व इतर कोणत्याही प्रकारची देय रक्कम दोन महिन्यांच्या कालावधी पेक्षा अधिक दिवस भरणा न केल्यास/थकीत ठेवल्यास किंवा (3) ज्यामुळे विद्यापीठाच्या अधिपत्याखालील कोणत्याही निवासस्थानाची हानी होईल किंवा मूल्य कमी होईल किंवा उपयुक्तता कमी होईल अशा प्रकारचे कृत्य केल्यास व करीत असल्यास किंवा (4) संबंधित अधिकारी/कर्मचार्याला त्यास निवासस्थान देण्याबाबतच्या कोणत्याही स्पष्ट अथवा गर्भित अटीचा कोणत्याही प्रकारे त्याने भंग केल्यास व उल्लंघन केल्यास किंवा (5) या विनियमातील अथवा महाराष्ट्र कृषि विद्यापीठे अधिनियम/परिनियम यातील कोणत्याही तरतुदींचा भंग केल्यास किंवा (6) विद्यापीठाच्या अधिपत्याखालील निवासस्थानात राहणाऱ्या विद्यापीठ अधिकारी/कर्मचारी अथवा त्यांचा कुटुंबीयांकडून बेशिस्त वर्तन घडल्यास अगर त्यांच्या वर्तणूकीमुळे शेजारच्या व्यक्तीस त्रास झाल्यास किंवा (7) विद्यापीठाच्या लौकीकास त्यापासून धोका निर्माण झाल्यास यापैकी कोणतीही बाब/बाबी विभागीय अध्यक्षांच्या निदर्शनास आल्यास व कोणत्याही प्रकारे निदर्शनास आणली/आणल्या

गेल्यास अशा प्रकारची संबंधीत अधिकारी/कर्मचारी यांच्यावर विभागीय अध्यक्ष लेखी सूचना बजावून त्यांना त्यांच्यावर निष्कासन कार्यवाही का करण्यात येवू नये याबाबतची विचारणा करील अशी लेखी सूचना ही पोस्टाद्वारे किंवा संबंधीत अधिकारी/कर्मचाऱ्यांच्या ताब्यात असलेल्या विद्यापीठ अधिपत्याखालील निवासस्थानाच्या दर्शनी भागावर चिकटवून बजावण्यात येईल.

4. ही सूचना बजावतना त्यामध्ये निष्कासनाची कार्यवाही प्रस्तावित करण्याची कारणे नमूद केलेली असतील.
5. संबंधिताकडून उक्त कारणे दाखवा नोटीस 15 (पंधरा) दिवसाचे आत स्पष्टीकरण/उत्तर मागविण्यात येईल. संबंधिताकडून लेखी सुचनेला विहीत मुदतीत स्पष्टीकरण अथवा उत्तर प्राप्त झाल्यावर त्याची छाननी करून विभागीय अध्यक्ष प्रकरणाच्या योग्यतेनुसार विद्यापीठ अधिकारी/कर्मचाऱ्यांना त्यांच्या ताब्यातील विद्यापीठाच्या अधिपत्याखालील निवासस्थान रिक्त करण्याचे आदेश देवू शकेल.
6. विभागीय अध्यक्ष यांच्या उपरोक्त तरतुद 10 (दहा) मधील आदेशाविरुद्ध विद्यापीठ अधिकारी/कर्मचारी यांना 15 दिवसाचे आत कुलगुरू, महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूर यांच्या कडे विभागीय अध्यक्षांच्या अधिपत्याखालील निवासस्थान रिक्त करण्यासाठी पुढे मुदत मागविण्यासाठी व अपील करण्याची मुभा राहिल अशा प्रकरणी कुलगुरू यांचा याबाबतचा निर्णय अंतिम राहिल.

विनियम- 11 निवासस्थान रिक्त करणे :-

1. ज्या मुख्यालयाच्या ठिकाणी अधिकारी/कर्मचाऱ्याला विद्यापीठ निवासस्थान उपलब्ध करून देण्यात आले आहे अशा अधिकारी/कर्मचाऱ्याची बदली दुसऱ्या ठिकाणी झाली तर संबंधीत अधिकारी/कर्मचारी त्याला देण्यात आलेले निवासस्थान त्याला कार्यमुक्त केलेल्या तारखेपासून 30 (तीस) दिवसांपर्यंत आपल्याकडे ठेवू शकतो व मा. कुलगुरू यांच्या पूर्व मंजूरीने जास्तीत जास्त 120 दिवसांपर्यंत (प्रारंभीचे अनुज्ञेय 30 दिवस धरून) आपल्याकडे ठेवू शकतो. या काळात अनुज्ञप्ती शुल्क/स्वःखर्च त्याची बदली होण्यापूर्वी ज्या दराने वसूल करण्यांत येत होते त्या दराने आकारण्यात येईल.
2. बदलीनंतर कार्यमुक्त केलेल्या तारखेपासून 120 दिवसानंतरही निवासस्थान रिक्त करून दिले नाही तर त्यानंतरच्या पुढील पांच महिन्यांच्या कालावधीकरीता संबंधित

विद्यापीठ अधिकारी/कर्मचारी यांच्या वित्तलब्धीच्या 20 टक्के रक्कम अनुज्ञप्ती शुल्क म्हणून आकारण्यांत येईल. तथापी संपूर्ण नऊ महिन्याच्या कालावधीनंतर विनियम 11(3) मधील तरतुदीनुसार दंड आकारण्यात येईल.

