

**PART XIII**

---

**DELEGATED POWERS**

---



## DELEGATED POWERS

### 1. Pro-Chancellor:

[In exercise of the powers conferred by sub-section (2) of Section 13 of the University of the Punjab Act, 1973, the Chancellor, University of the Punjab has been pleased to further delegate to the Pro-Chancellor, University of the Punjab, powers vested in him under Section 11 (7) and Section 31 (2) of the University of the Punjab Act, 1973 with immediate effect.

The Pro-Chancellor shall keep the Chancellor informed, from time to time, of the action taken by him in exercise of the delegated powers.]<sup>1</sup>

### 2. Vice-Chancellor:

The Syndicate has delegated to the Vice-Chancellor the following Administrative and Financial Powers:-

#### *Administrative Powers:*

1. [Duties to be assigned to various Officers (Academic and Administrative) of the University.
2. Fixation of dates of Examinations.]<sup>2</sup>
3. [To give higher start or Advance Increments whenever necessary within the grade for the posts for which he is appointing authority.]<sup>3</sup>
4. [To make adhoc appointment of a Lecturer for a period of one year or till regular appointment is made, whichever of the two is earlier.
5. To make adhoc appointments or promotions up to the rank of Assistant Registrar for a period of one year or till regular appointments are made, whichever of the two is earlier.
6. To confirm Administrative Staff only up to and including the rank of Administrative Officer.
7. To grant all kinds of leave [to Officers in National Pay Scale 16 and above]<sup>4</sup> and to make officiating arrangements including promotions for carrying on the work upto the rank of a Lecturer and Assistant Registrar.

---

1. Notified vide Punjab Government No. GS(8)-75/122, dated 12 March, 1975. Published in the Punjab Gazette dated 21 March, 1975.

2. University of the Punjab Calendar Vol.-I, 1963-64, page 156.

3. Syndicate, dated 3 April, 1965, paragraph 21.

4. Syndicate, dated 23/24 May, 1979 Para 62.

8. To extend terms of Scholarships.
9. To approve terms and conditions of deputation to and from the University except in the case of Professors, Associate Professors, Registrar, Controller of Examinations and Deputy Registrar/Deputy Controller where deputations shall finally be allowed by the Syndicate.
10. To appoint Inspection Committees.
11. To allow withdrawal of orders of rustication and expulsion and to allow re-admission after expulsion.
12. To nominate delegates of the University to conferences.]<sup>1</sup>
13. [To declare a holiday(s) on a date(s) other than dates already approved by the Syndicate in special circumstances.]<sup>2</sup>
14. [To permit the candidates, who were eligible to receive their degrees in the Annual Convocation, to be admitted to their respective degrees in the College/Vice-Chancellor's Convocations.]<sup>3</sup>
15. [Pass Final orders on behalf of the Syndicate, on routine and urgent cases during the Summer Vacation]<sup>4</sup>
16. [To pass final orders on the recommendations of the Academic Council in regard to the Syllabi for the optional papers]<sup>5</sup>
17. [To appoint a Committee of University Professors and other experts in subject for selecting name of Scholars to be invited to deliver Saigol Foundation Lectures]<sup>6</sup>
18. [To nominate a Standing Advisory Committee whose main function would be to keep up a continual channel of communication with the students and recommended appropriate remedial measures with regard to the difficulties and problems brought to their notice by the students.]<sup>7</sup>

---

1. (a) Syndicate, dated 31 December, 1966, Paragraph 5.

(b) The powers to nominate delegates of the University to Conferences within the country has been delegated to the Deans, Vide Registrar's No. 1146/G.M. dated 12 May, 1976.

2. Syndicate, dated 11 February, 1967, Paragraph 14.

3. Syndicate, dated 11 January, 1967, Paragraph 28.

4. Syndicate, dated 20 January, 1968, Paragraph 19.

5. Syndicate, dated 29 June, 1968, Paragraph 18.

6. Syndicate, dated 14 December, 1968, Paragraph 16.

7. Syndicate, dated 24 December, 1968, Paragraph 1 (19).

19. [To set up as many Disciplinary Committees as he thinks necessary to clear the pending cases of use of unfair means in the University Examination.]<sup>1</sup>
20. [To institute suits.]<sup>2</sup>
21. [To authorize a person travelling on University business to take a peon with him.]<sup>3</sup>
22. [When the Vice-Chancellor passes an order for which he is competent to pass, its non-compliance will be misconduct and the persons in default shall be liable to be proceeded against, under the Punjab University(Efficiency and Discipline) Statutes, 1975.]<sup>4</sup>

***Financial Powers:***

1. [To sanction House Building Loans.
2. Fixation of Prices of University Publications.]<sup>5</sup>
3. [To sanction gratuity under the rules to all types of University employees.
4. To sanction annuities and stipends to dependents of deceased employees.
5. To write off articles up to [Rs. 50,000/-].<sup>6</sup>
6. To sanction special and supplementary grants including approval of estimate upto [Rs. 5,00,000/-]<sup>7</sup> at one time.]<sup>8</sup>
7. [To fix the rate at which remuneration should be paid if a person not holding a post of Professor, Associate Professor, Assistant Professor or Lecturer is appointed to deliver lectures on part-time basis.]<sup>9</sup>
8. [To allow at his discretion higher starting pay to teachers appointed on ad-hoc basis, on basis of degrees from foreign Universities of repute.]<sup>10</sup>

