

नमो वृक्षः कर्मोऽथवा | कर्मः बन्धुः

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

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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 vksj 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] vuqskj funf' kdk vksj vfhkysk 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 foof .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 foof .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 fD; k Procedure followed in Decision Making Process	
10.	v/; k; &10 vf/kdkfj; ka vksj deþkfj; ka dh funf' kdk Directory of Officers and Employee	
11.	v/; k; &11 i R; d vf/kdkjh vksj deþkj h }kj k ekfl d i kfj Jfed vksj 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 vkoVr 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 ikflrdrkz/ka ds l odk 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 tkudkj 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 tkudkj 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 | kfkZ k} muds vfHkHkkodk} fo'ofok | ky; ds vf/kdkjh@
depkj h@f'k {kdk, oa f'k {kk ds {ks= ea dk; Z djus okys fofHku 'kk l dh; , oa v'kk l 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 dtk; 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 tkudkj rFkk vU; tkudkj; 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 tkudkj ds vrfjDr l puk ikr djus dh fof/k , oa 'kq'dA
tkudkj ikr djus ds ifØ; k ogh jgsh tks jkT; 'kk l u }kjk l e; & l e; ij fu/kkZjr dh
tk, A 'kq'd ogh ns gsh tks jkT; 'kk l u fu/kkZjr djaA ifØ; k rFkk 'kq'd 'kk l u ds vkns kka
ds rgr ifjorZ; jgsh 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'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 i kf/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 i kf/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 i kf/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 i kf/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; dē] 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- 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 lÆFkr djuk vkš , 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 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 lÆFkr 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 dš 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; 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 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 dš 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 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 lÆFkvka 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 fuf' 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 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 fof/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 %&**
 1/4 1/2 cfgbzrhZ 1/4 DI VtE; ijy 1/2 v/; ki u rFkk foLrkjh l okl
 1/4 1/2 lk=kpkj i kB; Øe
 1/4 x 1/2 'kkjhfd i f'k{k.k]
 1/4 1/2 [ksy ka rFkk 0; k; ke l adkh fØ; kdyki]
 1/4 1/2 l ekt l ok l dhep
 1/4 p 1/2 jk"Vh; d&M/ dks]
 1/4 N 1/2 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 dLFkr djuk rFkk mudk izdk djuk %&**
 1/4 d 1/2 l puk C; jk\$
 1/4 k 1/2 fu; kst u C; jk\$ vk\$
 1/4 x 1/2 enz k rFkk izdk'ku foHkx vk\$ vuokn C; jk\$ 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; l jdkj 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/kkvka 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
- ☒ l 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 NML 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/ykxwgkSA

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

½ fo'ofok|ky; ds fuEufyf[kr 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'ofok|ky; ds I hfer I d k/kuka ea v/kkl j puk I dk;h
0; oLFkkvka ea tu I g; ks vR; r vko'; d gA I kFk gh fo'ofok|ky; ds egro dks ns[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'ofok|ky; dh I Hkk , oa dk; Z i fj"kn ea i ko/kku fd, x,
gSA

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

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

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

2-12 **dk; ky; ds [kyus dk I e; & ikr% 10-30 cts**
dk; ky; 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 iz '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 ijh{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 'kq' d ¼; fn dkbZ gk½
1-	e/; i'ns'k fo'ofok ky; vf/kfu;e 1973	vf/kfu;e	oel kb/ ij mi yC/k gS www.dauniv.ac.in		
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 ifrfuf/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@ughz	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 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 grq fuEu ik: i dk iz; kx djA l kfk gh ; g Hkh crk, afd ; g nLrkost dgkllmiyG/k jgrs gS 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 ¼/½ 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 }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 ¼/½ 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- i at h; 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 ; kst uk 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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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; kadu 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 Hkkfedk 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 gksckA	fo' ofo ky; blnkš dks fu/kkʒr ii = ea 'kʏd tek dj vkonu djuk gksckA	fo' ofo ky;] blnkš dks fu/kkʒr ii = ea 'kʏd tek dj vkonu djuk gksckA	fo' ofo ky;] blnkš dks fu/kkʒr ii = ea ea 'kʏd tek dj vkonu djuk gksckA	fo' ofo ky;] blnkš dks fu/kkʒr ii = ea 'kʏd tek dj vkonu djuk gksckA
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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 dklj 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 cʒdkkfj .kh@dk; ʒdkfj .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; ʒRr rʒ kj dh tkrh gʒ	gkW	gkW	gkW	gkW	gkW
0	D; k turk cBd dk dk; ʒRr i klr 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/kkĭjr ii = ea 'kŷd tek dj vkonu djuk gksxA	blnkš dks fu/kkĭjr ii = ea 'kŷd tek dj vkonu djuk gksxA	blnkš dks fu/kkĭjr ii = ea 'kŷd tek dj vkonu djuk gksxA	blnkš dks fu/kkĭjr ii = ea 'kŷd tek dj vkonu djuk gksxA	blnkš dks fu/kkĭjr ii = ea 'kŷd tek dj vkonu djuk gksxA
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C/P/SUCHNA ADIKAR/25

