

नमो वृक्षः कर्मोऽथवा | कर्मः बन्धुः

**Hand book under
Right to Information Act, 2005**

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Right to Information Act, 2005**

fo"k; I pph

Øekad	v/; k; dk uke	i "B Øekad
1.	v/; k; &1 i Lrkouk Introduction	
2.	v/; k; &2 I æBu dh fof' kf"V; ka ÑR; , oa drD; Particulars of Organization, Functions and Duties	
3.	v/; k; &3 vf/kdkfj; ka vkš deþkfj; ka dh ' kfä; ka , oa drD; Powers and Duties of Officers and Employees	
4.	v/; k; &4 ÑR; ka ds fuokgu grq fu; e] fofu; e] vuqsk] funf' kdk vkš vfhkys] k Rules, Regulations, Instructions, Manual and Records, for Discharging Functions	
5.	v/; k; &5 uhfr fu/kkj .k o dk; D; u ds l æk ea turk ; k tu& ifrfu/kh l s ijke' kz ds fy; s cuk; h x; h 0; oLFkk dk fooj .k Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	
6.	v/; k; &6 ykd i kf/kdkjh ds i kl ; k muds fu; æ .k ea mi yC/k nLrkost ka dk i D xka %categories% ds vuq kj fooj .k A statement of the categories of documents that are held by it or under its control	
7.	v/; k; &7 ckM] i fj "knk] l fefr; ka , oa vU; fudk; ka dk fooj .k A statement of boards, council, committees and other bodies constituted as its part	
8.	v/; k; &8 ykd l puk vf/kdkfj; ka ds uke] i nuke , oa vU; fof' kf"V; ka The names, designations and other particulars of the Public Information Officers	
9.	v/; k; &9 fu.kz yus dh i fØ; k Procedure followed in Decision Making Process	
10.	v/; k; &10 vf/kdkfj; ka vkš deþkfj; ka dh funf' kdk Directory of Officers and Employee	
11.	v/; k; &11 i R; d vf/kdkjh vkš deþkj h }kj k ekfl d i kfj Jfed vkš ml ds fu/kkj .k dh i) fr The Monthly Remuneration Received By Each of its Officers and employees, Including the System of Compensation as Provided in Regulations	

12.	v/; k; &12 iR; d vfkdkj.k dks vkoavR ctV ¼ Hkh ; kst ukvkh 0; ; iLrkoka rFkk /ku forj.k dh l puk½ The Budget Allocated to each Agency (Particulars of all plans, proposed expenditure and reports on disbursement made)	
13.	v/; k; &13 vuqku@jkt; l gk; rk dk; Øeka ds fØ; k lo; u dh jhfr The Manner of Execution of Subsidy Programmes	
14.	v/; k; & 14 fj; k; rk vuqki =ka rFkk i kf/kdkjka ds ikflrdkz/ka ds l dk ea foj.k Particulars of Recipients of Concessions, permits or Authorization granted by it	
15.	v/; k; & 15 dR; ka ds fuoZu ds fy, LFkkr ekud@fu; e Norms set by it for the discharge of its functions	
16.	v/; k; & 16 byDVkfud #i ea mi yC/k l puk; a Information available in an electronic form	
17.	v/; k; & 17 l puk ikr djus ds fy, ukxfjdka dks mi yC/k l fo/kkvka dk foj.k Information available in an electronic form	
18.	v/; k; &18 vU; mi ; kxh tkudkfj; ka Other Useful Information	

**v/; k; & 1
i Lrkouk**

**Chapter 1
Introduction**

1-1 di ; k gLri qLrdk dh i "B Hkfe ij izk'k Mkye ¼ puk dk vf/kdkj vf/kfu; e] 2005½
fof/k , oaU; k; ea=ky;] Hkjr l jdkj }kjk fnukad 12-10-2005 l s l puk dk vf/kdkj vf/kfu; e
ykw fd; k x; k gS ftl ds ifji; ea bl i qLrdk ea nsh vfgY; k fo'ofok |ky;] blnkj dh
fofHku xrfkof/k; ka dks /; ku eaj [krs gq l puk; j l feefyr dh xbZ gA

1-2 gLri qLrdk dk mnas ; A
bl i qLrdk dk mnas ; nsh vfgY; k fo'ofok |ky; blnkj dk ifjp; nuk gSA tu l keU; dh
nf"V l s ; fn dkbZ mi ; ksh tkudkjh pkgh tkrh gS rks ml s ifjpk; kRed : i l s bl ea n'kkZ k
x; k gS vFkkZr fd l h fo"k; dk 'kh"kd nS [k dj ml dh tkudkjh ikr djus gsrq vkonu fn; s tk
l d} bl s /; ku eaj [krs gq ; g gLri qLrdk cuk; h x; h gA

1-3 ; g i qLrdk fdu 0; fDr; ka@l l Fkkuka@l aBuka bR; kfn dsfy, mi ; ksh gA
; g i qLrdk ied [k : i l s fo |kfFkZ k} muds vfHkHkkodk} fo'ofok |ky; ds vf/kdkjh@
depkjh@f'k{kdka , oa f'k{k ds {ks= ea dk; Z djus okys fofHku 'kkI dh; , oa v'kkI dh; l aBuka
dsfy, mi ; ksh gA

1-4 gLr i qLrdk dk ik: iA
i qLrdk dks 18 v/; k; ka ea foHkkftr fd; k x; k gS vkj iR; d v/; k; ea ml ds 'kh"kd dh
xrfkof/k; ka dk fooj.k fn; k x; k gA

1-5 i fjHkk"kk, a ½ dIk; k gLri qLrdk ea iz; ksh dh x; h 'kCnkoyh dks i fjHkkf"kr dj}A
i qLrdk ea mYyf [kr 'kCnkoyh dk vk'k; ogh gS tks e/; insk fo'ofok |ky; vf/kfu; e 1973
rFkk ifjfu; e vkj v/; kns kka ea mYyf [kr gSA

1-6 gLr i qLrdk ea l feefyr fo"k; ka ds l aZk ea folr tkudkjh rFkk vU; tkudkfj; ka ds fy,
l a dZ0; fDrA

dy l fpo] nsh vfgY; k fo'ofok |ky; blnkj
njHkk"kk Øekad & ¼ 0731½ 2527532
QDI & 0731&2529540
oc l kbV & www.dauniv.ac.in

1-7 gLri qLrdk eamiyC/k tkudkjh ds vrfjDr l puk ikr djus dh fof/k , oa 'kq'dA
tkudkjh ikr djus ds ifØ; k ogh jgsk tks jkT; 'kkI u }kjk l e; & l e; ij fu/kkZjr dh
tk, A 'kq'd ogh ns gsk tks jkT; 'kkI u fu/kkZjr djaA ifØ; k rFkk 'kq'd 'kkI u ds vkns kka
dsrgr ifjorZ; jgsk A

v/; k; &2 1/2 euy & 1½
I αBu dh fof'kf"V; kWdR; , oa drD;

Chapter- 2 (Manual-1)
Particulars of Organization, Functions and Duties

2-1 ykd i kf/kdj.k ds mnns;

nsh vfgY; k fo'ofu | ky; bnsj dh LFkki uk o"lz 1964 ea dh xbz Fkh A mPp f'k{kk dh fofHkuu 'kk[kkvka dh f'k{k.k dh 0; oLFkk djuk rFkk xosk.kk dk; Z rFkk Kku dk vfhko/kzu vsj ipkj djuk fo'ofu | ky; dh LFkki uk dk eq; mnns; gSA

2-2 ykd i kf/kdj.k dk fe'ku@fotu

mPp xqkorrk dh fer0; ; h vsj l yHk jkst:xkj eyd , oa 0; ol k; kDeq[kh vk/kfud oKkfud rdudh mPp f'k{kk inku djuk gh bl fo'ofu | ky; dk fe'ku gA

2-3 ykd i kf/kdj.k dk l f{kr bfrgkl vsj bl ds xBu dk i l x

ikj.kf.kd , oa , srgkfl d i "Bhkie , oa ijEijkvka l s ifjiwkZ ekyok ds dbrnLFky ea fLFkr blnksj uxj fofHkuu {ks=ka ea vi uh xksoiwkZ mi yfC/k; ka ds fy, fo[; kr gA blnksj ea mPp f'k{kk dh mTtoy ijEijk jgh gA gkydj jkT; ds nksj ku l s ; gka fo'ofu | ky; dh LFkki uk ds iz Ru fd; s tkrjgs A oraku fo'ofu | ky; dh LFkki uk blnksj fo'ofu | ky; vf/kfu; e] 1963 ds jkjk l u-1964 ea dh xbz Fkh A 1982 l s ikr% Lej.kh; iq; l fyyk nsh vfgY; k ckbz gkydj ds ifr J/nk , oa l Eeku ds irhd Lo: lk bl dk uke **pnsh vfgY; k fo'ofu | ky; blnksj** gks x; k gA

fo'ofu | ky; ds {ks=kf/kdkj ea blnksj ftys ds vfrfjDr [kj xku] /kkj >kcq/k] cMokuh , oa cjkuij ftys ea fLFkr egkfo | ky; l Ec/nrk ikr gA uskuy , l s eV , .M , ØSM, 'ku dkl y us fo'ofu | ky; dks mPp f'k{kk ds ekudka ea mi yfC/k; ka ds vk/kkj ij pkj fl rkjk (Four Star) ntkzfn; k gSA

2-4 ykd i kf/kdj.k ds drD;

xqkorrk ; Dr mPp f'k{kk o 'kksk dh xfrfof/k; ka dks fofu; fer djuk bl fo'ofu | ky; dk ieq[k drD; gA

2-5 ykd i kf/kdj.k ds eq; dR;

fo'ofu | ky; ds eq; dk; Z fuEukuq kj gS%&

- 1- fo | k dh , d h 'kk[kkvka ea ftlga fo'ofu | ky; l e; & l e; ij vo/kkfjr dj} f'k{k.k ds fy, 0; oLFkk djuk vsj xosk.kk dk; Z rFkk Kku ds vfhko/kzu , oa ipkj ds fy, 0; oLFkk djuka
- 2- mu 0; fDr; ka dks tks fo'ofu | ky; ds l nl; u gk} f'k{k.k ftl ds vlrxzr vkrs gA i=kpkj rFkk , d s vl; ikB; dE] ftlga fd og vo/kkfjr dj} nsus ds fy, 0; oLFkk djuka
- 3- v/; ki u rFkk xosk.kk ds fy, fo'ofu | ky; dh iz ksc' kkykvk} i qrdky; k} l azgky; ka rFkk vl; l ktI Ttk dk vk; kstu djuka
- 4- egkfo | ky; k} v/; ki u&foHkkxk} ik/; ; u dbrn} v/; ; u dbrn} rFkk Nk= fuokl ka dks LFkkfir djuk] l akkfjr djuk rFkk mudk izdk djuka

