

**DRAFT**



# **Karnataka Janapada Vishwavidyalaya**

**SAKALA**

**(The Karnataka Sakala Services Act, 2011)**

**DRAFT**

# **Karnataka Janapada Vishwavidyalaya**

**Guarantee of Services under Karnataka  
Sakala Services Act, 2011**

## Guarantee of Services under Karnataka Sakala Services Act, 2011

<b>Annexure</b>	<b>Departments</b>	<b>No. of Services</b>	<b>Page No.</b>
<b>1</b>	<b>Postgraduate and Research Departments</b>	<b>12</b>	<b>4-19</b>
<b>2</b>	<b>Examination Section</b>	<b>11</b>	<b>20-35</b>
<b>3</b>	<b>Academic Section</b>	<b>06</b>	<b>36-45</b>
<b>4</b>	<b>Finance Section</b>	<b>5</b>	<b>46-52</b>
<b>5</b>	<b>Human Resource Development Section</b>	<b>10</b>	<b>53-65</b>
	<b>Total</b>	<b>44</b>	

**Annexure-01**

**Postgraduate and Research Departments**

<b>Sl. No.</b>	<b>Services</b>
<b>1</b>	<b>Transfer Certificate</b>
<b>2</b>	<b>Character Certificate</b>
<b>3</b>	<b>Study Certificate</b>
<b>4</b>	<b>No Due Certificate</b>
<b>5</b>	<b>Distribution of Marks Cards</b>
<b>6</b>	<b>Distribution of Bus Pass</b>
<b>7</b>	<b>No Objection Certificate</b>
<b>8</b>	<b>Distribution of Scholarships</b>
<b>9</b>	<b>Distribution of Identity Cards</b>
<b>10</b>	<b>Returning of Original Documents</b>
<b>11</b>	<b>Distribution of Degree Certificates</b>
<b>12</b>	<b>Forwarding the applications to the higher authorities from students/staff</b>

### Postgraduate Departments

Sl. No.	List of Services	Designated Officer	Stipulated time for designated officer (Working days)	Competent Officer	Time limit for disposal by the Competent Officer (working days)	Appellate Authority	Time limit for disposal by the Appellate Authority (working days)	Enclosures along with the application
1	Transfer Certificate	Director / Head / Chairman	04 Working days from the date of receipt of application	Registrar	05	Vice Chancellor	07	<ol style="list-style-type: none"> <li>1. Attested copies of marks cards of all years</li> <li>2. Attested copy of SSLC marks card</li> <li>3. Attested copy of Caste certificate, if applicable</li> <li>4. No due certificate from library and office</li> <li>5. Prescribed Fees paid by Challan or DD</li> </ol>
2	Character Certificate	Director / Head / Chairman	02 Working days	Registrar	05	Vice Chancellor	07	Identity card issued by the University
3	Study Certificate	Director / Head / Chairman	02 Working days	Registrar	05	Vice Chancellor	07	Identity card issued by the University
4	No Due Certificate	Director / Head / Chairman	02 Working days	Registrar	05	Vice Chancellor	07	<ol style="list-style-type: none"> <li>1. Identity card issued by the University</li> <li>2. No due certificate from library and office</li> </ol>

5	Distribution of Marks Cards	Director / Head / Chairman	03 working days from the date of receipt of marks cards from the Examination Section	Registrar	05	Vice Chancellor	07	<ol style="list-style-type: none"> <li>1. Identity card issued by the University</li> <li>2. No due certificate from library and office</li> </ol>
6	Distribution of Bus Pass	Director / Head / Chairman	03 working days from the date of receipt of Bus pass from KSRTC	Registrar	05	Vice Chancellor	07	<ol style="list-style-type: none"> <li>1. Identity card issued by the University</li> <li>2. Fee-paid challan</li> <li>3. 01 passport size and 02 stamp size photos</li> <li>4. Bus pass fare as specified by KSRTC</li> <li>5. Certificate of proof of Residence issued by competent authority</li> <li>6. Distance certificate issued by competent authority</li> </ol>
7	No Objection Certificate	Director / Head / Chairman	02 Working days from the date of receipt of requisition	Registrar	05	Vice Chancellor	07	<ol style="list-style-type: none"> <li>1. Identity card issued by the University</li> <li>2. No due certificate from library and office</li> </ol>
8	Distribution of Scholarships	Director / Head / Chairman	04 working days from the date of the clearance of the cheques received from the concerned departments	Registrar	05	Vice Chancellor	07	<ol style="list-style-type: none"> <li>1. Identity card issued by the University</li> <li>2. Attendance certificate by the concerned department</li> </ol>

9	Distribution of Identity Cards	Director / Head / Chairman	03 working days from the date of receipt of Identity Cards from the Supplier	Registrar	05	Vice Chancellor	07	1. Fee-paid challan 2. Two passport size photos
10	Returning of Original Documents	Director / Head / Chairman	04 working days from the date of receipt of marks cards from the Academic Section	Registrar	05	Vice Chancellor	07	Identity card issued by the University
11	Distribution of Degree Certificates	Director / Head / Chairman	03 working days from the date of receipt of degree certificates from the Examination Section	Registrar	05	Vice Chancellor	07	1. Acknowledgement for applying for the Degree Certificate 2. Identity card issued by the University 3. No due certificate from library and office
12	Forwarding of applications of students/staff to the higher authorities	Director / Head / Chairman	02 Working days from the date of receiving of application	Registrar	05	Vice Chancellor	07	Necessary documents





<b>Name of the Service</b>	<b>Transfer Certificate</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit the application in the prescribed form duly signed by the head of the institution where the candidate is studying.
Form to be submitted to get this service	Form specified by the institution.
Who are eligible to get this service	Those candidates who have studied in the institution
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Attested copies of marks cards of all years</li> <li>2. Attested copy of SSLC marks card</li> <li>3. Attested copy of Caste certificate, if applicable</li> <li>4. No due certificate from library and office</li> </ol>
Fee/Charges to be paid to get the service	As prescribed by the institution
Maximum number of days to wait to get this service delivered	04 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

#### **Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of Days</b>	<b>Designation</b>
1	Receiving Application and delivering to the Case Worker	1.00	Receiving Clerk
2	Verification & preparation of certificate	1.00	Case Worker
3	Verification of Certificate	1.00	Superintendent
4	Director's Signature	1.00	Director / Head/ Chairman
5	Despatch	0.00	Case worker / Despatch Clerk

<b>Name of the Service</b>	<b>Character Certificate</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit a written application addressed to the Director.
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who are studying/have studied in the institution / University Dept.
Documents to be enclosed with the request	Identity card issued by the University
Fee/Charges to be paid to get the service	- Nil-
Maximum number of days to wait to get this service delivered	02 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

#### **Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of Days</b>	<b>Designation</b>
1	Receiving Application and delivering to the Case Worker	1.00	Receiving Clerk
2	Verification & preparation of certificate	0.00	Case Worker
3	Verification of Certificate	0.00	Superintendent
4	Director's Signature	1.00	Director / Head/ Chairman
5	Entry in the Issue Register &	0.00	Case Worker /

