



बिहार पशु विज्ञान विश्वविद्यालय  
बिहार पशुचिकित्सा महाविद्यालय प्रांगण, पटना-800014  
**BIHAR ANIMAL SCIENCES UNIVERSITY**  
Bihar Veterinary College Campus, Patna-800014

O.O.No. 332 /Admin./Reg./BASU, Patna

Dated: 20/01/2022

**OFFICE ORDER**  
**Delegation of Administrative Powers**

In exercise of powers conferred under section 44 (2) of Bihar Animal Sciences University Act, 2016, the Hon'ble Vice-Chancellor has been pleased to delegate administrative powers to the Officers of the University at different level as indicated below -

Sl. No.	Nature of Powers	Chairman/HOD/ In-Charge, Stations/Sub-Stations/KVK	Dean of the College/ Director Extension Education	Registrar	Vice-Chancellor
1	2	3	4	5	6
(i)	Forwarding of application form for outside employment or employment under this University.	To forward the application through proper channel.	To examine and forward the application of all the teachers and nonteaching staff by Dean, KVK Officials by D.E.E to the Registrar	To examine and put up before the Vice-Chancellor	Approval as per rules.
(ii)	Grant of Annual Increment.	-	Upto the rank of Univ. Professor & equivalent by the respective Dean. Upto the rank of Sr. Scientist and Head of KVK by the DEE	To all non-teaching officials of University HQ.	To all Dean/Directors/ Registrar/ Finance Comptroller/ Institutional Heads and equivalent
(iii)	Sanction of Earned Leave/Half Pay Leave/Commuted Leave/ Child Care Leave/Extra Ordinary Leave etc.	To recommend and suggest the alternate arrangement to look after the work during the leave.	Upto the rank of Univ. Professor with the limit of 90 days only by respective Dean. Upto the rank of Sr. Scientist of KVK with the limit of 90 days only by the DEE	To all non-teaching officials of University HQ. with the limit of 90 days only	To all Dean/Directors/Registrar/ Finance Comptroller/ Institutional Heads and to all officials above the limit of 90 days.
(iv)	Sanction of Maternity/ Paternity Leave.	To recommend and suggest the alternate arrangement to look after the work during the leave.	Upto the rank of Univ. Professor by respective Dean. Upto the rank of Sr. Scientist of KVK by the DEE	To all non-teaching officials of University HQ.	To all Dean/Directors/ Registrar/ Finance Comptroller/ Institutional Heads.

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1	2	3	4	5	6
(v)	<b>Sanction of Tour within state.</b>	To recommend and suggest the alternate arrangement to look after the work during the absence.	Upto the rank of Univ. Professor by respective Dean.  Upto the rank of Sr. Scientist of KVK by the DEE	Officials posted under the Registrar Office.	To all Dean/Directors/Registrar/Comptroller/Institutional Heads
		To all non-teaching officials posted under different Directorates/Offices of BASU HQ, such tour will be sanctioned by the concerned Dean/Director/Registrar/Comptroller.			
(vi)	<b>Sanction of Tour outside State.</b>	To forward he application/proposal through proper channel with recommendation and alternate arrangement to look after the work during the absence.	To forward he application/proposal to the Registrar with recommendation and alternate arrangement to look after the work during the absence.	To examine and put up before the Vice-Chancellor.	Approval to all officials of the University.
(vii)	<b>Sanction of CL/RH/other similar leave</b>	<p>(a) Upto the rank of Associate Professor, such leave will be sanctioned by the Chairman/HOD and to all Chairman/ HOD/ In-charge Station/Sub-station and University Professor, it will be sanctioned by the concerned Institutional Head/Dean of the college/ D.E.E .</p> <p>(b) To all other officials posted under different Directorates/Offices/Station/Sub-stations, such leave will be sanctioned by the Controlling Officer/Head of the Office.</p> <p>(c) To all Institutional Heads, such leave will be sanctioned by concerned Directors and in case of Deans/Directors/Registrar/Comptroller, it will be sanctioned by the Vice-Chancellor.</p>			

2. This order will come into force in supersession of earlier orders in this regard with immediate effect.

Memo No. 1510 Admin./Reg./BASU, Patna

Copy forwarded to:- All Deans/Directors/Finance Comptroller/Director Work Plant/ Estate Officer/Public Relation Officer/Assistant Security Officer/Assistant Registrar (Rect., Acad. & Exam)/ Legal Cell/ Krishi Vigyan Kendra, Jamui/ Overall Controlling Officer/In-charge, ICT, Cell Bihar Animal Sciences University, Patna for information and uploading on the University Website, Bihar Animal Sciences, University, Patna. for information and necessary action.

Sd/-  
Registrar  
Bihar Animal Sciences University,  
Patna - 14

Dated 20.01/2022

la. V 20.1.22  
Registrar  
Bihar Animal Sciences University,  
Patna -14  
S.M. Hussain

C. C.: Secretary to VC for kind information to the Hon'ble Vice-Chancellor, Bihar Animal Sciences University, Patna.