

**Office of the Registrar
Establishment Section
Jamia Millia Islamia
New Delhi-110025**

No. F. Gen. 102/R.O. (Estt.)/2010

August 17, 2010

Sub: Delegation of powers to the Pro-Vice- Chancellor

The Vice- Chancellor is pleased to delegate under Statute 4 (4) of Jamia Millia Islamia Act, 1988 the following powers and duties to Pro-Vice- Chancellor with immediate effect:

Administrative powers:

All matters relating to:

1. Extension in the appointments of guest teachers .
2. Officiating appointments of Deans/HoDs/Directors of Centres
3. Acceptance of resignations of academic positions up to the level of Assistant professors
4. Confirmation of academic positions up to the level of Assistant professors
5. Inspect any office or institution/Centre/department of the University .
6. Inquire about any matter or ask for any office file/papers or information from any official/officers of the University.
7. Sanction of all kinds of leave except casual leave to all Jamia employees except Registrar, Finance Officer & Controller of Examination
8. Sanction medical reimbursement/advance which require approval of the Vice- Chancellor as per medical reimbursement rule.
9. To act as Chairman in the selection committees ,departmental promotion committees and time bound promotion schemes of non teaching positions up to the level of Assistants.
10. Sanction the engagement of casual labour in building & construction department & engagement of casual labour during various examinations of the University for not more than 30 days duration

*Notia file
website*

Financial powers:

1. The grant of permanent imprest to the entitled officials of the University.
2. Sanction of expenditure of Rs. 50,000/- at a time in connection with law suit(s) to which Jamia is a party.
3. Order of sale by auction or otherwise of un-serviceable stores of the value of Rs. 25000/-
4. Write off the irrecoverable losses of stores of upto the value of Rs. 5000/- provided that such losses are not due to theft, fraud, negligence on the part of some individual employees of the University which might possibly call for disciplinary action.
5. Travel by longer routes or a higher class in case of an emergency or if the exigencies of the situation so demands.
6. Travel by air/taxi/other conveyance if deemed necessary in the interest of the University .
7. Sanction of scholarships and freeships
8. Steps for the realization of plan or non-plan grants from the funding agencies.

Academic powers:

To declare results of the Ph.D candidates

Miscellaneous:

(1) In the absence of the Vice- Chancellor to preside over the following committee:

- (i) Library Committee
- (ii) Discipline Committee
- (iii) Majlis Deenyat
- (iv) Game and Sports Committee
- (v) Jamia Health Committee
- (vi) Jamia Building Committee
- (vii) Accommodation Allotment Committee
- (viii) Examination Committee
- (ix) Committee for Equivalence of Examinations

- (2) All papers/files/documents etc. which requires approval of the Pro-Vice- Chancellor as per powers delegated to him above shall be submitted to him by the Registrar/Finance Officer/ Controller of Examination/Deans/DSW/ Directors/ HoDs; rest of the files will be routed to the Vice- Chancellor as per existing procedure.
- (3) The Pro-Vice- Chancellor, whenever consider necessary, may submit any file/paper/document to the Vice- Chancellor for consideration/approval/sanction/information.
- (4) In the absence of Vice- Chancellor such files shall be directly submitted to the Pro-Vice Chancellor .


(Prof. S.M. Sajid)
Registrar

To:
Prof. S.M. Rashid
Pro-Vice- Chancellor
Jamia Millia Islamia

Copy for information to:
All Deans/HoDs/Directors of Centres/ Heads of
offices/ Schools/ Institutions


17.08.10
Officer on Special Duty