	Issue		Despach clerk
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<b>Name of the Service</b>	<b>Study Certificate</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit a written application addressed to the Director.
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who are studying/have studied in the institution
Documents to be enclosed with the request	Identity card issued by the University
Fee/Charges to be paid to get the service	-Nil-
Maximum number of days to wait to get this service delivered	02 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

#### Work Flow

<b>Step</b>	<b>Description</b>	<b>No. of Days</b>	<b>Designation</b>
1	Receiving Application and delivering to the Case Worker	1.00	Receiving Clerk
2	Verification & preparation of certificate	0.00	Case Worker
3	Verification of Certificate	0.00	Superintendent
4	Director's Signature	1.00	Director / Head/ Chairman
5	Entry in the Issue Register &	0.00	Case Worker

	Issue		
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<b>Name of the Service</b>	<b>No Due Certificate</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit a written application addressed to the Director.
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who are studying/have studied in the institution
Documents to be enclosed with the request	1. Identity card issued by the University 2. No due certificate from library and office
Fee/Charges to be paid to get the service	- NIL-
Maximum number of days to wait to get this service delivered	02 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

#### Work Flow

<b>Step</b>	<b>Description</b>	<b>No. of Days</b>	<b>Designation</b>
1	Receiving Application and delivering to the Case Worker	1.00	Receiving Clerk
2	Verification & preparation of certificate	0.00	Case Worker
3	Verification of Certificate	0.00	Superintendent
4	Director's Signature	1.00	Director / Head/ Chairman

5	Entry in the Issue Register & Issue	0.00	Case Worker
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Name of the Service	Distribution of Marks Cards
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit a written application addressed to the Director
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who are studying/have studied in the institution
Documents to be enclosed with the request	1. Identity card issued by the University 2. No due certificate from library and office
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	03 working days from the date of receipt of marks cards from the Examination Section
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

#### WORK FLOW

Step	Description	No. of Working Days	Designation
1	Entering the Marks Card details in the Issue Register	2.00	Case worker
2	Verification / Approval	0.00	Superintendent / HOD

3	Distribution of the Marks Card	1.00	Case worker
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Name of the Service	Distribution of Bus Pass
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit the application in the form prescribed by the KSRTC.
Form to be submitted to get this service	Form prescribed by the KSRTC.
Who are eligible to get this service	Those candidates who are studying in the institution
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Identity card issued by the University</li> <li>2. Fee-paid challan</li> <li>3. 01 passport size and 02 stamp size photos</li> <li>4. Bus pass fare as specified by KSRTC</li> <li>5. Certificate of proof of Residence issued by competent authority</li> <li>6. Distance certificate issued by competent authority</li> </ol>
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	03 working days from the date of receipt of Bus pass from KSRTC
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

**WORK FLOW**

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Entering the Bus Pass details in the Issue Register	1.00	Case worker
2	Verification	1.00	Superintendent
3	Distribution	1.00	Case worker

<b>Name of the Service</b>	<b>No Objection Certificate</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit a written application addressed to the Director
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who are studying/have studied in the institution
Documents to be enclosed with the request	1. Identity card issued by the University 2. No due certificate from library and office
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	02 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

**WORK FLOW**

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving the Application and delivering to Case Worker	1.00	Receiving Clerk

2	Scrutiny and Draft preparation	0.00	Case Worker
3	Verification	0.00	Superintendent
4	Director's Signature	1.00	Director / Head/ Chairman
5	Entry in the Issue Register & Issue	0.00	Case Worker

<b>Name of the Service</b>	<b>Distribution of Scholarships</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit a written application addressed to the Director along with relevant documents
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who are studying/have studied in the institution
Documents to be enclosed with the request	1. Identity card issued by the University 2. Attendance certificate by the concerned department
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	04 working days from the date of the clearance of the cheques received from the concerned departments
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	



### WORK FLOW

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Announcement on the Notice Board	1.00	Case worker
2	Preparing the Cheque	1.00	Superintendent
3	Director's Signature	1.00	Director / Head/ Chairman
4	Distribution of Cheque	1.00	Case worker

<b>Name of the Service</b>	<b>Distribution of Identity Cards</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit information in the prescribed format
Form to be submitted to get this service	Format prescribed by the University
Who are eligible to get this service	Those candidates who are studying in the institution
Documents to be enclosed with the request	1. Fee-paid challan 2. Two passport size photos
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	03 working days from the date of receipt of Identity Cards from the Supplier
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

**WORK FLOW**

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving and Verification	1.00	Case worker
2	Verification	1.00	Superintendent
3	Approval and Signature	1.00	Director/Head / Chairman
4	Distribution	0.00	Case worker

<b>Name of the Service</b>	<b>Returning of Original Documents</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit a written application addressed to the Director
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who are studying/have studied in the institution
Documents to be enclosed with the request	Identity card issued by the University
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	04 working days from the date of receipt of marks cards from the Academic Section
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

**WORK FLOW**

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
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1	Receiving the Application and Entry to the Issue Register	2.00	Case worker
2	Verification	1.00	Superintendent
3	Returning of the Documents	1.00	Case worker

<b>Name of the Service</b>	<b>Distribution of Degree Certificates</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit a written application addressed to the Director.
Form to be submitted to get this service	Written application
Who are eligible to get this service	Those candidates who are studying/have studied in the institution
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Acknowledgement for applying for the Degree Certificate</li> <li>2. Identity card issued by the University</li> <li>3. No due certificate from library and office</li> </ol>
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	03 working days from the date of receipt of degree certificates from the Examination Section
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

### WORK FLOW

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving the Certificates and Entry to the Issue Register	1.00	Case worker
2	Verification	1.00	Superintendent
3	Distribution of Degree Certificates	1.00	Case worker

<b>Name of the Service</b>	<b>Forwarding of applications of students/staff to the higher authorities</b>
Whom to approach for this service (Designated Officer)?	Director/ Head / Chairman, Departments of Postgraduate Studies
Procedure involved to get this service	Submit a written application addressed to the Director.
Form to be submitted to get this service	Written application
Who are eligible to get this service	Staff/students
Documents to be enclosed with the request	Necessary documents
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	02 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	07 Working Days
Other information	
Website (if online)	
Reference Document	

### WORK FLOW

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
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1	Receiving the application	1.00	Inward Clerk
2	Verification	0.00	Superintendent
3	Director's Signature	1.00	Director / Head/ Chairman
4	Despatch	0.00	Despatch Clerk

## Annexure-02

### Examination Section

Sl. No.	Service
<b>1</b>	<b>Name Correction in the marks card as per SSLC/PUC</b>
<b>2</b>	<b>Removal of 'Withheld' from the marks card</b>
<b>3</b>	<b>Removal of 'Non-completion of lower exam' (NCL)</b>
<b>4</b>	<b>Migration Certificate</b>
<b>5</b>	<b>Provisional Degree Certificate (P.D.C.)</b>
<b>6</b>	<b>Duplicate Marks cards</b>
<b>7</b>	<b>Duplicate Degree certificate</b>
<b>8</b>	<b>Official Transcript</b>
<b>9</b>	<b>Duplicate Migration Certificate</b>
<b>10</b>	<b>Degree Certificate</b>

