

**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 vkj 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 vkj 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&ifr fu/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 "knkj 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 vkj deþkfj; ka dh funf' kdk Directory of Officers and Employee	
11.	v/; k; &11 i R; d vf/kdkjh vkj deþkj h }kj k ekfl d i kfj Jfed vkj 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 vflkdj.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 vupku@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 vukki =ka rFkk i kf/kdkjka ds i kflrdrkz/ka ds l a/k 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 i klr 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 I puk dk vf/kdkj vf/kfu; e] 2005½  
fof/k , oaU; k; ea=ky; ] Hkjr I jdkj }kjk fnukad 12-10-2005 I s I 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 I puk; j I 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 I keU; dh  
nf"V I s ; fn dkbZ mi ; ksh tkudkj pkgh tkrh gS rks ml s ifjpk; kRed : i I s bl ea n'kkZ k  
x; k gS vFkkZr fdI h fo"k; dk 'kh"kd ns[k dj ml dh tkudkj ikr djus gsrq vkonu fn; s tk  
I d} bl s /; ku eaj [krs gq ; g gLri qLrdk cuk; h x; h gA

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

1-4 gLr i qLrdk dk ik: iA  
i qLrdk dks 18 v/; k; ka ea fofHkfr fd; k x; k gS vkj iR; d v/; k; ea ml ds 'kh"kd dh  
xrfkof/k; ka dk foj.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 I feefyr fo"k; ka ds I aZk ea folRr tkudkj rFkk vU; tkudkj; ka ds fy,  
I a dZ0; fDrA

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

1-7 gLri qLrdk eamiyC/k tkudkj ds vrfjDr I puk ikr djus dh fof/k , oa 'kq'dA  
tkudkj ikr djus ds ifØ; k ogh jgsh tks jkT; 'kkI u }kjk I e; & I e; ij fu/kkZjr dh  
tk, A 'kq'd ogh ns gksk 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 ikf/kdj.k ds mnns;

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

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

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

2-3 ykd ikf/kdj.k dk l f{kr bfrgkl vks bl ds xBu dk il a

ikškf.kd , oa , srgkl d i "Bhke , oa ijEijkvka l s ifjiwkz ekyok ds dbrLFky ea fLFkr blnkš uxj fofHku {ks=ka ea viuh xks oiwkz mi yfC/k; ka ds fy, fo[; kr gA blnkš ea mPp f'k{k dh mTtoy ijEijk jgh gA gkydj jkT; ds nkš ku l s; gka fo'ofok | ky; dh LFkki uk ds iz Ru fd; s tkrjgs A oržku fo'ofok | ky; dh LFkki uk blnkš fo'ofok | 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'ofok | ky; blnkš** gks x; k gA

fo'ofok | ky; ds {ks=kf/kdkj ea blnkš 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'ofok | ky; dks mPp f'k{k ds ekudka ea mi yfC/k; ka ds vk/kkj ij pkj fl rkjk (Four Star) ntkzfn; k gSA

2-4 ykd ikf/kdj.k ds drD;

xqkorrk ; Dr mPp f'k{k o 'kksk dh xrfok/k; ka dks fofu; fer djuk bl fo'ofok | ky; dk ieqk drD; gA

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

- fo'ofok | ky; ds eq; dk; Z fuEuku kj gS%&
- 1- fo | k dh , d h 'kk[kkvka ea ftlga fo'ofok | ky; l e; & l e; ij vo/kkfjr djš f'k{k.k ds fy, 0; oLFkk djuk vks xosk.kk dk; Z rFkk Kku ds vfhko/kzu , oa ipkj ds fy, 0; oLFkk djukA
  - 2- mu 0; fDr; ka dks tks fo'ofok | ky; ds l nl; u gkš f'k{k.k ftl ds vlrxzr vkrs gš i=kpkj rFkk , d s vl; ikB; dš ftlga fd og vo/kkfjr djš nsus ds fy, 0; oLFkk djukA
  - 3- v/; ki u rFkk xosk.kk ds fy, fo'ofok | ky; dh iz ksc' kkykvkš i qrdky; kš l azgky; ka rFkk vl; l kt l Ttk dk vk; kstu djukA
  - 4- egkfo | ky; kš v/; ki u&foHkkxkš ik/; ; u dbrkš v/; ; u dbrka rFkk Nk= fuokl ka dks LFkkfir djuk l akkfjr djuk rFkk mudk izdk djukA

