

Report of Administrative Audit Team on 14/08/20224

Administrative Audit team

Prof. Madhurendra Kumar

Coordinator, IQAC, University of Allahabad

Shri Amitabh Ranjan

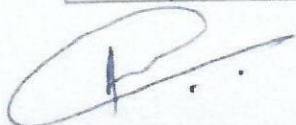
Registrar, Indian Institute of Public Administration,
New Delhi-110002

The administrative audit has been done for the following administrative Units of the University of Allahabad on 14/08/2024.

1. Vice Chancellor's Secretariat
2. Establishment (Teaching)
3. Establishment (Non-teaching)
4. Engineering Section
5. Estate Office
6. Rajbhasha Cell
7. Medical Cell
8. Committee Section
9. Vigilance Office
10. CPIO Cell

The profile of each section which includes the details of administrative and non-teaching staff working in each unit, role and responsibility of each non-teaching staff and time taken to perform the task is annexed herewith. The observations of the audit team and recommendations of auditors are given below for each administrative unit:

S. No.	Name of the Unit	Observations of the auditors
1.	Vice Chancellor's Secretariat	<ul style="list-style-type: none">• The University has adopted e-office so the movement of files is now streamlined.• The initial screening of the files as per the Government of India rules and procedures has been ascertained.• The documentation of the record was found to be proper.



2.	Establishment (Teaching)	<ul style="list-style-type: none"> • The personal file of each faculty member of the University has been prepared and arranged in a systematic manner. • The timely promotions of teachers under CAS are ensured with the help of Faculty recruitment Cell (FRC) of the University. • The section ensures the grievance-redressal of the faculty on timely manner.
3.	Establishment (Non-teaching)	<ul style="list-style-type: none"> • The personal file of all the non-teaching staff has been prepared. • The promotions of the non-teaching staff were done which were pending for long. • The matters related to requests from non-teaching staff are addressed in a timely manner.
4.	Engineering Section	<ul style="list-style-type: none"> • This section manages civil and electrical work related to University in an efficient manner. • The section has in house capabilities of electrician, plumber, mechanic, carpenter, pump operator to address minor maintenance requirements of the University. • The major construction work is done through Central Government agencies as per rules.
5.	Estate Office	<ul style="list-style-type: none"> • This section safeguards the assets of the University, disposal of scrap, managing cleaning and horticulture services. • The disposal of scrap is done by this section on regular intervals as per guidelines of the Central Government. • The cleaning and horticulture facility is maintained by this office very efficiently in-spite of crunch of employees.
6.	Rajbhasha Cell	<ul style="list-style-type: none"> • This section promotes use of Hindi language in their administrative noting among the officers and the non-

		<p>teaching staff of the University.</p> <ul style="list-style-type: none"> • They also publish Hindi magazine on yearly basis. • The section conducts their activities all round the year.
7.	Medical Cell	<ul style="list-style-type: none"> • This section is responsible to facilitate the teaching and non-teaching staff regarding their medical treatment and expenses under Allahabad University Contributory Health Scheme (AUCHS). • The bills of the empanelled hospitals are cleared in time bound manner provided the files are in order.
8.	Committee Section	<ul style="list-style-type: none"> • This section is responsible to facilitate in conducting the meetings of the statutory bodies of the University. • The record keeping of the section was up to the marks. • The minutes of the meeting of Academic and Executive council has been uploaded on the website of the University.
9.	Vigilance Office	<ul style="list-style-type: none"> • This section initiates the communication/ action as directed by the MoE, New Delhi, Chief Vigilance Officer, New Delhi and others. • The action taken report is communicated to the concerned.
10.	CPIO Cell	<ul style="list-style-type: none"> • This section is responsible to collect the information required under Right to Information Act (RTI) and communicate it to the concerned person. • The RTI queries are attended by the University on time bound manner. • The online report under RTI is updated on the website of the University in time bound manner.

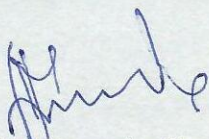



Observation of the Auditors

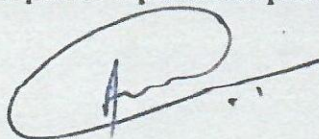
1. The University has a very rich legacy of highest class of Alumni with many former Presidents of India, Vice-Presidents of India, Prime Ministers of India, Chief Justices of India, Poets, Academicians, Civil servants and others. VC Office is well-equipped and well-managed through e-Office. However, apart from this, the University still follows the system of Physical files.
2. The Campus is huge but well-managed with green environment and cleanliness.
3. The University has well qualified Officers in both Teaching and no-teaching areas.
4. The VC Office is well-equipped and well-managed through e-office but the system is not uniform across the whole University.
5. Registrar is a very important functionary in a University system. As such, the position of Registrar should be filled properly and should not be on ad-hoc, extension basis.