8-1 dĭk; k ykd i kf/kdj.k ea dk; ĩr ykd I pŷk vf/kdkfj; kĭ I gk; d ykd I pŷk
vf/kdkfj; k rFk foHkxh; vihyŷ vFkšjVh ds I æk ea fuEu ik: lk ea I pŷk
iLrŷ dĭa

iFke vihyh; vf/kdkjh@ykd I pŷk vf/kdkjh@I gk; d ykd I pŷk vf/kdkjh dh tkudkjh

Ø-	Ukhe	Iknuke@ dk; kŷ; dk irk	, I -Vh- Mh- dkM	nĭHkk" k		QDI	bšy	fuokl dk irk
				dk; kŷ;	vkokl			
1	2	3	4	5	6	7	8	9
1	iFke vihyh; vf/kdkjh MkW HkxhJFk iL kn	dyifr vkj, u-Vh- ekxL bñš	0731	2523352 2521887	2401180	0731& 2523352	vedavv@san chamet.com	Dyifr fuokl r{kŷk ifjIj [kMok jM+ bñš
2	ykd I pŷk vf/kdkjh Jh vkj-Mh- ea yxŁdj	dk; bĭgd DyI fpo vkj, u-Vh- ekxL bñš	''	2527532 2529540	&	0731&252 9540	&	dyI fpo fuokl r{kŷk ifjIj [kMok jM+ bñš
	<u>I gk; d ykd I pŷk vf/kdkjh</u>							
1	MkW , e pinokh	funs'kd egro ky; fodkl ifj"kn ukyñk ifjIj vkj, u-Vh- ekxL bñš	''	2526699	239979	&	&	ih@8 fofo- f'k'kd vkokl xg [kMok jM+ bñš
2	MkW , e-vk; - dĭš kh	funs'kd 'kkjhfjd f'k'kk r{kŷk ifjIj [kMok jM+ bñš	''	2469482	2363786	&	&	I h@2 u; k f'k'kd vkokl xg ; ch- jM bñš
3	MkW th-, p-, l-uk; Mw	Xkiki ky r{kŷk ifjIj [kMok jM+ bñš	''	2462239	2446585			bñš ĭh dkk'kuh bñš
4	MkW ek; k bakys	I æk; k; {k} Nk= dY; k.k ukyñk ifjIj vkj, u-Vh- ekxL bñš	''	2524863	2798233	&	&	6 - , ošky/huxj bñš
5	Jh , e-dsfrokjh	mi dyI fpo ĩz kkl uŁ vkj, u-Vh- ekxL bñš	''	2529475	2552918			187 vuñ uxj] bñš
6	Jh ch- ds pĭšku	fo'oto ky; ; kĭ=d ukyñk ifjIj vkj, u-Vh- ekxL bñš	''	2524421 2400883				, uDI h- 4 vkj-, u-Vh- ekxL bñš