3. कोणत्याही कारणाने निवासस्थान रिक्त करण्यास पात्र अधिकारी/कर्मचारी याने विहित मुदतीनंतर त्यांच्या ताब्यातील विद्यापीठाच्या अधिपत्याखालील निवासस्थान रिक्त करून दिले नाही किंवा विनियम 10 मधील तरतुदीनुसार निष्कासनाचे आदेश निर्गमित केल्यानंतर सदर आदेशाची मुदत संपल्यानंतर संबंधित अधिकारी/कर्मचार्याने विद्यापीठाच्या अधिपत्याखालील निवासस्थान रिक्त करून दिले नाही तर किंवा मा. कुलगुरू यांनी त्यास मुदतवाढ दिली नाही तर या विनियमातील इतर तरतुदीच्या अधीन राहून आणि सदर निवासस्थानाचा ताबा घेण्याच्या अधिकारास बाधा न येता संबंधित अधिकारी/कर्मचारी यांच्यावर विद्यापीठाच्या अधिपत्याखालील निवासस्थानाचा वापराबाबत अशी मुदत संपल्याच्या दिवसापासून पूढे आणि अशा निवासस्थानाचा ताबा विद्यापीठाला परत होईपर्यंतच्या दिवसापर्यंत दररोज रुपये 50/- एवढा दंड किंवा प्रचलित नियमानुसार आकारण्यात येणाऱ्या अनुज्ञप्ती फी आणि सेवा शुल्क यांच्या पाच पट किंवा वरील विनियम 11(2) नुसार आकारण्यात आलेला दंड यापैकी जी जास्त रक्कम होईल ती दंड म्हणून आकारण्यात येईल. महानगरपालिका/नगरपालिका क्षेत्रातील विद्यापीठ निवासस्थाना करीता हा दर दुप्पट राहिल्याबाबत विभागीय अध्यक्ष यांनी मा. कुलगुरू यांच्या संमतीने निर्णय घेवून दंड आकारण्याची कार्यवाही आदेशित करावी.
4. विनियम -11 (3) मधील तरतुदीनुसार आकारण्यात येणारा दंड संबंधित अधिकारी/कर्मचारी यांच्याकडून त्यांना देय असलेल्या वेतनातून अथवा इतर कोणत्याही रक्कमेतून वसूल करण्याची विभागीय समीतीला मुभा असेल/अधिकार असेल.
5. विद्यापीठाच्या अधिपत्याखालील निवासस्थान रिक्त करून घेण्याच्या कार्यवाहीस व तसेच तदनंतर उपरोक्त पोट विनियम (3) प्रमाणे संबंधित अधिकारी/कर्मचारी यांचे सामान त्यांचे ताब्यात देईपर्यंत सदर सामानाची व्यवस्था व सुरक्षा याबाबत येणारा खर्च संबंधित अधिकारी/कर्मचारी यांचे कडून वसूल करण्यात येईल व त्यासाठी अशा कर्मचार्यांस देय असलेला पगार भत्ता व इतर कोणत्याही प्रकारच्या रक्कमेतून अशी रक्कम वसूल करण्याचा विद्यापीठाला अधिकार राहील.
6. विद्यापीठाचे अधिपत्याखालील निवासस्थानाचे बाबत या विनियमातील कोणत्याही तरतुदीनुसार कार्यवाही करतांना/केली असता किंवा निवासस्थान रिक्त करतेवेळी

अपघात झाल्यास वा सर्वप्रकारची काळजी घेवूनही कोणत्याही प्रकारच्या सामानास/व्यक्तीस हानी पोहचल्यास कोणताही कर्मचारी/अधिकारी जबाबदार असणार नाही. ज्या अधिकारी/कर्मचारी यांच्यावर विद्यापीठाचे निवासस्थान निष्कासित करण्याची कार्यवाही करण्यांत आली, त्यांना याबाबत कोणतीही नुकसान भरपाई विद्यापीठाकडून अथवा विद्यापीठाच्या कोणत्याही कर्मचाऱ्याकडून देय असणार नाही.

विनियम- 12 प्रतिनियुक्ती / अध्ययन रजेच्या कालावधित निवासस्थानाचा वापर :-

विद्यापीठातील जे अधिकारी एक वर्ष किंवा त्यातून अधिक कालावधीकरीता प्रतिनियुक्तीवर किंवा अध्ययन रजेवर इतर विद्यापीठामध्ये अथवा परदेशात उच्च शिक्षणाकरीता जातात, त्यांच्या बाबतीत अनुक्रमांक 11 मधील (1) (2) (3) वा (4) मधील तरतुदीप्रमाणे कार्यवाही करण्यात येईल.

विनियम- 13 विद्यापीठ सेवेत कार्यरत नसताना निवासस्थानाचा वापर :-

विद्यापीठाच्या अधिपत्याखालील निवासस्थानात राहणाऱ्या अधिकारी/कर्मचाऱ्यास नोकरीतून कमी केले किंवा त्याने राजीनामा दिला किंवा त्यास सक्तीने सेवानिवृत्त करण्यात आले अथवा सदर अधिकारी/कर्मचारी कोणत्याही कारणास्तव विद्यापीठाच्या सेवेत कार्यरत राहीला नाही तर अशा कर्मचाऱ्याने/अधिकाऱ्याने एक महिन्याच्या आत निवासस्थान रिक्त करून दिले पाहिजे. अन्यथा या विनियमामधील तरतुदीनुसार विभागीय अध्यक्ष यांच्याकडून जादा शुल्क व दंड आकारण्याची आणि/किंवा निष्कासनाची/निवासस्थान रिक्त करून घेण्याची कार्यवाही केली जाईल.

विनियम- 14 सेवानिवृत्तीनंतर निवासस्थान रिक्त करणे :-

14 (1) विद्यापीठाच्या निवासस्थानामध्ये राहणारा अधिकारी/कर्मचारी विहित मुदतीनंतर निवृत्त झाला आणि त्याने लगेच सेवानिवृत्तीनंतर तीन महिन्यांचे आत निवासस्थान रिक्त करावे. विशेष प्रकरणी संबंधिताने मुदतवाढ मिळण्यास विभागीय अध्यक्ष यांच्या कडे अर्ज केल्यास ही मुदत एकावेळी दोन महिने एवढी वाढविता येईल परंतु कोणत्याही परिस्थितीत अशा प्रकरणी 6 (सहा) महिन्यांपेक्षा अधिक मुदतवाढ देय असणार नाही.