Recommendations of the Auditors

1. The processing time of the files may be substantially reduced by implementing e-office system across the whole University.
2. The files related to medical advance and reimbursement of medical bills can be further improved.
3. The University may add some more toilet facility especially for female teachers, staff and girl students as also make some more efforts for upkeep and maintenance of the existing toilets.
4. The Committee Section should keep on updating the minutes of the statutory bodies on the website of the University.
5. The map of the campus should be placed at prominent places of the University.



(Prof. Madhurendra Kumar)
Coordinator, IQAC
University of Allahabad



(Amitabh Ranjan)
Registrar, Indian Institute of Public
Administration, New Delhi-110002

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Report of Administrative Audit

1. Name of Administrative Office : Registrar's Office
2. Date of the Administrative Unit : 14th August 2024
3. Members for Administrative Audit : Prof. Madhurendra Kumar
Coordinator, IQAC
University of Allahabad
Prayagraj

Shri Amitabh Ranjan
Registrar
Indian Institute of Public Administration
I P Estate, Ring Road, ITO
New Delhi-110002

4. List of the Administrative Officers:

SN	Name of Officer	Designation	Qualification	Date of Joining	Responsibilities
1.	Rajeev Mishra	Estate Manager	M.A, MBA, PGDCA, ADCA, CA (ICA)	28.03.2017	Mentioned in Annexure 'A'

5. List of the Non-Teaching staff working in the Office

SN	Name of Officer	Designation	Qualification	Date of Joining	Responsibilities
1.	Shunash Chandra Rajak	Section Officer Assistant	Intermediate	11.01.1997	Mentioned in Annexure 'B'
2.	Anand Chaudhari	Junior Officer Assistant	B.A, L.L.B	27.03.2023	Mentioned in Annexure 'B'
3.	Ankit Yadav	Multi Tasking Staff	B.A.	03.03.2023	Mentioned in Annexure 'B'
4.	Saurabi Tripathi	Multi Tasking Staff	B.Sc., L.L.B	03.03.2023	Mentioned in Annexure 'B'
5.	Harishankar	Peron	8 th Pass	01.09.1999	Mentioned in Annexure 'B'
6.	Shahjade	Staff Meth	8 th Pass	01.02.1997	Mentioned in Annexure 'B'

6. Duties of the Various Administrative Officer and Staff

SN	Designation and Associated Powers/Duties
1.	<p>Registrar</p> <p>It shall be the duty of the Registrar-</p> <p>(a) To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;</p> <p>(b) To issue all notice convening meetings of the court, the Executive Council, and the Academic Council, the development council and of any Committees appointed by those authorizes;</p> <p>(c) To keep the minutes of all the meetings of the Court, the Executive Council, and the Academic Council and of any Committee appointed by those authorities;</p> <p>(d) To conduct the official correspondence of the Court, the Executive Council, and the Academic Council;</p> <p>(e) To arrange for and superintend the examinations of the University in the manner prescribed the Ordinances;</p>

- (f) To supply to the visitors copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- (g) To represent the University in suites of proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (h) To perform such other duties as may be specified in the statues, the Ordinance or the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.

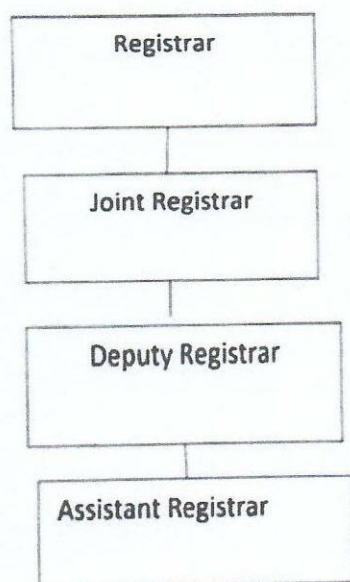
7. Work Done by the Officer

SN	Work Done in the Office	Duration for Completing the Task
	Information unavailable	

8. Time taken to complete the task

SN	Work Done in the Office	Duration for Completing the Task
	Information unavailable	

9. Organizational Chart



10. Observations of the Auditors

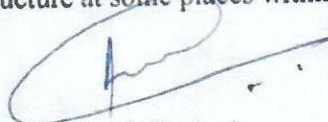
1. The Office of Registrar is a very important Institution in a University set-up.
2. In a prestigious and huge Central University like University of Allahabad, it becomes more important as the Registrar's office is instrumental in all types of administrative support like Administration, Maintenance, Human Resource management etc.
3. The office of Registrar in University of Allahabad is well-structured and organised.
4. It has been observed that upto Registrar's office, physical files are received from across the University and then goes to VC office in e-office form.