---

1. Syndicate, dated 5 April, 1969, Paragraph 2 .
2. Syndicate, dated 5 April, 1969 Paragraph 34.
3. Syndicate, dated 10 June, 1967, Paragraph 6 (b)
4. Syndicate, dated 19, January 1991. (Notified vide Registrar's No.43/G.S dated 8-4-1991.)
5. University of the Punjab, Calendar, Vol. I, 1963-64 page 156.
6. Enhanced by the Syndicate dated 7-6-2000 (Notified vide Treasurer's No. D/1801/Finance dated, 30-6-2000.)
7. No D/1992-2000/Budget, dated. 22-05-2006.
8. Syndicate, dated 31 December, 1966, paragraph 5.
9. (a) Syndicate, dated 2 March, 1968, paragraph 15.  
(b) Designation amended from Reader to Associate Professor and Assistant Professor added to conform with the cadre of Teaching staff. (Notified vide Registrar's No. 682/G.M., dated 16 April, 1975.)
10. Syndicate, dated 14 June, 1969, paragraph 6(b).

9. [To sanction over-time for additional work.]<sup>1</sup>
10. [To sanction any amount not exceeding Rs. 5,000/- at one time out of the budget head `Unforeseen and Special Demands' up to the extent of Rs. 50,000/- in a fiscal year.]<sup>2</sup>
11. [To sanction special rate of T.A./D.A. in exceptional cases.
12. To sanction journey by Air to Examiners.]<sup>3</sup>
13. [Re-appropriation of funds from major head to other major head, up to Rs.2.000 Million.]<sup>4</sup>

**3. Pro-Vice-Chancellor:**

*[ Administrative Powers:*

1. To represent the Vice-Chancellor as his alternative on various Managing Committees and other non-statutory bodies when he is unable to attend.
2. To deal with the problems of students including those of resident students of the Quaid-i-Azam Campus Hostels.
3. To permit the employees to join evening or morning classes and to appear in the examinations.
4. To permit the employees to work as Assistants with Head Examiners.
5. To serve as Chairman of the Committee of Deans.
6. Corrections in dates of birth.
7. Approval of the list of Graduates, Prizes, Medals and Scholarship Winners on University results and declamation contests.
8. Creation of Centers of University Examinations.
9. Appointment of Superintendents.
10. Acceptance of endowments.
11. Appointment of Scrutineers.
12. Permission to appear in an Examination.

- 
1. Syndicate, dated 16 April, 1965, paragraph 8.
  2. Syndicate, dated 28 September, 1968, paragraph 23.
  3. Chancellor's Committee, dated 28 March 1959, para 6(a)

Note: The delegation of powers is subject to the condition that the Syndicate reserve to itself the right of taking up for consideration, modifying, changing or taking a fresh decision in regard to an issue decided by an authority to whom powers have been delegated, in consultation with the authority concerned. Syndicate 31 December 1966, para 5(VI).

4. No. D/1699-09/Budget 14-06-2007. F.C.24-05-2007 syndicate. 05-09-2007

13. To pass final orders for crossing efficiency bars in the case of Administrative Staff and Technical (Staff working in the Administrative Departments.)]<sup>1</sup>
14. To accept resignations of employees up to and including the rank of lecturers and Assistant Registrars.
15. To condone delay in receipt of applications for affiliation.
16. To verify if conditions imposed by the Inspection Committees have been properly fulfilled.
17. To approve the appointment of the sole agent for the sale of fascicules.
18. To pass final orders on the recommendations received from the Centre Superintendents in regard to the candidates who arrive at the examination centre late and are admitted provisionally.
19. To sanction casual leave to the Deputy Registrars/Deputy Controller (Examinations)/Deputy Treasurer.

***Financial Powers:***

1. To order refund of Examination Fee without any deduction.
2. To increase the number of instalments in which loans are to be recovered in case of employees of Class `B', `C' and `D' subject to the condition that the recovery is made in full in each case before the employee attains the age of retirement.
3. To condone delay in submission of T.A. bills if they are received after 6 months.
4. To sanction the payment of belated bills.
5. To sign bills pertaining to over-time to the administrative staff after these have been sanctioned by the Vice-Chancellor.

In addition to above the Pro-Vice-Chancellor will perform such other duties and functions as may be assigned to him by the Vice-Chancellor from time to time.]<sup>2</sup>

---

1. Chancellor's Committee, dated 31 March, 1975, paragraph 8. (Notified vide Registrar's No. 3371-84/Est., dated 26 May, 1975.)
2. Chancellor's Committee, dated 23 December 1974, paragraph 23, as provided in Clause (3) of Section 16 of the University of the Punjab Act, 1973. (Notified vide Registrar's No. D/600/Est. dated 30 January, 1975.)