- 5- ½d½ vf/kfu; e ds mi dU/kka ds v/khu vkpk; Z in] mi kpk; Z i k/; ki d rFkk fo | k l ædkh dkbz vU; in ; k dkbz vU; v/; ki u in] tks fd fo'ofu | ky; }kjk vi f{kr gkš lLFkr djuk vkš , d s inka ij 0; fDr; ka dks fu; Ør djukA
- ¼k½ mu 0; fDr; ka dks tks fdl h vU; fo'ofu | ky; ; k l æBu ea dk; Z dj jgs gkš fo'ofu | ky; ds v/; ki d ds : i ea fufofnZB dkykof/k ds fy, fu; Ør djukA
- 6- v/; ki dka dks bl : lk ea eku; rk nsuk fd os egkfo | ky; ea f'k{k.k nsus ds fy, vfgR gA
- 7- fdl h fo"K; ea iz[; kr 0; fDr; ka dks bl iz kstu l s eku; rk nsuk fd os ml fo"K; ea xošK.kk ds l ædk ea i Fk in'ku dja
- 8- foHku ij h{kkvka ds fy, f'k{k.k&Øe vf/kdfFkr djukA
- 9- mi kf/k; k mi kf/ki =] i æk.k&i = rFkk fo | k l ædkh vU; fo f"Brk; a l LFkr djukA
- 10- ij h{kkvk eW; ka du ; k tkp dh fdl h vU; i/nfr ds vk/kkj ij mi kf/k i = ; k i æk.k&i = nsuk vkš mi kf/k; ka rFkk fo | k l ædkh vU; fo f'k"Vrk; a inku djukA
- 11- , d h 'krkš dš tš h fd fo'ofu | ky; vo/kkfjr djš v/; /khu jgrsgg ij h{kkvk eW; ka du ; k tkp dh fdl h vU; lk) fr ds vk/kkj ij mi kf/k lk = nsuk vkš mi kf/k; k rFkk fo | k l ædkh vU; fo f'k"Vrk; a inku djuk A
- 12- mu 0; fDr; ka dks ftUgkaus v/; kns kka ea vf/kdfFkr 'krkš ds v/khu xošK.kk dk; Z fd; k gkš mi kf/k l ædkh vU; fo f'k"Vrk; i inku djuk]
- 13- mi kf/k; k mi kf/ki =k i æk.k lk=ka rFkk fo | k l ædkh vU; fo f'k"Vrkvka dk mfpr rFkk lk; kRr dkj .k l s i R; kgj .k djuk]
- 14- vuæksnr 0; fDrk; ka dks i jfu; eka ea fofgr dh xbz jhfr ea l Eekfud mi kf/k; ka ; k fo | k l ædkh vU; fo f'k"Vrk; i inku djuk]
- 15- , d s 0; fDr; ka ds fy; s tks fo'ofu | ky; ds fo | k fFkz; ka ds : lk ea uketdr u gkš rks , d s 0; k[; kuka rFkk f'k{k.k dh 0; oLFkk djuk vkš mUga , d s mi kf/ki = rFkk i æk.k lk = inku djuk tš sfd fo'ofu | ky; vo/kkfjr djš
- 16- ml jhfr ea rFkk mu 'krkš ds v/khu] tks i jfu; eka ; k v/; kns kka }kjk fofgr dh xbz gkš mu egkfo | ky; ka dks tks fo'ofu | ky; }kjk l ækkfjr u gkš vi us fo' kškkf/kdkj nsuk] bu l elr fo' kškkf/kdkj ka dk ; k muea l s fdl h Hkh fo' kškkf/kdkj dk i R; kgj .k djuk vkš egkfo | ky; ka dk izdk xg.k djuk]
- 17- fo'ofu | ky; ds fdl h v/; ki u foHkkx] i k/; ; u dlnz ; k egkfo | ky; dks Lo'kkl h egkfo | ky; ds : lk ea ?kš"kr djuk %
- 18- fo'ofu | ky; }kjk eku; egkfo | ky; ka rFkk l æFkkvka ea v/; ki u rFkk xošK.kk dk; Z dk l pkyu djuk] l elb; djuk] fofu; eu djuk rFkk fu; æ.k djuk]

- 19- i fjfu; eka rFkk v/; kns kka ea fofgr dh xbz jhfr ea mu Nk= fuokl ka dks tks fo' ofo | ky; }kjk l dkkfjr u gk; eku; rk nsuk rFkk fdl h , d h eku; rk dk i R; kgj .k djuk]
- 20- egkfo | ky; ka rFkk eku; rk i ktr l h.Fkkvka dks fujh{k.k djuk rFkk ; g l fuif' pr djus ds fy; s mik; djuk fd muea f'k{k.k v/; ki u rFkk i f'k{k.k dk mfpr Lrj cuk; s j [kk tkrk g]
- 21- l ekt ds detkj oxka ds rFkk fof'k"Vr% vuq fpr tkfr; ka rFkk vuq fpr tutkfr; ka ds 'k\$kf.kd fgr dks fo'kSk l rdzrk ds l kFk l a dfrzr djuk A
- 22- fo' ofo | ky; ds v/; ki dka rFkk i dz Nk=ka ds fy; s i q% | d i kB; Øeka 1/2 Qz kj dkd 1/2 rFkk vodk'k i kB; Øeka 1/2 ds ku dkd 1/2 dh l fo/kk, a nsuk]
- 23- , d h jhfr ea rFkk , d s iz kstua ds fy; } ftlga@ftl s fd fo' ofo | ky; vo/kkfjr djs vU; fo' ofo | ky; ka rFkk i kf/kdkfj; ka ds l kFk l g; kx rFkk l gdkj djuk]
- 24- Lor% gh ; k vU; fo' ofo | ky; ka ; k jkT; l jdkj ; k l ak l jdkj ds l g; kx l sfglnh ds v/; ; u ds l EorZu rFkk fodkl ds fy; s mik; djuk]
- 25- **fuEufyf[kr ds fy; s 0; oLFkk djuk %&**
 1/4d1/2 cfgbzrhZ 1/4 DI VtE; ijy1/2 v/; ki u rFkk foLrkjh l okl
 1/4k1/2 lk=kpkj i kB; Øe
 1/4x1/2 'kkjhfd i f'k{k.k]
 1/4k1/2 [ksyka rFkk 0; k; ke l adkh fØ; kdyki]
 1/4M1/2 l ekt l ok l dhep
 1/4p1/2 jk"Vh; dM/V dks]
 1/4N1/2 fo | kFkhZ l ak]
- 26- mu l okvka ds fy; s tks l ak ; k jkT; l jdkj ds v/khu gks i fr; ksch ijh{kkvka l s l ad/kr i f'k{k.k dh rFkk vU; i f'k{k.k dh] tks jk"Vh; fodkl ea l gk; d gk\$ 0; oLFkk djuk]
- 27- **fuEufyf[kr dks l lFkr djuk rFkk mudk izdk djuk %&**
 1/4d1/2 l puk C; jk\$
 1/4k1/2 fu; kst u C; jk\$ vk\$
 1/4x1/2 enz.k rFkk izdk'ku foHkx vk\$ vuokn C; jks A
- 28- fo' ofo | ky; ds fo | kfkz; ka ds fuokl] vkpj .k rFkk vuqkkl u dk lk; b\$kd rFkk fu; a .k djuk vk\$ muds LokLF; , oa l keku; dY; k.k ea vfhkof) djus ds grq blr tke djuk]
- 29- izkkl fud] fyfi d oxh; rFkk vU; vko'; d inka dk l tu djuk rFkk mu ij fu; qDR; ka djuk]
- 30- fo' ofo | ky; ds ofud vf/kdkfj; k; v/; ki dka rFkk vU; depkfj; ka ij i fjfu; eka rFkk v/; kns ka ds vuq kj fu; a .k djuk]

- 31- U; kl ka rFkk fol; kl ka ¼ .Mkmev/ ½ dks /kkj.k djuk vks mudk izdk djuk rFkk v/; rkoFRr; k; ¼Qsyks'kl ½ Nk=ofRr; kj Nk= l gk; rk ofRr; k; ¼ Xthfo'ku ¼ othQs ¼ol jht¼ ind ,oavU; ijLdkj l fLFkr inku djuk]
- 32- l nu rFkk vuqku iklr djuk vks bl vf/kfu; e ds mi cakka ds vuq kj fuf/k; k; fofufgr djuk]
- 33- jkT; ljdkj ds ind vupku l s fo'ofu |ky; ds iz kstuka ds fy; s fo'ofu |ky; l aFRr dks ifrHkr ij /ku m/kkj ysuk]
- 34- fo'ofu |ky; ea izsk l cakh eki.n.M] ftuds vxzr ijh{kk} eV; kacu ; k tkp dh dkbZ vl; lk) fr vkrh g} vo/kkfjr djuk]
- 35- L=h fo |kFkz ka dh n'kk ea , d s fo'kSk burtke djuk ftuga fd fo'ofu |ky; okNuh; l e>}]
- 36- de}kfj; ka ds LokLF; , oal keU; dY; k.k dh vfhkof) ds fy; s burtke djuk A
- 37- l eLr , d s dk; Z rFkk ckr} pgs os inkdR 'kfDr; ka l s vku{kk}d gka ; k u gk} tks fo'ofu |ky; ds mnas ; ka dks vkxs c<kus ds fy; s vi f{kr gk} djuk A

2-6 ykd ikf/kdj.k }kjk inRr l okvka dh l ph , oamudk l f{klr foj.k

- uohu v/; ; u'kkyk@egkfo |ky; [kksyus rFkk fo |eku ea f'k{k.k dh l fo/krvka ea of) djuk@ uohuhdj.k djus dh vuqfr nsuk A
- fo'ofu |ky; v/; ; u'kkyk@l Ec) egkfo |ky; ka dh 'k{kf.kd i kB; p; kz ds fy, funsk nsukA
- fo'ofu |ky; v/; ; u'kkyk@l Ec) egkfo |ky; ka ea 'kkjhjd f'k{k dh 0; oLFkk ds funsk nsukA
- l Ec) egkfo |ky; ka ds fo |kFkz ka ds fy; s i kB; & i qrd} i qrd c} dh 0; oLFkk djukA
- vf/kNk=ofRr; kll(QSyks'ki) rFkk Nk=ofRr; kll inku djuk A
- fo |kFkz ka dka l ekt l ok f'k{k&jk"Vh; l ok ; kstuk l cakh xfrfof/k mi yC/k djuk A
- okvka l s l cakh l Hkh fo"K; mnkgj.kkFkz& fu; qDr; kll vodk'k] inLFkki uk; } Lfkkukarj.k] oru] fuofRr oru] inkdufr; kll Hkfo"; fuf/k] ifrfu; qDr; kll foHkxh; tk} n.M rFkk vH; konu] U; k; ky; hu izdj.kka dk fuiVkj vkfn inku djuk A
- egkfo |ky; ea Nk= l aks ds xBu l cakh dk; Z djuk A
- i kB; Rrj xfrfof/k; ka dk l pkyu djuk A
- v/; ; u@'kksk dh 0; oLFkk, a djuk A
- l ekt ds detkj oxZ ds fo |kFkz ka fo'kSk% vuq fpr tutkfr] vuq fpr tkfr] vl; fi NMLk oxZ ds 'k{k}kd fgrka ds fy; s dk; Z djuk A

2-7 **ykd i kf/kdj.k ds fofHku Lrjka ¼ kkl u] funskky;] {ks=} ftyk] Cykkl vkn½ ij**
I aBukRed <kpk ¼t gkll/ykxwgkA

¼½ vf/kdkjh
fo' ofo | ky; ds fuEufyf [kr vf/kdkjh gS %&
¼1½ dykf/ki fr
¼2½ dyi fr
¼3½ dykf/kl fpo
¼4½ I dk; ka ds I dk; k/; {k
¼5½ dyI fpo
¼6½ fo | kFkZ dY; k.k dk I dk; k/; {k
¼7½ fo' ofo | ky; I dk ea , d s vf/kdkjh tks i fjfu; eka }kj k fo' ofo | ky; ds vf/kdkjh
?kS'kr fd; s tkrS A

½c½ fo' ofo | ky; ds fuEufyf i kf/kdkjh gS %&
1- I Hkk
2- dk; Z i fj "kn
3- fo | k i fj "kn
4- fo | k I dk; ; kstuk , oa eW; ka du ckMZ
5- I dk;
6- v/; ; u ckMZ
7- foRr I fefr

2-8 **ykd i kf/kdj.k dh dk; Z n{krk c<kus grq tul g; ks dh vi {kk, A**

ykd f'k {kk dk {ks= cgr 0; ki d gS vj; fo' ofo | ky; ds I hfer I d k/ka ea v/kk j puk I dk;h
0; oLFkkvka ea tu I g; ks vR; r vko'; d gA I kFk gh fo' ofo | ky; ds egro dks nq'krs gq
mi ; ks d r k vka ¼ fo' ksr % m | ks 0; ki kj vkn½ I s t k m t k i k l i x d gA

2-9 **tu I g; ks I fuf'pr djus ds fy, fof/k@0; oLFkA**

tu I g; ks I fuf'pr djus ds fy, fo' ofo | ky; dh I Hkk , oa dk; Z i fj "kn ea i ko/kku fd, x,
gSA

2-10 **tu I dkvka ds vuqo.k , oaf'kdk; rka ds fujkdj.k dh 0; oLFkA**

turk dh f'kdk; r ds fujkdj.k ds fy, fo' ofo | ky; Lrj ij vf/kdkfj; ka dks I h/ks i = Hkst k
tk I drk gA