14 (2) अशा प्रकरणी मुदतवाढ झाल्यानंतर 11(2) मधील तरतुदीनुसार अशा अधिकारी/कर्मचार्यांविरुद्ध विभागीय अध्यक्ष त्यांचे कडून जादा शुल्क वा दंड आकारण्याचे आणि/किंवा निष्कासनाची/निवासस्थान रिक्त करून घेण्याची कार्यवाही केली जाईल. (अशा प्रकरणी सेवानिवृत्तीपूर्वी प्राप्त करीत असणारी वित्तलब्धी ग्राह्य धरण्यात यावी.)

विनियम- 15 विद्यापीठ मालमत्तेबाबत :-

विद्यापीठाच्या अधिपत्याखालील सर्व प्रकारची निवासस्थाने जागा, बगीचे उद्याने, मैदाने, उपहारगृह, आऊट हाऊस, छपरे (शेड) आणि कच्चा व पक्क्या स्वरूपाच्या इमारती वा त्याच्या कोणत्याही भागामध्ये राहात असलेल्या अधिकाऱ्याकडून /कर्मचार्याकडून बेशिस्त वर्तन घडले किंवा तो विद्यापीठ मालमत्तेच्या हानीस कारणीभूत झाला अगर त्याच्या किंवा त्यांच्या कुंटुबातील इतर व्यक्तित्वाच्या वागणूकीमुळे त्यांच्या शेजाऱ्यास उपद्रव होऊ लागला/विद्यापीठाच्या लौकिकास त्यांच्या वागणूकीमुळे धोका निर्माण झाला असे निदर्शनास आले तर अशा अधिकाऱ्यास/कर्मचार्यास निवासस्थान त्वरीत रिक्त करून देण्यास सांगण्याचा अधिकार विभागीय समितीचे अध्यक्ष यांना राहिल.

विनियम- 16 फेरबदलीनंतर निवासस्थानासाठी विनंती अर्ज :-

एखाद्या कार्यालयातून बदली होऊन गेलेला अधिकारी/कर्मचारी पुन्हा त्याच कार्यालयास फेरबदली होऊन रुजू झाला तर अशावेळी निवासस्थान मिळण्यासाठी त्याची जेष्ठता तो त्या तारखेस फेरबदलीमुळे रुजू झाला ती तारीख धरण्यात येईल.

विनियम- 17 पदोन्नतीमुळे जादा चटई क्षेत्राचे निवासस्थान उपलब्ध होणेबाबत :-

निवासस्थानात राहणा-या अधिकाऱ्यास/कर्मचार्यास बढती मिळाल्यास (अकरा महिन्यांच्या तत्वावरील सोडून) आणि त्या प्रवर्गा करीता ठराविक चटई क्षेत्र निवासस्थान निश्चित करण्यात आले असल्यास त्या प्रकारचे निवासस्थान त्याला देय होईल. परंतु या करीता संबंधित अधिकाऱ्याने/कर्मचार्याने निवासस्थान वाटप समितीकडे लेखी अर्ज करावयास पाहिजे. प्रतीक्षा यादीमधील सेवाजेष्ठतेनुसार वरील दर्जाचे निवासस्थान त्याला देय होईल तो पर्यंत तो ज्या निवासस्थानात राहात असेल तसेच त्याला राहावे लागेल.

17(1) वर नमुद केल्याप्रमाणे वरील दर्जाचे निवासस्थान त्याला दिल्यानंतर जर त्याने स्विकारण्यांस नकार दिला तर त्याचे कडून दंडाचे अनुज्ञप्ती फी / सेवाशुल्क वसूल करण्यात येईल व तो रहात असलेल्या निवासस्थानामधून त्याला बाहेर काढण्याच्या दृष्टिने कार्यवाही करण्यात येईल.

17(2) निवासस्थानात राहणाऱ्या अधिकारी / कर्मचारी यास पदावनती देण्यात आल्यास ज्या पदावर देण्यात आली त्या पदासाठी जे निवासस्थान देय असेल ते त्याला देण्यात येईल. जर त्यानी ते घेण्यास नकार दिला तर त्यांचेकडून दंडापोटी अनुज्ञप्ती फी / सेवाशुल्क वसूल करण्यात येईल.

विनियम- 18 निवासस्थान ताब्यात घेण्यापूर्वी करारनामा करणेबाबत :-

देऊ केलेल्या निवासस्थानाचा ताबा संबंधित अधिकारी / कर्मचार्याने आदेश प्राप्त झालेल्या तारखेपासून सात दिवसाचे आत घेतला पाहिजे. योग्य कारण आढळून आल्यास पंधरा दिवसांपर्यंत मुदतवाढ देण्याबाबत विचार केला जाईल. निवासस्थान ताब्यात घेण्यापूर्वी संबंधित अधिकारी / कर्मचार्याने सोबत परिशिष्ट 'क' मधील करारपत्र रु. 20 / - च्या स्टॅम्प पेपरवर दोन प्रतीत सादर करणे आवश्यक आहे. असे करारपत्र नाकारणाऱ्या अधिकाऱ्यास / कर्मचार्यास निवासस्थानाचा ताबा दिला जाणार नाही. सध्या ज्या अधिकारी / कर्मचार्यांना निवासस्थाने देण्यात आली आहेत अशाकडूनही अशी करारपत्र घेण्यात येतील प्राप्त झालेले करारनामे कार्यालय प्रमुखाने विभागीय अध्यक्ष/कडे सादर करावेत. विभागीय अध्यक्ष / सदस्य सचिव असे करारनामे छाननी करून दफ्तरी दाखल करून घेतील.

विनियम- 19 निवासस्थानात राहात असलेल्यांना जादा कामाची जबाबदारी सांभाळणे :-

ज्या अधिकारी / कर्मचार्याला निवासस्थानाची सुविधा देण्यांत आली आहे त्यांना विद्यापीठाचे वरिष्ठ अधिकारी सांगतील त्यावेळी अधिक कामाची जबाबदारी स्विकारावी लागेल.

विनियम- 20 अतिरिक्त कार्यभार सांभाळल्यास निवासस्थान देय न होणे :-

केवळ मर्यादित कालावधीसाठी एखाद्या पदाचा अतिरिक्त कार्यभार सांभाळीत आहे म्हणून त्या पदाकरीता देय असलेले निवासस्थान त्या अधिकाऱ्यास / कर्मचार्यास देय होणार नाही. याबाबत कुलगुरुचा निर्णय अंतिम राहील.

