CIRCULAR

Instances have come to the notice of administration where the faculties/departments/centers/other units and offices allow continuance of persons engaged/re-engaged for work in their respective units beyond the period of sanction and send requests for sanction of the same from retrospective date. In some cases persons have been engaged for work without approval and the Administration is asked to accord sanction for payment for such engagements from the date of their engagement. In some other cases when the engagement or re-engagement of person beyond certain period has been regretted, such persons are allowed to continue and request for sanction of their engagement or re-engagement is sent again to the Administration for consideration.

Such practices unnecessarily cause administrative and financial problems and put the Administration in a difficult position while causing trouble to the affected person and burden the Administration with the avoidable repetitive work.

It has, therefore, been decided to request all concerned that:

1) No person should be engaged without the prior proper sanction for it by the administration.
2) All sanctions for engagement/re-engagement shall take effect prospectively and not retrospectively.
3) All proposals for extension of engagement/re-engagement should be moved sufficiently well before expiry of the period of current engagement to enable the Administration to communicate the extension of the engagement/re-engagement well in time.
4) Once a proposal for engagement/re-engagement or extension thereof has been regretted by the Administration after due consideration then such proposal should not be sent again to the Administration unless there are new facts in the case that warrant re-consideration and review of the decision.
5) Request for re-engagement or extension of re-engagement beyond 62 years be avoided. Only in exceptional circumstances the same be requested.

This will save the Administration from administrative problems and difficulties and will help it serve better.

ASSTT. REGISTRAR
(Admin. Non-Teaching)

Copy forwarded for information and necessary action to:
1. The Directors of the Institutes
2. The Deans of the Faculties
3. The Principal, Mahila Mahavidyalaya
4. The Heads of the Departments/Offices/Units
5. The Principals/Coordinators of Schools/Centres
6. The Administrative Wardens/Wardens of the Hostels
7. All the Dy. Registrars/Assistant Registrars/IAO
8. All the section Officers of the PAD Units.

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