2-11 **e[; dk; k; rFk fofHku Lrjka ij dk; k; ka ds i rs g**
irk &
dyI fpo]
nsh vfgY; k fo' ofo | ky;]
blnkj ¼e-i z½ 452001

2-12 **dk; k; ds [kyus dk I e; & ikr% 10-30 cts**
dk; k; ds cln gkus dk I e; & I k; a5-30 cts

v/; k; & 3 1/2 & 2 1/2
vf/kdkfj; ka vkj de'pkfj; ka dh 'kfDr; ka , oa drD;

Chapter – 3 (Manual-2)

Powers and Duties of Officers and Employees

3-1 vf/kdkfj; ka , oa de/pkfj; ka dh 'kfDr; ka , oa drD;

da	in dk uke	i z kkl dh; 'kfDr; kW	foRrh; 'kfDr; kW	vU; 'kfDr; kW	drD;
1-	dyl fr	e/; inšk fo' ofo ky; vf/kfu; e , oa ifjfu; e , d , oa nks }kjk inRr l eLr 'kfDr; kW	e/; inšk fo' ofo k y; vf/kfu; e , oa ifjfu; e , d , oa nks }kjk inRr l eLr 'kfDr; kW	e/; inšk fo' ofo ky; vf/kfu; e , oa ifjfu; e , d , oa nks }kjk inRr l eLr 'kfDr; kW	e/; inšk fo' ofo ky; vf/kfu; e , oa ifjfu; e , d , oa nks }kjk fu/kkġjr l eLr drD;
2	dyl fpo	e/; inšk fo' ofo ky; vf/kfu; e , oa ifjfu; e rhu }kjk inRr l eLr 'kfDr; kW	e/; inšk fo' ofo k y; vf/kfu; e , oa ifjfu; e rhu }kjk inRr l eLr 'kfDr; kW	e/; inšk fo' ofo ky; vf/kfu; e , oa ifjfu; e rhu }kjk inRr l eLr 'kfDr; kW	e/; inšk fo' ofo ky; vf/kfu; e , oa ifjfu; e rhu }kjk fu/kkġjr l eLr drD;
3	mi dyl fpo	&&	&&	&&	vkoŋVr dk; ka ds nkf; Roka dk fuoġu
4	l gk; d dyl fpo	&&	&&	&&	vkoŋVr dk; ka ds nkf; Roka dk fuoġu
5-	foRrkf/kdkjh	ifjfu; e dekd 21 ds }kjk fu/kkġjr l eLr 'kfDr; kW	ifjfu; e dekd 21 ds }kjk fu/kkġjr l eLr 'kfDr; kW	ifjfu; e dekd 21 ds }kjk fu/kkġjr l eLr 'kfDr; kW	ifjfu; e dekd 21 ds }kjk fu/kkġjr l eLr drD;
6-	Mhu] LVMŋV osyQs j	fo' ofo ky; ifjfu; e dekd &pkj }kjk fu/kkġjr l eLr 'kfDr; kW	&&	fo' ofo ky; ifjfu; e dekd&pkj }kjk fu/kkġjr	fo' ofo ky; ifjfu; e dekd&pkj }kjk fu/kkġjr l eLr drD;

7-	Mk; jDVj dkNyst Moyi elv dkhñil y	fo' ofo ky; v/; knsk 20 }kjk fu/kkZjr l eLr 'kDr; kW	&&	fo' ofo ky; v/; knsk dekad 20 }kjk fu/kkZjr l eLr 'kDr; kW	fo' ofo ky; v/; knsk dekad 20 }kjk fu/kkZjr l eLr drñ;
8-	foHkkxk/; {k fo' ofo ky; v/; ; u'kkyk@ l LFku	v/; knsk 23 ds vuq kj	foRrh; fu; eka ds v/khu	&&	v/; knsk 23 ds v/khu i z kkl dh; , oa vdknfed fu.kz ka dk fdz klu; u , oa v/; ; u'kkyk ds l pk: l pkyu grq0; oLFkk djukA
9-	fo' ofo ky; ; æh	&&	&&	&&	foHkkx dks vkofVr dk; kã ds nkf; Roka dk fuoZu A
10-	fo' ofo ky; xFlki ky %y/kbcfj; u½	&&	&&	&&	fo' ofo ky; ds xFlfky; dh i z kkl dh; 0; oLFkk dks l pk: : i l s l pkfyr djuk , oa xFlfky; l s l æfi/kr dk; Z fu"i knu djuk A
11-	l pkyd] 'kkj hfj d f'k{kk	&&	&&	&&	fo' ofo ky; o egkfo ky; ka ea dhVlk xfrfof/k; ka dk l pkyu , oa mul s l æfi/kr nkf; Ro A
12-	l ello; d] jk"Vh; l ok ; kst uk	&&	&&	&&	jk"Vh; l ok ; kst uk l s l æfi/kr dk; kã dk l pkyu e i z 'kkl u ds fn'kk funz kka ds vuq i djuk , oa jk"Vh; l ok ; kst uk ds ek/; e l s egkfo ky; ka dh fodkl xfrfof/k; ka dks l fu' pr djukA
13-	vufoHkkxh; vf/kdkjh	&&	&&	&&	i Lrkoka dk i jh{k.k , oa uflr; ka dk i Lrñhdj.kA
14-	vl; rrrh; @ prfKZ Jskh depljh	&&	&&	&&	uflr; ka dk l dkkj.kji =ka , oa uflr; ka dk ; Fkk l e; i Lrñhdj.kA l e; &l e; ij l kã s x; s dk; ZA

v/; k; & 4 1/2 & 3 1/2

dR; ka ds fuokgu grqfu; e] fofu; e]
vuq's'k] funf'kdk vk] vflkys[k

Chapter – 4 (Manual- 3)
Rules, Regulations, Instructions, Manual and
Records for Discharging Function

4-1 ykd vf/kdj.k vFkok ml ds vf/kdkfj; ka , oa dfez; ka }kjk vi us dR; ka ds fuokgu ds fy, /kkfjr rFkk iz;ksx fd;s tkus okys fu;e] fofu;e] vumsk] funf'kd vkj vfhky[k dh l'ph fuEu ik: i ij iLr dj, a ¼ g l'puk iR; d vfhky[k ds fy, iFkd l s iLr dj½

da	vfhky[k dk uke	vfhky[k dk izdkj ¼d l h , d izdkj dks p'us & ; Fkk fo'k;] fofu;e] vumsk] funf'kd] vfhky[k vl; ½	vfhky[k dk l'ikr ij p;	fu;e] fofu;e] vumsk] funf'kd vkj vfhky[k dgkl s i'kr dj l drs gS ¼i rk] n'jHkk'k dekd] QdI dekd] b&esy] vl; ½	fu;e] fofu;e] vumsk vkj vfhky[k dh i'fr dks i'kr djus dk 'k' d ¼; fn dkbZ gk½
1-	e/; i'nsk fo'ofok ky; vf/kfu;e 1973	vf/kfu;e	oel kb/ ij mi yC/k gA www.dauniv.ac.in		
2-	n'oh vfgY; k fo'ofok ky; ij fu;e	ij fu;e	fo'ofok ky; vf/kfu;e }kjk fofgr i'ko/kkuka grq cuk, x; s fu;e	l'ikr foHkkx l s	fu/kk'jr 'k' d vuq kj
3-	n'oh vfgY; k fo'ofok ky; v/; knsk	v/; knsk	fo'ofok ky; vf/kfu;e }kjk fofgr i'ko/kkuka grq cuk; s x; s fu;e	l'ikr foHkkx l s	fu/kk'jr 'k' d vuq kj

v/; k; & 5 1/2 & 4 1/2

uhfr fu/kk; .k o dk; k; u ds l aak ea turk ; k
tu i frfuf/k; ka l s i jke'kz ds fy, cuk; h xbZ 0; oLFkk dk
fooj .ka

Chapter – 5 (Manual - 4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of

uhfr fu/kkj .k grq

5-1 D;k ykd ikf/kdj.k }kjk uhfr fu/kkj.k ds l a/k ea turk ;k tu ifrfuf/k dh ijke'k@Hkkxhnhkj dh dkbz iko/kku gS ; fn gS rks 0; oLFk dk foj.k bl ik: i ea iLrq dja

da	fo"k; @dR; uke	dk D;k bl fo"k; ea turk dh Hkkxhnhkj vfuok; Z gS ½gkkl@ughz	turk dh Hkkxhnhkj l fu'pr djus ds fy, dh xbz 0; oLFk
1-	fo'ofu ky; fudk; ka ea i frfuf/kRo	e/; insk fo'ofu ky; vf/kfu; e }kjk iko/kkuA	e/; insk fo'ofu ky; vf/kfu; e 1973 ds vllrxr fo'ofu ky; ka ea tu ifrfuf/kRo l fu'pr djus ds fy, vf/kfu; e dh /kkjk 20¼½ ea l Hkk ea iathdr Lukrdka ds fuokpu dj; s tkus dk iko/kku gS l kFk gh l Hkk ea egkefge dgykf/ki frth }kjk m ksx] dF"kJ Je vls okf.kT; dk ifrfuf/kRo djus okys ifr"Br 04 l nL; ka ds euku; u dk iko/kku gS bl h rjg l Hkk ea jkT; fo/kku l Hkk ds vkB l nL; ka ds p; u dk iko/kku gS bl ds vfrjDr vf/kfu; e dh /kkjk &23¼½ ds vllrxr egkefge dgykf/ki frth }kjk fo'ofu ky; dk; 7 fj"kn ea 6 ifrfuf/k; ka ftuea vkj{kr ,oa efgyk oxl dk ifrfuf/kRo 'kkfey gS dks ukefidr fd; k tkrk gS bl ds vfrjDr vf/kfu; e dh /kkjk 30¼½ ea fo k l a/kh ; kst uk rFkk eW; ka du ckMZ ea egkefge dgykf/ki frth }kjk m ksx] dF"kJ rFkk okf.kT; ds nks ifrfuf/k; ka dks ekuhr fd; k tkrk gS

uhfr ds dk; kbo; u grq

5-2 D;k ykd i kf/kdj.k }kjk uhfr ds dk; kbo; u ds l aak ea turk ;k tuifrfuf/k l @dh ijke'k@ Hkkxhnhkj dh dkbz i ko/kku gS ; fn gS rks 0; oLFkk dk fooj.k bl ik: i ea iLrq dja

da	fo"k; @ dR; dk uke	D;k bl fo"k; ea turk dh Hkkxhnhkj vfuok; Z gS %gk%ughi	turk dh Hkkxhnhkj l quf' pr djus ds fy, dh xbz 0; oLFkk
1-	e/; inSk fo' ofo ky; vf/kfu; e ds }kjk fd; s tkus okys l eLr dk; Z , oa vf/kfu; e@i jfu; e@v/; knSk }kjk inRr 'kfDr; ka vLrxr fo' ofo ky; ds i kf/kdkfj; ka , oa vf/kdkfj; ka }kjk fd; s tkus okys l eLr dk; A	&&	e/; inSk fo' ofo ky; vf/kfu; e& 1973 vLrxr fo' ofo ky; ka dh l Hkkj dk; i fj"kn , oa vL; l fevr; ka ea tu ifrfuf/kRo dk i ko/kku gS vf/kfu; e ea mYyf[kr fo"k; ka ds fujh{k.k} l eh{kk , oa fu; a.k grq fo' ofo ky; l Hkkj rFkk dk; i fj"kn l {ke i kf/kdkjh gS

v/;k; & 6 ½

yks i kf/kdkjh ds i kl ;k muds fu; .k
eamiyC/k nLrkost ka dk i oxk (Categories)
ds vuq kj fooj.k

Chapter – 6 (Manual-5)

**A statement of the categories of documents that are held by it
or under its control**

6-1 ykd ikf/kdj.k ds ikl miyG/k 'kl dh; nLrkostka dh tkudkjh nns grqfuEu ik: i dk iz; kx djA l kfk gh ; g Hkh crk,afd ; g nLrkost dgkllmiyG/k jgrsgS tS sfd l fpo Lrj ij] funskky; Lrj ij] vU; %di; k ^vU; ^ dk mi ; kx djus ds LFKku ij Lrj dk mYy[k dj½

