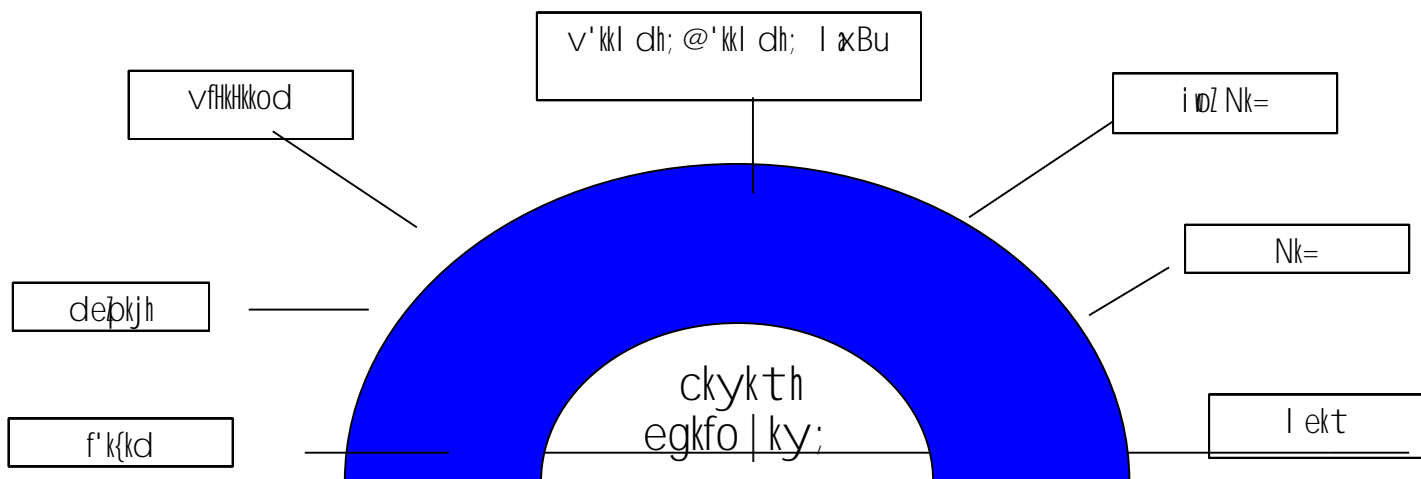
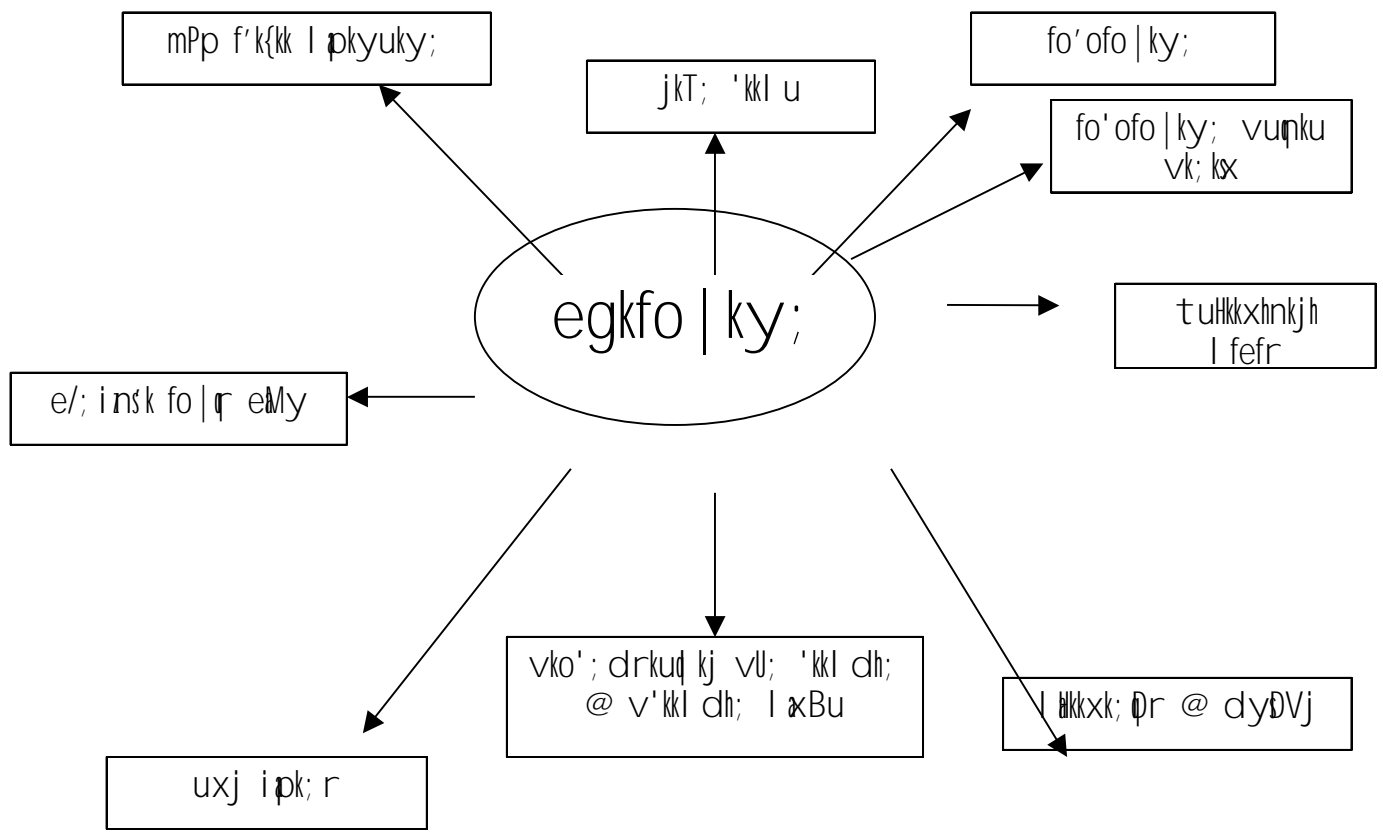


¼ j s[kkfp= & 2-5 ½

egkfo | ky; dseq; | Ei dZ I # vkj fgrxtgh



vfuo;k; / I gyXurk (Linkages)



dk; kzy; i kpk; j 'kkl dh; xk/kh egkfo |ky;] ckkykth fegekuk
 ftyk fhk.M %eOi 0½ fi u &477441

dætd@

Annexure 7.1

o"lz 2005&2006 grq fuEu foaj.k vuq kj I febr; ka dk xBu fd;k tkrk gS A I febr ds I a kst d uhfr
 fu/kkj.k ds fy; s vi uh&vi uh I febr dh i Eke cBd i kpk; Z I s frfk yd j 'kh?kz vk; kftr dja rkd bl ds
 vuq kj vkxkeh dk; Z fd; k tk I ds A ; s I febr; kw i js I = ea fdz k'khy jgæh A rkrdkfyd 0; o0Fkk ds
 vuq kj fHKU&fHKU I febr; kw i Fkd I s xBr dh tk; æh A