#### 4. Dean.

##### *[Administrative Powers:]*

1. [To appoint]<sup>1</sup>, in consultation with the Chairman/Director, /Principals of Departments/Institutes, Centre/Colleges concerned, technical staff up to B.P.S. 6.
2. To permit the Departments to proceed on excursions and on industrial/study tours within the country. The Dean should ensure that the teaching work in the Department does not suffer.
3. To grant casual leave to the Chairmen/Directors/Principals of Departments/Institutes, Centre/Colleges.
4. To pass final orders for crossing efficiency bar in the case of technical staff working in the Teaching Departments/ Institutes/ Constituent Colleges.
5. To make appointments of part-time lecturers for full academic session or a part thereof, under intimation to the Vice-Chancellor.
6. To nominate delegates of the University to conferences within the country.
7. To permit vacation officers, except the Deans, to remain on duty during the summer vacation. In the case of the Deans, permission will be granted by the Vice-Chancellor.
8. All cases of appointments to be referred to the Selection Board should be submitted to the Vice-Chancellor through the Dean concerned.
9. To make recommendations for grant of leave other than casual leave to the Chairmen/Directors/Principals of Departments/Institutes/Colleges.

##### *Financial Powers:*

1. To sanction brother/sister fee concession, provided the students are studying in different teaching Departments/Institutes/ Constituent Colleges of the University.
2. To sanction advances to the Chairmen/Directors/Principals of Departments/Institutes/Colleges under all heads, subject to the availability of funds and budget provision.

---

1. If appointment to a technical post involves promotion, claims of all qualified employees working in the same and other Colleges/Departments shall also be considered and appointment/promotion be made in consultation with the establishment branch..



3. To sanction re-appropriation in consultation with the Treasurer, subject to the provision of the Statutes/Regulations and the following conditions:-
  - (a) The re-appropriation does not involve undertaking of recurring liability.
  - (b) The re-appropriation does not increase an item which has been specifically reduced by the Finance & Planning Committee and the Syndicate.
  - (c) The re-appropriation is not made to provide funds for an individual item and expenditure not contemplated by the budget.
4. To order provisional payment of salaries and T.A./D.A. of the teaching staff.
5. To exercise powers of the Vice-Chancellor to sanction expenditure out of the amount provided in the budget of the Teaching Departments/Institutes/ Constituent Colleges.
6. To remit late admission fee in deserving cases of the University students.
7. To write off articles upto the value of Rs. [5,000/-]<sup>1</sup> in a department in one financial year.]<sup>2</sup>

#### **5. Principals of Constituent Colleges and Chairmen of Departments:**

The Principals of Constituent Colleges and Chairmen of Teaching Departments have been delegated the following Administrative and Financial Powers<sup>3</sup>

##### ***Administrative Powers:***

1. [Powers to appoint employees of the rank of Junior Clerks or below them in the following manner:-
  - (a) To appoint employees in their own College/Department of the rank of a Junior Clerk and below and other (...) <sup>4</sup> carrying equivalent grades.

- 
1. Syndicate, dated 7 June, 2000 (Notified vide Treasurer's No. D/1801/Finance, dated 30-6-2000.)
  2. Chancellor's Committee, dated 3 March, 1967, paragraph 18. (Notified vide Registrar's No. 1146/G.M., dated 12 May, 1976.)
  3. The Planning and Development Officer and Incharge of the Centre for Advanced Studies and Research, Khanspur Ayubia has been delegated the same powers as are exercised by other Chairmen of Departments, vide Registrar's No. 2199-2201/Est., dated 16 June 1966.
  4. The words 'technical staff' omitted as appointment of such employees is now made by the Dean of respective faculty vide Registrar's No. 1146/G.M., dated 12 May, 1976.

- (b) To grant of all kinds of leave and punish employees mentioned at (a) above.

The above delegation is subject to the following conditions:-

- (i) The qualifications prescribed in the Statutes will be kept in view while making appointment of a Junior Clerk. It will be the responsibility of the Principal/Chairman of the College/Department concerned to see that no unqualified person is appointed as Junior Clerk. They shall be appointed on purely temporary basis subject to the condition that they will have to qualify the next recruitment test which is conducted by the Establishment Branch failing which they shall be replaced by the qualified persons.
- (ii) If appointment to a (...) <sup>1</sup> post involves promotion, claims of all qualified employees working in the same and other Colleges/ Departments shall also be considered and appointment/promotion be made in consultation with the Establishment Branch.
- (iii) In case of grant of leave, report in regard to the admissibility of leave would be obtained from the Accounts Branch] <sup>2</sup>
- (iv) [If it is intended to punish an employee due to some offence, the provisions of the University of the Punjab Employees (Efficiency and Discipline) Statutes 1975, will be complied with and as far as possible charge sheets would be issued, after these have been examined by the Establishment Branch] <sup>3</sup>
- (v) [While making appointments of D Class employees condition be indicated in the Office Order that they would be on trial for three months. During this period if their work is found unsatisfactory their services would be terminated without giving any notice.