Ø-	lkoxl	nLrkost dk uke ,oa ,d iDr ea ifjp;	nLrkost iklr djus ds fy, ifdz k	/kjd@fu; æ.kk/thu
1-	¼/½ e[; izkl dh; dk; ky; Lrj			
	1- ijh{kk foHkkx	ijh{kk l ædkh l eLr tkudkjh	fu/kkZjr ifdz kud kj vkonu djus ij A	mi dyl fpo ¼ jh{kk½ @foHkkxh; vf/kdkjh
	2- xki uh; foHkkx	ijh{kk ifj.kkeka dh tkudkjh vkfn	fu/kkZjr ifdz kud kj vkonu djus ij A	mi dyl fpo@ foHkkxh; vf/kdkjh
	3- izkl u foHkkx	e/; inSk fo'ofok ky; vf/kfu; e }kjk fu/kkZjr ikf/kdkjh dh cBda@ dk; foj.k	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjh iklr gkxh A	mi dyl fpo ¼ izkl u½@l gk; d dyl fpo izkl u@ foHkkxh; vf/kdkjh
	4- 'k\$kf.kd foHkkx	egkfo ky; ka dh l Ec/nrk] ih, p-Mh- iath; u l ædkh tkudkjhA	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjh iklr gkxh A	mi dyl fpo 'k\$kf.kd@ foHkkxh; vf/kdkjh
	5- LFKki uk foHkkx	vf/kdkjh] depkjh f'k{kdkka dk p; u inkbufr ofj"Brk] l fip; ka vkfn f'k{kdkka dh efjV ieks ku dæktbufr ; kstuk vkfn	fu/kkZjr ifdz kud kj vkonu djus ij A	mi dyl fpo LFKki uk@ foHkkxh; vf/kdkjh
	6- ; kfi=dh 'kk[kk	fuekZ k dk; ka l ædkh i=kofy; kll Hkou l fefrA	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjh iklr gkxhA	fo'ofok ky; ; æh

7- ysqkk foHkkx	CtV] vk; @0; ; vkoB/u] okf"kd ysqkk	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjH iklr gkschA	foRRkkf/kdkjh@ foHkkxh; vf/kdkjh
8- fodkl foHkkx	i kstDV , oa l kf[; dh l aZkh tkudkjH] uV/ ijh{kk	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjH iklr gkschA	mi dyI fpo@ foHkkxh; vf/kdkjh
9-egkfo ky; hu fodkl ifj"kn dk; kZy;	; wth-l h- vf/kfu; e dh /kkj 2 , Q@12 ch dh tkudkjH	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjH iklr gkschA	l pkyd] efo-i -
10- vf/"Bkrk Nk= dY; k.k dk; kZy;	Nk= dY; k.k l s l aB/kr xrfkof/k; kW	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjH iklr gkschA	vf/"Bkrk] Nk= dY; k.k@ foHkkxh; vf/kdkjh
11- , u-, l -, l - dk; kZy;	jk"Vh; l ok ; kstuk l s l aB/kr l eLr tkudkjH	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjH iklr gkschA	l ello; d l Hkkjh vf/kdkjh
12- , l -l h-, l -Vh-l sy	Nk=ofRr , oa , l -l h-@ , l -Vh- l s l aB/kr xrfkof/k; ka dh tkudkjH A	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjH iklr gkschA	mi dyI fpo ¼, l -l h-, l -Vh- l sy½@ foHkkxh; vf/kdkjh
13- yhxy l sy	fof/kd idj.k l s l aB/kr l eLr tkudkjH	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjH iklr gkschA	l Hkkjh vf/kdkjh
¼c½ v/; ; u'kkykvka ds foHkkxk/; {k dk; kZy; Lrj			
1- v/; ; u'kkyk ijh{kk] ijh{kk ifj.kke	Nk=@Nk=kvka ds idS kj i kB; de] VkbZ Vcy] v/; ; u'kkyk dk vk; @0; ;] dz l aB/kr tkudkjH	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjH iklr gkschA	l aB/kr foHkkxk/; {k
2-Lo&foRrh; i kB; de] ijh{kk] ijh{kk ifj.kke	Nk=@Nk=kvka ds idS kj i kB; de] VkbZ Vcy] Loforh; i kB; de dk vk; @0; ;] dz l aZkh	fu/kkZjr ifdz kud kj vkonu djus ij ; k rks Nk; kifr vFkok oel kbV/ dsek/; e l s tkudkjH iklr	l aB/kr foHkkxk/; {k

		tkudkjh	gkshA	
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v/; k; & 7 1/2 & 6 1/2

ckMZ i fj "knkq I fefr; ka , oa vU; fudk; ka dk
fooj.k

Chapter-7 (Manual-6)
**A statement of boards,council committes and
other bodies constituted as its part**

7-1 di ; k ykd i kf/kdj.k l s l Ec) ckM i fj"knk l fefr ; ka , oa vU; fudk; ka dk l f{klr
fooj.k fuFu ik: i ds vk/kkj ij nA

I Ec/n l Fkk dk uke , oa i rk	I Hkk	dk; i fj"kn	fo k i fj"kn	fo k l cdkh ; kst uk , oa eW; ka du ckM	I dk;
I Ec/n l Fkk dk i dkj %ckM i fj"kn] l fefr fudk; ; k vU; ½	I Hkk	l fj"kn	i fj"kn	ckM	l fefr
I Ec/n l Fkk dh Hkkedk i jke' khk=h@ i cdkdkfj . kh@dk; Zk fj . kh @vU; ½	i jke' khk=h@ i cdkdkfj . kh	Dk; Zdkfj . kh	i cdk dkfj . kh %vdknfed i dkj . k ek	i jke' khk=h	i jke' khk=h
Lo: i , oa orBku l nL;	e-iz fo-fo- vf/kfu; e ds vuq kj	e-iz fo-fo- vf/kfu; e ds vuq kj	e-iz fo-fo- vf/kfu; e ds vuq kj	e-iz fo-fo- vf/kfu; e ds vuq kj	e-iz fo-fo- vf/kfu; e@ i fjfu; e ds vuq kj
ed; vf/kdkjh dk uke	dyi fr	dyi fr	dyi fr	dyi fr	I dk; k/; {k
ed; vf/kdkjh , oa vU; 'kk [kkvka ds i rs	dyi fr noh vfgY; k fo' ofo ky; bankj	dyi fr] noh vfgY; k fo' ofo ky;] blnkj	dyi fr] noh vfgY; k fo' ofo ky;] blnkj	dyi fr] noh vfgY; k fo' ofo ky; bankj	dyi fpo] noh vfgY; k fo' ofo ky; blnkj
cBd dh vkofRr D; k cBd ea turk Hkkx ys l dri gS	o"lz ea , d ckj ugha	i frekg , oa vko' ; drkuq kj ugha	i fro"lz , oa vko' ; drkuq kj ugha	i fro"lz , oa vko' ; drkuq l kj ugha	i fro"lz , oa vko' ; drkuq kj ugha
D; k cBd ds dk; bRr r\$ kj dh tkrh gS	gkW	gkW	gkW	gkW	gkW
D; k turk cBd dk dk; bRr i klr dj l dri gS vxj gkW	gkW dyi fpo noh vfgY; k	gkW dyi fpo noh vfgY; k	gkW dyi fpo noh vfgY; k	gkW dyi fpo noh vfgY; k	gkW dyi fpo noh vfgY; k

rls i fdz k dk fooj .k nA	fo' ofo ky; blnkš dks fu/kkʒr ii = ea 'kʔd tek dj vkonu djuk gksxkA	fo' ofo ky; blnkš dks fu/kkʒr ii = ea 'kʔd tek dj vkonu djuk gksxkA	fo' ofo ky;] blnkš dks fu/kkʒr ii = ea 'kʔd tek dj vkonu djuk gksxkA	fo' ofo ky;] blnkš dks fu/kkʒr ii = ea ea 'kʔd tek dj vkonu djuk gksxkA	fo' ofo ky;] blnkš dks fu/kkʒr ii = ea 'kʔd tek dj vkonu djuk gksxkA
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	LkEc) I Fkk dk uke , oa i rk	v/; ; u e.My	Hkou I febr	foRr I febr	ØHk I febr	egkfo ky; fodkl i fj "kn~
0	I Ec/n I Fkk dk uke i d kj ½ckMʒ i fj "kn I febr] fudk; ; k vU; ½	ckMʒ	I febr	I febr	I febr	Lfebr
0	I Ec/n I Fkk dh Hkʒiedk ½i jke' kʒk=h½@ i dʒdkʒj . kh@dk; dʒkj . kh vU;	i jke' kʒk=h	i jke' kʒk=h	i jke' kʒ nk=h	i jke' kʒ nk=h	i jke' kʒk=h
0	Lo: i , oa orʒku I nL;	e-iʒ fo-fo- vf/kfu; e ds vud kj	i fjfu; e vud kj	e-iʒfo-fo- vf/kfu; e ds vud kj	i fjfu; e vud kj	v/; kns k vud kj
0	eʒ; vf/kdkjh dk uke	v/; {k v/; ; u e.My	dʒi fr noh vfgY; k fo' ofo k y;] blnkš	dʒi fr noh vfgY; k fo' ofo ky; blnkš	dʒi fr noh vfgY; k fo' ofo ky; blnkš	dʒi fr noh vfgY; k fo' ofo ky; blnkš
0	eʒ; vf/kdkjh , oa vU; 'kk [kkvka ds i rs	dʒi l fpo noh vfgY; k fo' ofo ky; blnkš	fo-fo ; æh	dʒi l fpo noh vfgY; k fo' ofo ky;] blnkš	funškd dhMk foHkx noh vfgY; k fo' ofo ky; blnkš	funškd egkfo ky; hu fodkl i fj "kn noh vfgY; k fo-fo- blnkš
0	cBd dh vkofRr	i fro"ʒ , oa vko' drk& ud kj	i frekg , oa vko' ; dr kuʒ kj	i fro"ʒ , oa vko' ; drkuʒ kj	vko' ; drkuʒ kj	vko' ; drk& ud kj
0	D; k cBd ea turk Hkx ys I drh gʒ	ugha	ugha	ugha	ugha	ugha

0	D; k cBd ds dk; bRr rʒ kj dh tkrh gʒ	gkW	gkW	gkW	gkW	gkW
0	D; k turk cBd dk dk; bRr i ktr dj I drh gʒ vxj gkW rls i fdz; k dk fooj .k nA	gkW dʒi l fpo noh vfgY; k fo' ofo ky	gkW dʒi l fpo noh vfgY; k fo' ofo ky;	gkW dʒi l fpo noh vfgY; k fo' ofo ky;	gkW dʒi l fpo noh vfgY; k fo' ofo ky;	gkW dʒi l fpo noh vfgY; k fo' ofo ky;

		; blnkš dks fu/kkZjr ii = ea 'kYd tek dj vkonu djuk gksxA	blnkš dks fu/kkZjr ii = ea 'kYd tek dj vkonu djuk gksxA	blnkš dks fu/kkZjr ii = ea 'kYd tek dj vkonu djuk gksxA	blnkš dks fu/kkZjr ii = ea 'kYd tek dj vkonu djuk gksxA	blnkš dks fu/kkZjr ii = ea 'kYd tek dj vkonu djuk gksxA
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C/P/SUCHNA ADIKAR/25