I febr dk uke	dætd	f'k{k d @ deþkj h dk uke	lkn
LVkQ dkmfll y	1		I fpo
Ø; I febr	1	Mk; vkj-dsl DI ðuk	I a kst d
	2	Jh jfodkar	I nL;
	3	Jh I R; dækj Nkjh;	I nL;
	4	Jh Ogh ds fl g	I nL;
Nk= I gk; rk fuf/k I febr	1	Mk; 'kkðkk i k. Ms	I a kst d
	2	Jh ch-ds iztki kfr	I nL;
; wth-l h- I febr	1	Mk; vkj-dsl DI ðuk	I a kst d
	2	dQ i j. kk fe=k	I nL;
	3	Jh Ogh ds fl g	I nL;
	4		I nL;
	5		
Nk= ifj "kn i jke'kz I febr	1	Mk; vkj-dsl DI ðuk	I a kst d
	2	Jh Ogh ds fl g	I nL;
	3	Jh dsi h-fl g	I nL;
	4	Jherh 'kkðkk i k. Ms	I nL;
	5		I nL;
	6		I nL;
	7		I nL;
I kldfrd xfrfof/k I febr	1	Jh dsi h-fl g	I a kst d
	2	dQ i j. kk fe=k	I nL;
	3	Jh Kku fl g	I nL;
	4		I nL;
	5		I nL;
I kfgfR; d xfrfof/k I febr	1	Mk; , e-, I -cdq kokg	I a kst d
	2	Jh ch ds iztki fr	I nL;
	3	Mk; 'kkðkk i k. Ms	I nL;

* I a kskku

I febr dk uke	dætd	f'k{k d @ deþkj h dk uke	lkn
vuqkkl u vj ** ,UVh jðxæ** I febr	1		I a kst d
	2		I nL;
	3		I nL;
	4		I nL;
	5		I nL;
	6		I nL;

	7		I nL;
vuqtikfr@vuqt-tk- Nk=ofRr I febr	1	Mk; dsi h-fl g	I a kst d
	2	Jh plnz 'ks'kj jkt	I nL;
	3	Jh I R; d'ekj Nkjh;	I nL;
	4	Jh ch-dsi ztki fr	I nL;
	5		I nL;
f'k{k d vfhkkkod ; @tuk I febr	1		I a kst d
	2		I nL;
	3		I nL;
	4		I nL;
	5		I nL;
	6		I nL;
dhMk I febr	1	Jh-Ogh-dsfl g	I a kst d
	2	Jh-dsi h-fl g	I nL;
	3	Mk; vkj-dsl DI Sdk	I nL;
	4	Jh ykjØl ckØ	I nL;
	5		I nL;
	6		I nL;
	7		I nL;
	8		I nL;
	9		I nL;
I a kskku			
I febr dk uke	dætd	f'k{k d @ d'ekjh dk uke	lkn
I ffebyr fuf/k I febr	1	MW vkj-dsl DI Sdk	I nL; I fpo
	2	Mk; 'kkkkk i k. Ms	I nL;
	3	dØ i j. kk fe=k	I nL;
	4	JhØ dØi hØfl g	I nL;
	5	Jh vkØi hØJhokLro	
	6		I nL;
f'kdk; r fuokj.k I febr	1	Mk; 'kkkkk i k. Ms	I a kst d
	2	Jh I R; d'ekj Nkjh;	I nL;
	3	Jh-Ogh-dsfl g	I nL;
	4	Jh jfodkar	I nL;
	5		
dk; LFky i j efgyk ,oa; k& mRi hMu fuokj.k I febr	1	MW 'kkkkk i k. Ms	I nL; I fpo
	2	Jh jfodkar iztki fr	I nL;
	3	dØ i j. kk fe=k	I nL;
	4	Jh dØi hØfl g	I nL;
	5	Jh Ogh ds fl g	
	6		I nL;
vi ys[ku I febr	1	Jh dØi hØfl g	v/; {k
	2	Jh vkj-ds I DI Sdk	I nL;
	3	Jherh 'kkkkk i k. Ms	I nL;
	4	dØ i j. kk fe=k	I nL;
	5		I nL;
, u- l- l- h- i hkkjh	1	Jh , e-, l - dØkokg	v/; {k
	2		I nL;
	3		I nL;
	4		I nL;
	5		I nL;
, u-, l-, l i hkkjh	1	Jh ch-ds iztki fr	v/; {k

l p uk dk vf/kdkj vf/kfu; e] 2005 ds v r x r
g L r & i f L r d k
Handbook under
Right to Information, Act, 2005

e / ; i n s k ' k k l u
Government of Madhya Pradesh

m P p f ' k { k k f o H k k x
Department of Higher Education

d s v / k h u L F k k f i r v k j d k ; j r

' k k l d h ; x k / k h e g k f o | k y ; c k y k t h & f e g k s u k
f t y k f h k . M 1 e 0 i 0 1 / 2

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Distt. Bhind

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Website : www.mp.nic.in/highereducation

fo"k; I ph

Øekd	v/; k; dk uke	i"B Ø-
1.	v/; k; &1 i Lrkouk Introduction	
2.	v/; k; &2 I æBu dh fof' kf"V; ka NR; , oa drD; Particulars of Organization, Functions and Duties	
3.	v/; k; &3 vf/kdkfj; ka vksj depkfj; ka dh 'kfä; ka , oa drD; Powers and Duties of Officers and Employees	
4.	v/; k; &4 NR; ka ds fuokgu grq fu; e] fofu; e] vups k] funf' kdk vksj 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& ifru/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 Dæka ½categories½ ds vuq kj fooj .k A statement of the categories of documents that are held by it or under its control	
7.	v/; k; &7 ckM; i fj"knk; I 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 I 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 vksj depkfj; ka dh funf' kdk Directory of Officers and Employee	
11.	v/; k; &11 i R; d vf/kdkjh vksj depkj h }kj k ekf l 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 i R; d vfhkdj .k dks vkofVr ctV ¼ Hkh ; kst ukvkj 0; ; i Lrkoka rFkk /ku forj .k dh I puk½ The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)	
13.	v/; k; &13 vupku@j kT; I gk; rk dk; Øeka ds fØ; kUo; u dh jhfr The Manner of Execution of Subsidy Programmes	
14.	v/; k; &14 fj; k; rkj vuqki =ka rFkk i kf/kdkj ka ds i kf l r drkz/ka ds l æk ea fooj .k Particulars of Recipients of Concessions, permits or Authorization granted by it	
15.	v/; k; & 15 dR; ka ds fuokgu ds fy, LFkfi r ekud@fu; e Norms set by it for the discharge of its functions	
16.	v/; k; & 16 byDVkfud #i ea mi yC/k I puk; a Information available in an electronic form	
17.	v/; k; & 17 I puk i klr djus ds fy, ukxfj dka dks mi yC/k I fo/kk vka dk fooj .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- Ni ; k gLri qLrdk dh i "B Hkfe ij i zdk' k Mkya ¼l p uk dk vf/kdkj
vf/kfu; e] 2005½

fok /k , oa U; k; ea=ky;] Hkkjr ljdkj }kjk fnukad 12-10-05 l s **l p uk dk vf/kdkj
vf/kfu; e] 2005** ykxw fd; k x; k g\$ ftl ds ifji f; ea bl i qLrdk ea 'kkl dh;
egkfo |ky;] ygkj] fhk. M ¼v/kxkeh l anHkZ ea egkfo |ky; ds : i ea iz ¼r½ ds fofHku
dk; Deka vksj xfrfof/k; ka dks /; ku ea j [krs gq segRoimkZ tkudkfj; k l adfyr dh xbz
gSA ; g tkudkjh egkfo |ky; ds l anHkZ ea i; klr l p uk i klr djus ds fy, mi ; kxh
gkxh A

1-2- gLri qLrdk dk mnas ;

¼1½ egkfo |ky; dk l f{klr ifjp; nuk
¼2½ tu&l kekl; dh nfv l segkfo |ky; l adkh mi ; kxh tkudkjh dk l adyu djuk
rkfd tu&l kekl; l p uk ds vf/kdkj dk mi ; kx djrs gq vko" ; d tkudkjh
i klr dj l dA