---

1. The word `technical staff' omitted vide Registrar's No. 1146/G.M., dated 12 May, 1976.  
 2. Booklet entitled "Delegation of powers to University Officers", pages 5 and 6  
 3. (a) Notified vide Registrar's No. D/162-77/Est., dated 24 February, 1967.  
 (b) A University employee during the period of his probation can be discharged from service by a competent University authority and there is no need to proceed under the University of the Punjab Employees (Efficiency and Discipline) University Ordinances 1961 (now Statutes, 1975)(Judgment passed by a Division Bench comprising Mr. Justice S.A. Mahmood and Mr. Justice Muhammad Fazl-e-Ghani Khan of the High Court of West Pakistan, dated 15 February 1967 on a Writ Petition of Mr. Mushtaq Ahmad, ex-Lecturer Bio-chemistry, 505-N, Samanabad, Lahore Versus the Vice-Chancellor, University of the Punjab, Lahore and others.)

- (vi) In case their trial period is reported to be satisfactory by the Chairman of Department, the condition of notice would be given in the office order while extending the term of their appointment.]<sup>1</sup>
2. [To permit the employees working in teaching departments/Colleges to avail themselves of summer vacations according to provision of Statute II (vi)(b) of Chapter II, Part V of this Calendar.]<sup>2</sup>

***Financial Powers:***

[While according sanctions within their own competence Chairmen of Departments and Principals of University Colleges may keep the following fundamental canons of financial policy in view:-

- (i) The same vigilance should be exercised in respect of expenditure of University Funds as a person of normal prudence exercises in respect of spending his own money.
- (ii) The money allocated to different budget heads should be expended strictly in terms of the original allocation.
- (iii) Chairmen of Departments should see that they do not exercise their powers of sanctioning expenditure in passing any orders which, directly or indirectly, are to their own advantage. In all such cases the best thing will be to refer them to Vice-Chancellor for decision.
- (iv) A statement of the financial powers delegated to Heads of Departments and Principals of Constituent Colleges is as follows:-

Principals of University Colleges and Chairmen of Teaching Departments/Directors & Adviser (Students).	(a) Contingencies	[Rs.2,500/-] <sup>3</sup>
	(b) Apparatus & Equipment	(Rs. 5,000 on any individual item.) <sup>4</sup>

- 
1. Notified vide Registrar's No. D/564/Est., dated 7 August, 1967.
2. (a) Notified vide Registrar's No. D/9084/Est., dated 28 November, 1968.
- (b) Deans of Faculties have the power to permit vacation officers, except the Deans, to remain on duty during the summer vacation. In the case of Dean's permission will be granted by the Vice-Chancellor, vide Registrar's No. 1146/G.M., dated 12 May, 1976.
3. Syndicate, dated 2-8-1997.
4. Syndicate, dated 1 October, 1969, paragraph 7(2)(b). Notified vide Treasurer's No. III/Budget/Misc./Delegation/9971, dated 6 December, 1969.

	[(c) Furniture and its Repairing (Subject to its being technical for Laboratories Furniture, costing upto Rs. 1,000/- may be produced without inviting tenders, Ibia).] <sup>1</sup>	Costing upto Rs. 25,000/-
	(d) Chemicals.	Rs. 3,000 for any individual item.] <sup>2</sup>
	(e) Stationery & Printing.	Full powers to sanction any amount of the Budget allotment.
	(f) Books.	
	(g) Telephone, Electric Charges, Service Postage, Binding, Hot and Cold Weather Charges.	
	(h) Publications.	
Directors of Institutes of Chemistry, Chemical Engineering and Technology and Education and Research.	Gas & Water.	Full Powers.
	Contingencies. Library supplies Library materials Misc. supplies. special publications upkeep.	Rs. 1000/- on a single item]. <sup>3</sup>  Rs. 1000/- on a single item.
Adviser (Students).		Rs. 1000 on any single item for running of the Cafeteria.
Managing Committee Cafeteria.		Rs. 3000 out of Cafeteria Fund for running of the Cafeteria.
Director, S.S.R.C.	Out of money received in respect of an approved project	Full powers (including the power to sanction an advance).

- 
1. Syndicate, dated 2-8-1997, and Notified Vide Treasurer's No. D/383/Finance, dated 13-9-1997.
  2. Syndicate, dated 1 October, 1969, paragraph 7(2)(b). Notified vide Treasurer's No. III/Budget/Misc./Delegation/9971, dated 6 December, 1969.
  3. Syndicate, dated 14 April, 1983, Para 16.

Superintendent, University Press.	Contingencies	Rs. 100/- on any individual item.] <sup>1</sup>
	Apparatus and equipment.	Rs. 1000/- [-do-] <sup>2</sup>
Chairman, Press Committee.	Contingencies.	Rs. 200/- on any individual item.] <sup>3</sup>
	Apparatus & equipment.	Rs. 2000/- -do
Wardens University Hostels.	<i>University Funds.</i>	
	Contingencies.	Rs. 100/- on any individual item]. <sup>4</sup>
	Furniture and its repairs, Stationery & Printing, Telephone, Service. Postage & Binding	Full powers
	<i>Boys Funds</i>	
	Electricity, purchase of utensils, services charges.	Full powers]. <sup>5</sup>

**6. [Principal, University Oriental College; Director Social Sciences Research Centre & Convener, Urdu Development Committee.**

To sanction expenditure out of the budget head "Entertainment" upto the extent of Rs. 50/- on any one occasion subject to the following conditions:

- (1) The expenditure to be confined to the object of the budget allotment evident from the nomenclature of the Budget Head itself.
- (2) Purchase of crockery and cutlery should not be made out of this budget head.
- (3) The expenditure to be incurred only if necessitated by the visit of outsiders and guests of consequence.

