

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
FURSATGANJ, AMETHI, UTTAR PRADESH

OFFICE ORDER NO. RGNAU/ESTT/2025/231 DATED DECEMBER 29, 2025

The undersigned is to convey that the competent authority has approved the guidelines for channel of submission and level of final disposal of all files/proposals/ applications of the University, as given in the attached **Annexure**.

All concerned are requested to strictly adhere to the above guidelines in letter and spirit.

All Heads/Coordinators of the Department / Centre / School / Section / Unit are requested to bring it to the notice of all teaching and non-teaching employees of the University.

Encl. as stated


कुलसचिव / Registrar

To:

All Heads/Coordinators of the Departments/Centre/School/Unit – for circulation amongst the employee of their respective units.

Copy to :

- 1) All Deans
- 2) All Faculty-in-Charges
- 3) Finance Officer
- 4) Controller of Examinations
- 5) Librarian
- 6) All Deputy Registrars
- 7) Officer-on-Special Duty (AAE&HR)
- 8) System Analyst – please upload in the RGNAU website
- 9) PS to Vice Chancellor
- 10) PS to Registrar
- 11) Office Order file.

CHANNEL OF SUBMISSION

| Sl. No. | Name of the Sections | Type of work | Channel of submission | Level of final disposal | Decision communicating authority |
|---------|----------------------|---|---|-------------------------|--|
| 1. | Academic Section | a) Admission b) Day-to-day administration of UG, PG and Research students c) Academic Calendar d) Class Time Table e) All works from admission to thesis submission for Research students f) All types of Scholarships (MCM, Inspire, Endowment etc.) g) Conference/Seminar/ Workshops h) Introduction of new subjects i) Fees j) Release of fellowship/ assistantship & other scholarships k) Issue of Migration certificate, bonafide certificate, railway pass certificate, fee structure certificate l) Preparation of new academic programme m) Appointment of Post Doctoral Fellows (PDF) n) Appointment of Adjunct Faculty Disciplinary authority of UG, PG and Research students o) Convocation p) Any other related matters | AR-DR-Dean*- Vice Chancellor (*) Dean of Academic Affairs | Vice Chancellor | AR/DR for (a) to (l) and Dean for (m) to (p) |
| 2. | Examination Section | a) Examination related all works b) Examination Time Table c) Preparation and declaration of results of UG and PG students d) Semester results / marks sheet / grade sheet e) Examination malpractice punishments f) All works related to thesis evaluation of research students g) Viva-voce of PG and Research students h) Issue of marks sheets/grade sheets i) Provisional degree certificates j) Duplicate degree certificate k) Award of degree of UG, PG, Research Students l) University Medal, Prize, Award and Endowment Medal, Prize, Award m) Verification of degree certificates / mark sheets / grade sheets, etc. n) Convocation o) Any other related matters | AR-DR-CoE- Vice Chancellor | Vice Chancellor | CoE |
| 3. | Affiliation Section | a) Preparation of Affiliation Calendar b) Issue of notification for affiliation c) Scrutiny of applications for affiliation d) All works related to affiliation of a college / institution / academy e) Any other related matters | AR/DR-CoE- Vice Chancellor | Vice Chancellor | CoE |