1-3 ; g i qLrdk fdu 0; fa ; ka@l l Fkkuka@l xBuka bR; kfn ds fy; s mi ; kxh gA

; g gLr i qLrdk fuEufyf [kr 0; fDr; ka@l engka ds fy, mi ; kxh gS

¼1½ Nk= , oa Nk=k, a
¼2½ vfHkHkkod
¼3½ mPp f' k{kk fofHkx ds vf/kdkjh , oa deþkjh
¼4½ l ekt ds l kekl; ukxfjd
¼5½ 'kkl dh; @ v' kkl dh; l xBu
¼6½ vfHkHkkod fo' ofo |ky;
¼7½ fo' ofo |ky; vupku vk; kx
¼8½ tuHkxhnhkjh l febr ds l nL;

1-4 gLr i qLrdk dk ik: iA

gLri qLrdk ea 18 v/; k; g\$ vksj iR; d v/; k; ij vk/kkfjr l exz tkudkfj; ka dk
fclnþkj l adyu gSA

1-5 i fjHkk"kk, a ¼Ni ; k gLri qLrdk ea iz kx dh x; h 'kCnkoyh dks i fjHkkf"kr dj gA

i qLrdk ea , d sfdl h Hkh 'kCn dk iz kx ugha fd; k x; k g\$ ftudh i fjHkk"kk nh tkuk
okfNr gkA

1-6- gLri qLrdk ea l ek; kftr fo" k; ka ds l adk ea folrr tkudkjh rFkk vU; tkudkfj; ka
ds fy, l Ei dz 0; faA

egkfo |ky; dh folrr tkudkjh i klr djus ds fy, ikpk; Z }kjk l Ei dz 0; fDr
eukshf fd, x, g\$ tks bl izdkj gS

¼1½ vdknfed fo" k; ka ds fy, & Mk; vkj-dsl DI suk] l gkoi ko l ekt' kkl=
¼2½ iz kkl fud fo" k; ka ds fy, & Jh dsds JhokLro] i Hkkjh eq; fyfi d

1-7 gLri fLrdk ea mi yC/k tkudkjh ds vfrfjä l pük i klr djus dh fof/k , oa "kyd

gLri fLrdk ea mi yC/k tkudkjh ds vfrfjDr l pük i klr djus ds fy, vkonudrk/ dks e/; insk 'kkl u l kekl; izkkl u foHkkx }kjk tkjh vf/kl pük] e/; insk l pük dk vf/kdkj&Qhl rFkk vihy fu;e 2005 ds vuq kj fu/kkZjr ifØ; k dk ikyu djuk gkxk A ; s fu; e www.mp.nic.in@ l kekl; izkkl u foHkkx dh ocl kbV ij mi yC/k gA

fuEufyf[kr tkudkfj; ka ^ifrcf/kr* Jskh ea vk; xh vkj nh tkuk l lko ugha gkxk A bl Jskh dh tkudkjh fuEukuq kj gS%

- 1- izu i = cukus okys f' k{kdkk dk uke A
- 2- ijh{k d f' k{kdkk ds ukek dk i s y A
- 3- xki uh; ifØ; k, a ; Fkk izu i =ka dk epz k A
- 4- xki uh; pfj =koyh
- 5- tkp l s l cf/kr vfhkys[k A
- 6- , d s vfhkys[k ftuds U; k; ky; hu i dj . k py jgs gA

fuEu vfhkys[k dpy voykdukFkZ jgs %

- 1- dSk cp ystj @ okmpl z
- 2- fdl h vU; dh l ok i fLrdk

v/; k; &2 ¼eSuqy&1½
l æBu dh fof' kf"V; ka ÑR; , oa drD;

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

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

mĩs ; %&

- 1- Nk= , oa Nk=kvka dks xqkorRki jd i kEi fjd mPp f'k{kk inku djuk A
- 2- Nk= , oa Nk=kvka ds l exz 0; fDrRo fodkl ds fy, mlGa i kEi fjd mPp f'k{kk ds l kFk vl; vko' ; d n{krk, a inku djuk A
- 3- mPp f'k{kk dks l kFkd vls l ektk ; kxh Lo: i ea cnyus ds fy, iz kl djuk A
- 4- mPp f'k{kk dks l e; dh ekx ds vuq i ifjofrR djrs gq ml ds eny : i dks ; Fkor j [kuk A
- 5- i kEi fjd mPp f'k{kk dks jkst xkj kled kh fn'kk inku djuk A

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

ml ekt dh fu.kkz d fodkl kRed xfrfof/k; ka ea l fØ; , oa l kFkd l ghkkfXrk grq ; pd , oa ; pfr; ka dks l 'kDr cukus ea f'k{kk dk l nq ; kx djukA**

2-3- ykd i kf/kdj .k dk l f{klr bfrgkl vls bl ds xBu dk id x

egkfo ky; dk l f{klr i fjp;		
1	LFkki uk dk o"lz	tykbz 1963
2	LFkki uk ds l e; Nk= l a ; k	100
3	orZku Nk= l a ; k	746
4	egkfo ky; dk Lo: i	'kkl dh; xk/kh egkfo ky;] ckykth fegkuk flk.M
5	v/ ; ; u v/; ki u dk {k=	dyk okf.T;] foKku
		19 fo"K;
		2 fo"K; ea LukRdrj
		&
6	egkfo ky; ea Lotdr in	i kpk; 7 & 01 fJDr
		l gk; d i k/; ki d & 17 1/2 in fJDr 1/2
		ØhMk vf/kdkjh & 01
		xlfki ky & 01
7	egkfo ky; ea dk; ky; hu in	rRh; Js kh eq; fyfi d & 01 fJDr
		rRh; Js kh depkjh & 09 1/2 fJDr 1/2
		prfkz Js kh depkjh & 12 1/2 fJDr 1/2
8	egkfo ky; dk foRr i ksk.k	'kkl dh; fuf/k & oruj HkUk fpdfRI k 0; ; ifri fr] Nk=ofUk vkfn
		fo'ofO ky; vupku vk; kx l sek/; e i ktr vupku & fuy
		tuhkkxhnhjh ds ek/; e l s' ky'd vFkok nku }kjk , df=r jkf'k
		&
9	egkfo ky; dh i edk mi yfc/k; k;	1- l e) i rdky; A
		2- Nk= , oa Nk=kvka dks l kekftd ifjosk ds ifr l onus khy cukus dk iz kl vls egkfo ky; dh l exz xfrfof/k; ka dks Nk=kled kh cukrs gq Nk= , oa Nk=kvka ds fodkl grq drl dYi j.kuhfr A
		3- fu"i {k} LoPN iz kkl u A
		4- i Bu i kBu ea uokpkj A

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

- 1- egkfo |ky; ea i atidr Nk= , oa Nk=kvka dh mRd"V mPp f'k{kk dh 0; oLFkk djuk A
- 2- egkfo |ky; ds fofHku dk; Øeka dks Nk=kked[kh cukrs gq ml ea fujarj l qkkj ds iz kl djuk A

2-5 ykd i kf/kdj .k ds ed; NR;

- 1- ikjEi fjd mPp f'k{kk inku djuk A
- 2- mPp f'k{kk dks l kFkd] l kef; d] jkst xkjkked[kh cukuk A
- 3- l LFkk ds f'k{kdka ea vi us 0; ol k; ds ifr l Eeku dh Hkkouk fodfl r djukA
- 4- l LFkk dh iR; sd bdkbz dks l LFkk ds ifr l efi r Hkko l s dke djus graq rS kj djuk A
- 5- mPp f'k{kk dh l kekftd ifrc) rk dks l fuf' pr djuk A

2-6 ykd i kf/kdj .k }kj k inuk l okvka dh l ph , oa mudk l f{klr fooj .k

- 1- mPp f'k{kk ds {ks= ea v/; ; u v/; ki u dh 0; oLFkk djuk A

2-7 ykd i kf/kdj .k ds fofHku Lrjka ¼ kkl u] funs kky;] {ks=} ftyk] Cykd vkfn½ ij l xBukRed <kpk ¼ t gka ykxw gkz