8-1 dlk; k ykd i kf/kdj.k ea dk; jr ykd l puk vf/kdkfj; k l gk; d ykd l puk
vf/kdkfj; ka rFk foHkxh; vihy/ vFksjVh ds l ak ea fuEu ik: lk ea l puk
iLr dja

iFke vihyh; vf/kdkjh@ykd l puk vf/kdkjh@l gk; d ykd l puk vf/kdkjh dh tkudjh

Ø-	Ukhe	Inuke@ dk; ky; dk irk	, l -Vh- Mh- dkM	nijHkk"k		QDI	bëy	fuokl dk irk
				dk; ky;	vkokl			
1	2	3	4	5	6	7	8	9
1	iFke vihyh; vf/kdkjh MkW HkxhJFk il kn	dyifr vkj, u-Vh- ekxZ bnfj	0731	2523352 2521887	2401180	0731& 2523352	vedavv@san chamet.com	Dyifr fuokl r{kf'kyk ifj l j [kMok j kM+ bnfj
2	ykd l puk vf/kdkjh Jh vkj-Mh- ei yxldj	dk; bkgd Dy l fpo vkj, u-Vh- ekxZ bnfj	''	2527532 2529540	&	0731&252 9540	&	dy l fpo fuokl r{kf'kyk ifj l j [kMok j kM+ bnfj
	<u>l gk; d ykd l puk vf/kdkjh</u>							
1	MkW, e pinokh	funs'kd egro ky; fodkl ifj"kn ukyank ifj l j vkj, u-Vh- ekxZ bnfj	''	2526699	239979	&	&	ih@8 fofo- f'k'kd vkokl xg [kMok j kM+ bnfj
2	MkW, e-vk; - djŠkh	funs'kd 'kkjhfj d f'k'kk r{kf'kyk ifj l j [kMok j kM+ bnfj	''	2469482	2363786	&	&	lh@2 u; k f'k'kd vkokl xg ; ch- j kM bnfj
3	MkW th-, p-, l- uk; Mw	Xkiki ky r{kf'kyk ifj l j [kMok j kM+ bnfj	''	2462239	2446585			bnj gh dkh/kuh bnfj
4	MkW ek; k bakys	l ak; k; {k} Nk= dY; k.k ukyank ifj l j vkj, u-Vh- ekxZ bnfj	''	2524863	2798233	&	&	6 - , oŠky/huxj bnfj
5	Jh ,e-dsfrokjh	mi dy l fpo %iZ kkl uZ vkj, u-Vh- ekxZ bnfj	''	2529475	2552918			187 vuit uxj] bnfj
6	Jh ch- ds pŠktu	fo'oto ky; ; kã=d ukyank ifj l j vkj, u-Vh- ekxZ bnfj	''	2524421 2400883				, uDI h- 4 vkj-, u-Vh- ekxZ bnfj

7	MKW Mh- ds c?xk	dyi fr ds l fpo@ mi dyl fpo %fodkl ½ ukyank ifjlj vkj, u-Vh- ekxZ bnkš	''	2521887	2511144			ukyank ifjlj vkj-, u-Vh- ekxZ bnkš
8	MKW vkjds c?ky	mi dyl fpo %j h{k@xki uh; ½ ukyank ifjlj vkj, u-Vh- ekxZ bnkš	''	2525824	2403092			r{k'kyk ifjlj [kMok j kM+bnkš
9	MKW ,u- jgeku 'kš'k	dk; Øe l elo; d] j k'Vh; l ok ; kst ukijki s kš; ukyank ifjlj vkj, u-Vh- ekxZ bnkš	''	2523770	2553971			384 l kbZ dik d k'kyk bnkš
10	kšs jekš exy	Lkelo; d] vYi l š; d i d kSB r{k'kyk ifjlj [kMok j kM+bnkš	0731	2461818	2531818			202@2 i kVuhij k euj kM bnkš
11	Jherh l fe=k e; j	foRr vf/kckjh ukyank ifjlj vkj, u-Vh- ekxZ bnkš	''	2528967				uDI h ch-5 fo- fo- vkj-, u-Vh- ekxZ bnkš
12	MKW vfuy 'kekZ	mi dyl fpo %f kki uk'k@ 'kš'k.kd@, l -lh-@ , l -Vh- l sy ukyank ifjlj vkj, u-Vh- ekxZ bnkš	''	2524114	2321588			260 /kuorjh uxj bnkš
13	Jh ds ih nps	Lkqk; d dyl fpo %i z kkl u foHkx½ ukyank ifjlj vkj, u-Vh- ekxZ bnkš	''	2523530	2593685			143 VsyhQku uxj bnkš
14	Jh fou; dš'k rk; Mš	Lgk; d dyl fpo %foRr½ ukyank ifjlj vkj, u-Vh- ekxZ bnkš	''	2518030	&			ukyank ifjlj vkj-, u-Vh- ekxZ bnkš
15	MKW Hkesk x'rk	funškd] , dMšed LVkM d k'yst [k. Mok j kM+bnkš r{k'kyk ifjlj [kMok j kM+bnkš	''	2462069	2462981			eYVh LVkjh lyV ua1 Vhp l Z DokV l Z [kMok j kM+ bnkš
16	l furk t kš h	foHkxk/; {k} i kš+l rr- f'k{k , oa foLrkj dk; Øe] r{k'kyk ifjlj [kMok j kM+bnkš	''	2363800	3243117			4 vfgY; ki j h + bnkš
17	MKW i Hk d j fl g	funškd] bZ, e-vkj-l h- r{k'kyk ifjlj [kMok j kM+bnkš	''	2465632	2446169	2761041		l h@4] fo'of o ky; f'k{k d vkok l xg] , - ch- j kM+ bnkš
18	MKW vfuy dš'k	foHkxk/; {k} ck; kš/Duky k l h v/; ; u'kkyk r{k'kyk ifjlj [kMok j kM+bnkš	0731	2470373	2446802	2470372		, @4 fo'of o ky; f'k{k d vkok l xg bnkš
19	MKW , - ds jekuh	foHkxk/; {k} dEl; wj foKku v/; ; u'kkyk r{k'kyk ifjlj [kMok j kM+bnkš	''	2470027	2477363			83 l okh; uxj bnkš

32	MKW Jh/kj i kvhy	fohkkxk/; {k thoufoKku v/; ; u'kkyk r{kf'kyk ifjIj [kMok jKM+bnkš	''	2477166 2467029	2461189			i h@5] vk; - -e-, l - DokVl Z [k. Mok jkM bnkš
33	MKW %Jherh½ jškk xnjs	fohkkxk/; {k tho jlk; u v/; ; u'kkyk r{kf'kyk ifjIj [kMok jKM+bnkš	''	2460276	2368751	2470372		53@ch jktšnz uxj bnkš
34	MKW ih-ds 'kekz	fohkkxk/; {k xf.kr v/; ; u'kkyk r{kf'kyk ifjIj [kMok jKM+bnkš	''	2467023	2469851			i h@1 vk; - -e-, l - DokVl Z [k. Mok jkM+ bnkš
35	MKW jktho xqrk	funškđ i:alk v/; ; u l kFku [k. Mok jkM+bnkš r{kf'kyk ifjIj [kMok jKM+bnkš	''	2478800 2479288 2470022	2761881			Rk{kf'kyk ifjIj [kMok jkM+bnkš
36	MKW Mh- , l - fhkykjs	fohkkxk/; {k vk;-Vh- l šj r{kf'kyk ifjIj [kMok jKM+bnkš	''	2761358	2477467			QyV/ ua11 fo' ofo ky; VhpI ZokVl] [k. Mok jkM+ bnkš
37	MKW , -dsnrRk	fohkkxk/; {k Hkkšr-dh v/; ; u'kkyk r{kf'kyk ifjIj [kMok jKM+bnkš	''	2467028	2761368			lyV / fo' ofo ky; VhpI Z DokVj bnkš
38	MKW fLuX/kk cšutiz	fohkkxk/; {k Lkká[; dh v/; ; u'kkyk r{kf'kyk ifjIj [kMok jKM+bnkš	''	2462003	2562434 2560898			, u@43 l kds uxj bnkš
39	MKW ōgh- d- xqrk	fohkkxk/; {k foKku l pkj dšnz r{kf'kyk ifjIj [kMok jKM+bnkš	''	2470330	2468196			Rk{kf'kyk ifjIj [kMok jkM+bnkš
40	MKW 'kfDr cutiz e[; iikyđ	e[; okMlU dk; ky; r{kf'kyk ifjIj [kMok jKM+bnkš	''	2467028	2440829			cki uk Nk=kotl ifjIj bnkš
41-	MKW jktšnz fl g	fu; a-d ukyank ifjIj vkj, u-Vh- ekx] bnkš		2528966	2512969			, uĐl h 3, ukyank ifjIj vkj- , u-Vh- ekxZ bnkš
42-	Jh vkj-ih- ; kno	mi fu; a-d ukyank ifjIj vkj-, u-Vh- ekxZ bnkš		2528966	&			8 l pkj uxj esu dukfM+ k jkM+ bnkš
43-	Jh iřoy [kjs	Lkqk; d dyl fpo ½ jh{kkž ukyank ifjIj vkj, u-Vh- ekx] bnkš		2525824	2522211			ukyank ifjIj fo' ofo ky; vkj-, u-Vh- ekxZ bnkš
44-	dq jpuk Bkdj	Lkqk; d dyl fpo ½ jh{kk@xki uh; ½ ukyank ifjIj vkj, u-Vh- ekx] bnkš		2524053	2514566			ukyank ifjIj fo' ofo ky; vkj-, u-Vh- ekxZ bnkš

45-	Jh dS'k'f' l g tlekn	Lkgk; d dyl fpo W kS'f. kd½		2521448				15 eka fogkj ckW'kuh ;-ch- jkm+ bnlg
46-	Jh l qhy nqkys	I gk; d l pkyd 'kkjhfd f'k{kk r{kf'kyk ifj l j] [kMok jkm+ bnlg		2469482				vuii uxj bnlg
47-	Jh l ejfl g ijekj	I g l pkyd LFkkuh; fuf/k l ä jh{kk		2529474				

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v/; k; &9 %eSuqy&8½
fu.kz yus dh i fdz k

Chapter- 9 (Manual- 8)

Procedure followed in Decision Making Process

C/P/SUCHNA ADIKAR/30

9-1 fdl h Hkh fo"K; ij fu.kz yus dsfy, ykd i kf/kdj.k ea D; k ifdz k viuk; h tkrh gS ¼ fpoky; esuyy vlg fctful esuyy dsfu; ekj vkfn fu; ekadk mi ; kx fd; k tk l drk gS½

vf/kfu; ekj ijfu; ej v/; kns k] fofu; e , oa 'kkl u ds vkn skka ds vrxZ fdl h Hkh fo"K; ij fu.kz yus dsfy, pj.kc) ifdz k viukbz tkrh gS

9-2 fdl h fo'kSk fo"K; ij fu.kz yus dsfy; sfu/kkZjr fu; e , oa ifdz k D; k gS vFkok fu.kz yus ds fy, pj.kc) ifdz k viukbz tkrh gS

ed; ; izkkl dh; dk; kZy; &

1- l gk; d dyl fpo@mi dyl fpo& dyl fpo& dylifr

l pkyd egkfo |ky; fodkl ifj"kn

Nk= dY; k.k@l ello; d

, u, l -, l -@foRr vf/kdkjh

2- v/; ; u'kkyk Lrj

foHkxk/; {k@l ello; d& dyl fpo& dylifr

9-3 fy; sx; sfu.kz dks turk rd igpkus dsfy; s D; k 0; oLFkk gS

1- vfHkys [kka dh Nk; ki fr

2- dk; kZy; ea vFkok yk; cjh ea tkudkjh voykdu kFkZ mi yC/k dj; h tk l drh gS

9-4 foHkku Lrj ij fdu vf/kdkfj; ka dh l Lrfr] fu.kz yus dsfy, i klr dh tkrh gS

dekad	Lrj	fu.kz yus dsfy, l Lrfr i klr d j us ds vf/kdkjh
1	ed; ; izkkl dh; dk; kZy; Lrj	l gk; d dyl fpo mi dyl fpo foRrk/kdkjh vf/"Bkrk] egkfo ky; fodkl ifj"kn vf/"Bkrk] Nk= dY; k.k l ello; d] , u, l -, l - foHkxk/; {k ¼v/; ; u'kkyk; kZ l ello; d ¼lofoRrh; i kB; dæ½

dyl fpo@dylifr

9-5 vfire fu.kz yus dsfy; s i kf/kdkfjr vf/kdkjh

fo'ofu |ky; ea vfire fu.kz yus dsfy, i kf/kdr vf/kdkjh dylifr th@dk; ¼ fj"kn gS

96 eŋ; fo"ŋ; ftl ij ykd i kf/kdj.k }kjk fu.kz fy; k tkrk gš ml dk fooj.k fuEu ik: i ea
vyx lsiLrŋ djA