---

1. Syndicate, dated 14 April, 1983, Para 16.

2. Ibid.

3. Ibid.

4. Ibid.

5. Notified vide Vice-Chancellor's No. 618/V.C. dated 19 September, 1965.

- (4) The scale of entertainment to be kept at the minimum unless in exceptional cases required otherwise].<sup>1</sup>

**[6. (a) Duties and Powers of the Chairman, Department of Encyclopaedia of Islam:-**

1. The Chairman Shall Exercise all the powers and enjoy all the privileges of the Head of a University Department.
2. The Chairman will be competent to initiate, with the approval of the Vice-Chancellor, disciplinary action against the employees of the Department.
3. The Chairman will be competent to assign duties and allot work to the Administrative and Editorial staff of the Department.
4. The Chairman will be responsible for directing supervising and controlling all academic work connected with the Urdu Encyclopaedia of Islam.
5. The Chairman will be responsible for the internal control and discipline of the Department.
6. The Chairman shall responsible for implementing decisions and orders of the Syndicate/Administrative Board.]<sup>2</sup>

**7. Adviser (Students):**

1. [To allocate the funds to each Cultural Unit out of the unspent balance of the funds realised from the students of various cultural activities upto a maximum of Rs. 100/- for each Cultural Unit.
2. To sanction an expenditure against the allocation to each Cultural Unit. To allocate to a Cultural Unit and supply grant out of 'Reserve' not exceeding 50% of the original allocation and subject to a maximum of Rs. 1,000/- and beyond this limit prior approval of the Vice-Chancellor.]<sup>3</sup>
3. [To sanction Rs. 1,000/- on single item for running Cafeteria.]<sup>4</sup>

---

1. Notified vide Treasurer's No.III-Budget.Misc., Delegate/19191, dated 10 December, 1966.

2. Notified vide Registrar's No. 37/G.S. dated, 10-8-1996.

3. Notified vide Vice-Chancellor's No. 618/V.C., dated 19 September, 1965.

4. Notified vide Treasurer's No. 9958/A-1, dated 3 July, 1963.

**8. Chairman, Hall Council:*****Administrative Powers:***

- [(a) To permit the Wardens/Superintendents of the Halls to leave the Station and to approve the consequential arrangements to manage the affairs during their absence;
- (b) To adopt appropriate measures to improve the administration of the Halls, if and when necessary;
- (c) To pass orders regarding employment, extension in service, leave arrangements of employees upto the rank of a junior clerk and below employed in the University Halls of residence and in the office of the Hall Council;
- (d) To grant all kinds of leave and punish employees mentioned at (c) above.

***Financial Powers:***

Full Powers to sanction any amount out of the budget allotment of the Hall Council against the following heads:-

- 1. Printing and Stationery
- 2. Contingencies
- 3. Telephone
- 4. Entertainment]<sup>1</sup>

**9. Wardens University Hostels:**

- 1. [To appoint and dismiss Cooks, Bearers and Masalchis in the hostels.]<sup>2</sup>

**10. Registrar:*****Administrative Powers:***

- 1. [To pass orders regarding employment, promotion, extension in service, leave arrangement of employees upto the rank of an Assistant, subject to appeal to the Vice-Chancellor.
- 2. Grant of Casual Leave to Assistant Registrars.

---

1. Syndicate dated 26 February, 1977.

2. Notified vide Treasurer's No. 8131/A-1, dated 21 September, 1964.

3. To take disciplinary action against Assistants, Stenographers, Senior and Junior Clerks.
4. To confirm admissions and late admissions.
5. To refer the cases to the Syndicate/Academic Council, as the case may be, relating to:
  - (a) Affiliation and extension of affiliation of Colleges;
  - (b) permission to colleges to start Honours Classes; and
  - (c) Draft Statutes and Regulations as finalized by the Statutes Committee.
6. To grant permission to Junior/Senior Clerks and Assistants to apply for jobs outside the University.
7. To issue 'No Objection Certificates' to those who want to apply for International Passports.
8. To grant permission to Junior/Senior Clerks and Assistants to appear in the University Examinations.
9. The Registrar shall be incharge of the entire administration of the University and all matters relating to it shall be put up to him who will obtain orders of the Vice-Chancellor whenever necessary.]<sup>1</sup>
10. [To give higher start or Advance Increments whenever necessary within the grade for the posts for which he is Appointing Authority.]<sup>2</sup>
11. [Confirm employees upto and including the rank of Assistant]<sup>3</sup>
12. [Permit University Teachers to assist the Punjab Public Service Commission in recruitment of teachers for various colleges]<sup>4</sup>
13. [Approve officiating arrangements/temporary promotions/appointments upto the post of Administrative Officer, not exceeding six months. (In case supersession of a person is involved approval of the Vice-Chancellor will be obtained.)]<sup>5</sup>

