

Sno	Manual/handbook
1	Authorisation form for salary deduction
2	TA on Transfer
3	TA/DA Settlement
4	Life Certificate Form
5	Self declaration certificate for completion of journey
6	Form Immovable property
7	Form Family declaration
8	House Rent Allowance Certificate
9	Marriage declaration form
10	TA advance Form
11	Vehicle Advance form
12	Children Educaion advance Form
13	Application for advance from GPF/CPF
14	application for withdrawal from GPF/CPF
15	Form for Temporary pass
16	Form for Sabbatical leave & Extra ordinary leave
17	Form for Conference Visa
18	PRL joining report format
19	Form for private foreign visit
20	Application for seeking NOC for obtaining New/renewal of old passport
21	Application form for Children Educaion allowance
22	Certificate for claiming CEA
23	Application for Hostel Subsidy
24	Certificate for claiming Hostel Subsidy
25	Joint declaration form for claiming CEA and Hostel Subsidy
26	Guidelines for claimimg CEA & Hostel Subsidy
27	Proforma for submission of deputation proposal
28	Application for deputation
29	Foreign TA final settlement form
30	Prerequisites & General Instructions
31	Indent preparation and approval
32	Bid recommendation and approval
33	Prerequisites to work with eprocurement system
34	User reassignment
35	Leave application
36	LTC self declaration
37	LTC joint declaration
38	Application for grant of LTC
39	Proforma for self declaration
40	LTC settlement claim form
41	Self declaration certificate for completion of journey
42	Joining report after availing leave
43	Claim form for academic allowance
44	Book request form
45	Inter Library loan
46	Library membership form
47	Xerox form
48	Medical reimbursement form
49	CHSS annual declaration 2023

50	CHSS initial addition form
51	Annual Maintenance Contract form
52	Form for overtime work
53	Form for immovable property return
54	Form for disposal of obsolete equipments/dead stock items
55	Credit Society loan form
56	Credit society savings withdrawal form
57	Honorarium to visitors
58	Credit society membership form
59	Nomination form for Provident Fund
60	Nomination for Group Insurance Scheme
61	Nomination form for DCRG
62	Guest House reservation form
63	Catering requisition
64	Transport requisition form
65	Asset transfer form
66	General Guidelines on Condemnation
67	General guidelines for Asset Management
68	Disposal form
69	Asset management & identification form
70	Claim for Telephone reimbursement form
71	Form for availing additional facility on official extension
72	Approval form for reimbursement for mobile & landline on functional basis.

Custodian	Electronic format	Printed format	Free of cost	At a reasonable cost	English
Accounts	yes	No	Yes	No	Bilingual
Accounts	yes	No	Yes	No	Bilingual
Accounts	yes	No	Yes	No	Bilingual
Accounts	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
Dean	yes	No	Yes	No	Bilingual
Dean	yes	No	Yes	No	Bilingual
Accounts	yes	No	Yes	No	Bilingual
Purchase	yes	No	Yes	No	Bilingual
Purchase	yes	No	Yes	No	Bilingual
Purchase	yes	No	Yes	No	Bilingual
Purchase	yes	No	Yes	No	Bilingual
Purchase	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
Academic Services	yes	No	Yes	No	Bilingual
Library	yes	No	Yes	No	Bilingual
Library	yes	No	Yes	No	Bilingual
Library	yes	No	Yes	No	Bilingual
Medical	yes	No	Yes	No	Bilingual
Medical	yes	No	Yes	No	Bilingual

Medical	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
Stores	yes	No	Yes	No	Bilingual
	yes	No	Yes	No	Bilingual
	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
Estate	yes	No	Yes	No	Bilingual
Catering	yes	No	Yes	No	Bilingual
Transport	yes	No	Yes	No	Bilingual
Stores	yes	No	Yes	No	Bilingual
Stores	yes	No	Yes	No	Bilingual
Stores	yes	No	Yes	No	Bilingual
Stores	yes	No	Yes	No	Bilingual
Stores	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual
General Admin	yes	No	Yes	No	Bilingual

[illegible]

[illegible]