dz	fo"ŋ; ftl dsl aak ea fu.kz; fy; k tkuk gš	fn'kk&funž k ¼ fn gks rkš	fu.kz; yus dh i fdz; k	fu.kz; yusea 'kkfey vf/kdkfj; ka dh l ä dz l wuk	fu.kz; ds fo:) dgk vš dš s vi hy djA
1	vf/kdkfj; ka@f'k{kdkka ds l elr LFkki uk l aakh dk; Z depkfj; ka ds l elr LFkki uk l aakh dk; Z	jkT; fo' ofo ky; l ok fu; eka, oa i fjfu; e&31 vuđ kj i fjfu; e&31 vuđ kj	fu/kkžj r fu; e@ i fdz; kuđ kj fu/kkžj r fu; e@ i fdz; kuđ kj	dyi fr noh vfgY; k fo' ofo ky;] blnkš dyi fpo noh vfgY; k fo' ofo ky;] blnkš	dmMdk 8- 1 ds vuđ kj rnš
2	u, v'kkl dh; egkfo ky; i kjkk djus ; k u, fo"ŋ; i kjkk djus l aakh dk; Z	i fjfu; e 27 , oa 28 ds vuđ kj	rnš	vf/k"Bkrk egkfo ky; fodkl i fj"kn@mi & dyi l fpo ¼ kšf.kd½	rnš
3	Nk=ofRr l aakh fu; e@i kst DV l aakh dk; Z	e-iz 'kkl u@ ; wth- l h- , oa vU; l aFk vka }kjk cuk; s x, fu; ekuđ kj	rnš	mi dyi fpo ¼vuđtkfr@ tutkfr izkšB½ mi dyi fpo ¼fodkl ½	rnš
4	i dku idj.kka dk fui Vkj	e/; insk i dku fu; eka ds vuđ kj	rnš	mi dyi fpo ¼LFkki uk½	rnš
5	ctV vkoŋ/u@foRr foHkx l aakh/k r dk;	dk; i fj"kn }kjk i kfj r vuđ kj	rnš	foRrkf/kdkjh	rnš
6	ijh{k k l pkyu@mi kf/k	v/; knsk vuđ kj	rnš	mi dyi fpo ¼ijh{k k½	rnš
7	ijh{k k dk eŋ; kaŋu] ijh{k k i fj.kke dh ?kkš.kk	v/; knsk vuđ kj	rnš	mi dyi fpo ¼xkš uh; ½	rnš
8	i dš k i fd; k	v/; knsk , oa e-iz 'kkl u ds exh'kd fl) kar vq l kj	rnš	l gk; d dyi fpo ¼i z kkl u½	rnš
9	vdknfed i kB; daka dk fu/kkžj .k@cBda	e-iz fo-fo- vf/kfu; e , oa v/; knsk vuđ kj	rnš	mi dyi fpo ¼vdkneh½	rnš
10	LVš foHkx l s l aakh/k r dk; Z	e-iz fo' ofo ky; foRr l aFgrk@e-iz 'kkl u ds dz fu; eka vuđ kj	rnš	l gk; d dyi fpo ¼kk.Mkj ½	rnš
11	v/; ; u'kkyk vka@Loforh; i kB; daka l s l aakh/k r dk; Z	v/; knsk varxŋ	rnš	l aakh/k r foHkxk/; {k@ l euok;	rnš
12	Nk= dY; k.k foHkx l s l aakh/k r dk; Z	i fjfu; e vuđ kj	rnš	vf/k"Bkrk Nk= dY; k.k foHkx	rnš

10-1 dlk; k tkudkjh fuEu ik: lk ea tkudkjh naA

fo'ofokly; ds vf/kdkfj; k@foHkkxk/; {k@l gk; d l p uk vf/kdkfj; ka dh tkudkjh A½

Ø-	lkke	lkruke@ dk; kÿ; dk irk	, l -Vh- Mh- dkM	njHkk"k		QDI	bÿy	fuokl dk irk
				dk; kÿ;	vtokl			
1	2	3	4	5	6	7	8	9
1	MKW jktdey	dyifr vkj, u-Vh- ekxZ bnj	0731	2523352 2521887	2401180	0731& 2523352	vedavv@san charnet.com	Dyifr fuokl r{kf'kyk ifjIj [kMok jkm+ bnj
2	Jh ,e- ds frokjh	dk; bkgd dyI fpo vkj, u-Vh- ekxZ bnj	"	2527532 2529540	&	0731&252 9540	&	dyI fpo fuokl r{kf'kyk ifjIj [kMok jkm+ bnj
	<u>l gk; d ykd</u> <u>l p uk vf/kdkfj</u>							
1	MKW ih-, u- feJk	funskd] egfo ky; fodkl ifj"kn ukyank ifjIj vkj, u-Vh- ekxZ bnj	"	2526699	2471119	&	&	ih@2 vk;- , e, l- DokVj [kMok jkm+ bnj
2	MKW ,e-vk; - dg\$kh	funskd] 'kjhfd f'k{k r{kf'kyk ifjIj [kMok jkm+ bnj	"	2469482	2363786	&	&	l h@2 u; k f'k{kcd vtokl xg , ch- jkm bnj
3	MKW th-, p-, l- uk; Mh	Mkiky r{kf'kyk ifjIj [kMok jkm+ bnj	"	2462239	2446585			bnj gh dkM/kuh bnj
4	MKW ek; k bakys	l dk; k; {k} Nk= dY; k.k ukyank ifjIj vkj, u-Vh- ekxZ bnj	"	2524863	3094909	&	&	104 Jh l pfr viKVZv 72- 75 xhvk uxj] bnj
5	Jh ,e-dsfrokjh	mi dyI fpo %i ZkkI uZ vkj, u-Vh- ekxZ bnj	"	2529475	2552918			187 vuil uxj] bnj
6	Jh vfuy tk\$kh	fo'ofokly; ; k=d ukyank ifjIj vkj, u-Vh- ekxZ bnj	"	2524421 2400883	2472430			39] cjkBh dkM/kuh ua2 bnj
7	MKW Mh- ds cXk	dyifr ds l fpo@ mi dyI fpo %fodkl % ukyank ifjIj vkj, u-Vh- ekxZ bnj	"	2521887	2511144			ukyank ifjIj vkj, u-Vh- ekxZ bnj
8	MKW vkj-ds c?ky	mi dyI fpo %j h{k@xki uh; % ukyank ifjIj vkj, u-Vh- ekxZ bnj	"	2525824	2403092			r{kf'kyk ifjIj [kMok jkm+ bnj
9	MKW , u- jgeku 'k\$ k	dk; Øe l ello; d] jk"Vh; l ok ;kt uk\$ki s k\$ ukyank ifjIj vkj, u-Vh- ekxZ bnj	"	2523770	2553971			384 l kbZ dik dkM/kuh bnj

10	lks ješk exy	Lkello; d] vYi l ǃ; d i dksB r{kf'kyk ifjIj [kMok jkM+bnlš	''	2461818	2531818		202@2 iKVuhijkt esujkM bnlš
11	Jherh l fe=k e; j	foRr vf/kckjh ukynk ifjIj vkj, u-Vh- ekxZ bnlš	''	2528967	2360254		
12	MkW vfuy 'kekZ	mi dyl fpo VLFki ukš@ 'kšf.kd@, l-lh-@ , l-Vh- l sy ukynk ifjIj vkj, u-Vh- ekxZ bnlš	''	2524114	2321588		260 /kuorjh uxj bnlš
13	Jh vfuy v=s	Llqk; d dyl fpo Vki kkl u foHkx½ ukynk ifjIj vkj, u-Vh- ekxZ bnlš	''	2523530	5538687		16 jkeckx bnlš
14	Jh fou; dēkj rk; Mš	l gk; d dyl fpo VfoRr½ ukynk ifjIj vkj, u-Vh- ekxZ bnlš	''	2518030	&		ukynk ifjIj vkj, u-Vh- ekxZ bnlš
15	MkW Hkēsk xtrk	funšk] , dMfed LVKD dky;st [k.Mok jkM+bnlš r{kf'kyk ifjIj [kMok jkM+bnlš	''	2462069	2462981		eYVh LVkgh lyV ua1 VhpI Z DokVI Z [kMok jkM+bnlš
16	l qh Hkjrh tkskh	foHkxk/; {k} i kš+ l rr- f'k{k , oa foLrj dk; Øej r{kf'kyk ifjIj [kMok jkM+bnlš	''	2363800	2402968		Rk{f'kyk ifjIj [kMok jkM+bnlš
17	MkW iHkdj fl g	funšk] bZ, e-vkj-l h- r{kf'kyk ifjIj [kMok jkM+bnlš	''	2465632	2446169	2761041	l h@4] fo'ofok ky; f'k{k(d vkokl xg] , - dē jkM} bnlš
18	MkW vfuy dēkj	foHkxk/; {k} ck; kV/Dukykh v/; ; u'kyk r{kf'kyk ifjIj [kMok jkM+bnlš	0731	2470373	2446802	2470372	, @4 fo'ofok ky; f'k{k(d vkokl xg] bnlš
19	MkW jktdey	foHkxk/; {k} dEI; Wj foKku v/; ; u'kyk r{kf'kyk ifjIj [kMok jkM+bnlš	''	2470027	2363033		126 bni gh dky;kuh moZkh viKVēV bnlš
20	MkW vHk; dēkj	foHkxk/; {k} byDVfudl v/; ; u'kyk r{kf'kyk ifjIj [kMok jkM+bnlš	''	2361117 2463754 5083162	2463724		Mh&3 fo'ofok ky; VhpI Z DokVI Z [k.Mok jkM+bnlš
21	MkW dscs ik.Ms	foHkxk/; {k} j l k; u foKku v/; ; u'kyk r{kf'kyk ifjIj [kMok jkM+bnlš	''	2460208	2365782		i h@4 vk; - , e, l - DokVI [k.Mok jkM+bnlš

22	MKW ,e- dsl l gww	fohkkxk/; {k dEl; Wj v/; ; u'kkyk r{kf'kyk ifjIj [kMok j kM+bnkš	''	2461548	2434159			45@3] oYYHk uxj bnkš
23	MKW Mh-,u- l ul uoky	fohkkxk/; {k 'kkj hfjd f'k[kk v/; ; u' r{kf'kyk ifjIj [kMok j kM+bnkš	''	2466685	2446231	2523352 2761041		i h@2] vk;- ,e, l - DokVI Z [kMok j kM] bnkš
24	MKW x.ksk dlofM+ k	fohkkxk/; {k vFkz kkl= v/; ; u'kkyk ukynk ifjIj vkj-, uVh elxZbnkš	''	2519548	2467835			2&l h blnā gh cklykuh bnkš
25	MKW vkj-,y- l kguh	fohkkxk/; {k mtkz , oa lk; kbj .k v/; ; u'kkyk r{kf'kyk ifjIj [kMok j kM+bnkš	''	2462366 2460309 2467378	2446803			b@4 fo-fo- f'k(kd vkokl xg , - ch j kM+ bnkš
26	MKW vkj-l h- 'kelz	fohkkxk/; {k Hkfo"; r v/; ; u'kkyk r{kf'kyk ifjIj [kMok j kM+bnkš	''	2470330	2761721	2470372		Mh@2 fo'ofok ky; VhpI Z DokVI Z [k.Mok j kM+ bnkš
27	MKW ih-,u- feJk	funskd vk;-vk;-ih-, l- [k.Mok j kM+bnkš r{kf'kyk ifjIj [kMok j kM+bnkš	''	2467527 2461332 2764988	2471119 2461888	2467888		l@2 vk;- ,e, l - DokVj [mok j kM bnkš
28	MKW jRusk xprk	fohkkxk/; {k blVpMku v/; ; u'kkyk r{kf'kyk ifjIj [kMok j kM+bnkš	''	2462228	5029967			72 fo'odekz uxj vluimkkz uxj bnkš
29	MKW jktsk 'kelz	fohkkxk/; {k Okei h v/; ; u'kkyk r{kf'kyk ifjIj [kMok j kM+bnkš	''	2100605	94254& 78418			ch@4 fo'ofok ky; VhpI Z DokVI Z xkV gk, l ds ikl bnkš
30	MKW ,e- plnokuh	funskd bLVhV; W vMkD batifu; fjax , .M VDukyktth r{kf'kyk ifjIj [kMok j kM+bnkš	0731	2764385 2462311 2764385	2390979			R{kf'kyk ifjIj [kMok j kM+ bnkš
31	MKW ekufI g ijekj	fohkkxk/; {k lk=clfjrk , oa tul plj v/; ; u'kkyk r{kf'kyk ifjIj [kMok j kM+bnkš	''	2471672	2559604			45 Mh, p] Lche ua 74I hj fot; uxj bnkš
32	MKW Jh/kj i kvhy	fohkkxk/; {k thoufoKku v/; ; u'kkyk r{kf'kyk ifjIj [kMok j kM+bnkš	''	2477166 2467029	2461189			i h@5] vk;- ,e, l - DokVI Z [k.Mok j kM bnkš
33	MKW %Jherh% jskk xnjs	fohkkxk/; {k tho jlk; u v/; ; u'kkyk r{kf'kyk ifjIj [kMok j kM+bnkš	''	2460276	2368751	2470372		53@ch jktbnz uxj bnkš
34	MKW ih-ds 'kelz	fohkkxk/; {k xf.kr v/; ; u'kkyk	''	2467023	2469851			i h@1 vk;- ,e, l -