विनियम- 21 स्वखुशीने निवासस्थान रिक्त करणे :-

अधिकार्याला / कर्मचार्याला दिलेले निवासस्थान काही कारणाने सोडावयाचे झाल्यास विभागीय निवासस्थान वाटप समितीची लेखी परवानगी घ्यावी लागेल तसेच परवानगी दिल्यानंतर रिक्त केलेल्या निवासस्थानाचे वाटप दुसऱ्या कर्मचार्यास करून त्याने त्या निवासस्थानाचा ताबा घेईपर्यंतच्या कालावधीचे नेहमीच्या दराने होणारा अनुज्ञप्ती शुल्काची रक्कम त्यांना भरावी लागेल.

विनियम- 22 गैरवर्तणुक व शिस्तभंगाची कार्यवाही :-

निवृत्ती / कर्मचार्याला दिलेले निवासस्थान काही कारणाने सोडावयाचे झाल्यास विभागीय निवासस्थान वाटप समितीची लेखी परवानगी दिल्या नंतर रिक्त केलेल्या निवासस्थानाचे वाटप दुसऱ्या कर्मचार्यास करून त्याने त्या निवासस्थानाचा ताबा घेई पर्यंतच्या कालावधीचे नेहमीच्यादराने होणारा अनुज्ञप्ती शुल्काची रक्कम त्यांना भरावी लागेल.

विनियम- 23 निष्कासनाची कार्यवाही :-

विद्यापीठाच्या अधिपत्याखालील निवासस्थानातील निष्कासित करण्यास पात्र ठरलेला किंवा याबाबत निष्कासनाचे आदेश झालेला अथवा निष्कासनाची कारवाई झालेला कोणताही अधिकारी / कर्मचारी यांच्यावर याबाबत प्रचलित कायदा, नियम, अधिनियम / परिनियम व प्रस्तुत विनियम इत्यादीनुसार फौजदारी किंवा दिवाणी वा इतर कोणत्याही स्वरूपाची कारवाई करण्याचा विभागीय निवासस्थान वाटप समितीला अधिकार राहिल व त्याबाबत येणारा खर्च संबंधित अधिकारी / कर्मचारी यांच्याकडून वसूल करण्याचा विभागीय निवासस्थान वाटप समितीला अधिकार राहिल.

विनियम- 24 स्वमालमत्ता :-

महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूर चे अधिपत्याखालील सर्व संशोधन केंद्राच्या ठिकाणी किंवा त्या त्या मुख्यालया लगतचे ग्रामपंचायत / नगरपंचायत / महानगरपालिका क्षेत्रामध्ये अगर ते जेथे काम करीत असतील तेथे स्वतःचे किंवा कुटुंबीयाचे मालकीचे निवासस्थान असल्यास किंवा तसे असल्याचे निदर्शनास आल्यास विद्यापीठ निवासस्थान धारकास तो धारण करीत असलेले विद्यापीठ निवासस्थान रिक्त करावे लागेल अन्यथा विनियमातील तरतुदीनुसार रिक्त करून घेण्यात येईल मात्र विशिष्ट (Assigned) पदासाठी राखून ठेवलेल्या निवासस्थानासाठी हा नियम लागू होणार नाही.

विनिमय- 25 अपील :-

निवासस्थान वाटप समितीच्यावतीने घेण्यात आलेल्या वादग्रस्त निर्णयावर अंतिम निर्णय घेण्याचे अधिकार मा. कुलगुरु, महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूर यांना राहतील व त्यांनी दिलेला निर्णय अंतिम राहील.

विनिमय- 26 भाडेमुक्त निवासस्थान :-

महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूरच्या अधिपत्याखालील अधिकारी/कर्मचारी यांना परिशिष्ट 'ड' मध्ये दर्शविल्याप्रमाणे कार्यकारी परिषदेच्या ठरावानुसार/मुंबई नागरीसेवा नियम भाग-2 मधील तरतुदीनुसार/ शासनाने वेळोवेळी निर्गमित केलेल्या आदेशानुसार भाडेमुक्त निवासस्थानाची सोय उपलब्ध करून देणेत येईल.

विनिमय- 27 भाडेमुक्त निवासस्थान धारकाकडून अनुज्ञेय अनुज्ञप्ती शुल्क

आकारणी:-

ज्या विद्यापीठ कर्मचार्यास/अधिकाऱ्यास भाडेमाफ निवासस्थानाची सवलत देण्यात आली आहे. असा अधिकारी/कर्मचारी सेवा निवृत्त झाल्यास, अर्जित रजेवर, वैद्यकीय रजेवर वा इतर कोणत्याही कारणास्तव कर्तव्यावर हजर नसेल त्या कालावधीसाठी त्याला प्रचलीत दराने निवासस्थानाचे अनुज्ञप्ती शुल्क पुर्वलक्षी प्रभावाने (निवासस्थान प्राप्त केल्यापासुनच) अदा करावे लागेल. शासनाने वेळोवेळी निर्गमित केलेल्या शासन निर्णयान्वये शुल्क आकारावे.

विनिमय- 28 विशिष्ट पदाकरीता निवासस्थान वाटप केल्यास :-

महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूर अंतर्गत महाविद्यालयातील शिक्षकवर्गीय संवर्गातील अधिकाऱ्यांना विशिष्ट वेळी मॉनिटर अथवा रेक्टर पदाचा पदभार सांभाळत असल्याने निवासस्थानाचे वाटप करण्यात येते, अशा प्रकारे विशिष्ट पदाकरीता अत्यावश्यक सेवा म्हणून निवासस्थानाचे वाटप करण्यात आले असेल आणि त्या अधिकारी/कर्मचारी यांनी तदनंतर त्या पदाचा पदभार सोडून दिल्यास अशा कर्मचार्यास विद्यापीठ निवासस्थान त्वरीत रिक्त करावे लागेल. अन्यथा विनियम 11(2) नुसार कार्यवाही करण्यात येईल.