<b>11</b>	<b>Genuineness of Marks Card/ Degree Certificate</b>
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### Examination Section

Sl. No.	List of Services	Designated Officer	Stipulated time for designated officer (Working days)	Competent Officer	Time limit for disposal by the Competent Officer (working days)	Appellate Authority	Time limit for disposal by the Appellate Authority (working days)	Enclosures along with the application
1	Name Correction in the marks card as per SSLC/PUC	Registrar (Evaluation)	06 Working days after due receipt of application	Registrar	08	Vice Chancellor	10	1. Photocopy of the SSLC /PUC marks card 2. A letter from the HOD or Member of recognized institution justifying the correct name of the candidate 3. Fees paid by Challan or DD
2	Removal of 'Withheld' from the marks card	Registrar (Evaluation)	06 Working days from the day of submission of Requisition	Registrar	08	Vice Chancellor	10	1. A complete set of Photocopies of marks cards of all years/semesters 2. Marks cards which are having 'Withheld' remarks
3	Removal of 'Non-completion of lower exam' (NCL)	Registrar (Evaluation)	06 Working days after receipt of application	Registrar	08	Vice Chancellor	10	1. Prescribed application form duly forwarded by the Head of Dept. /Institution 2. Fee paid challan / DD

4	Migration certificate	Registrar (Evaluation)	06 working days after receiving	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. Prescribed application form duly forwarded by the Head of Dept./Institution</li> <li>2. No due certificate from the concerned Dept. / institution</li> <li>3. Fee paid challan / DD</li> </ol>
5	Provisional Degree Certificate (PDC)	Registrar (Evaluation)	06 working days After receiving application	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. A Complete set of Photocopies of marks cards for having passed all the subjects prescribed for the various examinations of degree</li> <li>2. Candidate should apply after 30 days from the date of the announcement of results</li> <li>3. 'Withheld' results, if any must be got released before applying for PDC</li> <li>4. Fee paid challan / DD</li> </ol>



6	Duplicate Marks cards	Registrar (Evaluation)	06 working days After receipt of application at specified place	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. An affidavit on Rs. 20 stamp paper, giving details such as year of admission, register number, year of passing, course/branch, college and the details of how the original marks card was lost.</li> <li>2. Police FIR</li> <li>3. Paper advertisement for having lost the marks cards.</li> <li>4. Fee paid challan / DD</li> </ol>
7	Duplicate Degree certificate	Registrar (Evaluation)	15 working days from the date of receipt of application at the section concerned	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. An affidavit on Rs. 20 stamp paper, giving details such as year of admission, register number, year of passing, course/branch, college and the details of how the original Degree certificate was lost.</li> <li>2. Police FIR</li> <li>3. News paper advertisement for</li> </ol>

								having lost the degree certificate 4. Photocopies of marks cards of all the years 5. Fee paid challan / DD
8	Official Transcript	Registrar (Evaluation)	06 working days from the date of receipt of application	Registrar	08	Vice Chancellor	10	1. Prescribed application form duly forwarded by the Head of Dept./Institution 2. Fee paid challan/DD
9	Duplicate Migration Certificate	Registrar (Evaluation)	06 working days after submission of application	Registrar	08	Vice Chancellor	10	1. An affidavit on Rs. 20 stamp paper 2. Application duly forwarded by the concerned Dept./Institution 3. Fee paid challan/DD
10	Degree Certificate	Registrar (Evaluation)	90 working days from the date of the Convocation	Registrar	08	Vice Chancellor	10	1. Prescribed application form 2. Fee paid challan/DD 3. Photocopies of marks cards of all the years
11	Genuineness of marks card/ Degree Certificate	Registrar (Evaluation)	7 working days after submission of application	Registrar	08	Vice Chancellor	10	1. Prescribed application form 2. Fee paid challan/DD 3. Photocopies of marks cards of all the years and degree certificate

<b>Name of the Service</b>	<b>Name Correction in the Marks card as per SSLC/PUC</b>
Whom to approach for this service?	Deputy Registrar/Special Officer
Procedure involved to get this service	1. Photocopy of the SSLC /PUC marks card 2. A letter from the Head of the Institution justifying the correct name of the candidate
Form to be submitted to get this service	Application form will be available in the colleges or may be obtained from Examination section or downloaded from the University website
Who are eligible to get this service	Those students whose names are not correctly printed on the University Marks cards
Documents to be enclosed with the request	1. Fee paid challan 2. Prescribed Application form duly forwarded by the Head of Dept. /institution 3. Photocopy of SSLC/PUC Marks card
Fee/charges to be paid to get the service	1. Rs. 10 application fee 2. Rs. 90 per marks card within a year 3. Rs. 50 additional fee per marks card per year after a year
Maximum number of days to get this service delivered	6 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

**Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Case Worker / Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar /Special Officer
3	Preparation of Marks Card	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Case Worker / Dispatching Clerk

<b>Name of the Service</b>	<b>Removal of 'Withheld' from the marks card</b>		
Whom to approach for this service?	Deputy Registrar / Special Officer		
Procedure involved to get this service	<ol style="list-style-type: none"> <li>1. A complete set of Photocopies of marks cards of all years/semesters</li> <li>2. Marks cards which are having 'Withheld' remarks</li> </ol>		
Form to be submitted to get this service	<ol style="list-style-type: none"> <li>1. Fee paid challan</li> <li>2. Prescribed Application form duly forwarded by the Head of Dept./institution</li> </ol>		
Who are eligible to get this service	Students having 'Withheld' remarks on their marks cards		
Documents to be enclosed with the request	Photocopies of marks cards of all years/semesters		
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> <li>1. Rs. 10 application fee</li> <li>2. Rs. 180 per marks card within a month</li> <li>3. Rs. 120 additional fee per marks card per year after a month</li> </ol>		
Maximum number of days to get this service delivered	6 working days		
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Case Worker / Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of Marks Card	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Issue Register and Dispatch	1.00	Case Worker / Dispatching Clerk

<b>Name of the Service</b>	<b>Removal of 'Non-completion of lower exam' (NCL)</b>		
Whom to approach for this service?	Deputy Registrar / Special Officer		
Procedure involved to get this service	A complete set of Photocopies of marks cards of all successful attempts including marks cards which have NCL remark to be submitted.		
Form to be submitted to get this service	<ol style="list-style-type: none"> <li>1. Prescribed Application Form duly forwarded by the Head of concerned Dept. / institution</li> <li>2. Fee paid challan</li> </ol>		
Who are eligible to get this service	Candidates having NCL remark on their marks cards		
Documents to be enclosed with the request	Photocopies of marks cards of all years/semesters including marks cards having NCL remark		
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> <li>1. Rs. 10 application fee</li> <li>2. Rs. 180 per marks card within a month</li> <li>3. Rs. 120 additional fee per marks card per year after a month</li> </ol>		
Maximum number of days to get this service delivered	6 working days		
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Case Worker / Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of the Marks Card	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Dispatching Clerk