- 5- ¼d½ 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 vks , d s inka ij 0; fDr; ka dks fu; Ør djukA
- ¼f½ 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, vfgi 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 xoSk.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 vks mi kf/k; ka rFkk fo | k l ædkh vU; fo f'k"Vrk; a inku djukA
- 11- , d h 'krk dš ts 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 vks 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 'krka ds v/khu xoSk.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; kr 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 | kfFk; ka ds : lk ea uketdr u gkš rks , d s 0; k[; kuka rFkk f'k{k.k dh 0; oLFkk djuk vks mlUga , d s mi kf/ki = rFkk i æk.k lk = inku djuk ts sfd fo'ofu | ky; vo/kkfjr djš
- 16- ml jhfr ea rFkk mu 'krka 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 ækfjr u gkš vi us fo'kškf/kdkj nsuk] bu l elr fo'kškf/kdkj ka dk ; k muea l s fdl h Hkh fo'kškf/kdkj dk i R; kgj .k djuk vks 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 æfvka ea v/; ki u rFkk xoSk.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'k\$ l rdzrk ds l kfk l adfrzr djuk A
- 22- fo' ofo | ky; ds v/; ki dka rFkk i dz Nk=ka ds fy; s i q% | d i kB; Øeka %j Qz kj dkd d % rFkk vodk'k i kB; Øeka %ods ku dkd d % 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 %&**  
 %d% cfbzrhz % DI VtE; j y% v/; ki u rFkk foLrkjh l ok]  
 %k% lk=kpkj i kB; Øe  
 %x% 'kkjhfd i f'k{k.k]  
 %q% [ksyka rFkk 0; k; ke l adkh fØ; kdyki]  
 %M% l ekt l ok l dhep  
 %p% jk"Vh; dM/v dks]  
 %N% 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 dLFkr djuk rFkk mudk izdk djuk %&**  
 %d% l puk C; jk\$  
 %k% fu; kst u C; jk\$ vk\$  
 %x% epz.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 i j 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 vuqku 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 nsuk A
- fo'ofu |ky; v/; ; u'kkyk@l Ec) egkfo |ky; ka ea 'kkjhjd f'k{k dh 0; oLFkk ds funsk nsuk A
- l Ec) egkfo |ky; ka ds fo |kFkz ka ds fy; s i kB; & i qrd} i qrd c} dh 0; oLFkk djuk A
- 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 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 vkS] 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 g A

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

2-12 **dk; kȳ; ds [kyus dk I e; & ikr% 10-30 cts**  
**dk; kȳ; 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; dekd&pkj }kjk fu/kkġjr l eLr drD;

7-	Mk; jDVj dkNyst Moyi eV 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 xFlky; 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] vfhkys[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 dekad] QdI dekad] b&esy] vl; ½	fu;e] fofu;e] vumsk vkj vfhky[k dh i'fr dks i'kr djus dk 'kq' d ¼; fn dkbZ gk½
1-	e/; i'ns'k fo'ofok  ky; vf/kfu;e 1973	vf/kfu;e	<b>oel kb/ ij mi yC/k gS www.dauniv.ac.in</b>		
2-	n'oh vfgY; k fo'ofok  ky; ijfu;e	ijfu;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 'kq' d vuq'kj
3-	n'oh vfgY; k fo'ofok  ky; v/; kns'k	v/; kns'k	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 'kq' 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 dh 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 ikl ;k muds fu; .k  
eamiyC/k nLrkost ka dk i oxk (Categories)  
ds vud 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 mYyG/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 eG; 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 ¼/½ ijh{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 }jkk fu/kkZjr ikf/kdkjh dh cBda@ dk; foj.k	fu/kkZjr ifdz kud kj vkonu djus ij tkudkjh iklr gkxh A	mi dyl fpo ¼/½ 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] LofoRrh; 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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C/P/SUCHNA ADIKAR/22

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	I 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 'kʏd tek dj vkonu djuk gksxkA	fo' ofo   ky; blnkš dks fu/kkʒr ii = ea 'kʏd tek dj vkonu djuk gksxkA	fo' ofo   ky; ] blnkš dks fu/kkʒr ii = ea 'kʏd tek dj vkonu djuk gksxkA	fo' ofo   ky; ] blnkš dks fu/kkʒr ii = ea ea 'kʏd tek dj vkonu djuk gksxkA	fo' ofo   ky; ] blnkš dks fu/kkʒr ii = ea 'kʏd tek dj vkonu djuk gksxkA
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C/P/SUCHNA ADIKAR/24

	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 kr 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  
iLrq dja