---

1. Notified vide Registrar's No. D/4139/Est., dated 30 July, 1962.

2. Syndicate, dated 3 April, 1965, para 21.

3. Notified vide Registrar's No. D/923/Est., dated 28 November, 1968.

4. Notified vide Registrar's No. 1450/R., dated 30 October, 1961.

5. Notified vide Registrar's No. 1330/Est., dated 23 February, 1965.



14. [Appointment and dismissal of `D' Class employees.]<sup>1</sup>
15. [To grant all kinds of leave to employees in Scale No. 1 to 15.]<sup>2</sup>

***Financial Powers:***

1. [To sanction contingencies upto Rs. 50/- on any individual item.
2. To sanction garden contingencies.
3. To sanction entertainment upto Rs. 300/-.
4. To sanction a sum of Rs. 50/- for a single item under minor heads - General T.A., Uniform, Convocation Expenses, Furniture like chairs, dais and other fittings.
5. To sanction suitable sum from budget provision `Overtime' upto a maximum of Rs. 250/- a year for the various sections under the Registrar's control subject to the above limitation.]<sup>3</sup>

**11. Treasurer:**

***Financial Powers:***

1. [To sanction remuneration to examiners.
2. To sanction expenditure for the printing of question-papers and secrecy work.
3. To sanction the amount for the conduct of examinations.
4. To sanction capital expenditure on University buildings.
5. To sanction the amount of miscellaneous items and improvement of education.
6. To sanction any amount out of Medical Assistance Fund.
7. To sanction loan out of the Provident Fund.
8. To sanction expenditure out of the Study and Travel Grant Fund.
9. To sanction expenditure out of the Special Endowment Trust Fund.
10. To sanction expenditure out of the Campus Fund.

---

1. Notified vide Registrar's No. D/2706/Est., dated 13 April, 1968.

2. Syndicate, dated 23/24 May, 1989.

3. Notified vide Registrar's No. D/4139/Est., dated 30 July, 1962.

11. To sanction expenditure out of the Institute of Education and Research Fund.]<sup>1</sup>
12. [To sanction expenditure out of the Social Sciences Research Centre Fund.]<sup>2</sup>
13. [To remit penalty in respect of Admission Forms entertained after the last date fixed for the receipt of admission forms admission fee.]<sup>3</sup>
14. [To sanction advances to the Heads of Departments under all sub-heads subject to the availability of funds.]<sup>4</sup>
15. [To sanction Contingent Expenditure of the Vice-Chancellor's Office provided in the budget.]<sup>5</sup>
16. [Competent to transfer sums from the current account to the fixed deposit within the Banks with which the University maintains the Account]<sup>6</sup>
17. [Purchasing Power Rs. 10,000 for a single item.]<sup>7</sup>

[ 12. **Additional Treasurer**

- (i). To sign cheque upto Rs. 50,000/-
- (ii). To sanction amount upto Rs.2,000/- (on contingency item)
- (iii). To sanction amount upto Rs. 10,000/- (on all other item.)

**13. Deputy Treasurer:**

- (i) To sanction amount on contingency item. 1,000/-
- (ii) To sanction amount in case of examiner, conduct of examinations, refund of fee and issue of stores. 5,000/-
- (iii) To sign Cheques 30,000/-
- (iv) In case the treasurer is not available and the amount exceeds Rs. 30,000/- and is less than Rs. 50,000/- there should be two signatures i.e., One Deputy Treasurer and the other Assistant Treasurer.

---

1. Notified vide Registrar's No. D/4139/Est., dated 30 July, 1962.
2. Notified vide Treasurer's No. 4302/A-1, dated 10 March, 1962.
3. Notified vide Treasurer's No. 2065/A-MS, dated 31 October, 1961.
4. Notified vide Treasurer's No. 4712/Budget, dated 27 July, 1967.
5. Notified vide Treasurer's No. 4906/A-1, dated 16 February, 1966.
6. Syndicate, dated 12 January, 1963, paragraph 6.
7. Approved by the Syndicate, dated, 27-5-1998.

**14. Assistant Treasurer**

(i)	To sanction amount on single item	100/-
(ii)	To sanction amount for refund of Security fee	1,000/-
(iii)	To sanction amount on contingencies item	500/-
(iv)	To sanction amount in case of remuneration to examiners, conduct of Examinations, refund of fee and issue of stores.	1,000/-
(v)	To sign Cheques	20,000/-
(vi)	In case the Deputy Treasurer is not available, the cheque may be signed by two Asstt Treasurers.	30,000/-] <sup>1</sup>

**15. Controller of Examinations:*****Administrative Powers:***

1. [To grant extension in time-table to Examiners.
2. To appoint supervisory staff upto and including the Deputy Superintendents; it being understood that the list of the Superintendents would be put up to the (Vice-Chancellor.)<sup>2</sup>
3. To sanction appointment of extra Invigilators or Deputy Superintendents, if and when necessary.
4. To exercise administrative control over the staff in the Examinations Department.
5. To put up to the Vice-Chancellor the appointments of Inspectors of the Examination Centres.
6. To inspect Examination Centres or depute any official of the Examinations Department on his behalf, if and when deemed necessary.
7. To appoint substitutes for Superintendents of Examination Centres, in case of necessity or emergency.

---

1. Syndicate, dated 6 July, 2002.

2. Power to appoint Superintendents delegated to Pro-Vice-Chancellor, vide Registrar's No. D/600/Est., dated 30 January, 1975.