<b>Name of the Service</b>	<b>Migration certificate</b>
Whom to approach for this service?	Deputy Registrar / Special Officer
Procedure involved to get this service	Application duly forwarded by the concerned Dept./institution No due certificate from the concerned Dept. / institution
Form to be submitted to get this service	Prescribed application form duly forwarded by the concerned Head of Dept./institution Fee paid challan
Who are eligible to get this service	UG and PG students who seek admission in other University
Documents to be enclosed with the request	No due certificate
Fee/charges to be paid to get the service	Rs. 10 application fee Rs. 300 fee per certificate within a year Rs. 50 additional fee thereafter
Maximum number of days to get this service delivered	6 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

**Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Case Worker / Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of the Migration Certificate	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Case Worker / Dispatching Clerk

<b>Name of the Service</b>	<b>Provisional Degree Certificate (P.D.C.)</b>
Whom to approach for this service?	Deputy Registrar / Special Officer
Procedure involved to get this service	A Complete set of Xerox copies of marks cards for having passed all the subjects prescribed for the various examinations of degree to be enclosed Candidate should apply after 30 days from the date of the announcement of results Withheld results if any must be got released before applying for PDC
Form to be submitted to get this service	Prescribed application form Fee paid challan Application forwarded by the concerned Dept. / institution
Who are eligible to get this service	Those candidates who have successfully completed degree examination.
Documents to be enclosed with the request	Xerox copies of marks cards of all the semesters.
Fee/charges to be paid to get the service	Rs. 10 application fee Rs. 300 for Karnataka state students & Rs. 1000 for other state students
Maximum number of days to get this service delivered	6 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

**Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Case Worker / Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of the PDC Certificate	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Case Worker / Dispatching Clerk

<b>Name of the Service</b>	<b>Duplicate Marks cards</b>
Whom to approach for this service?	Deputy Registrar / Special Officer
Procedure involved to get this service	<ol style="list-style-type: none"> <li>1. An affidavit on Rs. 20 stamp paper, giving details such as year of admission, register number, year of passing, course/branch, college and the details of how the original marks card was lost.</li> <li>2. Police FIR</li> <li>3. Newspaper advertisement for having lost the marks cards.</li> </ol>
Form to be submitted to get this service	<ol style="list-style-type: none"> <li>1. Prescribed Application form duly forwarded by the concerned Dept. /institution</li> <li>2. Fee paid challan</li> </ol>
Who are eligible to get this service	Candidates who have lost their original marks card
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Affidavit</li> <li>2. Police FIR</li> <li>3. Copy of Newspaper advertisement</li> </ol>
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> <li>1. Rs. 10 application fee</li> <li>2. Rs. 240 per marks card</li> <li>3. Rs. 90 additional fee per year thereafter</li> </ol>
Maximum number of days to get this service delivered	6 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

**Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Case Worker / Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of the Marks Card	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Case Worker / Dispatching



			Clerk	
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<b>Name of the Service</b>	<b>Duplicate Degree certificate</b>		
Whom to approach for this service?	Deputy Registrar / Special Officer		
Procedure involved to get this service	<ol style="list-style-type: none"> <li>1. An affidavit on Rs. 20 stamp paper, giving details such as year of admission, register number, year of passing, course/branch, college and the details of how the original Degree certificate was lost.</li> <li>2. Police FIR</li> <li>3. Newspaper advertisement for having lost the degree certificate</li> <li>4. Photocopies of all the years of marks cards</li> </ol>		
Form to be submitted to get this service	<ol style="list-style-type: none"> <li>1. Prescribed application form duly forwarded by the Head of concerned Dept. /institution</li> <li>2. Fee paid challan</li> </ol>		
Who are eligible to get this service	Candidates who have lost their original Degree certificate		
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Affidavit</li> <li>2. Police FIR</li> <li>3. Copy of Newspaper advertisement</li> <li>4. Photocopies of marks cards of all the years/semesters</li> </ol>		
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> <li>1. Rs. 10 application fee</li> <li>2. Rs. 700 for degree certificate</li> <li>3. Rs. 90 additional fee per year thereafter</li> </ol>		
Maximum number of days to get this service delivered	15 working days		
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Case Worker / Computer operator
2	Verification / Scrutiny	4.00	Deputy Registrar/ Special Officer
3	Preparation of the Degree certificate	7.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)

5	Entry in the Register and Dispatch	1.00	Case Worker / Dispatching Clerk
<b>Name of the Service</b>		<b>Official Transcript</b>	
Whom to approach for this service?		Deputy Registrar / Special Officer	
Procedure involved to get this service		Enclose the required photocopies of marks cards/degree certificate for issuing official transcript	
Form to be submitted to get this service		1. Prescribed Application form duly forwarded by the concerned Dept. /institution 2. Fee paid challan	
Who are eligible to get this service		Candidates who are wish to study outside the country	
Documents to be enclosed with the request		1. Photocopies of marks cards of all the years/semesters 2. Photocopy of degree certificate	
Fee/charges to be paid to get the service		1. Rs. 10 application fee 2. Rs. 1000 per set	
Maximum number of days to get this service delivered		6 working days	
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		08 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
Step	Description	No. of working Days	Designation
1	Receiving the application in the Examination Section and computer feeding	2.00	Case Worker / Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of the certificate	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Case Worker / Dispatching Clerk

<b>Name of the Service</b>	<b>Duplicate Migration Certificate</b>		
Whom to approach for this service?	Deputy Registrar / Special Officer		
Procedure involved to get this service	<ol style="list-style-type: none"> <li>1. An affidavit on Rs. 20 stamp paper giving details about how the migration certificate was lost and name of the institution last attended</li> <li>2. Degree passed</li> </ol>		
Form to be submitted to get this service	<ol style="list-style-type: none"> <li>1. Affidavit</li> <li>2. Application forwarded by the concerned Dept./institution</li> <li>3. Fee paid challan</li> </ol>		
Who are eligible to get this service	Candidates who have lost their original migration certificate		
Documents to be enclosed with the request	Affidavit		
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> <li>1. Rs. 10 application fee</li> <li>2. Rs. 500 within a year</li> <li>3. Rs. 90 additional fee per year thereafter</li> </ol>		
Maximum number of days to get this service delivered	6 working days		
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section and computer feeding	2.00	Case Worker / Computer operator
2	Verification / Scrutiny	1.00	Deputy Registrar/ Special Officer
3	Preparation of the Migration certificate	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Case Worker /

		Dispatching Clerk	
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<b>Name of the Service</b>	<b>Degree Certificate</b>
Whom to approach for this service (Designated Officer)	Deputy Registrar / Special Officer
Procedure involved to get this service	<ol style="list-style-type: none"> <li>1. After successful completion of the degree</li> <li>2. Candidates have to apply within 30 days from the issue of convocation notification through the concerned Dept. /institution</li> </ol>
Form to be submitted to get this service	<ol style="list-style-type: none"> <li>1. Prescribed application form</li> <li>2. Fee paid challan</li> <li>3. Photpcopies of all the marks cards</li> </ol>
Who are eligible to get this service	Candidates who have successfully completed their respective degree
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Application form forwarded through concerned Dept. /institution</li> <li>2. Attested photocopies of marks cards</li> </ol>
Fee/charges to be paid to get the service	<ol style="list-style-type: none"> <li>1. Rs. 50 application fee</li> <li>2. Rs. 500 convocation certificate fee</li> </ol>
Maximum number of days to get this service delivered	90 working days from the date of the convocation
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