विनिमय- 29 अर्थ लावणे :-

या विनियमातील नियमांचे अर्थ लावण्यांत काही अडचण निर्माण झाल्यास मा. कुलगुरु यांचे मत हे अखेरचे व ग्राह्य धरण्यांत येईल.

परिशिष्ट “अ”

स्नातकोत्तर पशुवैद्यकीय व पशुविज्ञान संस्था, अकोला

- | | | |
|----|---|------------|
| 1. | अधिष्ठाता, स्नातकोत्तर पशुवैद्यकीय शिक्षण संस्था, अकोला | अध्यक्ष |
| 2. | प्राध्यापक, (मा. कुलगुरु यांनी नामानिर्देशित केलेला सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |
| 3. | प्राध्यापक (मा. कुलगुरु यांनी नामानिर्देशित केलेला सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |
| 4. | परिसर अधिकारी, स्नातकोत्तर पशुवैद्यकीय शिक्षण संस्था, अकोला | सदस्य |
| 5. | तांत्रिक अधिकारी, स्नातकोत्तर पशुवैद्यकीय शिक्षण संस्था, अकोला | सदस्य सचिव |

पशुपैदास प्रक्षेत्र, बारेंगांव मंजू, अकोला

- | | | |
|----|---|------------|
| 1. | अधिष्ठाता, स्नातकोत्तर पशुवैद्यकीय व पशुविज्ञान संस्था, अकोला | अध्यक्ष |
| 2. | प्राध्यापक, (मा. कुलगुरु यांनी नामानिर्देशित केलेला सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |
| 3. | प्राध्यापक (मा. कुलगुरु यांनी नामानिर्देशित केलेला सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |
| 4. | उपसंचालक, पशुपैदास प्रक्षेत्र, बारेंगांव मंजू | सदस्य |
| 5. | तांत्रिक अधिकारी, स्नातकोत्तर पशुवैद्यकीय व पशुविज्ञान संस्था, अकोला | सदस्य सचिव |

मुंबई पशुवैद्यक महाविद्यालय, परळ व आरे परिसर

- | | | |
|----|---|------------|
| 1. | सहयोगी अधिष्ठाता, मुंबई पशुवैद्यक महाविद्यालय, परळ, मुंबई | अध्यक्ष |
| 2. | विभाग प्रमुख, (मा. कुलगुरु यांनी नामानिर्देशित केलेला) | सदस्य |
| 3. | विभाग प्रमुख, (मा. कुलगुरु यांनी नामानिर्देशित केलेला) | सदस्य |
| 4. | वसतीगृह अधीक्षक, मुंबई पशुवैद्यक महाविद्यालय, परळ, मुंबई | सदस्य |
| 5. | सहाय्यक कुलसचिव, मुंबई पशुवैद्यक महाविद्यालय, परळ, मुंबई | सदस्य सचिव |

पशुपैदास प्रक्षेत्र, इगतपूरी, जि. नाशिक

- | | | |
|----|---|------------|
| 1. | सहयोगी अधिष्ठाता, मुंबई पशुवैद्यक महाविद्यालय, परळ, मुंबई | अध्यक्ष |
| 2. | विभाग प्रमुख, (मा. कुलगुरु यांनी नामानिर्देशित केलेला) | सदस्य |
| 3. | विभाग प्रमुख, (मा. कुलगुरु यांनी नामानिर्देशित केलेला) | सदस्य |
| 4. | सहाय्यक कुलसचिव, मुंबई पशुवैद्यक महाविद्यालय, मुंबई | सदस्य |
| 5. | उपसंचालक संशोधन, पशु पैदास प्रक्षेत्र, इगतपूरी | सदस्य सचिव |

क्रांतिसिंह नाना पाटील पशुवैद्यकीय महाविद्यालय, शिरवळ, जि. सातारा

- | | | |
|----|---|------------|
| 1. | सहयोगी अधिष्ठाता, क्रांतिसिंह नाना पाटील पशुवैद्यकीय महाविद्यालय, शिरवळ | अध्यक्ष |
| 2. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी / सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 3. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी / सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 4. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी / सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 5. | सहाय्यक कुलसचिव, क्रांतिसिंह नाना पाटील पशुवैद्यकीय महाविद्यालय, शिरवळ | सदस्य सचिव |

नागपूर पशुवैद्यकीय महाविद्यालय, नागपूर

- | | | |
|----|--|---------|
| 1. | सहयोगी अधिष्ठाता, नागपूर पशुवैद्यकीय महाविद्यालय, नागपूर | अध्यक्ष |
| 2. | प्राध्यापक (मा. कुलगुरु यांनी नामानिर्देशित केलेला सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |
| 3. | प्राध्यापक (मा. कुलगुरु यांनी नामानिर्देशित केलेला सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |

- | | | |
|----|---|------------|
| 4. | वसतीगृह प्रमुख, नागपूर पशुवैद्यकीय महाविद्यालय, नागपूर | सदस्य |
| 5. | सहाय्यक कुलसचिव, नागपूर पशुवैद्यकीय महाविद्यालय, नागपूर | सदस्य सचिव |

पशुपैदास प्रक्षेत्र, नागपूर

- | | | |
|----|---|------------|
| 1. | सहयोगी अधिष्ठाता, नागपूर पशुवैद्यकीय महाविद्यालय, नागपूर | अध्यक्ष |
| 2. | प्राध्यापक (मा. कुलगुरु यांनी नामानिर्देशित केलेला
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |
| 3. | प्राध्यापक(मा. कुलगुरु यांनी नामानिर्देशित केलेला
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |
| 4. | उपसंचालक संशोधन, नागपूर पशुवैद्यकीय महाविद्यालय, नागपूर | सदस्य |
| 5. | सहाय्यक कुलसचिव, नागपूर पशुवैद्यकीय महाविद्यालय, नागपूर | सदस्य सचिव |