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

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 ifjIj [kMok jkm+ bnfj
2	ykd l puk vf/kdkjh Jh vkj-Mh- ei yxwdj	dk; bkgd DyI fpo vkj, u-Vh- ekxZ bnfj	''	2527532 2529540	&	0731&252 9540	&	dyI fpo fuokl r{kf'kyk ifjIj [kMok jkm+ bnfj
	<u>l gk; d ykd l puk vf/kdkjh</u>							
1	MkW , e pinokuh	funs'kd  egfro   ky; fodkl ifj"kn ukyank ifjIj vkj, u-Vh- ekxZ bnfj	''	2526699	239979	&	&	ih@8 fofo- f'k'kd vkokl xg [kMok jkm+ bnfj
2	MkW , e-vk; - dgškh	funs'kd  'kkjhfjd f'k'kk r{kf'kyk ifjIj [kMok jkm+ bnfj	''	2469482	2363786	&	&	lh@2 u; k f'k'kd vkokl xg , ch- jkm bnfj
3	MkW th-, p-, l-uk; Mw	Xkiki ky r{kf'kyk ifjIj [kMok jkm+ bnfj	''	2462239	2446585			bni gh dkk'kuh bnfj
4	MkW ek; k bakys	l ak; k; {k} Nk= dY; k.k ukyank ifjIj vkj, u-Vh- ekxZ bnfj	''	2524863	2798233	&	&	6 - , ošk'ky/huxj bnfj
5	Jh , e-dsfrokjh	mi dyI fpo %Z kkl uZ vkj, u-Vh- ekxZ bnfj	''	2529475	2552918			187 vuit uxj] bnfj
6	Jh ch- ds pšktu	fo'oto   ky; ; ki=d ukyank ifjIj 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 ješk 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 'keZ	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	l gk; 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 Hkdkj 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{kcd vkokl 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{kcd vkokl 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

20	MKW l pūr dfgiky	fohkkxk/; {k} byDVifuDI v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2361117 2463754 5083162	2468578			578 Luguxj+ bnkš +
21	MKW dsds ik.Ms	fohkkxk/; {k} jI k; u foKku v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2460208	2365782			i h@4 vk;- , e, l - DokVI [k.Mok jkM+bnkš
22	MKW , - ds jekuh	fohkkxk/; {k dEI; wj v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	0731	2461548	2576330			83 l okh; uxj bnkš
23	MKW Mh-, u- l ul uoky	fohkkxk/; {k 'kkjhfjd f'k[kk v/; ; u' r{kf'kyk ifjIj [kMok jkM+bnkš	''	2466685	2446231	2523352 2761041		i h@2] vk;- , e, l - DokVI Z [kMok jkM] bnkš
24	MKW x.ksk dkoM+k	fohkkxk/; {k vFKz kkl= v/; ; u'lkkyk ukynk ifjIj vIj-; uVh ekxZbnkš	''	2519548	2467835			2&l h blnā gh cklykuh bnkš
25	MKW , l - ih- fl g	fohkkxk/; {k m-tkz , oa lk; kbj .k v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2462366 2460309 2467378	2446803			b@4 fo-fo- f'k(kd vokl xig , - ch- jkM+bnkš
26	MKW vkj-l h- 'kekz	fohkkxk/; {k Hkfo"; r v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2470330	2761721	2470372		Mh@2 fo' ofo  ky; VhpI Z DokVI Z [k.Mok jkM+ bnkš
27	MKW , - ds nrk	funskd vk;-vk;-ih, l- [k.Mok jkM+bnkš r{kf'kyk ifjIj [kMok jkM+bnkš	''	2467527 2461332 2764988	2661368			, Q 7 fo-fo- vokl [mok DokVj [k.Mok jkM bnkš
28	MKW jrusk xkrk	fohkkxk/; {k blVp/ku v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2462228	5029967			72 fo'odek/ uxj vluimkz uxj bnkš
29	MKW , l - ikVy	fohkkxk/; {k Oked h v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2100605	2368184			ih- 5 vk;- vk;- , e, l - [k.Mok jkM bnkš
30	MKW , e- plnokuh	funskd bLVHV; w vkkD batifu; fjax , .M VDukyWch r{kf'kyk ifjIj [kMok jkM+bnkš	0731	2764385 2462311 2764385	2390979			Rk{kf'kyk ifjIj [kMok jkM+bnkš
31	MKW ekufI g ijekj	fohkkxk/; {k lk=dkfjrk , oa tul pkj v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2471672	2559604			45 Mh, p] Lche ua 74I h] fot; uxj bnkš

