



इन्दिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय
Indira Gandhi National Tribal University
अमरकंटक (म.प्र.) | Amarkantak (M.P.)

(भारतीय संसद में पारित अधिनियम द्वारा स्थापित केन्द्रीय विश्वविद्यालय)
(A Central University Established by an Act of Parliament of India)


MANUAL FOR UNIVERSITY
ADMINISTRATIVE OPERATION

2014


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16/04/14

FLOW OF WORK CHART AND FILE ROUTING

Sl. No.	Major Activities	File Routing System (Inward and Outward)	Reporting Officer -1	Reporting Officer -2
1	VC's Secretariat	PS	REGISTRAR	VC
2	Administration 1. Advertisement 2. Guest House 4. Legal/RTI 5. Rent and Tax 6. Medical 7. EC, AC & Court Meeting 8. TA 9. Postage & Telephone/internet 10. Staff Welfare 11. Security 12. Annual Physical Verifications Report for Stock and Stores 13. Guest House Management 14. Anti-ragging 15. Hostel Related Matters	DA → SO → AR → DR	REGISTRAR	VC
3	Estate 1. Office Maintenance 2. Insurance 3. Plantation and Horticulture Maintenance 4. House Rents 5. Collection of Electricity and Water Bills	JE → SO → AR → DR	REGISTRAR	VC
4	Establishment 1. Recruitment, Training and Retraining 2. LTC 3. Non-productive Bonus 4. Children Education Allowance 5. Retirement Benefits	DA → SO → AR → DR	REGISTRAR	VC


 16.4.18

5	Finance 1. Preparation of Annual Budget 2. Fund Flow Management 3. Investment Management 4. Tax Management	DA → SO → DR	FINANCE OFFICER	VC
6	Accounts and Audits 1. Maintenance of Accounts through Tally ERP-09 2. All Payments Through Online Transfer 3. Custodian of Vouchers/Bills 4. Preparation of Annual Accounts 5. Maintenance of NPS/GSLI/GPF/CPF/Other Terminal Benefits 6. Monthly Pay Bills 7. Central Impressed 8. CAG Audit, Internal Audit and Compliances	DA → SO → DR	FINANCE OFFICER	VC
7	Academic 1. BoS, FBS 2. Remedial Coaching Classes 3. Guest Faculty 4. Contract Faculty 5. Convocation 6. Research Development 7. Seminar and Study Tour 8. Student, Faculty and On-Teaching Identity Card 9. Statutes, Ordinances and Other Regulations Related Matters	DA → AR → Dir.(Aca.)	REGISTRAR	VC
8	Planning & Development 1. Vision Document 2. Project Proposal 3. Project Appraisal	DA → AR → Dir.(PD)	REGISTRAR	VC


16-4-19

	Report 4. Special Assistance Programme , DST			
9	Examination 1. Question Paper 2. Scheduling Examination 3. Appointment of Superintendent and Invigilators 4. Examination related Regulations 5. All Works Related to Examinations	DA → AR → COE	REGISTRAR	VC
10	Engineering 1. All Civil Works Management 2. Electricity Management 3. Water Management 4. Repair and Maintenance 5. Cleanliness and Hygiene 6. Campus Maintenance 7. Maintenance of Power Backup (Genset) 8. Maintenance of STP	JE/AE → EE → DR	REGISTRAR	VC
11	Purchase and Store 1. Computer Hardware/Software 2. Laboratory Chemicals and Glassware 3. Furniture and Fixtures 4. Plant and Machinery 5. Office Stationary 6. Spare Parts	DA → APO → PO	REGISTRAR	VC
12	Library 1. Purchase of Library Books/ Journals/ Periodicals/ Magazines and Newspaper 2. Library Inventory Management 3. Journals 4. CD ROM	DA → Dy Lib. → Lib.	REGISTRAR	VC

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13	Hostel Administration 1. Hostel Admission 2. Hostel Administration 3. Mess Management 4. Preparation of Attendance for Caretaker/ Wardens 5. Hostel Maintenance	Warden/ Chief Warden→ DR(Adm.)	REGISTRAR	VC
14	Medical/ Health Center 1. Procurement of Medicine and Equipment 2. Maintenance of Medical 3. Preliminary verification of Inpatient Medical Bills 4. Operation of Ambulance	Nurse→ MO → FO	REGISTRAR	VC
15	Transport 1. Maintenance of Office Vehicle 2. Hiring of Vehicles 3. Fuel and Lubricants 4. Insurance & Tax 5. Allotment of Duty to Drivers 6. Certification of Attendance of Drivers 7. Driver Welfare	SO (Ad.)→ DR(Adm.)	REGISTRAR	VC
16	Community Radio 1. Documentation 2. Recoding 3. Managing Studio	Community Radio (In-Charge) MJMC→ Director Academic)	REGISTRAR	VC
17	NCC/NSS 1. Training to the Students	NCC/ NSS Officer→ DR(Admn.)	REGISTRAR	VC
18	DSW 1. Students Welfare 2. Scholarships 3. Cultural Events	DA→ DSW	REGISTRAR	VC
19	PRO 1. Celebration of Official Functions (FD, ID, RD)	DA→AR(Adm.)→ PRO	REGISTRAR	VC



