

MANGALORE UNIVERSITY

No. MU/EST/Suptd./R.W/2017-18

OFFICE OF THE REGISTRAR
MANGALAGANGOTTHRI - 574 199

DATE: 13.12.2022

OFFICIAL MEMORANDUM

Sub: Redistribution of work among the Staff of **Establishment**
Section.

Ref: 1. This office O.M. No. MU/26/EST(2)/2016-17 dated 15.09.2020
2. This office O.M. No. MU/24/EST(2)/2017-18 dated 07.06.2022

The following redistribution of work among the Staff in the Establishment Section is ordered with immediate effect.

C.W. No.	Name & Designation of the Case Worker	Compilations entrusted
Deputy Registrar		Sri. Hukrappa Naik D.
Assistant Registrar		--
	Smt. Sony B.J. Superintendent	- Supervision of all the work related to Establishment section. - Any works entrusted by the higher officers from time to time.
E1	Smt. Veena Second Division Assistant	- Creation of teaching posts to the P. G. Departments/Constituent Colleges. - Recruitment of Teaching Staff- including UGC Schemes - Regular/Temporary/Part-time/Contract of University/Constituent Colleges - Related work - constitution of BOA, Advertisement, conducting interviews, issue of appointment orders - Declaration of Probation etc. - Maintenance of Scale Register, Roster Register and Register of Department wise sanctioned posts. - Transfer of teaching staff of Mangalore University & Constituent colleges - Framing/Amending Statutes pertaining to Teaching Staff including service matters - Writ Petitions pertaining to Teaching Staff of P. G. Departments/Constituent Colleges. - Career Advancement Schemes to Teachers - promotion of Assistant Professor to Associate Professor and Associate Professor to Professor etc. - University nominations to the committee to be constituted for the promotion of Affiliated College - teachers under CAS - Submission of Statistics of Teaching Staff to Government and U.G.C/SC/ST/OBC Statistics - Maintenance of State/UGC/Pay revision orders and G.O.'s connected to pay and service conditions of Teaching Staff. - Screening Committees of Teachers. - Preparation of seniority lists of teaching staff. - Audit Reports - Replies/R.T.I. applications/ LA/ LC questions connected to the work.
E2	Smt. Ushakiran K. Stenographer	- Creation of Non-teaching posts in the Mangalore University and Constituent Colleges. - Recruitment of Non-teaching posts - Regular - Related work, Constitution of BOA, Advertisements, Conducting interviews, issue of appointment orders and Declaration of Probationary period etc. - Submission of quarterly returns to Employment Exchange, Government etc. - Submission of Statistics of Non-teaching Staff to Government and U.G.C/SC/ST/OBC Statistics

		5. Preparation of Seniority List/Gradation Lists of Non-teaching staff. 6. Promotion of all categories of Non-teaching employees and interchangeability of Cadres etc. 7. Transfer of Non-teaching employees of Mangalore University & Constituent Colleges. 8. Preparation of C & R Rules relating to Non-teaching Staff. 9. Maintenance of Scale Register, Roster Register, Register of sanctioned post. 10. Writ Petition pertaining to non-teaching staff of Mangalore University and Constituent Colleges. 11. Screening Committees of Non-teaching Staff of Mangalore University & Constituent Colleges. 12. Files relating to Appointment of Director of Student Welfare/Appointment of Director of College Development Council 13. Audit Reports - Replies/R.T.I. applications/ LA/ LC questions connected to the work.
E3	Smt. Anitha P. First Division Assistant	1. Sanction of Time bound Advancement /Automatic grant of special promotion to senior scale, 20/25/30yrs additional increments/ Time bound increments/ stepping up of pay and stagnation increment to all the Non-teaching staff of the University/Constituent Colleges 2. Files relating to all disciplinary proceedings of Teaching and Non-teaching staff of the University/Constituent Colleges. 3. Deputation of Officers and determination of terms and conditions of appointment/renewal of terms etc. 4. Audit Reports - Replies/R.T.I. applications/ LA/ LC questions connected to the work.
E4	Smt. Savitha Job-Typist	1. Issue of Service Certificates/NOC and permission to higher studies to the Non-teaching staff. 2. Sanction of Advances: HBA/HPA/VPA/BPA/ Computer Advance etc. to teaching & Non-teaching Staff and LIC Housing Loan etc. and Maintenance of related Registers like application/sanction/Recovery. 3. Sanction of Special Pay/Honorarium etc. - Preparation of Statutes. 4. Forwardal of application of University/ Non-teaching staff of the University/Constituent Colleges/ Constituent College teachers for Refresher course/orientation course/ Constituent College teachers for appointment in other Universities/Institutions etc. 5. Deputation and sanction of O.O.D. to teachers for attending seminar, conference etc. outside the country. 6. Sanction of OOD/Special Casual leave to all Teachers of the University/Constituent Colleges/Officers for attending Seminars/ Conferences/Workshop/OOD to Non-teaching Staff/Members of Non- Teaching Association etc. 7. Deputation of Teachers on Official work including Innovative Programme/CSEIP Staff and sanction of OOD. 8. Sanction of Incentives to all University/ Constituent Colleges Employees for promoting small family norms/charge allowance 9. Files related to Assets & Liabilities and Confidential Reports. 10. Work connected to GSLI. 11. Sanction of Study leave for Higher Studies i.e. Doctoral Degree/Post Doctoral Fellowship /FIP Research Fellowship etc. and 12. Issue of No objection certificates to teaching and Non-teaching staff (Visa/Passport).