32	MKW ds, u- xq i l kn	foHkxk/; {k thoufoKku v/; ; u'kkyk r{kf'kyk ifj l j [kMok j kM+bnkš	''	2477166 2467029	2461189			5@2 fo-fo- vokl  [k. Mok j kM bnkš
33	MKW %Jherh½ jškk xnjs	foHkxk/; {k tho j l k; u v/; ; u'kkyk r{kf'kyk ifj l j [kMok j kM+bnkš	''	2460276	2368751	2470372		53@ch jktšnz uxj bnkš
34	MKW ds 'karljke	foHkxk/; {k xf.kr v/; ; u'kkyk r{kf'kyk ifj l j [kMok j kM+bnkš	''	2467023	2469851			5 Rk{kf'kyk ifj l j  [k. Mok j kM+ bnkš
35	MKW ih- , u- fejk	funšk d i:ak v/; ; u l k.Fku [k. Mok j kM+bnkš r{kf'kyk ifj l j [kMok j kM+bnkš	''	2478800 2479288 2470022	2471119			ih- 2 fo-fo- vokl [kMok j kM+bnkš
36	MKW ojnK Vkdclj	foHkxk/; {k vk; -Vh- l šj r{kf'kyk ifj l j [kMok j kM+bnkš	''	2761358	2573610			bZ l h- Lche u- 94 fj x j kM bnkš
37	MKW cžšk dčkj	foHkxk/; {k Hkšr-dh v/; ; u'kkyk r{kf'kyk ifj l j [kMok j kM+bnkš	''	2467028	2446801			lyV / fo'ofokly; Vhp l Z DokVj bnkš
38	MKW fLuX/kk cšutiz	foHkxk/; {k Lkš[; dh v/; ; u'kkyk r{kf'kyk ifj l j [kMok j kM+bnkš	''	2462003	2562434 2560898			, u@43 l kdr uxj bnkš
39	MKW ōgh- di- xtkrk	foHkxk/; {k foKku l pki dšnz r{kf'kyk ifj l j [kMok j kM+bnkš	''	2470330	2468196			Rk{kf'kyk ifj l j [kMok j kM+bnkš
40	MKW 'kfDr cutiz e[; iiky d	e[; okMl u dk; ky; r{kf'kyk ifj l j [kMok j kM+bnkš	''	2467028	2440829			cki uk Nk=kotl ifj l j bnkš
41-	MKW jktšnz fl g	fu; a-d ukyank ifj l j] vkj, u-Vh- ekx] bnkš		2528966	2512969			, ušl h 3, ukyank ifj l j] vkj- , u-Vh- ekxZ bnkš
42-	Jh vkj-ih- ; kno	mi fu; a-d ukyank ifj l j] vkj-, u-Vh- ekxZ bnkš		2528966	&			8 l pki uxj esu dukfM+ k j kM+bnkš
43-	Jh i'oy [kjs	Lkšk; d dyl fpo š j h[kkš ukyank ifj l j] vkj, u-Vh- ekx] bnkš		2525824	2522211			ukyank ifj l j fo'ofokly; vkj-, u-Vh- ekxZ bnkš
44-	dč j puk Bkdj	Lkšk; d dyl fpo LFiki uk ukyank ifj l j] vkj, u-Vh- ekx] bnkš		2524053	2514566			ukyank ifj l j fo'ofokly; vkj-, u-Vh- ekxZ bnkš

45-	Jh dS'k'kfl g tlekn	Lkgk; d dyl fpo W kS'kf. kd½		2521448				15 eka fogkj ckW'kuh ;-ch- j kM+ bnkS
46-	Jh l qhy nqkys	l gk; d l pkyd 'kkj hfjd f'k{k r{kf'kyk i fj l j] [kMok j kM+ bnkS		2469482				vuii uxj bnkS