16.4.19


	<ul style="list-style-type: none"> 2. Media Management 3. Industry-Institute Collaboration 4. University News Letter 5. University Journal 6. Annual Report 7. Cultural Events In Coordination with Others 			
20	Women Cell	Chairman Women Cell	REGISTRAR	VC
21	SC Cell	Chairman SC&ST Cell	REGISTRAR	VC
22	ST Cell	Chairman SC&ST Cell	REGISTRAR	VC
23	OBC Cell	Chairman OBC Cell	REGISTRAR	VC
24	University Anti-Ragging Cell	Chairman Anti-Ragging	REGISTRAR	VC
25	Placement Cell	Co-Convener → Convener	REGISTRAR	VC
26	Proctor	Deputy Proctor → Proctor	REGISTRAR	VC
27	Guest House	Dy GH (In-charge) → GH(In-charge)	REGISTRAR	VC
28	Hindi / Statistical Cell <ul style="list-style-type: none"> 1. Translation 2. Room Inventory 3. Hindi Fortnight 4. Hindi Course for Employees 	DA → Hindi Officer	REGISTRAR	VC
29	Regional Campus, Manipur	AR → DR → RD	REGISTRAR	VC
30	Sports & Games <ul style="list-style-type: none"> 1. Management of Sports Complex 2. Procurement of Sports Equipment 3. Scheduling Inter Faculty/ Inter University/ Other Sports Events 4. Calendar of Sports Events 5. Maintenance of Sports Equipment Inventory 	Sports(In-Charge) → DR(Adm.)	REGISTRAR	VC
31	Directorate of Endangered	Dy. Director →	REGISTRAR	VC


 16.4.19

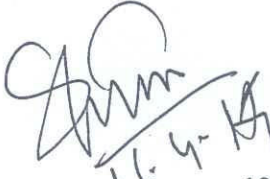
	Language	Director		
32	Public Information Officer(PIO) 1. RTI Queries 2. Legal Matters	DA→APIO	REGISTRAR	VC
33	University Outreach Programme	UOP (In-Charge)	REGISTRAR	VC
34	University Computer Centre	Sys. Ana. →DR(Adm)	REGISTRAR	VC

FLOW OF FILE ROUTINGS

1. The movement of all departmental files related to the policy decisions of the University shall be routed through the Registrar (both forward and backward) to the Vice-Chancellor.
2. The movement of all files pertaining to the expenditures/release of advance shall be routed to the Finance Officer for concurrence and payment to the Vice-Chancellor en-route the Registrar.
3. The movement of all files related to examination matters shall be sent to the VC through the Registrar for perusal and approval.
4. All types of communication to the external agencies shall be sent from the Registrar Office after the due approval of the Vice-Chancellor.
5. All Internal Notifications/ Circulars (Policy Decisions and Administrative Matters) shall be circulated from the Registrar Office after the due approval of the Vice-Chancellor.
6. All Types of Leave Letters of the Registrar/ Deans/ Finance Officers/ COE only shall be addressed to the VC for approval.
7. All Types of Leave Letters of HoD/ Associate Professors/ Assistant Professors/ Officers/ Ministerial Staff (except CL) shall be addressed to the Registrar


15.8.18 7

6. All purchase related matters such as fix assets,, computer and stationary, sports equipment, etc and their disposal shall be addressed to the Purchase Officer (In-charge) through the proper channel.
7. All the project related applications from the Principal Investigators shall be addressed to the Director (Academic) through proper channel.
8. All the requisitions for procurement of books, magazines, periodicals, journals and test and reference books from teaching shall be addressed to the Librarian or Professor (In-charge of Library) through proper channel and the consolidated requirements of the books containing the quantity, name of the publisher, year of publication, edition, value of books and the time period for acquisition of books, etc shall be submitted to the Registrar for further necessary action.
9. All Student's' Welfare applications from the students shall be addressed to the DSW.
10. The entire letters relating to the booking of Guest House and Seminar Hall shall be addressed to the Guest House In-charge through proper channel.
11. The entire letters relating to the media management shall be addressed to the PRO through proper channel.
12. The entire letters relating to the NCC/NSS matters shall be addressed to the respective Coordinators.
13. The entire letters relating to the Raja Bhasa (Hindi) shall be addressed to the Hindi Officer.