CHANNEL OF SUBMISSION

| Sl. No. | Name of the Sections | Type of work | Channel of submission | Level of final disposal | Decision communicating authority |
|---------|--------------------------------------|--|--|-------------------------|---|
| 4. | Establishment Section | a) Maintenance of personal file and service book b) Pay fixation c) All HR related activities of faculty and non-faculty members d) Maintenance of leave record e) Sanction of official visit f) Sanction of LTC g) Annual Increment in pay h) Sanction of HBA, Lien, Deputation, EOL, other short & long leave i) Foreign visit j) Superannuation/ resignation related works k) Obtaining Police verification report l) Obtaining verification from Ministry (applicable for persons engaged in foreign country) m) Any other related matters | AR-DR(*)-Registrar-Vice Chancellor (*) OSD if no DR posted | Vice Chancellor | AR/DR for (a) to (g) and Registrar for (h) to (m) |
| 5. | Coordination & General Section (CDN) | a) Correspondence with Ministry/ Outside organisation b) Conduct of all programme, i.e. Republic Day, Independence Day, Foundation Day of the University, any other Day as notified by the Government from time to time c) Celebration of International Civil Aviation Day on 7 th December d) Sanction of imprest amount e) Dak and Despatch f) Implementation of government notification as applicable to the University g) Agreement/MoU with other agency h) Any other related matters | AR/DR(*)-Registrar-Vice Chancellor (*) OSD if no DR posted | Vice Chancellor | Registrar |
| 6. | Recruitment Section | a) Notification for recruitment of all positions b) Recruitment of faculty & non-faculty positions c) Promotion of non-faculty positions d) Preparation of Recruitment and Promotion Rules e) Posting/Transfer of non-teaching employees f) Offer of appointment to non-teaching Group-B&C positions (regular & contractual) g) Constitution of scrutiny/selection committee h) Issue of letters to experts i) Issue of written test/trade test/ interview letters to shortlisted candidates j) Offer of appointment to teaching and non-teaching Group-A positions (regular & contractual) k) Any other related matters | AR-DR*-Registrar-Dean(F)**-Vice Chancellor (*) OSD if no DR posted (**) Dean of Faculty for all faculty matters only | Vice Chancellor | Registrar for (a) to (i). Vice Chancellor for (j) |

CHANNEL OF SUBMISSION

| Sl. No. | Name of the Sections | Type of work | Channel of submission | Level of final disposal | Decision communicating authority |
|---------|----------------------------|---|--|-------------------------|---|
| 7. | Meeting Section | All works related to meetings of Academic Council including issue of decisions in the form of office order/memo. | AR-DR-Registrar-Vice Chancellor | Vice Chancellor | Registrar |
| | | All works related to meetings of Finance Committee including issue of decisions in the form of office order/memo. | AR-DR-FO-Vice Chancellor | Vice Chancellor | Finance Officer |
| | | All works related to Court, the Executive Council, the Board of Affiliation and Recognition including issue of decisions in the form of office order/memo. | AR-DR-Registrar-Vice Chancellor | Vice Chancellor | Registrar |
| | | All works related to Building & Works Committee (to be constituted) including issue of decisions in the form of office order/memo. | AR-DR-Registrar-Vice Chancellor | Vice Chancellor | Registrar |
| 8. | Finance & Accounts Section | a) Preparation of bills b) Disburse of payments c) Investment d) Correspondence with the Ministry for finance related matter e) preparation of budget f) preparation of final accounts g) conducting of internal audit h) submission of final accounts to FC/EC/CAG i) All financial related activities j) Any other related matters | AR-DFO-FO-Vice Chancellor | Vice Chancellor | DFO* for (a) & (b) FO for (c) to (j) *In absence of DFO, FO will be the communicating authority for all cases |
| 9. | Internal Audit Section | a) Internal audit of all payments b) Audit of pay fixation c) Audit of purchase proposal d) Placing of approved accounts to CAG for audit e) Liaison with CAG and internal section f) Preparation of reply of audit paras, if any g) Arrange to get final audit certificate h) Any other related matters | AR-IAO-Vice Chancellor (IAO will report to Vice Chancellor) | Vice Chancellor | IAO |
| 10. | Stores & Purchase Section | a) Preparation of purchase proposal b) Issue of purchase order c) Received of stores d) Entry into stock register e) Issue to the indenter f) Maintenance of stock register g) Verification of stock h) Fixed Assets verification by the committee i) Write-off of unusable stores j) Auction of obsolete stores k) Any other related matters | AR-DR-Registrar-Vice Chancellor | Vice Chancellor | AR/DR |
| 11. | Right to Information Cell | All matters related to the RTI of the University | CPIO-Registrar-Vice Chancellor | Vice-Chancellor | CPIO |



