



SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar-388120

UGC SECTION

Work allocation of the Staff

Below mentioned staff (Sr. No 1 to 3) are hereby informed that they are responsible for the work allocated against their name and any other work assigned by head from time to time. They have to take care to finish the work regularly without any delay.

Development officer

Manishaben (Head Clerk)

Overall supervision and necessary follow up of day to day work of the section.

- a.** To receive all letters and any other documents and to provide concern employee for necessary action.
- b.** All types of Work related to - Special Assistance Programmes (SAP), Centre for Advance Studies (CAS), CPEPA Programme.
- c.** To prepare syndicate item, approval of selection committee, minutes / issue of office order
- d.** Pass and record in register all the bills/vouchers related to Maintenance of detailed account (Bill wise / Voucher wise) reconciliation of accounts with department and accounts section.
- e.** Preparation of statement of grant and expenditure, Preparation of utilization certificates and Progress Reports of all the Programmes and submitting the same to the Funding Agency each year for further grant after the end of each financial year.

- f.** To prepare University Budget (Part II Plan Scheme & III – Earmarked funds) and Annual Accounts each year of every programme.
- g.** All type of computerized typing work (English as well as Gujarati) i.e. Office Note, Permission letters, thanks letter, Appointment letters of Fellows, Correspondence with Co-ordinator / UGC.
- h.** College circulars for various UGC scheme : Maintenance of files of each colleges which are covered under UGC act
- i.** To help in purchasing process of items.
- j.** Prepare the answers of Audit Para/RTI and if any related to your work allotted.
- k.** Any other work assigned by head from time to time.

Kanji M. Desai (Senior Clerk)

- a.** Major /Minor Project, XII Plan and all other schemes: Maintain Accounts , Prepare Budgets and necessary correspondence with UGC
- b.** On receipt of the sanction letter from concern funding agencies, the work related of the programmes such as preparations of syndicate items, approval of selection committee, its minutes.
- c.** I. A. Patel Shertha Visiting Professor Scheme, Women’s Study Centre, PG Department of Home Science, UGC Matching Share grant
- d.** Pass and record in register all the bills/vouchers of the Programme/Projects.
- e.** After the end of each financial year, reconciliation of accounts, preparation of Utilization Certificates & Progress Reports of all the Programmes/Schemes and send to the Funding Agency each year for further grant.

- f.** Work related to **Fellowships** / Contingency Grant & to claim grant from the Funding Agency and work of sanctioning contingency grant of each Fellowship. – **09 Fellowships** are sanctioned as under by UGC:-
1. UGC NET-JRF ,
 2. Dr. D. S. Kothari ,
 3. NFOBC ,
 4. NFST
 5. RGNF -SC
 6. UGC-BSR
 7. Emeritus
 8. BSR Faculty
 9. MANF
- g.** SHODH scholarship approval Process
- h.** All type of computerized work in English as well as Gujarati i.e. Office Note, Permission letters, Thanks letter, Appointment letters of Fellows, Item of Syndicate and F.E. Meeting, Planning & Monitoring Board, College Development of Council, etc.
- i.** To prepare University Budget (Part II Plan Scheme & III – Earmarked funds) and Annual Accounts each year of every programme
- j.** Computer and peripherals and scientific instruments write off process and to maintain its related files.
- k.** Procedure for Customs Duty Exemption Certificate: - To invite information in prescribed Performa from the Science Department and send to DSIR, New Delhi.
- l.** To invite the tenders through advertise (News papers & (n)Procure) for the purchase of equipment, which are costing above of Rs.5.00 lacs. After inviting tenders, to prepare complete procedure, to put the purchase order, open the L.C., make the payment to the bank, & then adjustment the total entire amount of instrument. It would be 20 to 25 Nos. of equipments during the year.
- m.** Prepare the answers of audit Para/RTI and if any related to your work allotted.
- n.** Write Off process.
- o.** Any other work assigned by head from time to time

Vipul Rathava (Sr. Clerk)

- a. Purchase through GeM.
- b. Rate Contract process of brands of Chemicals / Glassware / Lab. Apparatus from the Head & invite tenders by advertisement. After proper procedures to complete the list of Rate Contract & distribute to the department. (FE/Syndicate)
- c. To make AMC of Scientific Equipment / Xerox Machine (FSMA).
- d. After sanctioning the proposals to place the orders for the purchase of Chemicals/Lab Apparatus/ Glassware for Basic Science Department. It would be Rs.300.00 lac budget (L.E.) every year for the purchase under R/C.
- e. If the purchase is above Rs.2.00 lac, the same is to be placed before the Scientific Equipment Committee. To call the committee, prepare Agenda & minutes for F.E./Syndicate. After then to put the orders to the firms & pass the bill for payment.
- f. Purchase process costing more than 5 lacks (N-procure Purchase process)
- g. Refund of EMD/Security Deposit of each purchased instruments.
- h. Pass and record in register all the bills/vouchers related to purchase.
- i. Prepare the answers of Audit Para /RTI related to work allotted.
- j. To maintain the files of each Scientific Equipments separately,
- k. Inviting offline quotations from the vendors to purchase items.
- l. Any other work assigned by head from time to time.

@ @ @ @ @ @ @ @