

PAMPHLET No. 9

The Maharaja Sayajirao University of Baroda



(Hand-Book referred to herein is the University
Hand-Book-Part-II, 1984 edition)

ORDINANCES

1. **Amendment of O.23-D on Page No.80 of H.B.Pt. II, 1984 and subsequently addition made vide Item No.1 of Pamphlet No.3. (S.R.No. 13 of 20-7-91).**

O.23-D has been amended to read as under :

The selling price of all University Publications shall be atleast $1\frac{1}{2}$ times the total cost of printing plus author's or editor's remuneration, if any, and the Vice-Chancellor shall pass necessary orders to fix the price of the publication.

2. **Amendment in Column No.6 (Remarks Column) of Section No.2 and Section No.16 and 17 of Power Statement 'A' under 0.31 on Page No.418 and 420/421 respectively of H.B.Pt. II, 1984. (S.R.No.88 of 27-6-92 and S.R.No.39 of 29-8-92).**

Column No.6 (Remarks Column) of Section No.2 and Section No.16 and 17 have been amended to read as under :

Section No.	Item	Registrar	Dean or Principal or Head	Vice-Chancellor/ Pro-Vice-Chancellor	Remarks
1	2	3	4	5	6
2.	Appointment Officiating Substitutes	Subordinates upto the grade of a Clerk	As in Col-3	All grades	For temporary vacancies for sanctioned Non-teaching posts. There should be budget provision
16.	Writing off old useless and surplus dead stock articles, books, apparatus etc.	Each article not costing more than Rs. 100/- total upto Rs.1000/-	As per Col. 3	1-upto Rs.10,000/- 2-Between Rs.10,001/- to Rs.50,000/-	As per criteria. On the recommendation of the Scrutiny Committee appointed by the Vice-Chancellor.
17.	Sanctioning the sale by public quotation or tenders of the written off articles, surplus materials, grass, trees etc.	Each article not costing more than Rs.100/- total upto Rs. 1000/-	As per Col. 3	1-upto Rs.10,000/-. 2- Between Rs.10,001/- to Rs. 50,000/-	As per criteria. On the recommendation of the Scrutiny Committee appointed by the Vice-Chancellor.

3. Addition of Sr.No.6-A after Sr.No.6 in the Power Statement 'A' under heading "Powers delegated to the Manager, M.S. University Press" O.31 on Page No. 428 of H.B. Pt.II, 1984. (S.R.No.57 (B) of 27-6-92)

The new Sr. No.6-A as added be read as under :

6-A To purchase goods worth upto Rs. 7,500/- by invting tenders or quotations.

4. Amendment of Rule No.3 and Note (ii) under O.46 on Page No.123 of H.B.Pt.II, 1984 and subsequently amended vide Item No.5 of Pamphlet No.5 . (S.R.No.80 of 27-6-92).

Amended Rule No.3 alongwith Note under O.46 be read as under :

The daily charges for official visit the lodging will be as under :

- (i) **Rs.20/-** per day for Single occupancy in a room with two beds.
- (ii) **Rs.30/-** per day for a room with two beds.
- (iii) **Rs.20/-** per day for a room with single bed.
- (iv) **Rs. 30/-** per day if accommodated in VIP suit.

NOTE :

- (i) No change.
- (ii) Maintenance charges of **Rs. 20/-** per day per person for general occupancy and **Rs. 30/-** for occupancy in VIP suit per day will be levied if he is not on official visit, but accommodated at the instance of the Vice-Chancellor/Pro-Vice-Chancellor/Registrar.
- (iii) } No change.
- (iv) }

The above revised rates will be effective from 1-8-1992

5. Addition, amendment and substitution of 0.67, 0.67-A, 0.67-B, 0.68, 0.78, 0.79 (h), 0.124-A and 0.132 on Page No. 128 to 136 of H.B.Pt.II, 1984 subsequently amended vide Item No.4 of Pamphlet No.4. (SR No. 41 Dt. 29-8-92)

0.67, 0.67-A, 0.67-B, 0.68, 0.78, 0.79(h), 0.124-A and 0.132 have been amended by addition, substitution, deletion etc. to read as under :

Amended - 0.67 : The Pro-Vice-Chancellor shall be the Patron of the Union (if for some reasons the post of Pro-Vice-Chancellor is discontinued, or by deletion not filled then the Vice-Chancellor of the University shall be the Patron). The President shall be a member of the teaching staff nominated by the Syndicate for a year, provided that a teacher who has worked for three consecutive years as a President shall not be eligible for nomination. The Treasurer shall be a member of the teaching staff nominated by the Patron for a year, provided that a teacher who has worked as a Treasurer for three consecutive years shall not be eligible for such a nomination. The Vice-President and the General Secretary shall be students elected directly by ordinary members of the Union.