CHANNEL OF SUBMISSION

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|---------|---------------------------|---|---|-------------------------|----------------------------------|
| 12. | Estate Office | a) Allotment of accommodation to employee and commercial establishment b) Collect of licence fee from occupants of accommodation (this will be recovered by Finance) c) Issue of notice to vacate the quarter, if required d) Eviction notice by Estate Officer e) All formalities towards vacating the unauthorised occupant f) Any other related matters | Estate Officer-DR(Estate)-Registrar-Vice Chancellor | Vice Chancellor | DR (Estate) |
| 13. | Legal Section | a) All legal matters of the University b) Any other related matters | Law Officer-DR(Legal)-Registrar-Vice Chancellor | Vice Chancellor | Law Officer/DR(Legal) |
| 14. | Students Welfare Section | a) Matters related to students' welfare b) Proctorial committee c) Discipline of students d) Sports, cultural and other activity of students e) Annual events of students f) Any other related matters | Dean of Students Welfare -Vice Chancellor | Vice Chancellor | DSW |
| 15. | Hostel Management Centre | a) Allotment of accommodation to the students b) Collection of seat rent c) Upkeep of hostel building with the help of Maintenance Section d) Mess facilities e) Collection of caution money, if any | Asst. Warden-Warden-Dean of Students Welfare-Vice Chancellor | Vice Chancellor | Warden |
| 16. | Students Activity Centre | All matters related to sports, games, cultural programme, extra-curriculum activities etc. | Sports Officer/PTI – FIC– Dean of Students Welfare – Vice Chancellor | Vice Chancellor | FIC/DSW |
| 17. | Career Development Centre | a) Placement of students b) Internship of students c) Contact of companies d) Create awareness among students about the various opportunities available worldwide. e) Improve and equip students with soft skills. f) Act as an interface between industry and the students and facilitate industry-institution linkages. g) To help students on entrepreneurship and technology. h) To inculcate social values and ability to think independently for carrying out social responsibilities. i) Career assessment j) Career guidance and counselling k) Career skill training l) Any other related matters | AR-Collaboration-cum-Placement Officer (CCPO)-PIC-Dean*-Vice Chancellor (*) Dean of Academic Affairs | Vice Chancellor | AR/CCPO |

CHANNEL OF SUBMISSION

| Sl. No. | Name of the Sections | Type of work | Channel of submission | Level of final disposal | Decision communicating authority |
|---------|--|---|--|-------------------------|--------------------------------------|
| 18. | Security Section | a) Deployment of security personnel in the residential as well as University area b) Responsibility of land and property of the university c) Unauthorised entry of outsiders d) Front desk support to students, employees, visiting guests and others e) Implementation of security guidelines for all students as well as campus residents f) Any other related matters | Security Officer-Registrar-Vice Chancellor | Vice Chancellor | Security Officer |
| 19. | Public Relations Unit | a) University's activities, achievements and awards to be communicated appropriately to both the internal and external public b) Marketing and branding at both regional and national level c) Media liaisoning at both regional and national level d) News, information of the university, planning, drafting & writing press release, feature articles, fact sheets, etc. e) Developing and maintaining contacts with the relevant media f) Build rapport and escort various team/teams/guests visiting the university g) Any other related matters | PRO-Registrar-Vice Chancellor | Vice-Chancellor | PRO |
| 20. | Maintenance & Construction (Civil/Water/Horticulture/Sanitation) Section | a) Maintenance of all property of the University b) All civil works including preparation of estimate, MB and processing of payment (construction & maintenance) c) Liaison with local government authority for regular civil maintenance d) Cleaning of water reservoir including water geysers e) Cleaning of garden/land/horticulture f) Plantation, Maintenance of trees g) Sanitary and Sewerage work h) Water supply i) Any other related matters | Junior Engineer(Civil)-Executive Engineer - Registrar - Dean(IPSS)-Vice Chancellor | Vice Chancellor | Executive Engineer/Registrar |
| 21. | Maintenance & Construction (Electrical) Section | a) Maintenance of all electrical property of the University (construction & maintenance) b) Supply of electricity c) Upkeep of DG set including diesel etc. d) Liaison with Local government authority for electrical supply e) Any other related matters | Junior Engineer (Electrical)-Executive Engineer - Registrar - Dean(IPSS)-Vice Chancellor | Vice Chancellor | Executive Engineer/Registrar |
| 22. | Library | a) All matters related to Library including procurement of books, journals, etc. b) Any other related matters | Assistant Librarian – FIC-Librarian– Vice Chancellor | Vice Chancellor | Assistant Librarian/ Librarian |
| 23. | Information Technology / Information Cell | All matters related to IT, purchase of IT related materials, administrative works, etc. | System Analyst – System Administrator – PIC/FIC – Vice Chancellor | Vice Chancellor | System Analyst /System Administrator |

