

NORTH EASTERN HILL UNIVERSITY  
SHILLONG

No. F. 14-3/Admn/90-96/4556

Dated 28/1/1997.

To,

1. Pro Vice-Chancellor, NEHU. Tura/Mizoram Campus.
2. All Deans , NEHU.
3. All Heads of the Department, NEHU.
4. Finance Officer, NEHU, Shillong
5. O.S.D. NEHU, Shillong.
6. All Dy. Registrars/Asstt. Registrars, NEHU.
7. Principal, Pachhunga University College, Aizawl
8. Adviser (Construction) NEHU, Shillong.
9. Librarian, NEHU, Shillong.
10. Technical Consultant/Executive Engineer, C.D.D.
11. All Section Officers, NEHU, Shillong.

Sub : Delegation of Administrative & Financial Powers.

Sir/Madam,

I am forwarding herewith the Delegation of Administrative & Financial powers duly approved by the Executive Council at its meeting held on 7.12.96 for favour of information and necessary action as follow up action to EC Resolution No. EC:91:96:6:7(VI).

Enclo: as above

Yours faithfully,

Sd/-  
(Mrs. S. Rynjah)  
Officer on Special Duty

A. ADMINISTRATIVE HQRS. DELEGATION OF POWER APPENDIX – I

Sl. No.	Nature of Powers Delegated	Authority to whom powers Delegated	Extent of Delegation
1.	2.	3.	4.
1(a)	Creation and appointment of Administrative/ Ministerial staff and other necessary temporary posts in the University specified in Statute 13(2)(iii) of the NEHU Act.	Vice- Chancellor	Full powers for post upto the rank of Section Officer or equivalent
(b)	To make officiating arrangement for :		
(a)	Non-teaching : Group – A staff:	Vice Chancellor	Full powers
(b)	Group – B,C, D.	Registrar	Full powers
2.	<u>Inter Departmental Transfers</u>		
(a)	Teaching Staff	Executive Council	Full powers
(b)	Group –A Officer	Vice Chancellor	Full powers
(c)	Group –B,C & D	Registrar	Full powers
(d)	Inter Departmental transfer	Controlling Officers and Head of the Department	Full powers
3.	<u>Grant of Casual Leave for Non teaching staff</u>		
(a)	Group – A & B Officer	Controlling Officers	Full powers
(b)	Group C & D staff	Dy.Registrar/Asstt. Registrar or equivalent as the case may be	Full powers
(c)	Personal staff attached to officers	Officer concerned	Full powers
4	<u>Grant of Special Casual Leave: Non-Teaching staff Group – A, B, C &amp; D</u>	Registrar/Controlling Officers	Full powers
5 (i)	<u>Grant of Leave with substitute:</u>		
(a)	Group – A Officers/Teachers	Vice-Chancellor	Full powers
(b)	Group – B,C & D for more than 45 days	Registrar	Full powers
(ii)	<u>Grant of Leave less than 45 days without substitute:</u>		
(a)	Group – A & B	Registrar	Full powers- on the recommendation of the controlling officers

NOTE : If the gross amount of the claim does not exceed Rs. 5,000/- payment may be made without the production of a legal authority, if the Finance Officer is satisfied about the right and the title of the claimant. If the gross amount of the claim exceeds Rs. 5,000/- payment may be made only on production succession certificate from the competent authority.

(ii)	Sanction of H.B.A.	Vice-Chancellor	Full powers
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N.B. : Controlling Officers denotes Head of Administrative and Academic Departments. For administrative convenience the Controlling Officers may further delegates powers to their sub-ordinate officers under their control as per provision of Statute – 43.