11. Recommendations of the Auditors

1. The processing time of the files may be substantially reduced by implementing e-office system across the whole University and especially incoming files to Registrar office should also be in e-office form. E-office enhances efficiency and transparency both.
2. There is a need to enhance the efficiency of maintenance section by proper house-keeping across the University and proper maintenance of amenities.
3. There may be a need for some more Hardware systems across the office.
4. Utmost care should be taken regarding procurement process as per Rules. It is advised to do procurement through GeM as far as possible.
5. There is a need to upgrade the existing Infrastructure at some places within the Campus.



(Prof. Madhurendra Kumar)
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(Amitabh Ranjan)
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3. Members for Administrative Audit : Prof. Madhurendra Kumar
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Prayagraj

Shri Amitabh Ranjan
Registrar
Indian Institute of Public Administration
I P Estate, Ring Road, ITO
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4. List of the Administrative Officers :

SN	Name of Officer	Designation	Qualification	Date of Joining	Responsibilities
01	Shri. Keshav Kishor Upadhyay	Assistant Registrar	Post Graduation	20-07-2018	Has the charge of the following sections - Non-Teaching Establishment, Medical Cell, Central Dispatch, Pension Cell and Record Section

5. List of the Non-teaching staff working in the office

SN	Name of Officer	Designation	Qualification	Date of Joining	Responsibilities
01	Shri. Prashant Mishra	Sr. Technical Assistant	Post Graduation	24-03-2023	Processing of files of group A and B employees, assisting in DPC and MACPS, and responsibilities of various modules of SAMARTH
02	Shri. Sandeep Kumar	Office Assistant	Graduation	09-10-2001	Processing of files of group C employees, Pension,

					maintenance of service books, RTI and MACPs – related to group C.
03	Shri. Indrajeet Pal	Jr. Office Assistant	Post Graduation	04-02-2015	Processing of LTC/HTC payment, maintenance of Leave records and disposal of routine work, maintenance of personal file - related to group C.
04	Shri.Md. Farman Alam	Jr. Office Assistant	Graduation	27-03-2023	Processing of LTC/HTC payment, maintenance of Leave records, leave encashment, service book maintenance, and disposal of routine work - related to group A and B.
05	Ms. Anjali Mishra	Jr. Office Assistant	Graduation	04-04-2023	Processing the files related to NOCs, family dependent, employee quota, manpower and maintenance of personal files and other routine work.
06	Shri. Jag Prashad	Helper Pump Operator	VIII standard	01-08-1985	Dispatch bearer, file retrieval and maintenance, and oversee the requirement of consumables.
07	Shri. Dara Singh	Peon	High School	27-01-1999	Maintenance of dispatch and assisting the JOA in routine

					work.
08	Shri. Lakshmi Narayan Mishra	C-MTS	ITI Diploma	27-03-2023	Maintenance of dispatch and assisting the JOA in routine work.
09	Shri. Buddhi Lal	Block Servant	VIII standard	18-06-2009	Dispatch bearer, file retrieval and overseeing the sanitation work.

6. Duties of the Various Administrative Officer and Staff

SN	Designation and Associated Powers/Duties
1.	NA

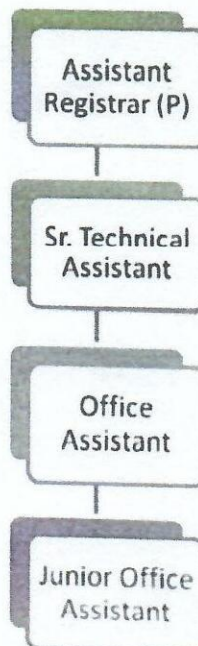
7. Work Done by the Office

SN	Work Done in the Office	Dealing Staff
01	Processing of files related to group A, B and C and matters thereof	Group A and B – Prashant Mishra, Md. Farman Alam and Anjali Mishra. Group C – Sandeep Kumar and Indrajeet Pal

8. Time taken to complete the task

SN	Work Done in the Office	Duration for Completing the Task
01	Processing of files related to group A, B and C and matters thereof	Three working days

9. Organizational Chart

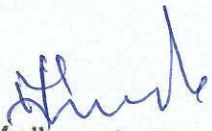



10. Observations of the Auditors

1. The Non-Teaching Establishment has well-qualified Staff to deal with the required works.
2. Some Gender-imbalance is there with only one female staff in the section.
3. Working is done through physical files.

