SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

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PART- ONE

(Extra Ordinary)

Wednesday, the 30th April, 2025

Regulation No. 21/2025

Authorization to college Principal in respect of certifying his /her own Service Book etc. submitting of various proposals etc. such as his/her Pension case etc. to the Joint Director, Higher Education / Government Regulation – 2025

Whereas there is no specific law or Regulation authorizing the College Principal to certify his/her service book and to send various proposals, including his/her Pension case etc. to the Joint Director of Higher Education and to make compliance to the Jt. Director / Director Government.

AND

Whereas the Principal is an approved officer and the Joint Director, Higher Education, has authorized the college Principal to act as a Drawing and Disbursing Officer, regarding financial matters of the college,

AND

Whereas in accordance with the Ordinance No. 24 (33), the College Principal is the Executive and Academic head of the college/institute.

AND

Whereas the Principal is entrusted with maintaining record of every employees' Service Books and is authorized to certify and submit the proposals, including their pension cases, etc. to the Joint Director, Higher Education or if needed the University and make compliances to Government as the case may be,

AND

Whereas even though the College Principal is the head of the college/institute, there is no specific legislation or Regulation, for the College Principal to certify his/her own service book and to submit all proposals related to him including those pertaining to pension cases etc. to the Joint Director of Higher Education, or if needed to University and to Government as the case may be.

AND

Whereas u/s 9 (1) of Maharashtra Public Universities Act, 2016 the Hon'ble Chancellor is the Head of the University and the Hon'ble Vice-Chancellor of the University is certifying and signing his/her Service Book/ entries etc. instead the Hon'ble Chancellor and on this line it is felt necessary to prescribe Regulation on above subject u/s 75 (1) (f) of the Act, in respect of college Principal.

AND

Whereas the Board of Deans vide Item No. 28 in its meeting on 15.04.2025 u/s 37 (1)(r) of the Act recommended the Draft Regulation to the Management Council

The Management Council is hereby pleased to make the following Regulation u/s 75 (1) (f) of the Act, :-

1. This Regulation may be called "Authorization to college Principal in respect of certifying his /her own Service Book etc. submitting of various proposals etc. such as his/her Pension case etc. to the Joint Director, Higher Education / Government Regulation - 2025".

2. This Regulation shall come into force with effect from the date of its approval by the Management Council.

3. In this Regulation, unless the context otherwise require :-

a) University means Sant Gadge Baba Amravati University, Amravati established under the Maharashtra Public Universities Act, 2016,

b) "College Principal" means a "teacher" who is duly approved as a Principal by the University and "teacher" means as defined u/s 2 (61) of the Act.

c) "Joint Director" means the Joint Director of Higher Education of the region.

d) "College" means "College Affiliated to the University as defined u/s 2 (12) of the Act including autonomous college other than colleges managed and maintained by the Government.

e) "Service Book" means the Service Book of the Principal and of other employees of the college.

f) "Proposals" means "various proposals to be sent by the office of the college".

g) Head of the College means the "Principal" of the college, as per ordinance No. 24.

h) "College Management" means as defined u/s 2 (37) of the Act, which is running the college.

i) "Drawing and disbursing authority" means the College Principal, who is operating the financial accounts of the college.

4. The Principal, being responsible officer thereby shall maintain two copies of his Service Book, one of which shall be maintained with Principal's office. and second one shall be duplicate copy as Principal's personal copy maintained with the college Establishment/Account Section, till he holds the office of college Principal which shall be handed-over to him on his relieving.

5. The Establishment Section / Account Section of the said college shall regularly maintain and record entries in both the Service Books, and putting the concerning counter signature, where ever Principal is required to sign and attest to the entries.

6. So also in respect of college employees, own proposals of Principal including those for loans from provident funds, withdrawals from provident funds, final withdrawals from provident funds, pension case proposals, proposals to cash in earned leave, annual increment, etc. and other proposals of any kind, shall directly be sent with Principal's own signature duly certified by him/her to the Joint Director, Higher Education / Government future correspondence compliances etc. to Jt. Director/ Director, Higher Education, Government shall also be made accordingly by him / her.

7. The service Books/ proposals shall be maintained and as per the formats in such a manner as are required and prescribed by the Jt. Director/ Director/ Government as well as on the lines and directions for maintenance thereof.

8. The Management Council vide Item No.62 in its meeting held on 22.04.2025 has made the aforesaid Regulation u/s 75 of the Act.

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