20	MKW vllk; dlekj	fohkkxk/; {k} byðVfufDI v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2361117 2463754 5083162	2463724			Mh&3 fo'ofok ky; VhpI Z DokVI Z [k.Mok jkM+ 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 ,e- dsl kgw	fohkkxk/; {k dEI; Wj v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	0731	2461548	2434159			45@3] oYYkk 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.kk dkoM+k	fohkkxk/; {k vFKz kkl= v/; ; u'lkkyk ukynk ifjIj vIj-; uVh ekxIbnkš	''	2519548	2467835			2&I h blnā gh cklykuh bnkš
25	MKW vkj-,y- l kguh	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 xg , ch- jkM+bnkš
26	MKW vkj-l h- 'kelz	fohkkxk/; {k Hkfo"; r v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2470330	2761721	2470372		Mh@2 fo'ofok ky; VhpI Z DokVI Z [k.Mok jkM+ bnkš
27	MKW ih-,u- feJk	funskd vk;-vk;-ih, l- [k.Mok jkM+bnkš r{kf'kyk ifjIj [kMok jkM+bnkš	''	2467527 2461332 2764988	2471119 2461888	2467888		i h@2 vk;- ,e, l- DokVj [mok jkM bnkš
28	MKW jrusk xlrk	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 jktsk 'kelz	fohkkxk/; {k Oked h v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnkš	''	2100605	94254& 78418			ch@4 fo'ofok ky; VhpI Z DokVI Z xLV gk, l ds ikI bnkš
30	MKW ,e- plnokuh	funskd bLVHV; W vkkD batifu; fjak ,.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 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 j kM 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 j kM+ bnkš
35	MKW jktho xqrk	funskd i:alk v/; ; u l kFku [k. Mok j kM+bnkš r{kf'kyk ifjIj [kMok jKM+bnkš	''	2478800 2479288 2470022	2761881			Rk{kf'kyk ifjIj [kMok j kM+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 j kM+ 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 Lkkš[; dh v/; ; u'kkyk r{kf'kyk ifjIj [kMok jKM+bnkš	''	2462003	2562434 2560898			, u@43 l kds uxj bnkš
39	MKW ōgh- di- xqrk	fohkkxk/; {k foKku l pki dšnz r{kf'kyk ifjIj [kMok jKM+bnkš	''	2470330	2468196			Rk{kf'kyk ifjIj [kMok j kM+bnkš
40	MKW 'kDr cutiz e[; iikyd	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			, ušI 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 pki uxj esu dukfM+ k j kM+bnkš
43-	Jh i'oy [kjs	Lkgk; d dyl fpo ½ jh{kš½ ukyank ifjIj vkj, u-Vh- ekx] bnkš		2525824	2522211			ukyank ifjIj fo' ofo ky; vkj-, u-Vh- ekxZ bnkš
44-	dq jpuk Bkdj	Lkgk; d dyl fpo ½ jh{kš½ 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'kf. 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				vuir 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 %eSuPy&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

dekd	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; ij 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 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 vš ds s vi hy djA
1	vf/kdkfj; ka@f'k{kdkæ ds l elr LFkki uk l æakh dk; Z deŋkfj; ka ds l elr LFkki uk l æakh dk; Z	jkT; fo' ofo ky; l ðk 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;] blnš dyi fpo noh vfgY; k fo' ofo ky;] blnš	dñMdk 8- 1 ds vuđ kj rnð
2	u, v'kkl dh; egkfo ky; i kjkk djus ; k u, fo"ŋ; i kjkk djus l æakh dk; Z	i fjfu; e 27 , oa 28 ds vuđ kj	rnð	vf/k"Bkrk] egkfo ky; fodkl i fj"kn@mi & dyi l fpo ¼ kšf.kd½	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 dyi fpo ¼vuđtkfr@ tutkfr i dksB½ mi dyi fpo ¼fodkl ½	rnð
4	i ðku i d j . kka dk fui Vkj	e/; insk i ðku fu; eka ds vuđ kj	rnð	mi dyi 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 dyi fpo ¼ijh{k k½	rnð
7	ijh{k k dk eY; ka du] ijh{k k i fj . kke dh ?kš k . k	v/; knsk vuđ kj	rnð	mi dyi fpo ¼xkš 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 dyi 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 dyi 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 dyi 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'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/kclkjh 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 xfrk	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{kf'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/Dukyklth 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 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	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 ikI bnkš
30	MKW ,e- plnokuh	funskd bLVhV; W vMID 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{kf'kyk ifjIj [kMok jkM+bnlŋ]					DokVI 7 [k. Mok jkM+bnlŋ]
35	MkW jktio xqrk	funskd i:zdk v/; ; u l &Fku [k. Mok jkM+bnlŋ] r{kf'kyk ifjIj [kMok jkM+bnlŋ]	''	2478800 2479288 2470022	2761881		Rk{kf'kyk ifjIj [kMok jkM+bnlŋ]
36	MkW Mh- , l - fhkykjs	foHkxk/; {k vk; -Vh- l &j r{kf'kyk ifjIj [kMok jkM+bnlŋ]	''	2761358	2477467		QyV/ ua11 fo'ofok ky; VhpI 7 DokVI 7 [k. Mok jkM+bnlŋ]
37	MkW , -dsnrRrk	foHkxk/; {k HkSf-dh v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnlŋ]	''	2467028	2761368		lyV/ 7 fo'ofok ky; VhpI 7 DokVj bnlŋ
38	MkW fLuX/kk c&thz	foHkxk/; {k Lk&[; dh v/; ; u'lkkyk r{kf'kyk ifjIj [kMok jkM+bnlŋ]	''	2462003	2562434 2560898		,u@43 l kdr uxj bnlŋ
39	MkW Qgh- di- xqrk	foHkxk/; {k foKku l &pkj d&nz r{kf'kyk ifjIj [kMok jkM+bnlŋ]	''	2470330	2468196		Rk{kf'kyk ifjIj [kMok jkM+bnlŋ]
40	MkW 'kfDr cutih eq; iikyd	eq; okMU dk; ky; r{kf'kyk ifjIj [kMok jkM+bnlŋ]	''	2467028	2440829		cki uk Nk=kokl ifjIj bnlŋ
41-	MkW jkt&nz fl g	fu; &-d ukyank ifjIj vkj, u-Vh- ekxZ bnlŋ		2528966	2512969		, u&l h 3, ukyank ifjIj vkj- , u-Vh- ekxZ bnlŋ
42-	Jh vkj-ih- ; kno	mi fu; &-d ukyank ifjIj vkj, u-Vh- ekxZ bnlŋ		2528966	&		8 l &pkj uxj eu dukfM+ k jkM+ bnlŋ
43-	Jh i'oy [kjs	Lkqk; d dyl fpo ¼ jh{k&½ ukyank ifjIj vkj, u-Vh- ekxZ bnlŋ		2525824	2522211		ukyank ifjIj fo'ofok ky; vkj-, u-Vh- ekxZ bnlŋ
44-	d& j puk Bkdj	Lkqk; d dyl fpo ¼ jh{k&@xki uh; ½ ukyank ifjIj vkj, u-Vh- ekxZ bnlŋ		2524053	2514566		ukyank ifjIj fo'ofok ky; vkj-, u-Vh- ekxZ bnlŋ
45-	Jh dSyk'kfl g tlekn	Lkqk; d dyl fpo ¼ k&f. kd½		2521448			
46-	Jh l phy n&kykys	l gk; d l pkyd 'kkj hfjd f'k{k r{kf'kyk ifjIj [kMok jkM+bnlŋ]		2469482			vui uxj bnlŋ
47-	Jh l ejfl g ijekj	l g l pkyd LFkkuh; fuf/k l & jh{k		2529474			