8. To permit Inspectors of Examination Centres to undertake journey by road whenever necessary subject to the modification that the sanction would be accorded only in an emergency and reasons shall be recorded.]<sup>1</sup>
9. [The Controller of Examinations is authorised to fix new dates in case of postponement and preponement of the Examinations (Written and Practical) where and when necessary.]<sup>2</sup>
10. [To appoint Secrecy Officers.]<sup>3</sup>

***Financial Powers:***

1. [To sanction extra expenditure with regard to the conduct of Examinations.]<sup>4</sup>
2. [To allow on behalf of the Vice-Chancellor advance payment of Examination fees to Examiners in certain situations, e.g., Examiners proceeding abroad before the declaration of results.]<sup>5</sup>
3. [To write off articles upto the limit of Rs. 1,000 belonging to the Examinations Department.]<sup>6</sup>
4. [To make payment to Secrecy Officers.]<sup>7</sup>

- [16. **The Advisor Student Affairs Departments,  
The Director, Social Sciences Research Centre.  
The Director, Sports & Games Department.  
The Director, Sports & Games Department for women.  
The Director, Historical Research Institutes.  
The Chairmen, Urdu Development Committee.  
The Chief Librarian.  
The Head of the Department of Literary History.  
The Director, Planning and Development Cell.  
The Chairman department of Urdu Encyclopaedia of Islam.**

***Administrative Powers:***

- (i) The appoint employees in your own Department of the rank of Junior Clerk and below and other technical staff carrying equivalent grades.
- (ii) To grant all kinds of leave and punish employees mentioned at (i) above.

---

1. Booklet entitled `Delegation of Powers to University Officers, page 13.
2. Approved by the Vice-Chancellor on 29 December, 1961.
3. Syndicate, dated 7 March, 1950, Para 5.
4. Syndicate, dated 7 May, 1951, Para 6.
5. Notified vide Vice-Chancellor's No. 201-4/V.C. dated 13 September, 1963.
6. Notified vide Vice-Chancellor's No. 1137/V.C. dated 3 March, 1962.
7. Syndicate, dated 7 March, 1950, paragraph 5.

*The delegation of powers is subject to the conditions: -*

- (i) The Qualifications prescribed in the University Ordinances be kept in view while making appointment of Junior Clerks. It will be your responsibility to see that no unqualified person is appointed as junior Clerk They shall be appointed on purely temporary basis subject to the condition that they will have to qualify the next recruitment test which is conducted by the Establishment Branch failing which they shall be replaced with qualified persons.
- (ii) If appointment to a technical post involves promotion claims of all qualified employees working in other departments will also be considered a reference would be made to the Establishment Branch and applications invited through them.
- (iii) In case of grant of leave, report in regard to the admissibility of leave would be obtained from the Account Branch.
- (iv) If it is intended to Punish an employee to some efficiency the provisions of the University of the Punjab Employees (Efficiency & Discipline) University Ordinance. 1975 shall be complied with and as far as possible charge sheets should be issued. After these have been examined by the Establishment Branch.]<sup>1</sup>

**17. [Project Director]<sup>2</sup>**

*Administrative Powers:*

- (a) To exercise administrative powers delegated to University Heads of Departments in regard to the establishment.
- (b) To accept tenders upto Rs. 5,00,000/- (five lacs)
- (c) To accord sanction to extra items in accordance with the terms of agreement.

*Financial Powers:*

- (a) To sanction purchase of furniture in accordance with the prescribed scales and specifications upto 25,000/- (Rupees twenty five thousand) at a time in consultation with the Head of the Department concerned.
- (b) To approve, sanction and implement landscape, designs subject to a maximum of Rs. 10,000/-

---

1. Notified vide Registrar's No. 3609/Estt. Dated 26-5-1967.

2. N.C.C. 21 March, 1972.

- (c) To accord administrative approval to a new or additional work upto Rs. 10,000/- each revised on 23 June, 1986 by New Campus Committee.
- (d) To approve and accord technical sanction to estimates for repairs and maintenance relating to Quaid-i-Azam Campus Complex to Rs. 10,000/- each.
- (e) To sanction refund of securities Rs. 400/- on any individual item.
- (f) To sanction advance payments to contractors against executed works.
- (g) To sanction running payment to contractors as provided in the agreement.

**18. [University Engineer:]<sup>1</sup>/[Maintenance Engineer]<sup>2</sup>**

- 1. To prepare estimate for all classes of works, electrical, civil and sanitary and accord technical sanction to estimates upto Rs. 2,00,000/- provided it did not exceed the amount administratively approved by the competent authority by more than 5 per cent.
- 2. To issue notice inviting tenders for all classes of works irrespective of the amount involved and prepare contract documents.
- 3. To open and accept tenders and issue work orders for the works upto Rs. 1,000/- in each case.
- 4. To allot works without calling quotations/tenders upto a limit of Rs. 300/- in each case.
- 5. To accord sanction for works and payment of bills upto Rs. 1,000/- within the budgeted amount.
- 6. To accord sanction to extra items of works relating to a contract upto Rs. 500/- provided the sanction to extra items does not cause an excess over the amount technically sanctioned by more than 5 per cent.
- 7. To grant extension in time limit at his sole discretion.
- 8. To impose penalty on the contractors in terms of the contract at his sole discretion.
- 9. To exercise check over the detailed measurements upto 20 per cent of each bill irrespective of the amount involved. In token of such a check having been exercised he will put dated initials against the individual items of the detailed measurements in Measurement Books.