#### **Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving the application in the Examination Section	15.00	Receiving clerk / Case Worker
2	Computer feeding	30.00	Computer Operator
3	Verification / Scrutiny	27.00	Deputy Registrar/ Special Officer
4	Preparation of the Convocation certificate	30.00	Computer Operator

5	Submission for orders	1.00	Registrar(Evaluation)
6	Entry in the Register and Dispatch	1.00	Case Worker / Dispatching Clerk
<b>Name of the Service</b>		<b>Genuineness of Marks Card/ Degree Certificate</b>	
Whom to approach for this service?		Deputy Registrar / Special Officer	
Procedure involved to get this service		Photocopies of the marks card/Degree certificate need to be submitted	
Form to be submitted to get this service		<ol style="list-style-type: none"> <li>1. Prescribed application form</li> <li>2. Fee paid challan</li> <li>3. Photocopies of marks cards and degree certificate</li> </ol>	
Who are eligible to get this service		Employer of the concerned candidate	
Documents to be enclosed with the request		Photocopies of the marks cards and degree certificate	
Fee/charges to be paid to get the service		<ol style="list-style-type: none"> <li>1. Rs. 10 application fee</li> <li>2. Rs. 500 per set</li> </ol>	
Maximum number of days to get this service delivered		7 working days	
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		08 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other Information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of working Days</b>	<b>Designation</b>
1	Receiving of the application in the Examination Section	2.00	Case worker
2	1 <sup>st</sup> Verification 2 <sup>nd</sup> Verification/Scrutiny	1.00 1.00	Computer Operator Deputy Registrar/ Special Officer
3	Preparation of genuineness certificate	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Case Worker / Dispatching Clerk

**Annexure-03**

**Academic Section**

<b>Sl. No.</b>	<b>Services</b>
1	Change of the Institution/ Centre
2	Readmission
3	Change of Course
4	Change of Combination
5	Eligibility Certificate
6	Granting of Temporary/Renewal of Recognition





### Academic Section

Sl. No.	List of Services	Designated Officer	Stipulated time for designated officer (Working days)	Competent Officer	Time limit for disposal by the Competent Officer (working days)	Appellate Authority	Time limit for disposal by the Appellate Authority (working days)	Enclosures along with the application
1	Change of the Institution / Dept.	Deputy Registrar	06 Working days	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. Attested photocopies of Marks Card.</li> <li>2. Fee paid Challan</li> <li>3. Duly filled prescribed application form for change of the Institution/Dept.</li> </ol>
2	Re-admission	Deputy Registrar	06 Working days	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. Duly filled Prescribed application form for re-admission</li> <li>2. Attested photocopies of Marks Cards</li> <li>3. Fee paid Challan copy</li> </ol>

3	Change of Course	Deputy Registrar	06 Working days	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. Duly filled prescribed application form</li> <li>2. Acknowledgement for surrendering the Marks Cards of discontinued course to the Examination Section.</li> <li>3. Fee paid Challan copy</li> </ol>
4	Change of Combination	Deputy Registrar	06 Working days	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. Duly filled prescribed application form for Change of Combination</li> <li>2. Acknowledgement for surrendering the Marks Cards of previously studied combination to the Examination Section.</li> <li>3. Fee paid Challan copy</li> </ol>

5	Eligibility Certificate	Deputy Registrar	06 Working days	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. Filled prescribed format</li> <li>2. Fee paid Challan copy</li> <li>3. Attested Xerox copies of Marks Cards</li> <li>4. Attested copies of Migration Certificate &amp; Degree Certificate</li> </ol>
6	Granting of Temporary/Renewal of Recognition	Deputy Registrar	15 days from the approval of the competent authority	Registrar	08	Vice Chancellor	10	<ol style="list-style-type: none"> <li>1. Filled prescribed format</li> <li>2. Fee paid Challan copy</li> </ol>

<b>Name of the Service</b>	<b>Change of Institution/ Dept.</b>		
Whom to approach for this service (Designated Officer)?	Deputy Registrar		
Procedure involved to get this service	Submission of application in prescribed format No Objection Certificates from Head of both the Institution/ Dept. Remittance of the prescribed fee		
Form to be submitted to get this service	Prescribed format		
Who are eligible to get this service	Students who are studying in the Institution/ Dept.		
Documents to be enclosed with the request	1. Attested photocopies of Marks Card. 2. Fee paid Challan 3. Duly filled prescribed application form for change of the college		
Fee/Charges to be paid to get the service	As prescribed by the University		
Maximum number of days to wait to get this service delivered	06 working days		
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of application and delivering to case worker	1.00	Receiving Clerk
2	Verification of application and documents	0.00	Case worker
3	Verification of application and documents	1.00	Superintendent/Special Officer
4	Draft order	1.00	Deputy Registrar
5	Approval of Higher Authority	2.00	Registrar/Vice Chancellor
6	Deputy Registrar's Signature	1.00	Deputy Registrar
7	Orders & Dispatch	0.00	Case worker / Dispatch Clerk

<b>Name of the Service</b>	<b>Readmission</b>		
Whom to approach for this service (Designated Officer)?	Deputy Registrar		
Procedure involved to get this service	Submission of application in prescribed format through the Head of concerned Institution/ Dept. Remittance of the prescribed fee		
Form to be submitted to get this service	Prescribed format		
Who are eligible to get this service	Students who are studying in the Institution/ Dept.		
Documents to be enclosed with the request	1. Duly filled Prescribed application form for readmission 2. Attested photocopies of Marks Cards 3. Fee paid Challan copy		
Fee/Charges to be paid to get the service	As prescribed by the University		
Maximum number of days to wait to get this service delivered	06 working days		
Maximum number of days to wait to get this service delivered	06 working days		
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of application and delivering to case worker	1.00	Receiving Clerk
2	Verification of application and documents	0.00	Case worker
3	Verification of application and documents	1.00	Superintendent/Special Officer
4	Draft order	1.00	Deputy Registrar
5	Approval of Higher Authority	2.00	Registrar/Vice Chancellor
6	Deputy Registrar's Signature	1.00	Deputy Registrar
7	Orders & Dispatch	0.00	Case worker / Dispatch Clerk

<b>Name of the Service</b>		<b>Change of Course</b>	
Whom to approach for this service (Designated Officer)?		Deputy Registrar	
Procedure involved to get this service		Submission of application in prescribed format through the Head of concerned Institution/ Dept. Remittance of the prescribed fee	
Form to be submitted to get this service		Prescribed format	
Who are eligible to get this service		Students who are studying in the Institution/ Dept.	
Documents to be enclosed with the request		1. Duly filled prescribed application form 2. Acknowledgement for surrendering the Marks Cards of discontinued course to the Examination Section. 3. Fee paid Challan copy	
Fee/Charges to be paid to get the service		As prescribed by the University	
Maximum number of days to wait to get this service delivered		06 working days	
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		08 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of application and delivering to case worker	1.00	Receiving Clerk
2	Verification of application and documents	0.00	Case worker
3	Verification of application and documents	1.00	Superintendent/Special Officer
4	Draft order	1.00	Deputy Registrar
5	Approval of Higher Authority	2.00	Registrar/Vice Chancellor
6	Deputy Registrar's Signature	1.00	Deputy Registrar
7	Orders & Dispatch	0.00	Case worker / Dispatch Clerk