पशुवैद्यकीय व पशुविज्ञान महाविद्यालय, उदगीर जि. लातूर

- | | | |
|----|--|------------|
| 1. | सहयोगी अधिष्ठाता, पशुवैद्यकीय महाविद्यालय, उदगीर | अध्यक्ष |
| 2. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी /
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 3. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी /
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 4. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी /
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 5. | सहाय्यक कुलसचिव, पशुवैद्यकीय व पशुविज्ञान महाविद्यालय, उदगीर | सदस्य सचिव |

पशुवैद्यकीय व पशुविज्ञान महाविद्यालय, परभणी

- | | | |
|----|---|---------|
| 1. | सहयोगी अधिष्ठाता, पशुवैद्यकीय व पशुविज्ञान महाविद्यालय, परभणी | अध्यक्ष |
| 2. | प्राध्यापक (मा. कुलगुरु यांनी नामानिर्देशित केलेला
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |

- | | | |
|----|--|------------|
| 3. | प्राध्यापक (मा. कुलगुरु यांनी नामानिर्देशित केलेला सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक) | सदस्य |
| 4. | वसतीगृह अधीक्षक, पशुवैद्यकीय व पशुविज्ञान महाविद्यालय, परभणी | सदस्य |
| 5. | सहाय्यक कुलसचिव, पशुवैद्यकीय व पशुविज्ञान महाविद्यालय, परभणी | सदस्य सचिव |

दुग्ध तंत्रज्ञान महाविद्यालय, वरुड, जि. यवतमाळ

- | | | |
|----|---|------------|
| 1. | सहयोगी अधिष्ठाता, दुग्धतंत्रज्ञान महाविद्यालय, वरुड | अध्यक्ष |
| 2. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी / सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 3. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी / सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 4. | परिसर अधिकारी, दुग्ध तंत्रज्ञान महाविद्यालय, वरुड | सदस्य |
| 5. | सहाय्यक कुलसचिव, दुग्ध तंत्रज्ञान महाविद्यालय, वरुड | सदस्य सचिव |

दुग्ध तंत्रज्ञान महाविद्यालय, उदगीर, जि. लातूर

- | | | |
|----|---|------------|
| 1. | सहयोगी अधिष्ठाता, दुग्धतंत्रज्ञान महाविद्यालय, उदगीर | अध्यक्ष |
| 2. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी / सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 3. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी / सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 4. | परिसर अधिकारी, दुग्ध तंत्रज्ञान महाविद्यालय, उदगीर | सदस्य |
| 5. | सहाय्यक शाखा अधिकारी, दुग्ध तंत्रज्ञान महाविद्यालय, उदगीर | सदस्य सचिव |

मत्स्य विज्ञान महाविद्यालय, नागपूर

- | | | |
|----|--|------------|
| 1. | सहयोगी अधिष्ठाता, मत्स्य विज्ञान महाविद्यालय, नागपूर | अध्यक्ष |
| 2. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी /
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 3. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी /
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 4. | परिसर अधिकारी, मत्स्य विज्ञान महाविद्यालय, नागपूर | सदस्य |
| 5. | सहाय्यक कुलसचिव, मत्स्य विज्ञान महाविद्यालय, नागपूर | सदस्य सचिव |

मत्स्य विज्ञान महाविद्यालय, उदगीर

- | | | |
|----|--|------------|
| 1. | सहयोगी अधिष्ठाता, मत्स्य विज्ञान महाविद्यालय, उदगीर | अध्यक्ष |
| 2. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी /
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 3. | मा. कुलगुरु यांनी नामानिर्देशित केलेला अधिकारी /
सहाय्यक प्राध्यापक / सहयोगी प्राध्यापक | सदस्य |
| 4. | परिसर अधिकारी, मत्स्य विज्ञान महाविद्यालय, उदगीर | सदस्य |
| 5. | सहाय्यक कुलसचिव, मत्स्य विज्ञान महाविद्यालय, उदगीर | सदस्य सचिव |

परिशिष्ट “ब” (i)

शासन निर्णय वित्त विभाग क्रमांक घभाव – 2010/प्र.क्र.4/सेवा-5, दि. 19/04/2011

अ.क्र.	वेतन मर्यादा कर्मचाऱ्यास अनुज्ञेय असलेले ग्रेड वेतन (रुपये)	अनुज्ञेय निवास स्थानाचा प्रकार	अनुज्ञेय चटई क्षेत्र (चौ.फुट)	अनुज्ञप्ती शुल्काचा ठराविक दर (रुपये दरमहा)
1	2	3	4	5
1	1800 पेक्षा कमी	एक	220 पर्यंत	120/—
2	1801 ते 2800	दोन	221—320	260/—
3	2801 ते 4200	तीन	321—420	440/—
4	4201 ते 5400	चार	421—550	580/—
5	5401 ते 7600	पाच	551—750	920/—
6	7600 व त्याहुन अधिक	सहा	751—1110 व त्याहुन अधिक	1400/—

* अनुज्ञप्ति शुल्काचे वरील सुधारित दर दिनांक 1 मे 2011 पासून लागू राहतील.
तसेच शासन अनुज्ञप्ति शुल्काच्या दरात वेळोवेळी ज्या प्रमाणे सुधारणा करेल त्या प्रमाणे
लागू राहतील.

परिशिष्ट “ब” (ii)

शासन निर्णय वित्त विभाग क्रमांक घभाव – 2010/प्र.क्र.4/सेवा-5, दि. 19/04/2011
मुख्य निवासस्थानाबरोबर वाहनतळा करिता अतिरिक्त जागेसाठी स्वतंत्र शुल्क दर

अ.क्र	मुख्य निवासस्थाना बरोबरची अतिरिक्त जागा	शुल्काचा दर (रु. दरमहा)
1	सेवकाचे निवासस्थान	120
2	स्वतंत्र वाहनतळ (गॅरेज)	120
3	वाहनासाठी छप्पर असलेली जागा	80
4	वाहनासाठी उघडी जागा	40

* अनुज्ञप्ति शुल्काचे वरील सुधारित दर दिनांक 1 मे 2011 पासून लागू राहतील.
तसेच शासन अनुज्ञप्ति शुल्काच्या दरात वेळोवेळी ज्या प्रमाणे सुधारणा करेल त्या प्रमाणे लागू राहतील.