		13. Sanction of Sabbatical leave to teachers. 14. Ph.D. registration – NOC to teaching staff. 15. Audit Reports - Replies/R.T.I. applications/ LA/LC questions connected to the work.
E5	Smt. Kavitha Suvarna Job-Typist	1. Recruitment of Non-teaching posts – Temporary/Part-time/Contract - Related work, Constitution of BOA, Advertisements, Conducting interviews, issue of appointment orders etc. and bills relating to Job Typists of Registrar's office. 2. Issue of Service Certificate to Teaching and Non-teaching staff. 3. Typing/Scanning related work pertaining to Establishment Section 4. Audit Reports – Replies/R.T.I. applications/ LA/LC questions connected to the work.
E7	Smt. Shubha H. Senior Assistant	1. Maintenance of Service Registers, Personal files, sanction of Leave, Increments, Ph.D. increments and leave encashment of Earned leave and fixation of pay to teaching staff of P.G. Departments and Officers of the University. 2. Sanction of encashment of Earned leave at the time of retirement of the teaching staff of P. G. Departments/Officers of the University/Non-teaching staff of Finance Section/Library 3. Maintenance of C.L. Register of Professors/Chairmen and Officers of the University and Principals. 4. Maintenance of Service registers, Personal files, sanction of leave/Annual Increments/Selection Time Scale increment/ leave encashment of E.L. and fixation of pay to Non-teaching staff of Finance Section and Library. 5. Files relating to increments/leave salary claims and pension contribution of deputed staff. 6. Sanction of Pension/DCRG to Non-teaching Staff of University and Constituent Colleges 7. Pension Statute and Sanction and preparation of Pension papers of Teachers of the P.G. Depts. 8. Pension papers and Sanction of Pension to the Teachers of Constituent Colleges. 9. Audit Reports – Replies/RTI application/LA/LC questions connected to the work.
E8	Sri. Ajay Anand K. Second Division Assistant	1. Maintenance of Service Registers, Personal Files, Preparation of Salary bills – Arrears Bills including, F.A./D.A./Charge allowance and other Supplementary Bills, Fixation of Pay, Stepping up of pay, Statement of Income Tax, Sanction of increments, leave, Festival Advance, Pension Contribution, Budget estimate of Registrar's Section. 2. Maintenance of Service Registers, Personal files, sanction of Leave, Increments, Ph.D. Increments and leave encashment of Earned leave and fixation of pay to teachers of constituent colleges and Non-teaching staff of Registrar (E) 3. Maintenance of Attendance/C.L. Register of Registrar's Section. 4. Files related to relieving on transfer/retirement of the staff, issue of LPC etc. of Registrar's Section. 5. Maintenance of Deduction Register/Recovery Register/remittance of loan instalments, forwardal of Society loan applications etc. of Non-teaching Staff of Registrar Section. 6. Maintenance of Service Registers, personal files, sanction of Leave, Increments, Festival Advance, salary bills, advance bills and leave encashment of Earned leave of Garden Staff and Hostel Staffs. 7. Appointment of N.S.S. Co-ordinators and Nodal Officers and other related works.

		8. Maintenance of Cash Book and Maintenance of Office Imprest Register and Cash. 9. Demands of Teaching and Non-teaching Staff. 10. Audit Reports - Replies/RTI applications/LA/LC questions connected to the work.
E9	Smt. Jayashree Devi S.G. First Division Assistant	1. Maintenance of Service Registers, Personal files, Sanction of all kinds of Leave, Increments, fixation of pay, Preparation of Salary bills & Supplementary bills, Festival Advance, encashment of Earned Leave, Pension contribution, budget estimate to Non-teaching Staff of P. G. Departments, Health Centre, USIC, Microtron Centre, Computer Centre, Engineering section, Physical Education Department, Ladies Hostel, Boy's Hostel and C.D.C./Non teaching Staff of Constituent Colleges. 2. Files relating to revision of Pay/DA/HRA/ I.R. etc. - issuing of orders. 3. Pension contribution of Non-teaching Staff of P.G. Departments, Health Centre, USIC, Microtron Centre, Computer Centre, Engineering section, Physical Education Department, Ladies Hostel, Boy's Hostel and C.D.C, Non-teaching Staff of Constituent Colleges. 4. Conduct of Departmental Service Examinations to Non-teaching Staff. 5. Files relating to New Contributory Pension Scheme. 6. Maintenance of Deduction/Recovery Registers/ HBA/Budget estimate, Statement of Income tax. 7. Issue of L.P.C./ Relieve on transfer/retirement. 8. Forwardal of Society applications for loan and Maintenance of Recovery Register etc. 9. Medical bills. 10. Sanction of FSA to the deputed staff. 11. Audit Reports - Replies/RTI applications/LA/LC questions connected to the work.
	Smt. Supreetha S. Job-Typist	Typing work - related to Establishment section.
	Kum. Namratha Job-Typist	Typing work - related to Establishment section.
	Sri. Ravi K.T. Group 'D'	Any works entrusted by his or her superiors from time to time.
	Kum. Sharavathi Group 'D'	Any works entrusted by his or her superiors from time to time.

Besides the above normal work, the case workers/Typists/Attenders are also instructed to do any other works entrusted by the undersigned/superiors from time to time. As per the above redistribution of work, the concerned case workers are directed to handover the concerned files to the respective caseworkers immediately.


REGISTRAR.

To,
The officials concerned.

Copy to: P.S. to Vice-Chancellor/P.A. to Registrar, Mangalore University, Mangalagangothri.