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v/; k; &9 %eSuy&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 vi uk; h tkrh gS ¼ fpoky; esuyy vlg fctful esuyy ds fu; 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 vi ukbz 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 vi ukbz 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 jus 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'ofok |ky; ea vfire fu.kz yus dsfy, i kf/kdr vf/kdkjh dylifr th@dk; ifj"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 æak 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 viš ds s vi hy djA
1	vf/kdkfj; ka@f'k{kdkæ ds l elr LFkki uk l æakh dk; Z	jkT; fo' ofo   ky; l ðk fu; eka, oa i fjfu; e&31 vuđ kj	fu/kkžj r fu; e@ i fdz; kuđ kj	dyi fr noh vfgY; k fo' ofo   ky; ] blnkš	dñMdk 8- 1 ds vuđ kj
2	depkfj; ka ds l elr LFkki uk l æakh dk; Z	i fjfu; e&31 vuđ kj	fu/kkžj r fu; e@ i fdz; kuđ kj	dyi fpo noh vfgY; k fo' ofo   ky; ] blnkš vf/k"Bkrk  egkfo   ky; fodkl i fj"kn@mi &dy l fpo ¼ kšf.kd½	rnð  rnð
3	Nk=ofRr l æakh fu; e@i kst DV l æakh dk; Z	e-iz 'kkl u@ ; wth- l h- , oa vU; l æFk vka }kjk cuk; s x, fu; ekuđ kj	rnð	mi dyl fpo ¼vuđtkfr@ tutkfr i dksB½ mi dyl fpo ¼fodkl ½	rnð
4	i ðku i d j .kka dk fui Vkj k	e/; insk i ðku fu; eka ds vuđ kj	rnð	mi dyl fpo ¼LFkki uk½	rnð
5	ctV vkob/u@foRr foHkx l æf/kr dk;	dk; i fj"kn }kjk i kfj r vuđ kj	rnð	foRrkf/kdkjh	rnð
6	ijh{k k l pkyu@mi kf/k	v/; knsk vuđ kj	rnð	mi dyl fpo ¼ijh{k k½	rnð
7	ijh{k k dk eY; ka du] ijh{k k i fj .kke dh ?kš k .kk	v/; knsk vuđ kj	rnð	mi dyl fpo ¼xks uh; ½	rnð
8	i ðk i fd; k	v/; knsk , oa e-iz 'kkl u ds exh'kd fl ) kr vq l kj	rnð	l gk; d dyl fpo ¼i z kkl u½	rnð
9	vdknfed i kB; dæka dk fu/kkžj .k@cBda	e-iz fo-fo- vf/kfu; e , oa v/; knsk vuđ kj	rnð	mi dyl fpo ¼vdkneh½	rnð
10	LVš foHkx l s l æf/kr dk; Z	e-iz fo' ofo   ky; foRr l šgrk@e-iz 'kkl u ds dz fu; eka vuđ kj	rnð	l gk; d dyl fpo ¼kk . Mk j ½	rnð
11	v/; ; u' kkykvka@Loforh; i kB; dæka l s l æf/kr dk; Z	v/; knsk varxř	rnð	l æf/kr foHkxk/; {k@ l euok;	rnð
12	Nk= dY; k.k foHkx l s l æf/kr dk; Z	i fjfu; e vuđ kj	rnð	vf/k"Bkrk  Nk= dY; k.k foHkx	rnð