परिशिष्ट “क”

करारपत्र

मी, डॉ / श्री / श्रीमती
हुद्दा कार्यालय,
..... असे लिहून देतो / देते की, मला आपल्या कार्यालयाचे
आदेश क्रमांक..... दिनांक
अन्वये देऊ केलेला विद्यापीठ निवासस्थान क्रमांक..... हे मी खाली
नमूद केलेल्या अटींच्या अधिन राहून स्विकारीत आहे.

1. विद्यापीठ निवासस्थान वाटपाबाबतचे सर्व नियम मी वाचले आहेत व ते मला मान्य व समजले आहेत.
2. मला देण्यात आलेले..... येथील
निवासस्थान हे मी..... येथे विद्यापीठाच्या सेवेमध्ये असे
पर्यंतच आहे याची मला पूर्ण जाणीव आहे. माझी येथून अन्य
ठिकाणी बदली झाल्यास मी..... येथील निवासस्थान त्वरीत रिक्त
करून देईन. तसेच मी निवृत्त झाल्यास अथवा अन्य कोणत्याही कारणाने मी विद्यापीठाच्या
सेवेतून बडतर्फ झाल्यास मी त्वरीत निवासस्थान रिक्त करून देईन, अन्यथा मी
नियमानुसार कारवाईस पात्र राहील..

सही

समक्ष

कार्यालय प्रमुखाची सही व शिक्का

परिशिष्ट “ड”

महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ, नागपूरच्या अधिपत्याखालील अधिकारी / कर्मचारी यांना भाडेमुक्त निवासस्थानाची सवलत देण्याची शिफारस करण्यात येत आहे. त्यांची नावे खालील प्रमाणे आहे.

अ.क्र.	पदाचे नाव
1	सहयोगी अधिष्ठाता
2	विद्यार्थी वसतीगृह नायक
3	संचालक, विद्यार्थी कल्याण
4	विजतंत्री
5	खानसामा
6	चौकीदार
7	क्रिडा अधिकारी
8	विद्यार्थी वसतीगृहाचे मॉनीटर
9	प्रक्षेत्र अधिक्षक यांना प्रक्षेत्रावर निवासस्थान असल्यास
10	डेअरी मॅनेजर यांना डेअरी फार्मवर निवासस्थान असल्यास
11	सर्व संशोधन केंद्राच्या / विद्यालयाच्या / महाविद्यालयाच्या प्रमुखांना तसेच भांडारावर देखरेख करणाऱ्या एका कर्मचाऱ्यास
12	वैद्यकीय पथकातील वैद्यकीय अधिकारी, परिचारिका, मिश्रक व ड्रेसर
13	मुंबई नागरी सेवा नियम भाग-2 मधील तरतुदीनुसार तसेच शासनाचे यापूर्वी निर्गमित केलेल्या आदेशानुसार त्यात अंतर्भूत असणारी विद्यापीठाची पदे
14	शासन निर्णय क्रमांक होडीएक-1280 / 19605-7 ए दिनांक 09 / 06 / 1981 अन्वये

(3) REGULATIONS REGARDING "REFRESHMENT CHARGES FOR UNIVERSITY CONFERENCES AND MEETINGS."

In exercise of the powers conferred on the Executive Council under clauses (viii), (xvii) and (xxi) of Section 27 of the Maharashtra Animal and Fishery Sciences University Act, 1998, this Council hereby makes the following Regulations.

EC / REGULATION NO. - 3

1. Short Title and Commencement

- i) These Regulations may be called the "Refreshment Charges for University Conferences and Meetings" Regulation.
- ii) They shall come into force with immediate effect.

2. Definitions

In this Regulation unless the context otherwise requires

- i) "Act" means the Maharashtra Animal and Fishery Sciences University Act, 1998.
- ii) "Conferences or Meetings" means the Conferences and meetings of the Executive Council, Academic Council, Faculties, Boards of Studies and such other bodies of the University as may be declared by the Statutes to be the authorities of the University and of the Works Committee, Legal Committee and/or other Boards or Committees appointed by the Executive Council, Academic Council/Faculties or meetings called by the Head of Departments/Head of Office and of the Academic Officers and/or Other Officers and/or academic staff members and/or ministerial staff members and/or non-official convened by the Deputy Registrar or Academic Officers or any Other Officers of the University as mentioned under category (b) "Academic Officers" and category (c) Other Officers under Section 13 of the Act, and also includes the gathering of academic and other staff members engaged in the work of admission, work of Valuation, Tabulation and finalization of results of common semester and examination.
- iii) "Persons attending or present during the Conferences or Meetings" shall in addition to those who have been invited for the Conferences, for meetings include the Academic Officers, Other Officers, Academic and Ministerial staff

members who have been asked by the Officer convening the conference/meeting.

- iv) Words and expressions used in the Act, Statutes and not defined in this Regulation shall have the meaning assigned to them in the Act and Statutes.

3. Presence of minimum Members Required

Such refreshment charges can be incurred provided that at least 5 persons are present at such a conference or meeting.

4. Rate of Refreshment Charges

The refreshment charges shall be allowed at the rates mentioned below namely :-

- i) Tea, Coffee, Cold drinks may be given to persons attending or present during the conference or meeting if the conference or meeting lasts for less than 3 hours.
- ii) Refreshment, Working Lunch packets may be provided in addition to Tea, Coffee, Cold drinks to persons attending or present during the conference or meeting if the conference or meeting lasts for more than 3 hours. However, the expenditure per head should not exceed Rs. 50/-
- iii) On special occasion Vice-Chancellor with his direction may make special cases may permit to incur the expenditure up to Rs. 100/- per head per day.
- iv) In case of Executive Council Meeting, lunch/dinner may be provided to the Executive Members and officials attending the Executive Council.

5. Manner of Claim

The expenditure on this account shall be treated as a contingent expenditure chargeable to the office contingencies of the University or its subordinate in situation where the conference or meeting is held. The Deputy Registrar, Assistant Registrar (G.A.D.) or the Secretary of the Committee or the Officer convening the conference or meeting shall certify the total number of persons attending or present during the conference or meeting and the period for which the conference or the meeting lasted.