16-4-19
10

IGNTU, AMARKANTAK (M.P.) FILING SYSTEM

Generally there are three types of filing system used in the office:

1) Numerical Filing Systems:

1 (2013)

2 (2013)

3(2013)

Subject : _____

Financial Year : _____

Alphabetical Filing System:

a(xxxiii)/IGNTU

b(xxxiii)/IGNTU

c(xxxiii)/IGNTU

ai(xxxiii)/IGNTU

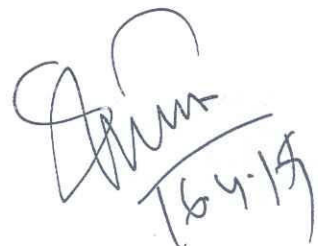
bi(xxxiii)/IGNTU

.Subject : _____

Financial Year : _____

3) Both Numerical & Alphabetical Filing System:

Mostly, this type of filing system is used in the offices to trace the missing file as well as the present status of the file through Departmental Inward and Outward Register maintained manually or electronically. Under this system, the Departmental Codification/ Indexes are allocated by the Head of Administration, giving either


16.4.19

numerical number say 1,2,3,4,..... and alphabetical number say A, B, C, D, to categorize the file during movement from one department to another department.

The following Index Numbers given in the table shall be allotted to the different departments of IGNTU

Sl. No.	Major Departments/ Activities	Alphabetical and Numerical Code
1	VC's Secretariat	A/Year/IGNTU/ 1.....
2	Administration	B/Year/IGNTU/ 1.....
3	Estate	C/Year/IGNTU/ 1.....
4	Establishment	D/Year/IGNTU/ 1.....
5	Finance	E/Year/IGNTU/ 1.....
6	Accounts and Audits	F/Year/IGNTU/ 1.....
7	Academic	G/Year/IGNTU/ 1.....
8	Planning & Development	H/Year/IGNTU/ 1.....
9	Examination	I/Year/IGNTU/ 1.....
10	Engineering	J/Year/IGNTU/ 1.....
11	Purchase and Store	K/Year/IGNTU/ 1.....
12	Library	L/Year/IGNTU/ 1.....
13	Hostel Administration	M/Year/IGNTU/ 1.....
14	Medical/ Health Center	N/Year/IGNTU/ 1.....
15	Transport	O/Year/IGNTU/ 1.....
16	Community Radio	P/Year/IGNTU/ 1.....
17	NCC/NSS	Q/Year/IGNTU/ 1.....
18	DSW	R/Year/IGNTU/ 1.....
19	PRO	S/Year/IGNTU/ 1.....
20	Women Cell	T/Year/IGNTU/ 1.....
21	SC Cell	U/Year/IGNTU/ 1.....
22	ST Cell	V/Year/IGNTU/ 1.....
23	OBC Cell	W/Year/IGNTU/ 1.....
24	University Anti-Ragging Cell	X/Year/IGNTU/ 1.....
25	Placement Cell	Y/Year/IGNTU/ 1.....
26	Proctor	Z/Year/IGNTU/ 1.....
27	Guest House	AA/Year/IGNTU/ 1.....
28	Hindi / Statistical Cell	BB/Year/IGNTU/ 1.....
29	Regional Campus, Manipur	CC/Year/IGNTU/1.....
30	Sports & Games	DD/Year/IGNTU/ 1.....
31	Directorate of Endangered Language	EE/Year/IGNTU/1.....
32	Public Information Officer(PIO)	FF/Year/IGNTU/1.....
33	University Outreach Programme	GG/Year/IGNTU/1.....
34	University Computer Centre	HH/Year/IGNTU/1.....



T.A. 13

GENERAL GUIDELINES

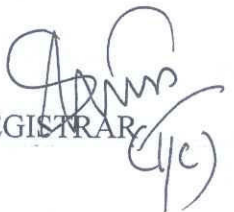
1. Individual Departmental Register shall be maintained by the authorized officials of the respective department with due certification on the 1st Page of the Register by the HOD/ Section Heads and kept in proper custody of the authorized officials.
2. All Departmental Files shall be opened with due approval of HODs/ Section Heads of the respective department and shall be marked with its Subject and Financial Year of Opening on its covering page.
3. The file numbers allotted to the individual file shall be entered into the Departmental Register with due initial of the HOD/ Section Heads of the respective department in the following proforma without fail:

Sl. No.	Subject	Allotted No.	File	Initial of HOD/ Section Heads	Remarks

4. The Departmental Movement Register (Inward and Outward) shall be maintained by the authorized officials for movement of file from one department to other as proper acknowledgement with date on the body of the Movement Register as a proof of receipt of the file.
5. In case of leave/ tour of the respective officials dealing the Movement Register and Index Register, the HOD/ Section Heads of the respective department shall allot the same duty to other officials for smooth day-to-day operation of the file movement work.


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6. The respective officials/officer shall be held responsible for missing of the file when the files shall not return back to the original department within the specified period of time.
7. In case of missing/abnormal delay in receipt of the file, the part file with the same file no. with indication of "PT" may be opened with due approval of the respective HOD/ Section Heads to deal with the urgent matters on the particular subject. The part file shall be merged with original file when the original file shall come to the particular department.
8. Proper paging in both Note-sheet with Serial Nos. of paragraph and Correspondence shall be made by the respective dealing Assistant before processing the file.
9. The same route of movement shall be followed while returning the file to the original department, in order to avoid any disputes among the officials of different Department.
10. When the files become voluminous, the same shall be continued on another file giving title Par II, III without changing the original file number.
11. The department file movement registrar shall be maintained at the AR/ SO level to trace the location of file.


REGISTRAR
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16.4.19