Cykd Lrj ij ; g egkfo |ky; jkgkuh jkM ij fLFkr gSA

2-8 ykd i kf/kdj .k dh dk; Zn{krk c<kus graq tu l g; kx dh vi {kk, a

mPp f'k{kk ds {ks= ea 'kkl dh; l LFkkvka ds ikl mi yC/k l d k/kuka dh deh dks ns[krs gq dk; Zn{kerk dks c<kus graq tu l g; kx yuk , d iHkkoh mik; gSA tu l g; kx ds ek/; e l s 'kkl dh; f'k{k.k l LFkk, a v/kk j pukRed fodkl dk; Zn dj l drh gS tks i Hkkoh 0; oLFkkvka ds fy, , d vfuok; zk gSA tu l g; kx u dpy vfrfjDr l d k/ku t/kus ds fy, vko" ; d gS vfi r l LFkk dh vl; l eL; kvka ds l ek/kku ea rFkk l LFkk dks u; k : i inku djus ea i Hkkoh Hkfredk fuHkk l drs gSA

2-9 tu l g; kx l fuf' pr djus ds fy, fof/k@0; oLFkk

- 1- jkT; 'kkl u us bl idkj dk tu l g; kx yus ds fy, 'kkl dh; egkfo |ky; ka ea tuHkkxhnh l febr dh 0; oLFkk LFkkfir dh gS ; g l febr l LFkk ds fy, vko" ; d vfrfjDr l d k/ku t/krh gSA egkfo |ky; ds u; s vdknfed dk; Øeka dks viuk vupknu nrh gS vkj egkfo |ky; ds fy, fodkl dk exz izklr djrh gS A bl dh vo/kkj .kk ij vk/kkfjr i Hkkoh fØ; kUo; u l s 'kkl dh; egkfo |ky; viuh foRrh; ifj l hevka dks c<k l drs gS vkj l d k/ku&foghurk dh fLFkfr l smcj l drs gSA

- 1- bl egkfo |ky; ea tu 1997 l s tuHkkxhnh l febr vlRrRo ea A

2-11 eg; dk; kzy; rFkk fofHku Lrjka ij dk; kzy; ka ds irs ¼Ni; k irka dk tuinokj
oxhdj .k dj
egfo | ky; dk LFkk; h i rk fuEukuq kj gA

'kkl dh; xk/kh egfo | ky;] ckykth
fegkuk& ftyk fhk.M &477441 ¼e/; ins'k½
nijHkk"k & 07529 & 250211

2-12 ¼v½ dk; kzy;
egfo | ky; dk; kzy; ds [kyus dk l e; & ikr% 10-30 cts
egfo | ky; ds dk; kzy; cn gkus dk l e; & l k; a 5-30 cts

¼c½ d{kk, a
d{kk, a i kj tk gkus dk l e; & ikr% 8-30 cts
vfire d{kk l eklr gkus dk l e; & l k; a 5-30 cts

v/; k; &3 ¼eSuqvy&2½
vf/kdkfj ; ka vkj de7pkfj ; ka dh ' kfä ; ka , oa
dr0;]

Chapter - 3 (Manual - 2)
Powers and Duties of Officers and Employees

3-1 egkfo | ky; hu vf/kdkfj ; k; depkfj ; k; f' k{kodka dh 'kfä; ka , oa drD;

Ø	i n dk uke	i z kkl dh; 'kfä; ka	foUkh; 'kfä; ka	vu; 'kfä; ka	drD;
1	i kpk; Z	I æf/kr ds dk; k; @ 'kDr; ka , oa vf/kdkj ks dk I f{klr fooj .k fuEukuð kj gSA			
2	I gk; d i k/; ki d				
3	x fki ky				
4	ØhMk vf/kdkjh				
5	eð; fyfi d				
6	ys kki ky				
7	I gk; d xM&2				
8	I gk; d xM&3				
9	i z kx' kkyk rduhf' k; u				
10	i z kx' kkyk i fjpkj d				
11	cd fy IVj				
12	HkR; @pkshnkj @Qjkl Lohi j vkfn				

(I) i kpk; Z

v- i kpk; Z ds vf/kdkj , oa dk; Z

I æfkk iæf'k dh gSI ; r I s i kpk; Z ds dk; @dUk; @ dks fdl h , d I ph ea I lfer ugha fd; k tk I drk gA i kpk; Z dks egkfo | ky; i æf'k %i fke Js kh vf/kdkjh½ dh gSI ; r I s os I Hkh iz kkl fud , oa foUkh; vf/kdkj Lo; a i klr gksr gðftudk mYys[k] *ew/Hkr fu; e] foUkh; I fgrk r fkk dksk I fgrk ea gvk gA

i kpk; Z ds iæf'k vf/kdkj , oa dk; Z fuEukuð kj vidr gS %&

1 i z kkl fud dk; Z , oa vf/kdkj]

2 foUkh; , oa ys kki dk; Z , oa vf/kdkj]

3 dk; k; hu fur; dk; Z , oa i z kkl u]

4 fujh{k.k} i ; bsk.k , oa vuq kkl ukRed dk; Z]

5 mPp f' k{k dks I ekt ki ; kxh cukus dh fof/k; ka <kuk] mlga I ftr djuk vq dk; Z : i ea i f jf. kr djuk]

6 I g&i kB; Øe xrfrof/k; k; vfHkHkkod , oa I ekt ds vl; 0; fDr; ka I s I Ei dZ I EclU/kh dk; Z]

7 I æfkk ds fgr ea vq 'Nk=ka ds Hkfo"; fuekZk dh nf"V I s mlur fopkj vk; dYi ukvka dk I tu djuk muds i Hkko; fØ; kko; u dks I fuf'pr djuk]

c- i z kkl fud@foRrh; 'kDr; ka %

c- 1 i z kkl fud 'kDr; ka

1 rrh; %doy fyfi dh; i n½ , oa pr fZ Js kh ds inka ij depkj dh fu; fDr ds vf/kdkj

2 vi us egkfo | ky; ds mu I Hkh vjktif=r LVkQ dh i'ku r; djuk ftudh fu; fDr dk vf/kdkj i kpk; Z dks gksr k gS

3 vi us v/khuLFk depkfj ; ka , oa vf/kdkfj ; ka ds xks uh; i fronsu , oa pfj= i ath ea i fke Vhi vidr djuk]

4 egkfo | ky; hu vf/kdkfj ; ka , oa depkfj ; ka dks vkdfLed] vftR , oa fo'®k vodk'k Loh— r djuk] I kfk gh fu; ekuð kj fu/kkZj r I hek ea fpdfRI k vodk'k Lohdr djukA

5 fo | kfkZ ka dks foHkUu i dki dh Lohdr Nk=ofRr; ka forfj r djuk]

6 i kpk; Z ds vodk'k vkfn ij tkus ij] i Hkkjh i kpk; Z dks vkgj .k , oa I forj .k dk vLFkk; h vf/kdkj I kkkukA