11. Recommendations of the auditors

1. The processing time of the files may be substantially reduced by implementing e-office system across the whole University. Also, the data of e-office can be backed up which is not possible in physical files.
2. The system should move towards e-HRMS for maintenance of Personal data, Leave records, Family details etc.
3. The files related to medical advance and reimbursement of medical bills can be further improved.
4. Some more female staff may be deployed in the Section to remove gender-imbalance.


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1.	SRI NAVIN KUMAR SINGH	UNIVERSITY ENGINEER	B.E. (Civil), MBA, PhD	10.01.2001	Overall In-Charge of Engineering Section looking after construction/ maintenance of university infrastructure.
2.	SRI RAVINDRA NATH PANDEY	JUNIOR ENGINEER (CIVIL)	DIPLOMA IN ENGINEERING	11.07.1990	Looking after construction/maintenance (Civil works) of university infrastructure.
3.	SRI RAJ BAHADUR	JUNIOR ENGINEER (CIVIL)	DIPLOMA IN ENGINEERING	30.03.2017	Looking after construction/maintenance (Civil works) of university infrastructure.
4.	SRI AHMAD HASSAN GHAOSI	ASSISTANT ENGINEER (ELECTRICAL)	B.E. (ELECTRICAL&ELECTRONICS ENGINEERING)	25.02.2023	Looking after construction/maintenance (Electrical works) of university infrastructure.

5. List of the Non-Teaching staff working in the Office

SN	Name of Officer	Designation	Qualification	Date of Joining	Responsibilities
1.	SRI INDRABHAN SINGH	DATA ENTRY OPERATOR	B.TECH (COMPUTER SCIENCE & ENGINEERING)	28.02.2023	Operate Computer in Internet, E-Mail & Letter typing (English & Hindi), Tender Processing E-Procurement site, File handling, e-office, MS Word MS, Excel, PPT & Other Technical support in the Engineering Office etc.
2.	SRI PRAHLAD GUPTA	DATA ENTRY OPERATOR	BCA, B.LIS, PGDCA	02.03.2023	Operate Computer in Internet, E-Mail & Letter typing (English & Hindi) e-office & File handling, e-

					office, MS Word MS, Excel, PPT etc.
3.	SRI ABHISHEK SHUKLA	JUNIOR OFFICE ASSISTANT	B.E.(ELECTRONICS & INSTRUMENTATION), O LEVEL	27.03.2023	Operate in File handling & computer typing in excel & MS word in English etc.
4.	SRI ANIL KUMAR YADAV	JUNIOR OFFICE ASSISTANT	12 th	13.09.1988	Management of office records.
5.	SRI SRI KRISHNA SINGH	MECHANIC	B.A., ITI	10.03.1994	Operation of the tube well.
6.	SRI OM PRAKASH MISHRA	MECHANIC	12th	01.04.1998	Operation of the tube well.
7.	SRI SATYA DEO PATHAK	MECHANIC	12th	27.04.1994	Operation of the tube well.
8.	SRI RAJENDRA	HELPER PLUMBER	5th		Plumbing works.
9.	SRI RAM SUMER	PEON	8th		File handing work.
10.	SRI GIRISH CHANDRA JUYAL	MECHANIC	12th	17.06.1992	Operation of the tube well.
11.	SRI DILIP KUMAR	CARPENTER	8th	01.04.1998	Carpentry work
12.	SRI SUBEDAR SHARMA	PUMP OPERATOR	12th, B.Sc. Ag.	01.07.1997	Operation of the tube well.
13.	SRI SARJEET SINGH	HELPER ELECTRICIAN	B.A.		Electrical work.
14.	SRI ATIQR RAHAMAN	MECHANIC	12th	01.04.1998	Operation of the tube well.
15.	SRI SHAMSUL RAHMAN	ELECTRIC COOLI	8th		Electrical work.
16.	SRI VIRENDRA KUMAR SINGH	OFFICE ASSISTANT	12th	01.04.1998	Supervision of maintenance works.
17.	SRI MAHTAB ALI	MECHANIC	10th	18.08.2008	Electrical work.
18.	SRI SUDARSHAN RAM	WIREMAN	12th, ITI	05.08.1991	Electrical work.
19.	SRI GHAN SHYAM MISHRA	MECHANIC	12th	18.08.2008	Operation of the tube well.
20.	SRI ANIL KUMAR SINGH	MECHANIC	12th		Operation of the tube well.
21.	SRI RAM BHAJAN	PEON	10th	04.2015	File handing work.
22.	SRI MOHD RAFIQ	STORE KEEPER	12th	18.08.2008	Store related work.