---

1. Syndicate, dated 8 November, 1969, paragraph 7 (7).  
 2. Notified vide Treasurer's No. D/4028/Budget dated 22 October 1987.

**19. Press Committee, Chairman Press Committee and superintendent Press:**

***Administrative Powers:***

[1. Suspension and Fine Under Various Rules and Regulations Applicable to:-

- (a) B Class employees of the Punjab University Press.  
Chairman, Press Committee.
- (b) C and D Class employees of the Punjab University Press.  
Superintendent Press.

**2. *Earned Leave:***

- (a) Superintendent Press and B. Class Employees of the Press. Chairman, Press Committee
- (b) C & D Class employees of the Press. Superintendent Press

**3. *Casual Leave:***

- (a) Casual Leave of Superintendent Press. Chairman, Press Committee
- (b) Casual Leave of all Staff Working in the Press other than the Superintendent Press. Superintendent Press.

**4. *Permanent Appointment:***

- (a) B. & C Class employees of the University Press restricted to technical staff only. Press Committee on recommendations of the Selection Committee nominated by the Chairman, Press Committee.
- (b) D Class employees of the University Press restricted to technical staff only. Chairman, Press Committee on recommendations of the Press Superintendent.

**5. *Temporary Appointment for Three Months:***

- (a) Temporary appointments of B Class employees of the Press upto three months duration at a time restricted to technical staff only. Chairman, Press Committee on the recommendations of Superintendent Press.

- (b) Temporary appointment of C & D Class employees of the Press upto three months duration at a time restricted to technical staff only. Superintendent Press.

(If higher start is to be given for special skill and qualification, the permission of the Vice-Chancellor may be obtained through Chairman, Press Committee).

**6. Auctions of the following Materials:**

- (a) Scrap metal after recovery of lead may be auctioned by the Superintendent Press periodically under the supervision of the Chairman, Press Committee.
- (b) Paper cutting except what can be utilized may be auctioned by the Superintendent Press periodically under the supervision of the Chairman, Press Committee.
- (c) Wooden planks may be auctioned as usual by the Store Section. Amounts thus received may be deposited in the University Exchequer.

**Financial Powers:**

**(1) Contingencies:**

Rs. 50/- on any individual item to the Superintendent Press and Rs. 100/- on any individual item to the Chairman, Press Committee.

**(2) Apparatus and Equipment:**

Purchase of type machines, accessories, paper, printing inks, overhauling etc., upto Rs. 2,000 to the Chairman, Press Committee and Rs. 1,000 to Superintendent Press]<sup>1</sup>

**20. [Chief Librarian]<sup>2</sup>**

Same financial powers as are enjoyed by the other Heads of the Departments.

**21. [Resident Officer]<sup>3</sup>**

**(a) Administrative powers:**

- (i) To make appointments, to sanction all types of leaves and to take disciplinary action of all types including dismissal termination of their services of class IV employees working under him.
- (ii) to allow installations of khokhas at the New Campus.
- (iii) to sign requisitions for the supply of petrol.

---

1. Notification No. 10874/A-1, dated 16 March, 1963.  
 2. Notified vide Registrar's No. 3783-85/Est.II dated 20 May, 1979.  
 3. Notified vide No. 915/N.C.C.



**(b) Financial powers:**

To sanction upto Rs. 5000/- on any single item out of the budget head "Maintenance of Buses, petrol and unforeseen changes".

**22. [Chief Medical Officer]<sup>1</sup>****1. Administrative Powers:**

- (a) to appoint employees in the Punjab University Clinic of the rank of dispenser and below and other carrying equivalent grades.
- (b) to grant all kinds of leaves and punish employees mentioned at (a) above.

**2. [Furniture/Books]<sup>2</sup>**

Same powers as have been delegated to the Chairmen of Teaching Departments, Principals of Constituent Colleges and Directors of Institutes.

**3. Financial Powers:**

- (a) contingencies Rs. 200/- on any individual item
- (b) Apparatus & Equipment Rs. 5,000/- on any individual item.
- (c) Chemicals for clinical laboratory Rs. 3000/-.

**23. [Director, Centre for High Energy Physics]<sup>3</sup>**

To exercise the same Administrative and Financial powers as delegated to the Directors of Institute of Chemistry, Chemical Engineering and Technology and Institute of Education & Research.  
Contingencies Rs. 1000/- on a single item.

**24. [Secretary Mosque Managing Committee]<sup>4</sup>**

- 1. Contingencies Rs. 200/- on any individual item
- 2. Purchase of Books upto Rs. 200/- at any one time.
- 3. Furniture Rs. 200/- at any one time

---

1. Syndicate, dated 10 November, 1984, paragraph 2.  
 2. Syndicate, dated 14 March, 1985.  
 3. Finance and Planning Committee, dated 14 January, 1986 and approved by the Vice-Chancellor.  
 4. Notified vide Registrar's No. 446/G.M. dated 16 June, 1981.