7 tuHkkxhnhkj h I febr ds I nL; I fpo ds : i ea I eLr dk; Z dkjh vf/kdkjA

c- 2 foRrh; 'kfDr; kj %

- i kpk; Z dks vi us v/khuLFk I Hkh vf/kdkfj; ka vksj de'pkfjk; a ds oru] HkRrj vfxeka ds vkgj.k ds I Fk th-i-h, Q-] th-vkbZ, I - vkfn dh dVksr; kj djus dk vf/kdkj gkrk gA HkRrj vfxeka , oa dVksr; ka dh dN enka ea muds fy, dN I hek&cl/ku Hkh fu/kkZj r fd; k x; k gSA bu I Hkh izdj .kka ea mlga fu; ekuq kj vkgj .k djus dk vf/kdkj i nRr gS A
- I Hkh f'k{kdkj vf/kdkfj; ka vksj de'pkfj; ka dk L=kr ij vk; dj dkVuk A
- i h-Mh- vdkmlUV [kksyus dk vf/kdkj A
- Nk=ofRr; ka dh i p'fyr 0; oLFk ds vuq kj ys[kk j [kuk rFk fofHku oxka ea fo | kFk; ka dks Lohdr Nk=ofRr forj .k djuk A
- 'kkl u }kjk fu/kkZj I hekvka ea foUkh; vf/kdkj ka dk iz; ksx djukA
- dN i'ed[k , oa I n' mi ; ksx ea vkus okys 'kh"z %
 - 1- mi dj .k] i'rdj uD'k; ; rFk vl; I gk; d I kexh ds 0; dh Lohdr inku djuk A
 - 2- iz; ksx'kkyk ds Quhpj 0; dh Lohdr inku djuk 1/2 ea dk; ky; ds Quhpj , oa mi dj .k I f'efyr ugha g
 - 3- LVkd Z dh vi'kr oLrq a rFk 'kkl dh; /kujk'k dh dy gkfu dh Lohdr inku djukA
 - 4- I gh mi ; ksx ds n'ku viz; k; gq Quhpj] i'rdj mi dj .k , oa vl; oLrqvka dh dygkfu Lohdr djuk A
 - 5- fofHku izdkj dh Nk=ofRr; ka dh Lohdr rFk mudk uohudj .k djukA

I - vl; I gk; d foRrh; vf/kdkj %

- 1- fjdjx u'efRrd 0; ; ka dh Lohdr inku djuk A
- 2- ejEer Js kh ds Nk/s fuekZk dk; Z ds 0; ; dh Lohdr inku djuk A
- 3- cgr vko' ; d , oa vki kr fLFkr ea LFkkuh; v'kkl dh; i' ka ea Ni kbZ dk dk; Z djuk A
- 4- LFkkuh; i' ka ; k c' ckbUMjka }kjk ckbMx dk dk; Z djus dh Lohdr inku djuk A
- 5- Quhpjka dh ejEer dh Lohdr inku djuk A
- 6- LFk; h rFk vl; prFkZ Js kh'kkl dh; I odka ds mi ; ksx ds fy, xje dEcy@onhZ inku djus dh Lohdr nuk
- 7- dk; ky; ds fy, Quhpj fdjk, I syus dh Lohdr inku djuk A
- 8- i'rdj ikB; I kexh rFk I ekpj i=] if=dk, a vkfn 0; djus dh Lohdr inku djuk A
- 9- tuHkxhkh I febr }kjk vup'nr cTKV dk fu; ekuq kj I LFk ds fy; s mi ; ksx djukA

(III) xBFki ky

xBFki ky i'rdky; i'ed[k gkrk gS vksj ml ukrs mudk dk; Z foHkxk/; {k ds I ed{k gS bl dk fooj .k bl izdkj gS %

- 1- i'rdky; dh I e'dr 0; oLFk LFkfi r djuk A
- 2- i'rdka ds 0; vksj I xg .k dh mfpr 0; oLFk djuk A [kyh fufonk i f0; k dk ikyu djuk A
- 3- i'rdky; 0; oLFk Nk=] f'k{kd] vf/kdkjh vksj de'pkfj; ka ds fy, mi ; ksx ds fy, mi yC/k djukA

- 4- i ɫrdky; ds deɫpkfj; ka ea dk; Z foHkktu rFkk muds dk; Z ij l rr fuxjkuh j [kukA
- 5- i ɫrdky; dk mi; ksx djus okys i R; ɔd 0; fDr dh l aɫV ds vuq i 0; oLFkkvka dks ifjekftɫr djuk A
- 6- i ɫrdky; ea mi yC/k i ɫrda , oa l kefxz ka dk l aɫkj .k djuk , oa vU; vuq; ksxh l kefxz ka , oa th.kz kh.kz i ɫrdka ds vi yS[ku dh 0; oLFkk djukA
- 7- vuq; ksxh i ɫrdka ds vi yS[ku ds fy, ikpk; Z dks l e; l e; ij vko'; drkuq kj i Lrko nsuk A

(IV) ØhMk vf/kdkjh

ØhMk vf/kdkjh ØhMk foHkx dk iæɫk gsrk gS ml ukrS muds dk; Z vksj vf/kdkj foHkxk/; {k ds l ed{k gA bl dk foj .k bl iæɫk gS%

- 1- Nk= , oa Nk=kvka ds [ksydin l s l aɫ/kr l eLr xfrfof/k; ka dh 0; oLFkk dk l pkyuA
- 2- [ksydin l s l aɫ/kr l kexh dk Ø; vksj j [k j [kko A
- 3- [ksy eñkuka dk j [k j [kko A
- 4- foHkku [ksyka ds vk; kst u ea egkfo |ky; ds ny dh i frHkfxrk l ɫuf' pr djus vksj Nk= , oa Nk=kvka dks i R; ɔd [ksy ea cgrj i f'k{k.k 0; oLFkk mi yC/k djukA
- 5- ØhMk foHkx ea mi yC/k l kexh dh l j {kk l aɫkj .k vksj vuq; ksxh l kexh ds vi yS[ku dh 0; oLFkk djukA
- 6- egkfo |ky; ea [ksy l aɫfr dk fodkl djukA
- 7- ikpk; Z ds funð kkuq kj vU; dk; Z djukA

(V) l gk; d i k; ki d f'k{k d l ɔxɫ

f d l h Hkh f'k{k.k l aɫFkk ea f'k{k d ed; /kj h ds : i ea jgrs gA f'k{k dka dh ; kx; rk] fu"Bk] yxu vksj ifjJe l s l aɫFkk fodfl r gsrh gA l aɫFkk dh i fr"Bk Hkh f'k{k dka dh i fr"Bk l s LFkfi r gsrh gA vr% f d l h Hkh 0; ol k; dh rgyuk ea f'k{k d h; 0; ol k; vf/kd mnkRr vksj l Eekuuh; gA

f'k{k dka l segkfo |ky; fuEu vi s k k, a j [krk gS &

- 1- f'k{k.k l aɫFkk ds i fr i w k z isk i fr c) gkdj dk; Z djuk rFkk l aɫFkk vksj Nk= , oa Nk=kvka ea : fp yrs gq vi us f'k{k d h; mRrjnkf; Roka dk ogu djukA
- 2- l e; dh i k a n h dk fo'k s k /; ku j [kukA egkfo |ky; ea i fr f n u de l s de 6 ?k a /s : duka 40 ?k .Vs i fr l l r k g ds dk; Z dh vfuok; ɫrk dh fu"Bk l s i fr l djuk A bl l e; dk mi; ksx v/; ki u ds vyk k i ɫrdky; ea uo h u r e i ɫrdka ds v/; ; u vksj mlga l k a s x, " k s k .k R r j m R r j n k f; R o k a d k s o g u d j u s e a d j u k A
- 3- i Bu&i k Bu dh uo h u " k s y; ka dk i z ksx djukA d o y 0; k [; ku i) fr l s v/; ki u dk dk; Z u d j r s g q fo H k k u n ' ; & J 0; e k /; e k a d k m i ; ksx djukA
- 4- Nk= , oa Nk=kvka dks i f j r d j r s g q mudh d {k k ea mi f l F k f r l ɫ u f " pr djokukA
- 5- f'k{k d k s d k s fu"i {k] fu f H k z d v k s fu; f = r 0; ogkj j [kuk p k f g, r k f d N k = , oa Nk=kvka dh f'k{k dka ea v k l F k k c u h j g A