6. Relaxation

The provision is bad in law the Vice-Chancellor cannot relax permission approved by the E.C.

7. Saving

As regards the interpretation of the above rules of the Regulations, the Vice-Chancellor's decision shall be final and binding on all the concerned.

Vide EC Resolution No. 5/2015 clause 4 (ii) and 4 (iii) of this regulation are amended and shall be effective from dated 26/03/2015. The amended provisions are mentioned below.

Sr. No.	Items	Rates (per head)
4 (ii) Ordinary Meetings (viz., Routine office Meetings, Trainings etc.)		
	Lunch	Rs. 200
	Dinner	Rs. 200
	Snacks	Rs. 50
4 (ii) VIP Meetings (viz., BOS, Faculty, BOE, etc.)		
	Lunch	Rs. 300
	Dinner	Rs. 300
	Snacks	Rs. 75
4 (iii) VVIP Meetings (viz., Academic Council, Executive Council, Research & Extension Council, Jt.ASRC, Selection Committee Meetings, All Statutory meetings except at 4 (ii) and any other meetings permitted by Hon'ble Vice Chancellor as VVIP meeting etc.)		
	Lunch	Rs. 400
	Dinner	Rs. 400
	Snacks	Rs. 100
For meetings lasting for more than 8 hrs, both lunch & dinner shall be admissible.		

The above provision shall also include staff contributing for the arrangement of the meetings viz., Officers and committee member and supporting staff viz., Drivers, peons etc. involved during these meetings, subject to budgetary provisions.

(4) REGULATION REGARDING WORKS COMMITTEE

In exercise of the powers conferred on the Executive Council under clause (c) of sub-section (1) of Section 35 read with clause (xvii) (xx) and (xxi) of Section 27 the Maharashtra Animal and Fishery Sciences University Act, 1998, the Executive Council hereby makes following Regulation namely :-

EC / REGULATION NO. -1

1. Short Title and commencement

- i) These Regulations may be called the "Works Committee Regulation."
- ii) They shall come into force at once.

2. Definitions

In these Regulations unless the context otherwise requires.

- i) "Works" means all major and minor constructional works of buildings, roads, gardens, playgrounds, channels, electricals, sanitary, plumbing, fixtures, water supply, drainage and also includes planning, execution, maintenance and repairs thereof.
- ii) "Manual" means M.P.W. Manual.
- iii) "Act" means the Maharashtra Animal and Fishery Sciences University Act, 1998.
- iv) Words and expressions used in the Act and not defined in this Regulation shall have the meaning assigned to them in the Act.
- v) "Accounts Code" means Maharashtra and Animal and Fishery Sciences University Account Code, 2007.

3. Constitution of the Works Committee

- 1. The Works Committee shall consist of the following members namely :-
 - i) The Vice-Chancellor : Chairman
 - ii) Two Members nominated by the Executive Council amongst its Members : Member
 - iii) One Dean of Faculty/Director as nominated by the Vice-Chancellor : Member

- iv) The Comptroller : Member
- v) The Registrar : Member
- vi) Superintending Engineer Public : Member
Works Department, Nagpur Circle,
Nagpur or his representative
- vii) The University Legal Advisor : Member
- viii) The University Engineer or an : Secretary
Engineer from Works branch

2. The Vice-Chancellor shall be the Ex-office Chairman of the "Works Committee". In the absence of the Chairman, the member nominated by the Hon'ble Vice-Chancellor shall act as the Chairman of the Works Committee.
3. The University Engineer shall be the Ex-office Secretary of the Works Committee
4. No act or proceedings of the Works Committee shall be invalidated merely by reasons of any vacancy in its membership.
5. The Dean of Faculty/Director nominated by the Hon'ble Vice-Chancellor on the Works Committee shall hold office for such period as may be specified by the Vice-Chancellor.
6. The members under category 3 (I) (ii) above shall hold office so long as they are members of the Executive Council or for a period of one year from the date of their nomination by the Executive Council, whichever period expires first.
7. The Works Committee may make rules consistent with the Act, Statutes, Account Code and M.P.W. Manual providing for the giving of notice to the members of the Works Committee and for other ancillary matters.
8. It shall work as an advisory body to the Executive Council and the Vice-Chancellor of the university in respect of major and minor works of the university and shall consider the given comes of the contractors in respect of execution of the works of any that the Vice-Chancellor of the university considers appropriate to be referred to.
9. Four Members shall constitute the quorum of the meeting.

4. Power and functions of the Works Committee

1. The Works Committee shall within the general framework of the approved development programme, take steps to get the layout of the main and subsidiary campus prepared.
2. a) The administrative approval to the original works shall be accorded as follows :-
 - i) Works Committee : Rs. 15 lakh & above
 - ii) Vice-Chancellor : Rs.10 lakh to Rs. 14.99 lakh
 - iii) University Engineer : Rs. 5 lakh to Rs. 9.99 lakh
 - iv) Deans/Associate Deans : Upto Rs. 5 lakh of the Colleges.
 - v) DDR, CBF, Borgaon : Upto Rs. 3 lakh Manju /Igatpuri

b) In case of Repair Works the University Engineer / Deans / Associate Deans of the Colleges are empowered to execute the works as determined in Annx. III 6 (1 and 10) and they are also empowered to Administrative Approval.
3. The technical sanction shall be as prescribed in the Annexure III 6(11).
4. a) Regarding execution of works, subject to the provision made in the Annual Financial Estimates, the powers for inviting tenders shall be as prescribed in Annexure III 6 (12).

5. Delegation of powers to Vice- Chancellor Officers of the University

b) Powers for fixing works agencies, determining terms and conditions of contract, canceling agreement/contracts shall be as prescribed in Annexure III 6 (13) subject to the provision 9.45 MAFSU Account Code.

6. Additions, Alterations and Amendments

- : To expedite execution of works, the Vice-Chancellor or any other Officer of the University, may exercise such other powers of the "Works Committee" as that Committee.
- : Additions, alterations or amendments, if any, will be proposed by the Works Committee and shall take effect with the approval of Executive Council.