6. Work Done by the Office

SN	Work Done in the Office	Dealing Staff
1.	Estimation, tendering, Execution, supervision, processing of contractors' bills, reply to various agencies viz. MoE, CPWD, PWD, PDA, PSCL, Cantonment Board, Nagar Nigam, etc. Operation/maintenance of day-to-day essential services of the university.	1- SRI AHMAD HASSAN GHAOSI, AE (EL) 2- SRI RAVINDRA NATH PANDEY, JE (Civil) 3- SRI RAJ BAHADUR, JE (Civil) 4- SRI INDRABHAN SINGH, DEO 5- SRI PRAHLAD GUPTA, DEO 6- SRI ABHISHEK SHUKLA, JOA 7- SRI ANIL KUMAR YADAV, JOA

7. Time taken to complete the task

SN	Work Done in the Office	Duration for Completing the Task
1.	Estimation ,tendering, Execution, supervision, processing of contractors bills, reply to various agencies viz. MoE, CPWD, PWD, PDA,PSCL, Cantonment Board, Nagar Nigam, etc.	Varies with the nature of work. Electricity supply is round the clock and water supply as per time schedule throughout the year.

8. Observations of the Auditors

1. The Engineering section has well-qualified Staff to deal with the required works.
2. Some Gender-imbalance is there with no female staff in the section.
3. Working is done through physical files.
4. The University Campus is Green and Clean. However, there are some pockets of old, dilapidated Infrastructure.

9. Recommendations of the auditors

1. The processing time of the files may be substantially reduced by implementing e-office system across the whole University. Also, the data of e-office can be backed up which is not possible in physical files.
2. Some female staff may be deployed in the Section to remove gender-imbalance.
3. There is a need to upgrade the existing Infrastructure at some places in the Campus.
4. The Procurement should be done following the provisions of GFR. Also, e-Tendering and procurement through GeM are advisable.



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Report of Administrative Audit

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4. List of the Administrative Officers:

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1.	Prof. Ashish Saxena	Chief Vigilance Officer	M.Phil. ; Ph.D.	25.01.2022 (Vigilance Office, UoA)	The Chief vigilance officer, University of Allahabad is mainly responsible for the handling, prevention and detection of corruption and integrity related cases in the University and also for recommending legal action wherever necessary.

5. List of the Non-Teaching staff working in the Office

SN	Name of Officer	Designation	Qualification	Date of Joining	Responsibilities
1.	Mr. Maneesh Singh	Junior Office Assistant	Graduation ; CCC	06.04.2023 (Vigilance Office, UoA)	Work assigned by Chief Vigilance Officer, Routine affairs of the office, Manage outgoing and incoming post (Dak)related to office works, Maintain inventory of office supplies, Maintain a professional office environment.

6. Work Done by the Office

SN	Work Done in the Office	Dealing Staff
1.	Initiating the communication/ action as directed by the MoE, New Delhi, Chief Vigilance Officer, New Delhi and others. The action taken report are communicated to the concerned.	Vigilance officers, V.C. nominee, Registrar and other administrative authorities. The data base is maintained by the office of the vigilance officer.

7. Time taken to complete the task

SN	Work Done in the Office	Duration for Completing the Task
1.	'As above'	At the earliest or as per the schedule time frame/communication.

8. Observations of the Auditors

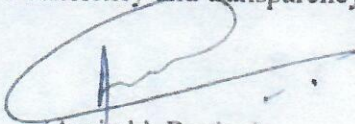
1. Working mostly through physical files.
2. A little shortage of manpower

9. Recommendations of the Auditors

1. Some more Human Resources may be deployed in Vigilance Section to cater to the growing need and demand of the work.
2. Implementation of e-Office needed to improve efficiency and transparency.