v/; k; &11 %e\$uψy&10½
i R; d vf/kdkjh vk\$ depkjh }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	dq 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 tkekn	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 - 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@&		

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

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 l 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 nRr s; 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 ¼ftl ea vupku dh jkf'k dk foj.k g½
 0 vkonu djus ds fy; sdgk@fdl l sl ã dZ djs
 0 vkonu 'kYd ¼tgk; mfpr g½
 0 vkonu i = dk ik: i ¼; fn vkonu l kns dxt 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 dj½
 0 ifdz k ds l ãk ea l eL; k gkus ij dgka l ã dZ dja
 0 miyC/k /kujkf'k dk foj.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 1e5uψy&13½
fj; k; rkj vuKki =ka rFkk i kf/kdkjka ds i kfldrdrk/ka
ds l 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 keld;] vuđ fpr tkfr] tutkfr] fiNMkox] fodykax ;k vU;
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 i klr d jus dh ifdz k
- 0 fj;k;r] vuđko= vFok ikf/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 ikf l r drkz/ka 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
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 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 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 l 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 f r d 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 , 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 1/2
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 VLVKEi pLk dj½ Lo; a ds i rk v̄idr djrs gq s vko' ; d jkf'k dk fyQkQk I yXu dj i f'kr djuk gkskA
- 2- vfHky[s̄]kka dh I R; i frfyfi %QkVks 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 fd I 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 uhp̄s 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 Lr̄r djuh gkskA
- 7- I p̄uk i klr djus gr̄q vkonu I h/s dyl fpo dk; k̄y;] i zkkI fud Hkou] vkj-, u-Vh- ekx] eā i Lr̄r djus gkskA

vkonu ds I kFk I yXu vfHky[s̄]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 tkudkjh grqvki fu/kkZjr 'ky'd fnukd -----rd tek dj nLrkost@udy@
ueuk fnukd -----rd ikr dj yA ; fn nLrkost Mkd }kjk pkgrs gS rks ml ds fy; s
jftLVMZ@; ihl 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 tkudkjh dk idkj foj.k	i"B I d; k@ux@I d; k	nj	j kf' k %dkWye 2 xqkk 3½
1	2	3	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

