

### Manual 3

Procedure followed in decision-making process [Section 4(1)(b)(iii)]

Sr. No.	Details of Activity	Days within the Procedure after completion of all formality	Authority Responsible for that activity	Section	Remarks
1	Sanction of Long leave	3 days	O.S. / A.R. / D.R.	Establishment	
2	Confirmation of staff	15 days	O.S. / A.R. / D.R.	Establishment	
3	Issue of various certificates	5 days from demand	O.S. / A.R. / D.R.	Establishment	
4	Preparation & submission of pension case	6 months before the date of superannuation	O.S. / A.R. / D.R.	Establishment	
5	Para wise information in court matters	As required.	O.S. / A.R. / D.R.	All Deptt.	
6	Activities which are to be performed annually	As decided by competent authority	Section Incharge	All Deptt.	
7	preparation of notes	within 7 days	Jr. Clerk	All Deptt.	
8	correspondence if required on dak	7 days from receipt of Dak	Jr. Clerk	All Deptt.	
9	letters to be put up for approval	within 7 days from receipt of Dak	Jr. Clerk	All Deptt.	
10	Acceptance of forms (any kind)	as prescribed in schedule	Concerned Staff	All Deptt.	
11	issue of approval to advertisement	15 days	O.S. / D.R .	Special Cell	
12	sending of selection panel	25 days after Receipt of Proposal	O.S. / A.R. / D.R.	Approval (Academic)	
13	approval to teachers / Principal	25 days after Receipt of Proposal	O.S. / A.R. / D.R.	Approval (Academic)	
14	Verification of roster registers	15-20 days from the date of proposal received	O.S. D.R.	Special Cell	
15	Enrolment of names in B.C.Cell	Same day on receipt of complete proposal / Application	O.S. D.R.	Special Cell	
16	supply of list of candidates on demands of the colleges	08 days	Jr.Clerk	Special Cell	
17	Issue of final Eligibility	7 days after the scrutiny of application	O.S. / A.R. / D.R.	Eligibility	
18	Grant of permission for change in university / faculty, college subject, re-admission	15 days after prescribed date of submissions	O.S. / A.R. / D.R.	Eligibility	

Sr. No.	Details of Activity	Days within the Procedure	Authority Responsible for that activity	Section	Remarks
19	Eligibility to Centralised admission	7 days after the scrutiny of application	O.S. / A.R. / D.R.	Eligibility	
20	issue of duplicate mark statement, name correction, passing certificate, Merit certificate after following due process	4 days on receipt of from computer section	Jr. Clerk	Exam	
21	Issue of transcript by following due process	10 days after demand	Concerned Staff	Exam	
22	Issue of Hall tickets	15 days before starting of Exam	Jr. Clerk	Exam	
23	Issue of zerox copy of answer book after following due process	As prescribed by ordinance.	Concerned Staff	Exam	
24	Result of Verification	As prescribed by ordinance.	Concerned Staff	Exam	
25	Redressal result after following due process	20 days	Jr. Clerk	Exam	
26	Preparation and publication of time-table	One month before of the date of examination	O. S. / AR.	Exam	
27	Determination of periodicals list, purchase of book	One month before academic years starts.	HOD / Directors of Concerned Schools	Library	
28	Classification & accession of books	15 days on receipt of books	Accessioning & Processing – Shri. R.M. Gawale Classification Shri J.N. Kulkarni Database entry Shri.R.G. Dharmapurikar	Library	
29	Inter collegiate tournament activity	30 days before the event	Director	Sports	
30	Inter University tournament	30 days after group tournament	Director	Sports	
31	Coaching camp for inter university tournament	10 to 15 days for each event	Director	Sports	
32	Maintains of Dead Stock Register	Day to day	F. & A.O.	Finance	
33	Maintains of Accesation Register	Day to day	F. & A.O.	Finance	
34	supply of statistical information	08 days after collection of it from respective Department / College.	Statistician	Special Cell	
35	Issue of Migration Certificate	Maximum 7 days after receipt of dak	O.S. / A.R. / D.R.	EXAM.	