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Report of Administrative Audit

1. Name of Administrative Office : Committee Section, Registrar Office, UoA

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4. List of the Administrative Officers:

SN	Name of Officer	Designation	Qualification	Date of Joining	Responsibilities
1.	Maj. (Dr.) Harsh Kumar	Joint Registrar	M.A. & Ph.D.	March, 2009	Committee Section, Teaching Establishment and Non-Teaching Establishment
2.					

5. List of the Non-Teaching staff working in the Office

SN	Name of Officer	Designation	Qualification	Date of Joining	Responsibilities
1.	Naveen Singh Bisht	Technical Assistant	M.A	March, 2009	All work relating to Academic Council, Executive Council, Admission Committee, Departmental Committee, Doctoral Programme Committee, RTI, appointment of Dean of Faculties, Board of Faculties i.e. (Arts/Commerce/Law/Science), Board of Studies, Board of Baccalaureate Studies, Programme Committee etc.
2.					

6. Work Done by the Office

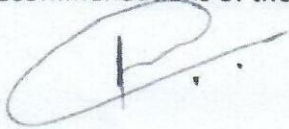
SN	Work Done in the Office	Dealing Staff
1.	As per above point no. 5	Naveen Singh Bisht

7. Time taken to complete the task

SN	Work Done in the Office	Duration for Completing the Task
1.	Within time period	-----

8. Observations of the Auditors

9. Recommendations of the Auditors



Annexure I

Key Responsibilities of the Estate Office (Estate Manager)

1. Safeguarding the assets of the University and overseeing their management, including diligent record keeping and establishing effective communication channels with internal and external stakeholders. This entails facilitating purchase and lease transactions, resolving disputes, and ensuring compliance with tax laws in collaboration with authorities such as Jal Nigam, Nagar Nigam, Forest Department, and Cantonment Board.
2. Efficiently managing asset allotment and gate pass procedures while ensuring the timely renewal of necessary services to maintain the upkeep of the assets.
3. Organizing the disposal of scrap items such as condemned vehicles, unused or obsolete materials, and coordinating their removal according to established guidelines.
4. Regularly arranging inspections of assets and venues, such as Tilak Hall, Senate Hall, North Hall, and Vijaynagaram Hall, in collaboration with relevant stakeholders.
5. Playing a major role in organizing various functions of the University, including but not limited to Republic Day, Independence Day, Foundation Day, Yoga Day, Convocation, and other significant cultural and academic events.
6. Facilitating the auctioning of evaluated answer sheets, booklets, and OMR sheets used in the University's annual and entrance examinations, ensuring adherence to the prescribed rules and regulations.
7. Managing the auction process for fallen trees, dry trees, and green trees, aligning with both regulatory requirements and the University's specific needs.
8. Supervising the management of cleaning and horticulture services to maintain a clean and aesthetically pleasing environment across the University premises.
9. Ensuring the vacation of illegal occupants and preventing unauthorized encroachments, while regularly addressing unscrupulous elements and pressure groups in the course of Estate Office duties.
10. Handling all tasks related to arranging fuel for University vehicles, including receiving fuel coupons on a weekly basis from authorized filling stations, distributing coupons based on vehicle users' demands, maintaining records of issued coupons, collecting fuel bills from the authorized filling station at the end of each month, submitting the bill for payment to the account section along with the Estate Office's note, and resolving audit-related objections promptly to avoid disruptions in vehicle operations.
11. Undertaking the responsibility, as directed by the competent authority, of maintaining stock and asset registers, conducting physical verifications and numbering of assets in various departments, centers, institutes, and administrative offices of the University of Allahabad. This includes daily review and progress meetings with the team for asset register preparation, monitoring the numbering process, identifying and rectifying errors, and setting daily targets.



Additionally, performing physical inspections and visits to swiftly address field challenges and liaising with relevant department heads.

12. Adhering to all directives issued by the Competent Authority and the Chairman of the House Allotment Committee concerning University accommodations.
13. Acting as the coordinator for the renovation and maintenance of common University buildings, as well as serving as the point of contact for the Vice Chancellor's Residence and Office.
14. Under the authorization of the Honorable Vice Chancellor, participating as a member convener in a faculty-specific committee responsible for verifying and installing purchased items before payment. This committee oversees departments, centers, institutes, and university hostels, conducting frequent meetings for effective resolutions. The undersigned actively participates in each meeting.
15. Complying with all additional directives issued by the Competent Authority from time to time, ensuring timely adherence and implementation.