(VII) eq; fyfi d

eq; fyfi d LFkki uk "kk [kk dk iæɫk deɫpkjh gsrk gS bl ukrS LFkki uk l s l aɫ/kr l eLr dk; Z dk mRrnkf; Ro eq; fyfi d dk gSA

- 1- l Hkh f'k{k[d] vf/kdkjh vksj depkj; ka dh l ok i{Lrdk} 0; fDrxr uLrh] vodk'k dk yskk l akkfjr djuka
 - 2- rnh; vksj prfkz Js kh depkfj; ka ds dk; ka dk foHktu rFkk mudk fu; æ.kA
 - 3- yskk dk; ka ds i Hkkjh ds : i ea dsk&cpka rFkk yskk&jftLVjka ea vadr i fof"V; ka dh tkp vksj iek.khdj.k djuka
 - 4- ijh{kk l aakh i cak , oa yskh; dk; k ea l f0; Hkiedk fuHkkuka
 - 5- ; g l fuf'pr djuk fd l LFkk ds dk; k; ea izkkl fud fu; æ.k ds l kFk vuqkkl u] f'k"Vkpj vksj 'kkyhurk dk okroj.k cuk jgA
 - 6- l LFkk ea i kuh , oa fctyh izkkyh dks 0; ofLFkr j [kus ds l kFk egkfo|ky; hu Quthp] Hkou , oa ifj l ds j [k&j [kko] l Qkbz vksj LopNrk dh 0; oLFkk djuka
 - 7- egkfo|ky; dh 'fkd rFkk i k; Rrj xrfof/k; ka ds l pkyu , oa lk; dsk.k ea i kpk; Z rFkk foHkuu i Hkkjh vf/kdkfj; ka dks l f0; l g; kx nuk , oe- izkkl dh; 0; oLFkk, a LFkfi r djuk A
 - 8- ; g l fuf'pr djuk fd ml ds v/khuLFk depkj i wkr% deB gs vksj os vi uk&vi uk dke Bhdrjg l s vksj ifjJeid d jrs gA bl dk l rr-fujh{k.k djuka
- (VIII) yskki ky

yskki ky yskk 'kk[kk dk f0; kRed i Hkkjh gkrk gA

- 1- buds i ed[k dk; Z bl idkj gA l eLr 'kkl dh; l odka ds oru] pfdRI k i fri firZ ns d] ; k=k HkRrk ns dka vkfn dks fof/kor rS kj dj dskky; l s i kfjr djuka
- 2- cd l suxhdj.k ds mijkr l a/kr 0; fDr; ka dks Hkqrku djuk A
- 3- fu/kkfjr vof/k ea forfjr u gks ikus ij vforfjr jkf'k dks dskky; ea okil tek djuka
- 4- 'kkl dh; vksj v'kkl dh; dsk&cpd rFkk ml l s l a/kr l Hkh okmpjka dks 0; ofLFkr j [kukA ystj rFkk yskk l aakh vU; jftLVjka , oa vkyskka dks v|ru j [kukA
- 5- ekf l d vk; &0; ; i=d cukuk rFkk egkfo|ky; dk ctV cukrs gq fu/kkfjr l e; kof/k ea i Lr djuka
- 6- jkdM+cgh fy [kuk vksj jkdM+cgh ds dsk cydl dk d's'k; j dh Msh@jQ dsk&cpd l s feyku djuka
- 7- j l hin&dV/ka ds i fri .kka l s Msh&Qh&dyd'ku 'Mh-, Q-l hz jftLVj ea dh x; h i fof"V; ka dk feyku djuk vksj fo|kFkz }kjk tek fd; s x; s 'ky'dka dks fu/kkfjr i) fr }kjk dskky; ea tek djuka
- 8- yskk 'kk[kk ds l Hkh vkyskka dks fnuklr j [krs gq mlga vkfMV& kx; fLFkr ea j [kus dk nkf; Ro yskki ky dk gA
- 9- i kpk; l e[; fyfi d }kjk vkns'kr dk; k dks l e; ea i jk djuk yskki ky dk dRr; gA

(IX) d's'k; j jkdM+ k/2

- 1 'kkl dh; , oa v'kl dh; fuf/k; ka dks , d= djuk] vksj , df=r jkdM+ dks yskki ky ds ek/; e l s ; Fkk'kh?kz dskky; ea tek djokuka
- 2 oru vkfn l Hkh idkj ds ns dka dh uxn jkf'k dks dskky; @kkl l s ykuka
- 3 i kfjr jkf'k dks l a/kr 0; fDr dks Hkqrku djuk rFkk Hkqrku fd, x, okmpjka dks yskki ky ds l qnz dj] ; g l R; kfi r djuk fd dskcpd ds vuq kj jkdM+l gh gA
- 4 Nk=kva }kjk tek fd, x, 'ky'dka dh jkf'k dks i klr djuk vq ml s oxh-r voLFkk ea j [kuk A 'ky'd fu; fer : i l scd ea tek djuka
- 5 d's'k; j }kjk i klr vq ml ds }kjk Hkqrku dh x; h i R; d jkf'k dks dPph jkdM& cgh ea fy [kuk vq Hkqrku fd; s x; s i R; d fcy ea ejs }kjk Hkqrku fd; k x; k fy [kdj vi usg Lrk{kj djuka

- 6 iR; d fnu dk jksdMh&0; ogkj l ektr gkus ij ol ny@i klr dh x; h /kujkf'k rFkk l eLr Hkxrkfu fd; s x; s okmpjka dks ys[kki ky dks l q uka
- 7 d f'k; j dks i kpk; j ed; fyfi d rFkk ys[kki ky }kjk vkns'kr vl; dk; Z djukA

(X) mPp Jskh rFkk fuEu Jskh fyfi d
 %dk; kzy; l gk; d xM II , oa III

dk; kzy; ds fyfi dh; dk; q ds l Eiknu ds fy, rFkk ys[kki ky , oa ed; fyfi d }kjk l e; & l e; ij l q s dk; q ds l Eiknu grj , d mPp Jskh %l gk; d xM II % rFkk rhu fuEu Jskh fyfi dka %l gk; d xM III %ds in fufeR gA
 fo | kFkh] Nk=ofr] HkMkj .k] Vkbfi x dk; j vkod&tkod] 'kyd l dyu l n'k dk; q dk Hkkj bu fyfi dks dks l q k x; k gA
 i kpk; Z ed; fyfi d l s fopkj & foe' l z dj] bu fyfi dka dks dk; kzy; vq egkfo | ky; ds vl; dk; Z l q rs gA

prfKZ Jskh dePKjh %

(XI) HkR; @Qjk @cdfyqVj

- 1- egkfo | ky; ds de jka @ Quhpj dh l Okb] i hus ds i kuh dh 0; oLFkk djuk A
- 2- Mkd yuk&ys tkuk gA
- 3- dkskky;] dka ds chip ns dk] pkykuka vkfn ds yuk&ys tkus dk egROI wKZ dk; Z Hkh HkR; ka }kjk fd; k tkrk gA
- 4- i kpk; Z ed; fyfi d }kjk l ka s x; s l eLr dk; Z djuk A

egkfo | ky; , oa dk; kzy; ea fofHku dk; q ds fukZk l Eiknu ds fy, i kpk; Z }kjk ed; fyfi d l s fopkj & foe' l z dj HkR; ka ds chip dk; q dk fofHktu fd; k tkrk gA i kpk; Z dk mu ij l rr~fu; a . k , oa fujh{k . k jgrk gA

HkR; ka ds dk; q ij i kpk; j ed; fyfi d dh l h/kh utj jgrh gS rkfd os vi us dk; q ea fdl h idkj f'kFkyrk u cjra