<b>Name of the Service</b>	<b>Change of Combination, if any</b>		
Whom to approach for this service (Designated Officer)?	Deputy Registrar		
Procedure involved to get this service	Submission of application in prescribed format through the Head of concerned Institution/ Dept. Remittance of the prescribed fee		
Form to be submitted to get this service	Prescribed format		
Who are eligible to get this service	Students who are studying in the Institution/ Dept.		
Documents to be enclosed with the request	1. Duly filled prescribed application form for Change of Combination 2. Acknowledgement for surrendering the Marks Cards of previously studied combination to the Examination Section. 3. Fee paid Challan copy		
Fee/Charges to be paid to get the service	As prescribed by the University		
Maximum number of days to wait to get this service delivered	07 working days		
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of application and delivering to case worker	1.00	Receiving Clerk
2	Verification of application and documents	0.00	Case worker
3	Verification of application and documents	1.00	Superintendent/Special Officer
4	Verification and Draft order	2.00	Deputy Registrar
5	Approval of Higher Authority	2.00	Registrar/Vice Chancellor
6	Deputy Registrar's Signature	1.00	Deputy Registrar
7	Orders & Dispatch	0.00	Case worker / Dispatch Clerk

<b>Name of the Service</b>	<b>Eligibility Certificate</b>
Whom to approach for this service (Designated Officer)?	Deputy Registrar
Procedure involved to get this service	Submission of application in prescribed format through the Head of concerned Institution/ Dept. Remittance of the prescribed fee
Form to be submitted to get this service	Prescribed format
Who are eligible to get this service	Students who are studying in the Institution/ Dept.
Documents to be enclosed with the request	1. Duly filled prescribed format 2. Fee paid Challan copy 3. Attested Xerox copies of Marks Cards 4. Attested copies of Migration Certificate & Degree Certificate
Fee/Charges to be paid to get the service	As prescribed by the University
Maximum number of days to wait to get this service delivered	06 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

**Work Flow**

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of application and delivering to case worker	1.00	Receiving Clerk
2	Verification of application and documents	0.00	Case worker
3	Verification of application and documents	1.00	Superintendent/Special Officer
4	Draft order	1.00	Deputy Registrar
5	Approval of Higher Authority	2.00	Registrar/Vice Chancellor
6	Deputy Registrar's Signature	1.00	Deputy Registrar
7	Orders & Dispatch	0.00	Case worker / Dispatch Clerk



<b>Name of the Service</b>	<b>Granting of Temporary/Renewal of Recognition</b>		
Whom to approach for this service (Designated Officer)?	Deputy Registrar		
Procedure involved to get this service	Submission of application in prescribed format Remittance of the prescribed fee		
Form to be submitted to get this service	Prescribed format		
Who are eligible to get this service	Institution/ Dept.		
Documents to be enclosed with the request	1. Duly filled Application form with necessary enclosures 2. Fee paid Challan copy, if applicable		
Fee/Charges to be paid to get the service	As prescribed by the University		
Maximum number of days to wait to get this service delivered	15 working days from the date of approval of competent authority		
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	08 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of approval of Competent Authority	1.00	Receiving Clerk
2	Verification and Preparation of Draft order	3.00	Case Worker
3	Verification	2.00	Superintendent/Special Officer
4	Verification	2.00	Deputy Registrar
5	Approval of Higher Authority	2.00	Registrar/Vice Chancellor
6	Preparation of order	1.00	Case Worker
7	Verification	1.00	Superintendent/Special Officer
8	Verification	1.00	Deputy Registrar
9	Signature of Higher Authority	1.00	Registrar
10	Orders & Dispatch	1.00	Case worker / Dispatch Clerk

**Finance Section**

<b>Sl. No.</b>	<b>Services</b>
<b>1</b>	<b>Issue of Salary Certificate</b>
<b>2</b>	<b>Refund of EMD</b>
<b>3</b>	<b>Issue of VAT certificate</b>
<b>4</b>	<b>Issue of Form 16</b>
<b>5</b>	<b>Issue of Form 16A</b>

### Finance Section

Sl. No.	List of Services	Designated Officer	Stipulated time for designated officer (Working days)	Competent Officer	Time limit for disposal by the Competent Officer (working days)	Appellate Authority	Time limit for disposal by the Appellate Authority (working days)	Enclosures along with the application
1	Issue of Salary Certificate	Finance Officer	03 Working days	Registrar	05	Vice Chancellor	10	Application form
2	Refund of EMD	Finance Officer	05 Working days	Registrar	05	Vice Chancellor	10	1) Work completion certificate 2) Warranty period statement
3	Issue of VAT certificate	Finance Officer	07 Working days	Registrar	05	Vice Chancellor	10	VAT Bills
4	Issue of Form 16	Finance Officer	05 Working days	Registrar	05	Vice Chancellor	10	Pan Card copy, ID card copy
5	Issue of Form 16A	Finance Officer	05 Working days	Registrar	05	Vice Chancellor	10	Payment bills, Pan card copy

Name of the Service	<b>Issue of Salary Certificate</b>
Whom to approach for this service (Designated Officer)?	Finance Officer
Procedure involved to get this service	Submission of application
Form to be submitted to get this service	Salary Certificate form
Who are eligible to get this service	Teaching and Non-Teaching staff
Documents to be enclosed with the request	Application form
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	03 Working Days
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

### **Work Flow**

<b>Step</b>	<b>Description</b>	<b>No.of Days</b>	<b>Designation</b>
1	Receipt of application and Processing	1.00	Case worker
2	Scrutiny	1.00	Superintendent
3	Approval	0.00	Finance Officer
4	Despatching	1.00	Case worker

Name of the Service	<b>Refund of EMD</b>
Whom to approach for this service (Designated Officer)?	Finance Officer
Procedure involved to get this service	Requisition form the application and endorsed by the Executive engineer
Form to be submitted to get this service	1) Work completion certificate 2) Warranty period statement
Who are eligible to get this service	Contractors/Suppliers who have deposited EMD
Documents to be enclosed with the request	Prescribed preforma of EMD refund
Fee/Charges to be paid to get the service	Nil
Maximum number of days to wait to get this service delivered	05 working days
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

### Work Flow

Step	Description	No.of Days	Designation
1	Receipt of application and Processing	2.00	Case worker
2	Scrutiny	1.00	Superindented
3	Approval	1.00	Finance Officer

4	Despatching	1.00	Case worker
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Name of the Service	<b>Issue of VAT certificate</b>
Whom to approach for this service (Designated Officer)?	Finance Officer
Procedure involved to get this service	Submission of application form
Form to be submitted to get this service	Application form
Who are eligible to get this service	Suppliers/contractors/Assesses
Documents to be enclosed with the request	VAT Bills
Fee/Charges to be paid to get the service	Nil
Maximum number of days to wait to get this service delivered	07 working days
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