Annexure II

Work performed by the Estate Office as an Indenter:

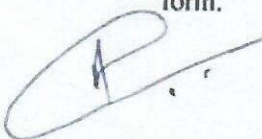
The Estate Office undertakes two types of indenting:

1. Indent for the purchase of goods, as directed by the Vice-Chancellor's Office or Registrar's Office.
2. Indent for civil works (e.g., construction of boundary walls, building maintenance, painting), electrical work, or other tasks as instructed by the University Engineer's Office.

Note: The Estate Office does not handle indenting for the aforementioned works, particularly those managed by the University Engineer's Office.

(A) Complete Process after Raising an Indent for the Purchase of Goods:

1. Fill out the indent form according to the instructions provided by the competent authority.
2. If detailed information about the items to be purchased (e.g., name, photo, price, specifications) is available, input the provided details accurately. Otherwise, gather the necessary information/ research by accessing the Gem portal and complete the form accordingly.
3. Coordinate with the Finance Office to record the availability of the budget on the indent form.



4. Submit the indent form to the Purchase Office.
5. Two processes may occur at this stage:
 - For large orders exceeding 25 lakhs, conduct an online bidding process involving the Technical Evaluation Committee.
 - For other cases, place the order directly through the Gem portal using the relevant form.
6. If the desired item is not available on Gem, forward the indent to the Local Purchase Committee (LPC) for procurement. Act as a member of the LPC during the procurement process.
7. Coordinate with the Purchase Office to procure the items from the supplier.
8. Ensure proper storage of the items in the designated location.
9. Distribute the items as per the instructions of the Vice-Chancellor's Office and to maintain records.
10. Create a comprehensive file encompassing all relevant papers from the indenting process to the receipt of items. This file is intended for installation and physical verification purposes. Submit the file to the Purchase Office from the Indenter/Estate Office to obtain a satisfactory verification report.
11. After the tenth step, Estate Office to notify other members of the Physical Verification Committee about the date, time, and location of the physical verification of the received items.
12. Organize a meeting on the scheduled day and time for the committee to verify the received items and obtain signatures from all members on the verification proforma. This responsibility also falls under the indenter's role.
13. After completing the above process and ensuring satisfactory quality of the received items, forward the file with the satisfactory verification report to the Finance Office through the Purchase Office for payment processing.

(B) Indent for Works Carried Out by the Engineer's Office:

1. In this case, a letter of indent is prepared on plain paper instead of using an indent form.
2. Subsequently, verify the completion of the assigned work and provide written confirmation of its satisfactory status to proceed with the payment.





इलाहाबाद विश्वविद्यालय

प्रयागराज -211002, उ०प्र० (भारत)
UNIVERSITY OF ALLAHABAD
PRAYAGRAJ -211002, U.P. (INDIA)