(XII) l OkbZ dePKjh %Lohi j %

; g in Hkh egkfo | ky; dh LFkki uk ea Loh—r gA l OkbZ dePKjh fo | ky; ds 'kq d {k dh LoPNrk ds l kFk] Hkou rFkk ifl j dh l OkbZ ds fy, ftEenkj gkrk gA

(XIII) iz ksx'kkyk dePKjh %

ftu fo" k; ka ea i k; qxd dk; Z gkrk gS ogka iz ksx'kkyk ea i k; kfxd dk; ka ds l Eiknu ds fy, iz ksx'kkyk rdurf'k; u %rrh; Jskh % , oa iz ksx'kkyk ifl jkd %prfKZ Jskh % ds in fufeR gkrk gA
 l keku; : i l s muds dk; Z , oa dRrD; fuEufyf[kr g%

(XIII-1) iz ksx'kkyk rdurf'k; u % %vjktif=r rri; Jskh 'kqf . kd l dxZ

iz ksx" 'kkyk rdurf'k; u iz ksx'kkyk dk i Hkkjh gkrk gS vkq fofHkxk/; {k ds funz ku ea dk; Z d jrk gA buds ed; dk; Z bl idkj gA %

- 1- iz ksx" 'kkyk ea dk; Z djus okys fo | kFkZ ka dks vko'; d midj .k] j l k; u vkfn iz ksx&l kexh b'; w djuk rFkk iz ksx ds mijkar v{k; l kexh oki l yuka

- 2- foHkkxk/; {k ds ekxh'kz e} vi us foHkkx ds fy, vko'k; d l kexh Ø; dj us grq dks/s ku vkfn vkef=r djuk rFkk dks/s ku iklr gkus ij Ø; fu; eka ds rgr] nyukRed pkVZ r\$ kj djukA
- 3- vko'; d vks pkfjdrk, a ij h dj vkns k&i = vkfn foHkkx iæq[k ds l e{k gLrk{kj ds fy, iLr djukA
- 4- l kexh iklr gkus ij LVkld&jftLVj ea ifof"V vks muds j [k&j [kko rFkk mi ; ksx dh ; Fkkfpr 0; oLFkk djukA
- 5- LVkld dk Hkrd l R; ki u rFkk vi y[ku dk; Z djuk Hkh iz ksx" 'kkyk rdurf'k; u dh dk; &ijf/k ea vkrk gA
- 6- iz ksx" 'kkyk ifjpkjd l s vko'; d dk; Z yuk gs vks i kpk; Z l s funðk feyus ij] foHkkx iæq[k dh tkudkj h e} egkfo | ky; ds fgr ea vl; dk; Z djukA i kpk; Z egkfo | ky; dh iz kkl dh; vko'; drk ds vuq i bul s dk; k; hu dk; Z Hkh ys l drs gA
- 7- i k; kfxd ij h{kkvka ds l Eiknu ea rRi jrk] l rdrk vks xks uh; rk l s vi uk dk; Z i jk djukA

(XIII-2) iz ksx'kkyk ifjpkjd %

iz ksx'kkyk ifjpkjd iz ksx'kkyk dk prfkZ Js kh dk depkj h gsrk gs rFkk foHkkx iæq[k vks iz ksx" 'kkyk rdurf'k; u ds funðkkud kj foHkkx ds foHkuu dk; Z djrk gA

- 1- vi us foHkkx dks l e; ij [kksyuk] cln djuk] ijs l e; foHkkx ea mi fLFkr jguk vks ml dh l QkbZ , oa l g {kk dh 0; oLFkk djuk A
- 2- vko'; drkud kj egkfo | ky; ds vl; dk; ka ea eq[; fyfi d] i kpk; Z ds funðkkud kj l g; ksx nsukA

v/; k; &4 ¼esuy&3½
ÑR; ka ds fuokgu grq fu; e] fofu; e]
vuq's k]funf' kdk vkj vfhkys[k

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

4:1 y^od i f/kdj .k vFkok ml ds vf/kdkfj ; ka , oa dfez ka }kjk vi us dR; ka ds fuokgu ds fy; s /kkfjr rFkk iz kx fd; s tkus okys fu; e] fofu; e] vups k] funf' kdk v^g vfhkys[k dh l pph fuEu ik: i ij iLr^r dj k, a ¼; g l p uk i R; d vfhkys[k ds fy; s i Fkd l s iLr^r dj k egkfo | ky; ea dk; } r vf/kdkfj ; ka , oa depkfj ; ka }kjk vi us dR; ka ds fuokgu ds fy; s /kkfjr rFkk iz kx fd; s tkus okys fu; e] fofu; e] vups k] funf' kdk v^g vfhkys[k dh l pph vxys i "B ea l yXu gSA

4:1 y^od i f/kdj .k vFkok ml ds vf/kdkfj ; ka , oa dfez ka }kjk vi us dR; ka ds fuokgu ds fy; s /kkfjr rFkk iz kx fd; s tkus okys fu; e] fofu; e] vups k] funf' kdk v^g vfhkys[k dh l pph fuEu ik: i ij iLr^r dj k, a ¼; g l p uk i R; d vfhkys[k ds fy; s i Fkd l s iLr^r dj k

Ø-	vfhkys[k dk uke	vfhkys[k dk izdkj ¼ d l h , d izdkj dks paps & Fkk fu; e] fofu; e] vups k] funf' kdk] vfhkys[k] vU; ½	vfhkys[k dk l i{ktr i fjp;	fu; e] fofu; e] vups k] funf' kdk v ^g vfhkys[k dgk; l s i ktr dj l drs g ^o ¼ r k] nij hkk'k Øekad] QD l Øekad b&ey] vU; ½	fu; e] fofu; e] vups k] funf' kdk v ^g vfhkys[k dh i fr dks i ktr djust dk 'k ^o d ¼; fn dkbz gkz
1	LFkki uk l s l i k r l e l r n L r k o s t	vfhkys[k] nLrkost] jftLV l j l ok i {Lrdk, } u l r; ka	f'k{k d ^o vf/kdkjh; } depkfj; ka dh LFkki uk l s l Ecfl/kr l e l r n L r k o s t ¼ ok i {Lrdk} 0; fDrxr ulrh] xki uh; pfj =koyh vodk'k uLrh] ' 'kkfLr ulrh½	Jh dsdsJhokLro iz kx rduhf'k; u	' 'kkl u }kjk fu/kkjr 'k ^o d ekU; g ^o xkA i fr d i /kr nLrkost ugha fn [kk, tk; xA
2	n f u d ' k ^o d l x g . k i a t h % t u j y Q h d y d ' k u ¼ t h , Q - l h ½ j f t L V j , o a i k : i]	jftLVj] j l h n dVv} j l h n a	i fr nu fy; s tkus okys 'k ^o d dk vfhkys[khdj . k	Jh eukt nhf{kr l gkoxM&3	
3	y {kk' kk [kk	vfhkys[k	f'k{k d ^o vf/kdkjh; } depkfj; ka dh LFkki uk l s l Ecfl/kr l e l r n L r k o s t Ø; i f Ø; k l s l i k r nLrkost] Hkqrku i f Ø; k l i k r n L r k o s t] c k m p l z f'k{k d ^o vf/kdkjh; } depkfj; ka dh LFkki uk l s l Ecfl/kr l e l r n L r k o s t	Jh vksi h- JhokLro@Jh fot; fl g	
4	xki uh; i fronu	vfhkys[k		i kpk; z	i fr d i /kr nLrkost ugha fn [kk, tk; xA
5	U; k; ky; hu izdj . k	vfhkys[k		Mk; vkj-dsl DI Sjk	i fr d i /kr nLrkost ugha fn [kk, tk; xA
6	fo kFkz 'kk [kk i d s k fu; e vksk l p uk , j i d s k l i p; k; "k ^o d tek] v i r e f r f k] v i r e L F k f r o . k e y k Ø e] d { k k o j } f o " k ; Ø e] o x b k j i d s k l i p; k; i d s k i a t h	vfhkys[k	fu; e] vups k] fofu; e	Jh dsdsJhokLro] Jh ; w l h - p k s j h] Jh vkj - ch , l - t k n k s u] eukt nhf{kr	' 'kkl u }kjk fu/kkjr 'k ^o d ekU; g ^o xkA i fr d i /kr nLrkost ugha fn [kk, tk; xA