Added - 0.67-A : Students who have completed six years of studies in degree or diploma after their passing the Higher Secondary or Secondary School Board Examination, Gandhinagar or any equivalent examination shall not be eligible to contest the university Union Election for any post viz. Vice-President, General Secretary any Faculty Representatives. The six years include those lost due to failure, absence or for any other reasons. However, the year in which the election can not take place be not considered in counting the six years.

Added - 0.67 - B :No student shall be considered eligible to contest the Elections for any post if :

- (I) any punitive action is taken against him by the Syndicate.**
- (II) he has been convicted by any court for criminal offence or offences.**

Amended - 0.68
by addition

- (i) A Student who has once held the office of the Vice-President or of a General Secretary or of a *Faculty Representative* shall not be eligible for re-election to the same office.**
- (ii) *A Student who has once held the office of the Vice-President and or of a General Secretary shall not be eligible to contest for the post of a Faculty Representative.***

Amended - 0.78 :
by addition

The treasurer shall be incharge of the funds of the Union and shall see that they are spent properly accordingly to the budget and in accordance with the resolutions passed by the General Body or the Executive Committee. He shall countersign all indents for articles costing Rs.100/- (Rs. One hundred only)-or more. He shall make ***payment for all the purchases or expenditure costing Rs.2500/- (Rs. two thousand five hundred only) or more (except in case of election and materials purchased or printed through the University Press)*** only after scrutiny of quotations received by the Secretary and after following the prescribed procedure. He shall make the necessary disbursement directly, after receiving a certificate from the Secretary to the effect that the articles mentioned in the bill have been duly received. He shall, in particular :

- (a) draw and sign cheques drawn on the Union's accounts**
- (b) prepare the budget and a revised budget if necessary.**
- (c) arrange to transfer Union fees from the University accounts to the Union.**
- (d) arrange to prepare the annual balance sheet and send it to each Faculty/College by the end of July for display on the Notice Board.**

Amended - 0.79 (h)

to arrange for the purchase of requisites for the Union and to invite quotations by registered post A.D. as per the resolution of the ***Executive/General body of the Union, in case of purchases/ expenditure exceeding Rs.2500/- (Rs. two thousand five hundred only.)***

Added - 0.124 A : No Student shall be eligible to file his nomination for more than one post at the same Union election. If a student fills nomination for more than one post, all his nominations are deemed to be invalid and thus stand cancelled.

Amended - 0.132 : The polling will be held by means of printed Ballot papers ordinarily *before the end of the first term/1st Semester of the academic year*. The nomination paper shall contain the date of birth of the proposed candidate, verified by Faculty Office.

6. Substitution of Clause No.19 of 0.200 on Page No.195 of H.B. Pt.II, 1984 and subsequently amended vide Item No.5 of Pamphlet No.2 and Item No.6 of Pamphlet No.5. (S.R.No.15 of 18-7-92).

Clause No.19 of 0.200 has been substituted to read as under :-

- (i) Where a person is appointed to officiate in higher post, his pay on the higher post should be regulated as per provision of B.C.S.R.41.
- (ii) When an employee is required to hold additional charge of another post of equivalent rank, a charge allowance/Special pay at the rate of 5% and hold additional charge of another post which is higher in rank, a charge allowance/Special pay at the rate of 10% of the presumptive pay of such other above post will be sanctioned provided that such period is for 30 days or more.
- (iii) The Special pay granted as sanctioned in (ii) above shall also be taken into account as part of pay for the purpose of working out all allowances except in case of D.A. for employees drawing pay of Rs. 1519 and above as restricted in para-4 of Government Resolution No. F.D. No.VLB/1182/491-J dated 15th April, 1982. Similarly it shall also be taken into account for the purpose of pension and for the recovery of house rent.
- (iv) When one person is required to do the work of more than one post over and above his/her work, he/she shall be entitled to the work allowance of only one post which carries the higher rank work allowance as mentioned in (ii) above.
- (v) The charge allowance mentioned as at (ii) above can also be sanctioned when an employee is required to hold additional charge of another post of equivalent rank and another post which is higher in rank in same Office/Department or in another Office/Department.

The above revised rate will be effective from 1-1-1992.

7. **Substitution of 0.202(g) on Page No. 202 of H.B. Pt. II, 1984 and subsequently amended vide Item No. 6 Pamphlet No.2 and vide Item No.7 of Pamphlet No.5. (S.R.No.2(6) of 29-8-92).**

0.202(g) has been substituted to read as under :

The Vice-Chancellor/Pro-Vice-Chancellor may allow an employee, who has been granted leave under various Ordinances, to curtail the period of such leave, make alteration of dates within the sanctioned period of leave or permit an employee to resume duties cancelling the unavailed portion of leave provided the application for the same is recommended by the Dean of the Faculty or Head of the Institution concerned and the action taken be reported to the Syndicate for information.