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

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

Ø-	lkke	lkruke@ dk; ky; dk irk	, l -Vh- Mh- dkM	njHkk"k		QDI	bëy	fuokl dk irk
				dk; ky;	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{f'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{f'kyk ifjIj [kMok jkm+ bnj
	<u>l gk; d ykd</u> <u>l p uk vf/kdkj</u>							
1	MKW ih-, u- feJk	fun'kd] 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	fun'kd] 'kjhfd f'k{k r{f'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	Mhki ky r{f'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 efr viKVzV 72- 75 xhrk uxj] bnj
5	Jh ,e-dsfrokjh	mi dyI fpo %i Z kkl u% vkj, u-Vh- ekxZ bnj	''	2529475	2552918			187 vuil uxj] bnj
6	Jh vfuy tk\$kh	fo' ofo   ky; ; ki=d ukyank ifjIj vkj, u-Vh- ekxZ bnj	''	2524421 2400883	2472430			39] c\$kh dkM/kuh ua2 bnj
7	MKW Mh- ds c\$kt	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{f'kyk ifjIj [kMok jkm+ bnj
9	MKW , u- jgeku 'k\$ k	dk; Øe l ello; d] j k"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{k'kyk ifj l j [kMok jkM+bnlš	''	2461818	2531818			202@2 iKVuhijkt esujkM bnlš
11	Jherh l fe=k e; j	foRr vf/kckjh ukynk ifj l j vkj, u-Vh- ekxZ bnlš	''	2528967	2360254			
12	MkW vfuy 'kekZ	mi dyl fpo VLFki uk'@ 'k'kf.kd@, l-lh-@ , l-Vh- l sy ukynk ifj l j vkj, u-Vh- ekxZ bnlš	''	2524114	2321588			260 /kuorjh uxj bnlš
13	Jh vfuy v=s	Llqk; d dyl fpo V'i kkl u foHkx½ ukynk ifj l j vkj, u-Vh- ekxZ bnlš	''	2523530	5538687			16 jkeckx bnlš
14	Jh fou; d'ekj rk; Mš	l gk; d dyl fpo VfoRr½ ukynk ifj l j vkj, u-Vh- ekxZ bnlš	''	2518030	&			ukynk ifj l j vkj, u-Vh- ekxZ bnlš
15	MkW Hkesk x'rk	funskd] , dMfed LVKD dky'st [k.Mok jkM+bnlš r{k'kyk ifj l j [kMok jkM+bnlš	''	2462069	2462981			eYVh LVkgh lyV ua1 Vhp l Z DokV l Z [kMok jkM+bnlš
16	l qh Hkjrh tks'h	foHkxk/; {k} i kš+ l rr- f'k{k , oa foLrj dk; Øej r{k'kyk ifj l j [kMok jkM+bnlš	''	2363800	2402968			R{k'kyk ifj l j [kMok jkM+bnlš
17	MkW iHkjdj fl g	funskd] bZ, e-vkj-l h- r{k'kyk ifj l j [kMok jkM+bnlš	''	2465632	2446169	2761041		l h@4] fo'of o   ky; f'k{k(d vkokl xg] , - d' jkM) bnlš
18	MkW vfuy d'ekj	foHkxk/; {k} ck; kV/Dukyklth v/; ; u'kyk r{k'kyk ifj l j [kMok jkM+bnlš	0731	2470373	2446802	2470372		, @4 fo'of o   ky; f'k{k(d vkokl xg] bnlš
19	MkW jktdey	foHkxk/; {k} dEI; Wj foKku v/; ; u'kyk r{k'kyk ifj l j [kMok jkM+bnlš	''	2470027	2363033			126 bni gh dky'kuh moZkh viKVšV bnlš
20	MkW vHk; d'ekj	foHkxk/; {k} byDVfudl v/; ; u'kyk r{k'kyk ifj l j [kMok jkM+bnlš	''	2361117 2463754 5083162	2463724			Mh&3 fo'of o   ky; Vhp l Z DokV l Z [k.Mok jkM+bnlš
21	MkW dscs ik.Ms	foHkxk/; {k} j l k; u foKku v/; ; u'kyk r{k'kyk ifj l j [kMok jkM+bnlš	''	2460208	2365782			i h@4 vk; - , e, l - DokV l [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 uky nk 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 vokl 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	funs'kd 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	funs'kd bLVhV; W vM 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=dkfjrk , 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% jsk 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{k'kyk ifj l j [kMok jkM+bnlš]						DokVI 7 [k. Mok jkM+bnlš]
35	MkV jktio xqrk	funskd i zalk v/; ; u l kFku [k. Mok jkM+bnlš] r{k'kyk ifj l j [kMok jkM+bnlš]	''	2478800 2479288 2470022	2761881			Rk{k'kyk ifj l j [kMok jkM+bnlš]
36	MkV M- , l - ftkyjs	foHkxk/; {k vk; -Vh- l d/j r{k'kyk ifj l j [kMok jkM+bnlš]	''	2761358	2477467			QyV/ ua11 fo'ofok   ky; VhpI 7 DokVI 7 [k. Mok jkM+bnlš]
37	MkV , -dsnrk	foHkxk/; {k Hkšr-dh v/; ; u'kkyk r{k'kyk ifj l j [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'kkyk r{k'kyk ifj l j [kMok jkM+bnlš]	''	2462003	2562434 2560898			, u@43 l kdr uxj bnlš
39	MkV Qgh- di- xqrk	foHkxk/; {k foKku l pki dlnz r{k'kyk ifj l j [kMok jkM+bnlš]	''	2470330	2468196			Rk{k'kyk ifj l j [kMok jkM+bnlš]
40	MkV 'kDr cutiz eq; iikyd	eq; okMU dk; ky; r{k'kyk ifj l j [kMok jkM+bnlš]	''	2467028	2440829			cki uk Nk=kokl ifj l j bnlš
41-	MkV jktlnz fl g	fu; a-d ukyank ifj l j vkj, u-Vh- ekxZ bnlš		2528966	2512969			, u@1 h 3, ukyank ifj l j vkj- , u-Vh- ekxZ bnlš
42-	Jh vkj-ih- ; kno	mi fu; a-d ukyank ifj l j 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{k'kz ukyank ifj l j vkj, u-Vh- ekxZ bnlš		2525824	2522211			ukyank ifj l j fo'ofok   ky; vkj-, u-Vh- ekxZ bnlš
44-	dq j puk Bkdj	Lkqk; d dyl fpo ¼ jh{k'k@xki uh; ½ ukyank ifj l j vkj, u-Vh- ekxZ bnlš		2524053	2514566			ukyank ifj l j fo'ofok   ky; vkj-, u-Vh- ekxZ bnlš
45-	Jh dšy'kfl g tlekn	Lkqk; d dyl fpo ¼ kškf. kd½		2521448				
46-	Jh l phy n'kys	l gk; d l pkyd 'k'kj hfd f'k{k r{k'kyk ifj l j [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**