		r{kf'kyk ifjIj [kMok jkM+bnlš]					DokVI 7 [k. Mok jkM+bnlš]
35	MkV jktio xqrk	funskd izalk v/; ; u l & Fku [k. Mok jkM+bnlš] r{kf'kyk ifjIj [kMok jkM+bnlš]	''	2478800 2479288 2470022	2761881		Rk{kf'kyk ifjIj [kMok jkM+bnlš]
36	MkV M- , l - ftkykjs	foHkxk/; {k vk; -Vh- l & j r{kf'kyk ifjIj [kMok jkM+bnlš]	''	2761358	2477467		QyV/ ua11 fo'ofok ky; VhpI 7 DokVI 7 [k. Mok jkM+bnlš]
37	MkV , -dsnrRk	foHkxk/; {k Hkšr-dh v/; ; u'kyk r{kf'kyk ifjIj [kMok jkM+bnlš]	''	2467028	2761368		lyV/ 7 fo'ofok ky; VhpI 7 DokVj bnlš
38	MkV fLuX/kk cšutiz	foHkxk/; {k Lkš[; dh v/; ; u'kyk r{kf'kyk ifjIj [kMok jkM+bnlš]	''	2462003	2562434 2560898		,u@43 l kdr uxj bnlš
39	MkV Qgh-di- xqrk	foHkxk/; {k foKku l pki dlnz r{kf'kyk ifjIj [kMok jkM+bnlš]	''	2470330	2468196		Rk{kf'kyk ifjIj [kMok jkM+bnlš]
40	MkV 'kDr cutiz eq; iikyd	eq; okMlu dk; ky; r{kf'kyk ifjIj [kMok jkM+bnlš]	''	2467028	2440829		cki uk Nk=kokl ifjIj bnlš
41-	MkV jktlnz fl g	fu; a-d ukyank ifjIj vkj, u-Vh- ekxZ bnlš		2528966	2512969		, uDI h 3, ukyank ifjIj vkj- , u-Vh- ekxZ bnlš
42-	Jh vkj-ih- ; kno	mi fu; a-d ukyank ifjIj vkj, u-Vh- ekxZ bnlš		2528966	&		8 l pki uxj eu dukfM+ k jkM+ bnlš
43-	Jh i'oy [kjs	Lkqk; d dyl fpo ¼ jh{kklz ukyank ifjIj vkj, u-Vh- ekxZ bnlš		2525824	2522211		ukyank ifjIj fo'ofok ky; vkj-, u-Vh- ekxZ bnlš
44-	dq j puk Bkdj	Lkqk; d dyl fpo ¼ jh{kklz@xki uh; ½ ukyank ifjIj vkj, u-Vh- ekxZ bnlš		2524053	2514566		ukyank ifjIj fo'ofok ky; vkj-, u-Vh- ekxZ bnlš
45-	Jh dšyk'kfl g tlekn	Lkqk; d dyl fpo ¼ kškf. kd½		2521448			
46-	Jh l pky nqkykys	l gk; d l pkyd 'kkyhfjd f'k{k r{kf'kyk ifjIj [kMok jkM+bnlš]		2469482			vui uxj bnlš
47-	Jh l ejfl g ijekj	l g l pkyd LFkkuh; fuf/k l a jh{k		2529474			

v/; k; &11 %e\$uψy&10½
i R; d vf/kdkjh vk\$ depkj h }kjk ekfI d
i kfjJfed vk\$ ml ds fu/kk\$.k dh i) fr

Chapter - 11 (Manual - 10)
The Monthly Remuneration Received by Each of its Officers
And Employees, Including the System of
Compensation as
Provided Regulations

11-1 di;k tkudkjh fuEu ik: i eanA

1/fo' ofo | ky; vf/kdkfj; ka@foHkkxk/; {kka ds orueku@ekfl d oru dh tkudkjh½

dz	Uke	i nuke	ekfl d ikfJfed@ orueku	lkfjrkfkd@ ikfjrkfkd HRRk	ikfJfed dsfu/Mj.k dh i) fr tksfu; ekoyh eanh x; h gks
1	MkW jktdey	dyi fr	25000@&		
2		jDVj	16400&22400@&		
3	Jh , e-ds frokjh	dk; bkgd dyl fpo	12000&16500@&		
4	MkW vfuy dækj 'kekZ	mi dyl fpo	12000&16500@&		
5	MkW Mh-ds cXxk	mi dyl fpo	12000&16500@&		
6	MkW vkj-ds c?ksy	mi dyl fpo	12000&16500@&		
7	Jherh l fe=k e; j	foRr vf/kdkjh	12000&16500@&		
8	MkW jktBnz fl g	fu; æd	12000&16500@&		
9	Jh vkj-i h ; kno	mi fu; æd	10000&15200@&		
10	MkW th-, p-, l - uk; Mw	xiki ky	16400&22400@&		
11	dæ j puk Bkdj	l -dql -	10000&15200@&		
12	Jh iToy [kjs	l -dql -	10000&15200@&		
13	Jh fou; dækj rk; Ms	l -dql -	10000&15200@&		
14	Jh dSyk' kfl g tlekn	l -dql -	10000&15200@&		
15	Jh , -ch- v=s	Dyi fr ds l fpo	10000&15200@&		
16	MkW Mh-, u- l ul uoky	f'k{kk v/; ; u'kkyk vkpk; Z , oa foHkkxk/; {k	16400&22400@&		
17	MkW i h-ds 'kekZ	xf.kr v/; ; u'kkyk vkpk; Z , oa foHkkxk/; {k	16400&22400@&		
18	MkW dsds i k. Ms	jl k; u v/; ; u'kkyk vkpk; Z , oa foHkkxk/; {k	16400&22400@&		
19	MkW vkj-, l - l kguh	ÅtkZ v/; ; u'kkyk vkpk; Z , oa foHkkxk/; {k	16400&22400@&		
20	MkW x. ks k dkofM; k	vFkZ kL= v/; ; u'kkyk vkpk; Z , oa foHkkxk/; {k	16400&22400@&		
21	MkW vfuy dækj	ck; kV/Dukykh v/; ; u'kkyk vkpk; Z , oa foHkkxk/; {k	16400&22400@&		
22	MkW Jh/kj i kfVy	tho foKku v/; ; u'kkyk vkpk; Z , oa foHkkxk/; {k	16400&22400@&		
23	MkW , -ds nRRk	Hkk&rd v/; ; u'kkyk vkpk; Z , oa foHkkxk/; {k	16400&22400@&		
24	MkW j\$kk xns	tho jl k; u v/; ; u'kkyk vkpk; Z , oa foHkkxk/; {k	16400&22400@&		

De	uke	i nuke	efl d i kfJfed@ orueku	lkfjrk"kd@ ikfjrk"kd HRrk	ikfJfed ds fu/kkj .k dh i)fr tks fu; ekoyh eanh x; h gls
25	MkW , l - cšutłz	l káf; ; dh v/; ; u'kkyk jhMj , oa foHkkxk/; {k	12000&420&18300@&		
26	MkW vkj-l h- 'kekł	Hkfo"; r% v/; ; u'kkyk jhMj , oa foHkkxk/; {k	12000&420&18300@&		
27	MkW l øłr dfv; ky	byĐVNUDI v/; ; u'kkyk jhMj , oa foHkkxk/; {k	12000&420&18300@&		
28	MkW jRusk xłrk	bULVnšVS ku v/; ; u'kkyk jhMj , oa foHkkxk/; {k	12000&420&18300@&		
29	MkW , e-, l - i jekj	i =dkfjrk v/; ; u'kkyk jhMj , oa foHkkxk/; {k	12000&420&18300@&		
30	MkW Hkšs k døkj xłrk	, dMšed LVKID dkłyst , oa rgyukRed Mk; jĐVj	16400&22400@&		
31	MkW i Hkkdj fl g	, -Ogh-vkj-l h- Mk; jĐVj	16400&22400@&		
32	MkW jktdey	dEI; wj l kbł Mk; jĐVj	16400&22400@&		
33	MkW , e-ds l kgw	dEI; wj dšnz gM	16400&22400@&		
34	MkW jktho xłrk	i cłku l lFkku Mk; jĐVj	16400&22400@&		
35	MkW i h-, u- fełk	vk; -vk; -i h-, l - Mk; jĐVj	16400&22400@&		
36	MkW , e- pknokuh	vkbbZVh- Mk; jĐVj	16400&22400@&		
37	MkW , -ds jekuh	vkbbZVh- Mk; jĐVj	16400&22400@&		
38	MkW , e-vk; - dğŠkh	'kkjhfjd f'k{k Mk; jĐVj	16400&22400@&		
39	Jh Mh-, l - fhkyjs	vkbbZVh- l ello; d	16400&22400@&		
40	døkkjrh tskh	i fj; kst uk vf/kdkjh , oa gM i kš+f'k{k	8000&13500@&		
41	Jh dšyk' fl g tkekn	l -døl -	10000&15200@&		
42	Jh , -ch v=s	dgyifr ds l fpo@ l gk- dgy l fpo	10000&15200@&		
43	MkW Ogh oh- xłrk	0; k[; krk foHkkxk/; {k foKku l økj dšnz	10]000@& %øfj"B½		
44	Jh l øhy nðkkys	l gk- funškd 'kkjhfjd f'k{k	8000&15300@&		
45	døkkjrh tskh	gM i fj; kst uk vf/kdkjh , oa i Hkkjh i kš+f'k{k	8000&13500@&		
46	Jh jktsk 'kekł	0; k[; krk vkj	8000&15300@&		

		foHkkxk/; {k Qkeñ h v-'kk-			
47	ys dužy Mkw Ogh-ds xkre	I ãk; k/; {k fo kFkhZ dY; k.k	ewy in ikpk; Z		
48	Mkw jesk exy	I lo; d vYil ã; d i ãkSB	ewy in ikpk; Z , e-ds , p-, l - xqtjkrh xYI Z dkWyst] blnkš		

Vhi %& oru ij nš HkRrs 'kkI u@fo'ofó | ky; fu; ekuñ kj A

v/; k; &12 1/2
i R; d vfhkdj.k dls vko
1/4 Hkh ; kst ukvkj 0; ; i Lrkoka rFkk /ku forj.k dh I puk 1/2

