

ORDINANCE-VII

EMOLUMENTS, TERMS & CONDITIONS OF SERVICE, FUNCTIONS AND RESPONSIBILITY OF THE REGISTRAR

(Section 28(1)(0) & Statute 6 (3)& 6(7)(g) of the Central Universities Act 2009)

1. The first Registrar of the Central University of Haryana shall be appointed by the Visitor (the Hon'ble President of India) for a period of three years (refer Section 44 of the Act) on the terms and conditions as may be decided by the Ministry of Human Resource Development. His salary/emoluments to be paid during the period will be as decided by the Executive Council from time to time. Visitor being the appointing authority of the first Registrar, may after obtaining the view of the Executive Council, through the Vice-Chancellor, may take such action and issue such directions, as he may necessary, in respect of omissions or commissions committed by the Registrar in discharging his duties as per the provisions of the Act, Statutes and relevant Ordinance(s).
2. The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.
 - a) Provided that the Registrar shall retire on attaining the age of sixty-two years.
 - b) Provided further that where an employee of this university or any other Institution / Government and its organizations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post.
3. In case the Registrar is appointed on deputation from the Government or any other Organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. Provided that the Registrar appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor
4. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Registrar shall be performed by the senior-most Deputy Registrar or such person as the Vice-Chancellor may appoint for the purpose.

5. Registrar shall be entitled to a unfurnished residential accommodation for which he/she shall pay the prescribed license fees, as applicable to the category of the house.
6. Registrar shall be entitled to the facility of staff car and shall also be entitled to free telephone facility.
7. The terms and conditions of service, leave, allowances, provident fund and other terminal benefits of the Registrar shall be such as prescribed by the University from time to time for its non-vacation staff.
8. The Registrar shall have power to take disciplinary Action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment. Provided that:
 - a) no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the Action proposed to be taken in regard to him.
 - b) an appeal shall lie to the Vice-Chancellor against any order of the registrar Imposing any of the penalties specified in sub-clause (a).
 - c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations: Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.
9. The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be a member of either of these authorities and he shall be ex officio Member-Secretary of the Court and Building Committee of the University.
10. It shall be the duty of the Registrar:
 - 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;
 - b) To issue all notices convening meetings of the court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
 - c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
 - d) To conduct the official correspondence of the court, the Executive Council and the Academic Council;

- e) To supply to the visitor, 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;
- f) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- g) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executives Council or the Vice-Chancellor.