8. **Substitution of 0.260-E, 0.260-F, 0.260-I, 0.260-K and 0.260-M regarding TA/DA on Page Nos. 275 to 281 of H.B.Pt. II, 1984 and subsequently substituted vide Item No.18 of Pamphlet No.1 and Item No.9 of Pamphlet No.2 and Item No.6 of Pmphlet No.3. (S.R.No.2(24) of 27-6-92).**

0.260-E, 0.260-F, 0.260-I, 0.260-K and 0.260-M have been substituted to read as under :

0.260 - E : The rules of grades for the purpose of T.A. applicable to State Government Servants as amended from time to time be made applicable to University Employees.

0.260 - F : The entitlement of the class of accomodation in Railway, for Air Journey, for Road mileage when journey is performed by Public Vehicle, for Own/Hired/Borrowed Vehicle for departure and arrival at Head Quarter and departure and arrival at place of halt and for attending duties at place of halt applicable to State Government Servants as amended from time to time be made applicable to University Employees.

0.260 - I : Rules of halting allowance or daily allowance applicable to State Government Servants as amended from time to time be made applicable to University Employees.

0.260 - K : Be deleted.

0.260 - M : The present ordinance be deleted and TA/DA form prescribed by the Government for the State Government employees be introduced w.e.f. 1-4-1993.

The above revised rates will be effective from 1-4-1992.

9. **Amendment of 0.260-N on Page No.281 of H.B. Part. II 1984 and subsequently amended vide Item No.7 of Pamphlet No. 3 and vide Item No.11 of Pamphlet No. 4 (S.R. No. 10 of 29-8-92).**

0.260-N has been amended to read as under :

The students selected to represent the University and required to travel for participation in Inter-University Tournaments or such other events at the instance of the University Authorities or students required to travel for taking part in competitions, practice/friendly matches at the instance of the Director of Physical Education, shall be paid :

- (1) (a) **Actual II Class fare with reservation charges** if any (at concessional rate wherever available and money receipt from the Railway Authorities to be produced), or actual bus fare both ways. When the night journey is involved, travel **by II Class sleeper coach** will be allowed with the consent of the Director. Travel by a longer route will not be permitted. However the Vice-Chancellor may on the recommendation of the Director and on reasons being given permit to travel by longer route/**Higher Class/Luxury Bus if deemed necessary.**
 - (b) Deleted
 - (c) Deleted
 - (d) Daily Allowance shall be paid to **players and attendants at the rate at Rs. 50/- per day at the places of halt at Calcutta, Bombay, Delhi and Madras and Rs. 40/- per day at the place of halt at other cities. During journey the Daily Allowance of Rs. 40/- shall be paid as per 0.260 - I**
 - (e) A lump sum amount of **Rs. 60/-** be paid as conveyance charges for the cities Bombay, Delhi, Calcutta and Madras and sum of **Rs.50/-** for other cities to Managers/Coaches/Players/Attendants of the University Team for round trip for Tournaments or Matches without production of any expense vouchers.
- (2) The Manager/Coach (University Employee) who accompanies such teams shall be paid 1st Class/II Class AC Railway fare with reservation charges on production of Railway receipt or the actual fare of any lower Class/Bus fare by which he/she travels, admissible to him/her under 0.260-F and Daily Allowance admissible under 0.260- I or the minimum daily allowance at a rate of Rs. 45/- per day on the day of halt for other cities and Rs. 60/- per day on the day of halt for Calcutta, Bombay, Delhi and Madras.

The Coach accompanying the team who is not a University employee shall be paid as per the Manager of the team.

The above rates will be effective from the Academic year 1992-93.

10. Amendment in Column No.2 of Sr. No.6 under the Heading "III Faculty of Education and Psychology" 0.261 on Page No.286 of H.B.Pt. II, 1984. (S.R.No.38 of 27-6-92 and S.R.No.33 of 29-9-92).

The new nomenclature of the examination "Diploma in Educational Administration" be read as "Professional Diploma in Educational Management".

11. Amendment in Sr.No.6 under the Heading of "Faculty of Education and Psychology" in 0.280 on Page No. 305 of H.B. Pt. II, 1984. (S.R.No.38 of 27-6-92 and S.R. No.33 of 29-9-92)

The nomenclature of the examination "Post-graduate Diploma in Education Administration" be read as "Professional Diploma in Educational Management".

12. Amendment of Clause No.3 (i) under 0.289 on Page No.323 of H.B.Pt. II, 1984. (S.R.No.2(8) of 27-6-92)

The Clause No.3 (i) under 0.289 has been amended to read as under :

- 3 (i) Any employees receiving injury and whose basic monthly pay is not more than Rs. 1640/- p.m.

VADODARA

Dtd. 28-11-1992

By Order
D.P. CHHAYA
University Registrar