Chapter- 12 (Manual- 11)
The Budget Allocated to each Agency
(Particulars of all plans, Proposed expenditures and
reports on disbursement made)

vl; ykd i kf/kdj .kka ds fy; s

I -dz	en	iLrkfor ctV	Lohdr ctV	'kkl u }kjk inRr ½d' rkaeiz	dy 0; ;

ctV I ai/kr tkudkj fo' ofo | ky; ys[kk foHkkx eami yC/k gA

v/; k; &13 esuy
vuqku@jkt; l gk; rk dk; bka ds fdz kko; u dh jhfr

Chapter- 13
The Manner of Execution of Subsidy Programmers

13-1 **di ; k fuEu ik: i ij tkudkj miyC/k djka**
 0 dk; bde@; kstuk dk uke
 0 dk; bde@; kstuk ds i Hkkoh jgus dh l e; l hek
 0 dk; bde dk mnas ;
 0 dk; bde dh Hkkf rd , oaokf.kfT; d y{; ¼foxr o"lZ e½
 0 ykHkFkZ dh ik=rk
 0 i uokl s;k; a
 0 vupku@l gk; rk iklr djus dh ifdz k
 0 ik=rk fuf'pr djus ds fy, eki n.M
 0 fn; s tkus okys vupku@l gk; rk dk fooj.k ¼ftl ea vupku dh jkf'k dk fooj.k gk½
 0 vkonu djus ds fy; sdgk@fdl l sl ã dZ djs
 0 vkonu 'kYd ¼tgk; mfpr gk½
 0 vkonu i = dk ik: i ¼; fn vkonu l kns dxt ij gkrk gS rks di ; k ml dk mYys[k djrs gq s
 ; g crk, afd vkonudrk½ vkonu djrs l e; fdu crka dk o.ku dj½
 0 ifdz k ds l uokl ea l eL; k gkus ij dgka l ã dZ dja
 0 miyC/k /kujkf'k dk fooj.k ¼foHku Lrjka ij tS sfd ftyk Lrj ij] Cykd Lrj ij bR; kfn½
 0 ykHkFkZ ka dh l ph ¼fuEu ik: i ij½

foHkx }kjk i nRr dekd	ykHkFkZ dk uke	vupku dh jkf'k	ofYn; r	ik=rk dk vk/kj	fuokl			
					ftyk	'kgj	ekgYyk@xk	edku u-

Vhi & fo'ofok |ky; vupku vk; kx@jkT; 'kkl u ds fn'kk&funð kka ds vuq kj Nk=ofÜk , oa i jh{kk 'kYd
 l sefDr vkfn dh l fo/kk gS

v/; k; &14 1/2
fj; k; rk; vuKki =ka rFk i kf/kdkjka ds i kflrdrk/ka
ds I aak ea fooj.k

Chapter- 14 (Manual - 13)
Particulars of Recipients of Concessions, Permits or
Authorization granted by it

14-1 egkfo|ky;ka ea l kkl;] vuđ ppr tkfr] tutkfr] fiNMkox] fodykax ;k vl;
fo|kfkz;ka ,oa Nk=kvka ds fy;s ;fn dkbz Nw] fj;kl r vkfn dh ;kstuk gks rks
ml dk mYyq[k fuEu ik: i eafd;k tk;A

- 0 dk; dz dk uke
- 0 idkj fj;kl r] vuđki = vFok ikf/kdkj ea l s, d pqr
- 0 mnas ;
- 0 y{; foxr o"kl ek
- 0 ik=rk
- 0 ik=rk dk vk/kkj
- 0 i nka s kka
- 0 ikr djus dh ifdz k
- 0 fj;k; r] vuđko= vFok ikf/kdkj fn; s tkus ds fy; sfu/kkj r le; l hek
- 0 vkonu 'kq'd
- 0 vkonu i= dk ik: i
- 0 l ayXudka dh l ph
- 0 l ayXudka dk ik: i
- 0 l ayXudka dk ik: i
- 0 ikfldrkdz/kadh l ph fuEu ik: i ij½

foHkx }kj inRr dekad	ikfRrdkz dk uke	oBkrk fdl fnukad rd gS	ofYn; r	fuokl fTyk	fuokl 'kgj	fuokl ekgYyk@xkø	fuokl edku u-

fj;k; r dsfy;sfuEu tkudkjH Hh myC/kr djka

- 0 fn; s tkus okys ykHk dk foj.k
- 0 ykHk ds forj.k dh ifdz k

**Vhi & fo'ofokly; vuđku vk; kx@jkt; 'kkl u ds fn'kk&funz kka ds vuđ kj Nk=ofUk ,oa
ijhkk 'kq'd l seDr vkfn dh l fo/kk gA**

v/; k; &15 1/2
dR; ka ds fuo7u ds fy; s LFkfi r ekud@fu; e

Chapter- 15 (Manual - 14)
Norms set by for the discharge of its function

15- ykd i kf/kdj.k }kjk vi us fofHku fdz kdyki ka ds I aknu gsrq iz kx fd; s tkus
okys ekud@fu; eka dk dk; Zæokj fooj.k mi yC/k dj; A

fo'ofok|ky; }kjk fo'ofok|ky; I ello; I febr }kjk fu/kkZjr vdknfed dysMj ds
vuq i 'k{kf.kd I = ea 'k{kf.kd] 'k{k.k&rj rFkk I k&dfnd xfrfof/k; ka I pkfyr dh tkrh
gA 'k{kf.kd xfrfof/k; ka ea i Dsk I ædkh dk; k& dk fu; eu] I ætVj , oa okf"kd i jh{k{kvk& dk
vk; kstu , oa ifj.kke bl ds vfrfjDr , u, I -, I - I ædkh I Dk; a rFkk fo|kFkhZ dY; k.k foHkx
}kjk Nk=ka ds puko I k&dfnd] xfrfof/k; k& ; Dk mRl o bR; kfn dk vk; kstu fd; k tkrk gA
fo'ofok|ky; ds 'kkjhfd f'k{k foHkx }kjk fo'ofok|ky; , oa egkfo|ky; ka us dhMk
xfrfof/k; ka dk I pkyu fd; k tkrk gA

v/; k; &16 1/2 &15 1/2
by DVK : i eami yC/k I puk; a

Chapter- 16 (Manual - 15)
Information available in an electronic form

16-1 foHkx }jk foHkU dk; Zka l s l a i /kr tkudkj iLr dj a tksfd byDVNUd
QKAV ea gkA foHkx dh fuEu fyf[kr tkudkj; ka os l kbV ds ek; e l s
byDVNUd QKAV ea mi yC/k gS &

e/; i n s k fo' ofo | ky; vf/kfu; e 1973

v/; k; &17 1/2 16 1/2

l p u k i t r d j u s d s f y ; s u k x f j d k a d l s m i y C / k l q o / k k v k a d k f o o j . k

Chapter- 17 (Manual - 16)

Information available in an electronic form

17-1 I pukvka dks turk rd i gllkus ds fy; s foHkx@l xBu }kjk dh x; h 0; oLFkk dk
fooj.k tS s

- 0 i t rdky; & noh vfgY; k fo' ofo |ky; ea i t rdky; mi yC/k gA
- 0 v [kckjka ds }kjk & vko'; d tkudkj h l ekpkj i =ka ea i d k f'kr dh tkrh gA
- 0 in' kZuh & egkfo |ky; ka }kjk l ka d frd dk; b l eka ds v r x r in' kZuh yxkbz tkrh gA
- 0 I puk i Vy & fo' ofo |ky; }kjk vko'; d tkudkj h fo |k f f k z ka ds fy; s I puk i Vy ij
yxkbz tkrh gA , oa egkfo |ky; ka ea Hksth tkrh gA
- 0 v f Hk y s [kka dk fuj h {k . k &
v f / k f u ; e ds i ko / k k u k d r x r v f Hk y s [kka dk fuj h {k . k f d ; k t k l drk gA
- 0 n L r k o s t k a dh i fr i k l r d j u s dh 0 ; o L F k k & f o f g r i f d z k v u l k j A

ylad i kf/kdj .k dh osl kbV WWW.DAUNIV.AC.IN

v/; k; &18 ½e&17½
vU; mi ; kxh tkudkfj ; ka

Chapter- 18 (Manual - 17)
Other Useful Information

v/; k; & 18 1/2 & 17 1/2
vU; mi ; kxh tkudkfj ; ka

Chapter-18 (Manual-17)

Other Useful Information

vko' ; d funʒk

- 1- I p̄uk dk vf/kdkj dk vf/kfu; e 2005 ds v̄rx̄r fu/kk̄j̄r mi yC/k ds rkj rE; eā vfHky[s̄]kka dh I R; i frfyfi , oanLrkostka ds fujh{k.k gr̄q fuEuku d kj nj fu/kk̄j̄r dh tkrh gS & I p̄uk vf/kfu; e v̄rx̄r tkudkj h i klr djus gr̄q: i ; s10@&¼nl : i ; sek=½ vkonu 'k̄y d vkonu i = ds I kFk tek djuk gkskA Md I s I p̄uk i klr djus ds fy; s vkonu i = ds I kFk : i ; s10@& dk fvdV ¼LVkEi pLk dj½ Lo; a ds i rk v̄idr djrs gq s vko' ; d jkf'k dk fyQkQk I ȳXu dj i f'kr djuk gkskA
- 2- vfHky[s̄]kka dh I R; i frfyfi ¼QkVks i fr½ i klr djus gr̄q: i ; s2@&¼nks : i ; sek=½ i fr i "B ¼ &4 I kb̄t ½ nj fu/kk̄j̄r dh xbz gA
- 3- ; fn fdl h vfHky[s̄]k ds fy; s fo' ofo | ky; }kj k i n̄z I s d kb̄z nj a fu/kk̄j̄r gks rks rne d kj Hkq̄rku vkond dks djuk gksk] vFkok cMs I kb̄t ds vfHky[s̄]kka dh QkVks d k̄W h ds fy; s vkond dks : i ; s 4@&¼pkj : i ; sek=½ Hkq̄rku djuk gkskA
- 4- ¶lykWh@fMLdV/ eā tkudkj h gr̄q: i ; s50@&¼i pkl : i ; sek=½ i fr fMLdV@¶lykWh vkond dks Hkq̄rku djuk gkskA
- 5- i =koy@vfHky[s̄]k ds voykdu ds fy; s i Fke ?k.Vs ds fy; s : i ; s50@&¼i pkl : i ; sek=½ dh jkf'k tek djuh gksk rFkk vfrfjDr i R; d 15 fefuV vFkok ml I s de ds fy; s : i ; s 25@&¼i Pphl : i ; sek=½ dseku I s 'k̄y d uxn tek djuk gkskA
- 6- xjhch j[s̄]k ds uhs ds vkondka dks dkb̄z 'k̄y d tek ugha djuk gkskA yfdu mUga bl vk'k; ds xjhch j[s̄]k ds iek.k i = dh i fr i Lr̄r̄ djuh gkskA
- 7- I p̄uk i klr djus gr̄q vkonu I h/s d̄y I fpo dk; k̄y;] i z kkl fud Hkou] vkj-, u-Vh- ekx] eā i Lr̄r̄ djus gkskA

vkonu ds I kFk I ȳXu vfHky[s̄]k

- 1-
- 2-
- 3-
- 4-
- 5-
- 6-

i klr
gLrk{kj
vkod fyfi d

nøh vfgY; k fo' ofo | ky;] bUnkç I puk dk vf/kdkj vf/kfu; e] 2005

vkond dks ml ds }kjk okiNr udy@tkudkjhfufjh{k.k gsrqfu/kkçjr 'kç'd fn; s tkus dh I puk

- 1- vkond dk uke@irk -----
- 2- vkonusdrkç dk I nHkç -----
- 3- fo"k; @fooj.k -----
- 4- mi fLFkr fnukç -----

fo"k; kaxç I fipr fd; k tkrk gSfd vki ds vkonu ea fnukç -----ds I nHkç ea pçgh
xbz tkudkjhfufjh{k.k gsrqvki fu/kkçjr 'kç'd fnukç -----rd tek dj nLrkost@udy@
ueuk fnukç -----rd ikr dj yA ; fn nLrkost Mkd }kjk pçgrs gS rks ml ds fy; s
jftLVMç; i hl h@Mkd 0; ; I fgr] Lo; adk irk fy [kk gçk fy QkQk I kFk ea I çXu djA

2- 'kç'd fuEkuç kj ns gkçk %

okiNr tkudkjhfufjh{k.k	i"B I ç; k@ux@I ç; k	nj	j kf' k çdkçye 2 xqkk 3½
1	2	3	4
dk; ZI çkç nLrkost tç k uD'kk@ izkkl dh; Lohdfr@rdudhdh Lohdfr@vucçk@bLVheç@vknskj Vhi bR; kfn dh ikflr foRrh; @yçkk I çkç nLrkost bR; kfn I çiy vU;			
; kç			

**I puk dk vf/kdkjh@I gk; d
I puk vf/kdkjh**

½ çj I hy½

Vhi % Mkd I s vkonu ikr gkç ij iç =&nks Mkd I s iç'kr fd; k tk; çkA