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 - cšutHz	I káf; ; dh v/; ; u'kkyk jhMj , oa foHkkxk/; {k	12000&420&18300@&		
26	MkW vkj-l h- 'kekZ	Hkfo"; r% v/; ; u'kkyk jhMj , oa foHkkxk/; {k	12000&420&18300@&		
27	MkW l ølr dfv; ky	byĐVNUDI v/; ; u'kkyk jhMj , oa foHkkxk/; {k	12000&420&18300@&		
28	MkW jRusk xqrk	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 Hkves k døkj xqrk	, dMšfed LVKID dkNyst , 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 kbš Mk; jĐVj	16400&22400@&		
33	MkW , e-ds l kgw	dEI; Wj dšnz gM	16400&22400@&		
34	MkW jktho xqrk	i cZku l šFkku Mk; jĐVj	16400&22400@&		
35	MkW i h-, u- feJk	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; - dgŠkh	'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' kfl 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- xqrk	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 'kekZ	0; k[; krk vkj	8000&15300@&		

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

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

v/; k; &12 ½  
i R; d vfhkdj.k dls vkoVr ctV  
¼ Hkh ; kst ukvkj 0; ; i Lrkoka rFkk /ku forj.k dh I puk½

**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 %fd' 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 , oaf.kfT; d y{; ffoxr o"lz e

0 ykHkFkZ dh ik=rk

0 i nRr s;k; a

0 vupku@l gk; rk ikr 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 foj.k fTl ea vupku dh jkf'k dk foj.k gk

0 vkonu djus ds fy; sdgk@fdl l sl i dz djs

0 vkonu 'k'd fTgk m'pr gk

0 vkonu i = dk ik: i f; fn vkonu l kns dx t ij gkrk gS rks di ; k ml dk mYy[k djrs gq s

; g crk, afd vkonudrk vkonu djrs l e; fdu crka dk o.ku dj

0 ifdz k ds l nRr ea l eL; k gkus ij dgka l i dz dja

0 miyC/k /kujkf'k dk foj.k fofHku Lrjka ij tS sfd ftyk Lrj ij Cykd Lrj ij bR; kfn

0 ykHkFkZ ka dh l ph fuEu ik: i ij

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

Vhi & fo'ofok |ky; vupku vk; kx@jkT; 'kkl u ds fn'kk&funz kka ds vuq kj Nk=ofuk , oa i jh{kk 'k'd  
l sefDr vkfn dh l fo/kk g

v/; k; &14 %eSuψy&13½  
fj; k; rk; vuKki =ka rFkk i kf/kdkjka ds i kfIrdrk/ka  
ds I cak 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 keld;] vuđ fpr tkfr] tutkfr] fiNMkox] fodykax ;k vU;  
fo|kffkz;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 i kf/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 {kka
- 0 i klr d jus dh ifdz k
- 0 fj; k; r] vuđko= vFok i kf/kdkj fn; s tkus ds fy; sfu/kkj r l e; 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 i kflrdrkz/vka dh l ph fuEu ik: i ij½

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

**fj; k; r ds fy; sfuEu tkudkjH Hk myC/kr djka**

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

**Vhi & fo'ofok|ky; vuđku vk; kx@jkt; 'kkl u ds fn'kk&funz kka ds vuđ kj Nk=ofUk ,oa  
ijh{k '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 i fj.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 byDVkUd  
QkV/ ea gkA foHkx dh fuEu fyf[kr tkudkj; ka os l kbV ds ek; e l s  
byDVkUd QkV/ ea mi yC/k gS &

