

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subharti Puram, Delhi-Haridwar by Pass Road Meerut

Ph. 0121-2439089, 2439578 Fax: 0121-2439067

No. SVSU/2008/805

Date: 08-12-2008

Ratified by Executive Council
(30.03.2009)

Notification

The following ordinance, as approved by the Hon'ble Chancellor on 12-11- 2008, is published herewith for information:

ORDINANCE No. VII (1)

The Legal Cell

1. This Ordinance shall be called the Ordinance for the Legal Cell.
2. The Ordinance shall come into force with immediate effect.
3. A Legal Cell shall be established in the University to give legal opinion on all matters where in such an opinion is sought by any Officer or any Authority of the University. The Principal of Law College shall be the Head of the Legal Cell (H.L.C.) and he will be assisted by the Legal Manager/Asstt. Legal Manager.
4. Legal opinion can be sought *inter alia* in the following cases:
 - a) Legal notice received by any Officer or Authority of the University in official capacity.
 - b) If any legal notice is required to be sent to any person/organization etc. by the University.
 - c) Issues related to the Consumer Forum.
 - d) Issues related to the Right to Information Act.
 - e) Issues related to the termination of the services of an employee (No termination order shall be issued until cleared by the Legal Cell).
 - f) Any matter which in the opinion of an Officer or Authority of the University requires legal consultation.
 - g) To proceed in any legal matter on the advice of an external legal expert, if any.

The above list is illustrative and not exhaustive.

5. Procedure:

- i) The decision regarding seeking legal opinion shall be taken by an Officer not below the rank of Principal/Registrar/Finance Officer/Personnel Officer, who will issue directions to his Office Superintendent/Assistant for preparing a draft note for obtaining legal opinion on the issue within a specified time limit.
- ii) The Office Superintendent/Assistant concerned will prepare a comprehensive draft note within the time limit specified as in (i) above detailing the facts of the case, and bringing out clearly the points on which legal opinion is required. He can take help from the Legal Cell in preparing the draft as and when required.
- iii) The draft will be seen and approved by the Principal/Registrar/Finance Officer/Personnel Officer, as the case may be without any delay.

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08.12.08

- iv) The Office Superintendent/Assistant will send the draft so approved along with the relevant files to the Legal Manager/Assistant Legal Manager immediately.
 - v) The Legal Manager/Asstt. Legal Manager shall scrutinize the relevant papers and if found in order, place the draft note along with the relevant files before the Head of the Legal Cell (HLC) without delay.
 - vi) The HLC may, if required, seek additional information from the referring Officer to be furnished within a specified time limit.
 - vii) HLC can summon the Office Superintendent concerned for discussions and for seeking clarifications or for giving appropriate instructions.
 - viii) On instructions from the HLC, the ALM may arrange a meeting between HLC and the referring Officer, if required, at an appropriate place and time, before the legal opinion is finalized.
 - ix) *If the referring Officer needs any clarification on the legal opinion or if he wants to discuss the issue with HLC, he may call on/call the HLC to discuss and finalize the matter.
6. The Legal opinion finally received from the HLC shall be submitted by the referring Officer to the Vice-Chancellor for his approval. In case, the Vice-Chancellor deems it necessary, he may refer the matter to the Chancellor for seeking guidance.
 7. Time is the essence in legal matters. Strict observance of the time schedule is, therefore, a must. Delay at any stage may invite appropriate action by the higher authority.

By Order etc.

Sail
08.12.06
P.K. Garg
Registrar

Copy to:

1. P.S. to President S.K.K.B. Charitable Trust
2. P.S. to Vice-President S.K.K.B. Charitable Trust
3. P.S. to Chancellor
4. P.S. to Vice-Chancellor
5. P.S. to Pro Vice-Chancellor
6. Dean & Principal Dental College.
7. Dean & Principal Medical College.
8. Dean & Principal Law College
9. Dean & Principal Engg.College
10. Principal Arts, Science & Management
11. Principal Nursing College
12. Principal Physiotherapy College
13. Principal Journalism & Mass Communication.
14. Finance Officer
15. Personnel Officer
16. Guard File

Sail
08.12.06
P.K. Garg
Registrar