राजभाषा अनुभाग के प्रमुख कार्य



338
28/8/24

1. कार्मिक को प्रशिक्षण प्रदान करना : टिप्पण लेखन, प्रारूप लेखन, राजभाषा नीति, प्रशासनिक मन्दावली, प्रशासनिक कार्यों में हिंदी का प्रयोग, कंप्यूटर पर हिंदी में कार्य।
2. केन्द्रीय अनुवाद व्यूरो, गृह मंत्रालय, भारत सरकार द्वारा पांच दिवसीय आउटरीच प्रशिक्षण कार्यक्रम।
3. राष्ट्रीय पुस्तक न्यास, नई दिल्ली के अंतर्गत विभिन्न विषयों से संबंधित पुस्तकों के अनुवाद का कार्य एवं प्रकाशन।
4. इलाहाबाद विश्वविद्यालय एवं संघटक महाविद्यालय के विद्यार्थियों हेतु विभिन्न सांस्कृतिक कार्यक्रमों का आयोजन यथा नाट्य मंचन, गायन।
5. राजभाषा हिंदी के क्षेत्र में प्लेसमेंट कार्यालय के सहयोग से कैरियर मार्गदर्शन और परामर्श कार्यक्रम का आयोजन।
6. केन्द्रीय प्रशिक्षण समस्थान, नई दिल्ली के सहयोग से प्रबोध, प्राज्ञ, प्रवीण, पाण्डित प्रशिक्षण कार्मिकों एवं शिक्षकों हेतु आयोजित करना।
7. हिंदी टंकण एवं आशुलिपिक प्रशिक्षण कार्मिकों हेतु।
8. इलाहाबाद विश्वविद्यालय की गृह पत्रिका 'संकल्पना' का प्रकाशन। वर्तमान में पांचवें अंक प्रकाशन की तैयारी।
9. इलाहाबाद विश्वविद्यालय की डायरी का प्रकाशन।
10. अधिकारियों एवं कर्मचारियों हेतु हिंदी में कार्य करने हेतु प्रोत्साहित करने के लिए प्रोत्साहन योजना लागू करना। वर्तमान में अधिकतम 5000/- की धनराशि प्रदान की जाती है।
11. विभिन्न दिवसों यथा विश्व हिंदी दिवस, अंतरराष्ट्रीय मातृभाषा दिवस, महिला दिवस, वीरगंगा गनी लक्ष्मीबाई बलिदान दिवस, प्रेमचंद जयंती, हिंदी दिवस आदि पर सांस्कृतिक कार्यक्रम आयोजित करना।
12. इलाहाबाद विश्वविद्यालय सहिता निर्माण कार्य गतिमान है।
13. प्रत्येक वर्ष हिंदी पखवाड़े का आयोजन राजभाषा अनुभाग द्वारा किया जाता है। शिक्षकों, कार्मिकों एवं विद्यार्थियों हेतु विभिन्न प्रतियोगिताएं एवं सांस्कृतिक कार्यक्रम आयोजित किए जाते हैं। जिसमें विजेताओं को वित्तीय रूप से पुरस्कृत किया जाता है।
14. शिक्षा मंत्रालय, विश्वविद्यालय अनुदान आयोग एवं क्षेत्रीय कार्यान्वयन कार्यालय (उत्तरी क्षेत्र), गाजियाबाद, गृह मंत्रालय भारत सरकार द्वारा निरीक्षण किया गया। जिसमें राजभाषा के कार्यों और योजनाओं की समीक्षा की गई है।
15. इलाहाबाद विश्वविद्यालय का राजभाषा अनुभाग अपने-अपने संघटक महाविद्यालयों में भी विद्यार्थियों के लिए सांस्कृतिक कार्यक्रम आयोजित करता है।
16. राजभाषा हिंदी की प्रगति की तिमाही रिपोर्ट वित्त वर्ष की प्रत्येक तिमाही में शिक्षा मंत्रालय, विश्वविद्यालय अनुदान आयोग एवं राजभाषा विभाग गृह मंत्रालय भारत सरकार को प्रेषित की जाती है।
17. नगराज कार्यालय को राजभाषा छमाही प्रगति रिपोर्ट प्रेषित की जाती है।
18. राजभाषा कार्यान्वयन समिति की बैठक वित्त वर्ष की प्रत्येक तिमाही में अनिवार्य रूप से आयोजित करना। जिसमें वि.वि. एवं संघटक महाविद्यालय के शिक्षक एवं अधिकारी कार्मिक सहभागिता करते हैं।
19. वार्षिक प्रतिवेदन एवं प्राधिकारियों द्वारा दिए गए विविध अनुवाद कार्य का निष्पादन।
20. राजभाषा हिंदी के कार्य की प्रगति देखने के लिए इलाहाबाद विश्वविद्यालय के विभागों एवं संघटक महाविद्यालयों का राजभाषाई निरीक्षण करना।
21. कार्मिकों एवं विद्यार्थियों हेतु प्रत्येक तिमाही में कार्यशाला संगोष्ठी आदि का आयोजन करना।
22. विद्यार्थी केंद्रित आउटरीच कार्यक्रमों का आयोजन प्रस्तावित है।
23. केन्द्रीय सरकार के अंतर्गत आने वाले कार्यालयों प्रशिक्षणों का निष्पादन।
24. राजभाषा विभाग, गृह मंत्रालय की बैठकों में इलाहाबाद विश्वविद्यालय का प्रतिनिधित्व करना।
25. राजभाषा विभाग गृह मंत्रालय के आमंत्रण पर प्रशिक्षण प्राप्त करना।
26. समदीय समिति के निरीक्षण संबंधी कार्य करना।

पुनीत श्रीवास्तव
28.08.2024

हिन्दी अधिकारी
Hindi Officer

इलाहाबाद विश्वविद्यालय प्रयागराज