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

v/; k; &17 ½eSuPy&16½

I puk i klr djus ds fy; s ulxfj dka dls mi yC/k I fo/kkvka dk fooj.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 r d k y ; & n o h v f g Y ; k f o ' o f o | k y ; e a i t r d k y ; m i y C / k g A
- 0 v [ k c k j k a d s } k j k & v k o ' ; d t k u d k j h l e k p k j i = k a e a i d k f ' k r d h t k r h g A
- 0 i n ' k u h & e g k f o | k y ; k a } k j k l k a d f r d d k ; b l e k a d s v r x r i n ' k u h y x k b z t k r h g A
- 0 I p u k i V y & f o ' o f o | k y ; } k j k v k o ' ; d t k u d k j h f o | k f f k z k a d s f y ; s I p u k i V y i j  
y x k b z t k r h g A , o a e g k f o | k y ; k a e a H k s t h t k r h g A
- 0 v f H k y s [ k k a d k f u j h { k . k &  
v f / k f u ; e d s i k o / k k u k d r x r v f H k y s [ k k a d k f u j h { k . k f d ; k t k l d r k g A
- 0 n L r k o s t k a d h i f r i k l r d j u s d h 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; ea v̄fhkys̄[kka dh l R; i frfyfi , oanLrkostka ds fujh{k.k gr̄q fuEukuq 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 l kFk tek djuk gkskA Md l s l p̄uk i klr djus ds fy; s vkonu i = ds l kFk : i ; s10@& dk fvdv VLVKEi p̄lik dj½ Lo; a ds i rk v̄idr djrs gq s vko' ; d jkf'k dk fyQkQk l ȳXu dj i f'kr djuk gkskA
- 2- v̄fhkys̄[kka dh l R; i frfyfi ¼QkVks i fr½ i klr djus gr̄q: i ; s2@&¼nks : i ; sek=½ i fr i "B ¼ &4 l kb̄t ½ nj fu/kk̄j̄r dh xbz gA
- 3- ; fn fdl h v̄fhkys̄[k ds fy; s fo' ofo | ky; }kj k i n̄z l s d kb̄z nj a fu/kk̄j̄r gks rks rneq kj Hkq̄rku vkond dks djuk gksk] vFkok cMs l kb̄t ds v̄fhkys̄[kka dh QkVks d k̄h ds fy; s vkond dks : i ; s 4@&¼pkj : i ; sek=½ Hkq̄rku djuk gkskA
- 4- ¶lykWh@fMLdV/ ea tkudkj h gr̄q: i ; s50@&¼i pkl : i ; sek=½ i fr fMLdV@¶lykWh vkond dks Hkq̄rku djuk gkskA
- 5- i =koy@v̄fhkys̄[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 l s de ds fy; s : i ; s 25@&¼i Pphl : i ; sek=½ dseku l s 'k̄y d uxn tek djuk gkskA
- 6- xjhch j̄s̄kk ds uhp̄s ds vkondka dks dkb̄z 'k̄y d tek ugha djuk gkskA ȳs̄du mUga bl vk'k; ds xjhch j̄s̄kk ds iek.k i = dh i fr i Lr̄r̄ djuh gkskA
- 7- I p̄uk i klr djus gr̄q vkonu l h/ks d̄y l fpo dk; k̄y; ] i zkk l fud Hkou] vkj-, u-Vh- ekx] ea i Lr̄r̄ djus gkskA

vkonu ds l kFk l ȳXu v̄fhkys̄[k

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

i klr

gLrk{kj

vkod fyfi d

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

vkond dksml ds }kjk okiNr udy@tkudkjhfujh{k.k grqfu/kkZjr 'ky'd fn; s tkus dh I puk

- 1- vkond dk uke@irk -----
- 2- vkonusdrkz dk I nHkZ -----
- 3- fo"k; @fooj.k -----
- 4- mi fLFkr fnukd -----

fo"k; kaxZr I fipr fd; k tkrk gSfd vki ds vkonu ea fnukd -----ds I nHkZ ea pkg h  
xbz tkudkjhf grqvki fu/kkZjr 'ky'd fnukd -----rd tek dj nLrkost@udy@  
ueuk fnukd -----rd ikr dj yA ; fn nLrkost Mkd }kjk pkg rsgS rks ml ds fy; s  
jftLVMZ@; i hl h@Mkd 0; ; I fgr] Lo; adk irk fy [kk gvk fyQkQk I kfk ea l ayXu djA

### 2- 'ky'd fuEukud kj ns gksk %

okiNr tkudkjhf dk idkj foj.k  1	i"B I d; k@ux@I d; k  2	nj  3	j kf' k %dkWye 2 xqkk 3½  4
dk; ZI dkh nLrkost t\$ k uD'kk@ izkkl dh; Lohdfr@rdudhdh Lohdfr@vupdk@bLVheV@vknskj Vhi bR; kfn dh ikflr foRrh; @y\$kk I dkh nLrkost bR; kfn I i y vU;			
; kx			

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

½cj I hy½

**Vhi % Mkd I s vkonu ikr gks ij iā =&nks Mkd I si f'kr fd; k tk; skA**