### **Work Flow**

Step	Description	No.of Days	Designation
1	Receipt of application and Processing	3.00	Case worker
2	Scrutiny	2.00	Superintendent
3	Approval	1.00	Finance Officer
4	Despatching	1.00	Case worker

Name of the Service	<b>Issue of Form 16</b>
Whom to approach for this service (Designated Officer)?	Finance officer
Procedure involved to get this service	Submission of application form
Form to be submitted to get this service	Requisition letter from Assessee
Who are eligible to get this service	Assessee
Documents to be enclosed with the request	Pan Card copy, Identity card copy
Fee/Charges to be paid to get the service	Nil
Maximum number of days to wait to get this service delivered	05 working days
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

### **Work Flow**

Step	Description	No.of Days	Designation
1	Receipt of application and Processing	2.00	Case worker
2	Scrutiny	1.00	Superintendent
3	Approval	1.00	Finance Officer
4	Despatching	1.00	Case worker



Name of the Service	<b>Issue of Form 16A</b>
Whom to approach for this service (Designated Officer)?	Finance Officer
Procedure involved to get this service	Submission of application
Form to be submitted to get this service	Payment of Bills form
Who are eligible to get this service	Suppliers/contractors
Documents to be enclosed with the request	Payment bills, Pan card copy
Fee/Charges to be paid to get the service	Nil
Maximum number of days to wait to get this service delivered	05 working days
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

### **Work Flow**

Step	Description	No.of Days	Designation
1	Receipt of application and Processing	02	Case worker
2	Scrutiny	01	Superintendent
3	Approval	01	Finance Officer

4	Despatching	01	Case worker
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**Annexure-05**

**Human Resource Development Section**

<b>Sl. No.</b>	<b>Services</b>
<b>1</b>	<b>Sanction of time bound advancement</b>
<b>2</b>	<b>Sanction of annual increment</b>
<b>3</b>	<b>Sanction Of Earned Leave/Commutated Leave for a period of 6 months(excluding Deputed Officials)</b>
<b>4</b>	<b>Medical Reimbursement</b>
<b>5</b>	<b>Sanctioning the Pension and Pensionary benefits</b>
<b>6</b>	<b>Forwarding the Service Register</b>
<b>7</b>	<b>Sanction of Festival Advance</b>
<b>8</b>	<b>Purchase of Vehicle/House/other property</b>
<b>9</b>	<b>Forwarding application Through Proper Channel</b>
<b>10</b>	<b>Sanction of leave salary on Surrendered Leave</b>



### Human Resource Development Section

Sl. No.	List of Services	Designated Officer	Stipulated time for designated officer (Working days)	Competent Officer	Time limit for disposal by the Competent Officer (working days)	Appellate Authority	Time limit for disposal by the Appellate Authority (working days)	Enclosures along with the application
1	Sanction of time bound advancement	Deputy Registrar	07 Working days	Registrar	05	Vice Chancellor	10	Requisition letter with relevant documents
2	Sanction of annual increment	Deputy Registrar	07 Working days	Registrar	05	Vice Chancellor	10	-
3	Sanction Of Earned Leave/Commutated Leave for a period of 6 months(excluding Deputed Officials)	Deputy Registrar	07 Working days	Registrar	05	Vice Chancellor	10	Leave Application form with request letter
4	Medical Reimbursement	Deputy Registrar	07 working days after receiving the approval by the Medical/University Authority	Registrar	05	Vice Chancellor	10	Medical Reimbursement Form along with the relevant documents
5	Sanctioning the Pension and Pensionary benefits	Deputy Registrar	15 working days after receiving the approval by the University Authorities	Registrar	05	Vice Chancellor	10	Representation

6	<b>Forwarding the Service Register</b>	Deputy Registrar	07 Working days	Registrar	05	Vice Chancellor	10	Representation
7	<b>Sanction of Festival Advance</b>	Deputy Registrar	05 Working days	Registrar	05	Vice Chancellor	10	Representation
8	<b>Purchase of Vehicle/House/other property</b>	Deputy Registrar	07 Working days	Registrar	05	Vice Chancellor	10	Representation along with relevant documents
9	<b>Forwarding application Through Proper Channel</b>	Deputy Registrar	07 Working days	Registrar	05	Vice Chancellor	10	Relevant documents
10	<b>Sanction of leave salary on Surrendered Leave</b>	Deputy Registrar	07 Working days	Registrar	05	Vice Chancellor	10	Representation with leave application

<b>Name of the Service</b>	<b>Sanction of time bound advancement</b>		
Whom to approach for this service (Designated Officer)	Deputy Registrar		
Procedure involved to get this service	1. Collection of Performance reports/Self-Appraisal Reports. 2. Information about departmental enquires if any. 3. Scrutiny in the section. 4. Approval by Registrar/Vice Chancellor 5. Approval by Syndicate		
Form to be submitted to get this service	Requisition letter with relevant documents		
Who are eligible to get this service	University employee who completes ten years of service without any promotion in that cadre and who are eligible in accordance with the provisions of KCS(Time bound advancement) Rules 1983/University Rules.		
Documents to be enclosed with the request	Representation from Eligible University Officers/ Employees		
Fee/charges to be paid to get the service	Nil		
Maximum number of days to wait to get this service delivered	07 working days after receiving the Syndicate decisions in the section		
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of the application/Syndicate decision and Verification and drafting	02	Case Worker
2	Verification the records/draft	01	Deputy Registrar
3	Approval of Higher Authority	02	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk

<b>Name of the Service</b>		<b>Sanction of annual increment</b>	
Whom to approach for this service (Designated Officer)		Deputy Registrar	
Procedure involved to get this service		1) Scrutinise the Service Register. 2) Collection of Performance reports/Self-Appraisal Reports and Verification	
Form to be submitted to get this service		-	
Who are eligible to get this service		Eligible University Officers/Employees as per Rule 51 of Karnataka Civil Service Rules	
Documents to be enclosed with the request		-	
Fee/charges to be paid to get the service		Nil	
Maximum number of days to wait to get this service delivered		07 working days	
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		05 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of the application and Verification and drafting	02	Case Worker
2	Verification the records/draft	01	Deputy Registrar
3	Approval of Higher Authority	02	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk

<b>Name of the Service</b>	<b>Sanction Of Earned Leave/Commutated Leave for a period of 6 months(excluding Deputed Officials)</b>		
Whom to approach for this service (Designated Officer)	Deputy Registrar		
Procedure involved to get this service	1) Scrutinise the Service Register. 2) Approval of draft Official Memorandum and Orders		
Form to be submitted to get this service	Leave Application form with request letter		
Who are eligible to get this service	One who has due recommendation for sanction of leave		
Documents to be enclosed with the request	Leave Application Format Under Rule 175, Form-1A of KCSR Along with Due Recommendation by Higher Authority		
Fee/charges to be paid to get the service	Nil		
Maximum number of days to wait to get this service delivered	07 working days		
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of the application and Verification and drafting	02	Case Worker
2	Verification the records/draft	01	Deputy Registrar
3	Approval of Higher Authority	02	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk



<b>Name of the Service</b>		<b>Medical Reimbursement</b>	
Whom to approach for this service (Designated Officer)		Deputy Registrar	
Procedure involved to get this service		1) Scrutinise the bills 2) Approval of the Medical Board 3) Approval of the Authority.	
Form to be submitted to get this service		Medical Reimbursement Form along with the relevant documents	
Who are eligible to get this service		University Officers/Employees eligible under K.C.S.(Medical Attendance) Rules 1963	
Documents to be enclosed with the request		<ol style="list-style-type: none"> <li>1. All the Documents to be duly attested (Medical Officers Signature, Seal contains his name, Designation and Hospital) and submitted within stipulated period in duplicate.</li> <li>2. Proforma B and C be duly filled in.</li> <li>3. Doctor's prescription (Quality of Medicine and treatment period has to be mentioned)</li> <li>4. Details of dependents of the University Employees- Ration Card, Identity Card, Annual Income certificate</li> <li>5. Out Patient slip</li> <li>6. In-patient discharge summary</li> <li>7. Lab report and Diagnosis details</li> <li>8. Bills (details)</li> </ol>	
Fee/charges to be paid to get the service		Nil	
Maximum number of days to wait to get this service delivered		07 working days after receiving the approval by the Medical/University Authority	
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		05 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of the application and Verification and drafting	02	Case Worker
2	Verification the records/draft	01	Deputy Registrar
3	Approval of Higher Authority	02	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk

<b>Name of the Service</b>		<b>Sanctioning the Pension and Pensionary benefits</b>	
Whom to approach for this service (Designated Officer)		Deputy Registrar	
Procedure involved to get this service		<ol style="list-style-type: none"> <li>1. Collection of NO DUES from concerned departments.</li> <li>2. Collection of Special Reports Regarding Enquires etc.</li> <li>3. Collection of Last Pay Certificate.</li> <li>4. Updating of Service Register.</li> <li>5. Approval by the Authorities and orders.</li> </ol>	
Form to be submitted to get this service		Representation	
Who are eligible to get this service		One who retires from University service on Superannuation or Voluntarily.	
Documents to be enclosed with the request		<ol style="list-style-type: none"> <li>1. Pension Form 7 and 7A (3 sets)</li> <li>2. 3 Sets of Specimen Signature duly attested by the Gazetted Officer in a separate sheet.</li> <li>3. 3 sets of passport size joint photo of Husband and Wife.</li> <li>4. Medical Certificate</li> <li>5. Family particulars</li> <li>6. Pension Data input sheet</li> <li>7. Declaration of Non-drawl of Pension</li> <li>8. Declaration according to proper Rules and Declaration of Permanent address.</li> <li>9. Consent to deduct University dues from Pension if any.</li> <li>10. University Quarters clearance certificate</li> <li>11. University library clearance certificate</li> <li>12. No dues certificate from Head of the Department</li> </ol>	
Fee/charges to be paid to get the service		Nil	
Maximum number of days to wait to get this service delivered		15 working days after receiving the approval by the University Authorities	
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		10 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of the application and Verification and drafting	05	Case Worker
2	Verification the records/draft	04	Deputy Registrar
3	Approval of Higher Authority	04	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk

<b>Name of the Service</b>		<b>Forwarding the Service Register</b>	
Whom to approach for this service (Designated Officer)		Deputy Registrar	
Procedure involved to get this service		Collection of Last Pay Certificate from Finance Section and sending both Last Pay Certificate and Service Register to the concerned office	
Form to be submitted to get this service		Representation	
Who are eligible to get this service		University employees who are on deputation/transfer	
Documents to be enclosed with the request		Representation along with Duty Report/CTC	
Fee/charges to be paid to get the service		Nil	
Maximum number of days to wait to get this service delivered		07 working days after receiving the LPC from Finance section	
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		05 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Receiving of the LPC and Verification and drafting	02	Case Worker
2	Verification the records/draft	01	Deputy Registrar
3	Approval of Higher Authority	02	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk

<b>Name of the Service</b>		<b>Sanction of Festival Advance</b>	
Whom to approach for this service (Designated Officer)		Deputy Registrar	
Procedure involved to get this service		1. Scrutinize the Application 2. Approval of Draft. 3. Orders.	
Form to be submitted to get this service		Representation	
Who are eligible to get this service		University Officers/Employees	
Documents to be enclosed with the request		-	
Fee/charges to be paid to get the service		Nil	
Maximum number of days to wait to get this service delivered		05 working days	
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		05 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Verification and drafting	01	Case Worker
2	Verification draft		Deputy Registrar
3	Approval of Higher Authority	02	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk

<b>Name of the Service</b>	<b>Purchase of Vehicle/House/other property</b>		
Whom to approach for this service (Designated Officer)	Deputy Registrar		
Procedure involved to get this service	1. Verification and drafting 2. Approval of the Authorities 3. Orders		
Form to be submitted to get this service	Representation along with relevant documents		
Who are eligible to get this service	University Officers/Employees		
Documents to be enclosed with the request	Relevant documents as per the purchase		
Fee/charges to be paid to get the service	Nil		
Maximum number of days to wait to get this service delivered	07 working days		
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar		
Maximum number of days to wait to get the decision of the Competent Officer	05 Working Days		
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor		
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days		
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Verification and drafting	02	Case Worker
2	Verification the records/draft	01	Deputy Registrar
3	Approval of Higher Authority	02	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk

<b>Name of the Service</b>		<b>Forwarding application Through Proper Channel</b>	
Whom to approach for this service (Designated Officer)		Deputy Registrar	
Procedure involved to get this service		1. Scrutinization of application 2. Verification and drafting 3. Approval of the Authorities 4. Orders	
Form to be submitted to get this service		Relevant documents	
Who are eligible to get this service		University Officers/Employees	
Documents to be enclosed with the request		Relevant Application	
Fee/charges to be paid to get the service		Nil	
Maximum number of days to wait to get this service delivered		07 working days	
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		05 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Verification and drafting	02	Case Worker
2	Verification the records/draft	01	Deputy Registrar
3	Approval of Higher Authority	02	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk

<b>Name of the Service</b>		<b>Sanction of leave salary on Surrendered Leave</b>	
Whom to approach for this service (Designated Officer)		Deputy Registrar	
Procedure involved to get this service		1. Scrutinization of application/Service Register 2. Verification and drafting 3. Approval of the Authorities 4. Orders	
Form to be submitted to get this service		Representation with leave application	
Who are eligible to get this service		University Officers/Employees	
Documents to be enclosed with the request		-	
Fee/charges to be paid to get the service		Nil	
Maximum number of days to wait to get this service delivered		07 working days	
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer		Registrar	
Maximum number of days to wait to get the decision of the Competent Officer		05 Working Days	
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?		Vice Chancellor	
Maximum no. of days to wait to get the decision of Appellate Authority		10 Working Days	
Other information			
Website (if online)			
Reference Document			
<b>Work Flow</b>			
<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Verification and drafting	02	Case Worker
2	Verification the records/draft	01	Deputy Registrar
3	Approval of Higher Authority	02	Registrar/Vice Chancellor
4	Issuing the Orders	01	Case Worker
5	Despatch	01	Despatch Clerk