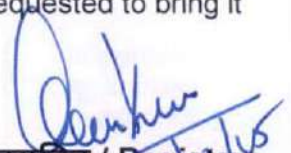


CHANNEL OF SUBMISSION

| Sl. No. | Name of the Sections | Type of work | Channel of submission | Level of final disposal | Decision communicating authority |
|---------|---|--|---|-------------------------|--------------------------------------|
| 24. | Computer & Informatics Centre (CIC) / Telephone Centre (TC) | All matters related to Computer & Informatics Centre and Telephone Centre | System Analyst – System Administrator – Head CIC/TC – Vice Chancellor | Vice Chancellor | System Analyst /System Administrator |
| 25. | Academic Departments/ Centres | All academic & administrative matters related of the academic Departments/ Centres including departmental purchase | Heads/Coordinators of the Department/ Centre – Dean of School – Vice Chancellor | Vice Chancellor | HODs/ Coordinators |
| 26. | Academic Schools | All academic & administrative matters related of the academic Schools | Dean of School – Vice Chancellor | Vice Chancellor | Dean of School |
| 27. | Automobile Section | All matters related to transport procurement, maintenance, bookings etc. | DR – Registrar – Vice Chancellor | Vice Chancellor | DR |
| 28. | Rajbhasha Vibhag | All matters related to implementation of official language | Hindi Officer– Registrar – Vice Chancellor | Vice Chancellor | Hindi Officer |
| 29. | Outsourced Manpower Section | a) Hiring of new manpower b) Removing of an existing manpower c) Entering into a new contract d) Terminating the existing contract e) Processing of all bills related to OMs f) Any other matters as directed | AR/DR – Registrar – Vice Chancellor | Vice Chancellor | AR/DR |
| 30. | Counselling Centre | All matters related to counselling | Counsellor – Dean of Students Welfare – Vice Chancellor | Vice Chancellor | Counsellor / DSW |
| 31. | Medical Centre | Medical facilities to the students at University Medical Centre as well as arranging to shift patients to Government hospital/other hospitals (if required), faculty, staff and others, purchase of medicines, agreement with external hospitals, health and hygiene advises, etc. | Medical Officer – Head Medical Centre – Registrar - Vice Chancellor | Vice Chancellor | Head Medical Centre |
| 32. | Research & Development, IPR Section | All matter related to R&D, IPR and consultancy works. | AR/DR – Dean (R&D)– Vice Chancellor | Vice Chancellor | AR/DR/ Dean (R&D) |
| 33. | Outreach and Alumni Section | All matters related to Outreach activities and Alumni Affairs | AR/DR – Dean (O&AA)– Vice Chancellor | Vice Chancellor | AR/DR/ Dean (O&AA) |

Note : In addition to the above, the Vice Chancellor shall also be decision communicating authority for all cases as and when needed.

All Heads/Coordinators of the Department / Centre / School / Section / Unit are requested to bring it to the notice of all teaching and non-teaching employees of the University.


कुलसचिव / Registrar
29/12/25