Ø-	vfhkys[k dk uke	vfhkys[k dk i dklj ¼dl h , d i dklj dks paps & ; Fkk fu; e] fofu; e] vups k] funf' kdk] vfhkys[k] vU; ½	vfhkys[k dk l f(ktl r i fjp;	fu; e] fofu; e] vups k] funf' kdk vq vfhkys[k dgk l s i klr dj l drs gð ¼ rkl nij Hkk'k Øekad] QDl Øekad b&ey] vU; ½	fu; e] fofu; e] vups k] funf' kdk vq vfhkys[k dh i fr dks i klr d jus dk 'kYd ¼; fn dkbZ gkð
	Lok/; k; h Nk=ka grq vuqfr ukekadu Okby i jh{kk vkonu & vuØekad i jh{kk i fj . kke l ipuk Okby LFkkuklrj . k i ek . k@pfj = i ek . k vxkk . k ekbx s ku i j kus vfey s k u "Vhdj . k vad l ph vuØekad fooj . k				
7	Nk=ofRr 'kk[kk Nk=ofRr l ipuk, j eV/dkklj Nk=ofRr; k; uohu 'Avud fipr tkfr] vud fipr tutkfr , oa vU; fi NMLk oxZ uohudj . k Nk=kofRr; k; 'Avud fipr tkfr] vud fipr tutkfr , oa vU; fi NMLk ox½ 'kkl u dh , dhdr Nk=kofRr; k; foDy l a dh fo'k Nk=kofRr; k; vU; 0; fDr l LFkk }kjk l LFkr Nk=ofRr; k; Nk=ofRr; ¼ l s l æfu/kr jftLVj cð l s i = 0; ogkj Nk= l gk; rk d'k fofo/k	vfhkys[k	vknou] fu; e fofu; e] vups k	Jh foeyfl g @ Jh fot; fl g@ Jh vkj- ch, l -tknk	'kkl u }kjk fu/kkjr 'kYd eU; g'kA i frcl/kr nLrkost ugha fn[kk, tk; xA
8	Ø; , oa HkA/kj . k 'kk[kk Ø; i fØ; k vf/ldr ink; drkZ dh l ph 'kkl u }kjk eU; bdkb; ¼ dh eW; l fip; k; Ø; l febr dk xBu fufonk vke . k ngyukRed pkVZ Ø; kns k LVkd jftLVj fuxbu i ath epz k dk; l Okby Hk'rd l R; ki u Ø; fcØh uhykeh & viy s ku	LVkd jftLVj] uLr; k; fufonk, a	fu; e] fofu; e] ngyukRed i i =] Hk'srd l R; ki u] i fronuj l kjk . k uLrh	Jh dsdsJhokLro	'kkl u }kjk fu/kkjr 'kYd eU; gkx A i frcl/kr nLrkost ugha fn[kk, tk; xA
9	vkod&tkod 'kk[kk vkod i ath tkod i ath HkR; i qLrdk Mkd fVfdV y s k fofo/k	vfhkys[k	jftLVj] nLrkost	Jh fot; fl g	'kkl u }kjk fu/kkjr 'kYd eU; g'kA
10	xHfky; , oa okpuky; 'kk[kk xHfky; &okpuky; l Ecath fu; e xHfky; l febr dk xBu , oa dk; l i l rdka , oa xHfka dh fo'k; okj l fip; ka rFkk xHfky; Ouhbj] midj . kla vkfn ds ds/ykk foHkxla l s i klr i l rdka , o dz i Lrkoka dh Lohdfr; ka [kjhrh i fdz k] dks/sku dkl; i =]	i l rdka tuZl vfhkys[k vkfn	LVkd jftLVj i ath] uLr; k; fufonk i =	Mk; dsi h-fl g	'kkl u }kjk fu/kkjr 'kYd eU; g'kA i frcl/kr nLrkost ugha fn[kk, tk; xA

Ø-	vfhkys[k dk uke	vfhkys[k dk i d kj ¼ d l h , d i d kj dks pps & ; Fkk fu; e] fofu; e] vups k] funf' kdk] vfhkys[k] vU; ½	vfhkys[k dk l f{klr i fjp;	fu; e] fofu; e] vups k] funf' kdk v g vfhkys[k dgk l s i klr dj l drs gð ¼ r k] nj Hkk" k Øek d] QD l Øek d b&ey] vU; ½	fu; e] fofu; e] vups k] funf' kdk v g vfhkys[k dh i fr dks i klr d jus dk 'kY d ¼; fn d kbz gkð
	dk/s ku vkfn] ryukRed pk pkV@jftLVj] dz l febr dh vuqkd k , oa i kpk; l dh Lohdfr vkfn dz vkfn] eky , oans d dh i klr] eky dh t k p] Lohdfr]				
11	ØhMk , oa 'kkj hfjd 'kk [kk dhMk [kydin l Ecfu/kr fu; e & vkns k Qkby Ø; i f Ø; k fo' ofo ky; vupku vk; x ds fo' ek vupku [sy ehku] buM g] LV fM; e Nk= 'kkj hfjd dY; k.k 'kY d tuHkkxh nkjh	vfhkys[k uflr; ka	[ky l kexh Ø; dk vfhkys[k] ØhMk vfhkys[k] vU;	Mk; Ugh-ds fl g@ Mk; vkj-ds l DI duk@Jh ftrdnz fl g	'kkl u }kjk fu/kkZjr 'kY d ekU; g xkA i fr d /kr nLrkost ugha fn [kk, tk; xA
12	vU; i k B Bkj xfrfof/k; ka 'kk [kk i kB; rj xfrfof/k; ka l Ecfu/kr uhfr funk k Qkby Nk=l dk puko@Nk= l dk dk xBu , u-l h-l h-Qkby] , u, l -, l Qkby		f' k {k dks vf/kdkjh; ka dh LFkki uk l s l eLr nLrkost	Jh dh-dsi ztki kfr Mk; , e, l -d q kokg	'kkl u }kjk fu/kkZjr 'kY d ekU; gkxk i fr d /kr nLrkost ugh fn [kk; s tk; xA A

ukv/ % l Hkh vfhkys[k LFkk; h i dfr ds ugha gð vkj fHkUu fHkUu vfhkys[kka ds fy; s fuf" pr
l e; kof/k ds ckn mlga u"V dj nus dh 0; oLFkk fu; eka ea gS A vr% ; g 0; oLFkk
vfhkys[k mi yC/k djkr s l e; Hkh /; ku ea jg xh A vfhkys[kka ds l dk kj . k ds fy, 'kkl u
}kjk l e; kof/k fu/kkZjr dh xbz gS A vfhkys[k mi yC/k djkus ds fy, og l e; l hek
y k x j g x h A

v/; k; &5¼ešuy&4½
uhfr fu/kkj .k o dk; 0o; u ds l aak ea turk ; k
tu&ifruf/k l s i jke'kz ds fy; s cuk; h x; h 0; oLFkk
dk fooj .k

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 thereof

uhfr fu/kkj .k grq

5-1 D; k ykd if/kdkj.k }kjk uhfr fu/kkj .k ds lcazk ea turk ; k tu ifrfuf/k dh i jke'kz@Hkkxhinkjh dk dkbz iko/kku gS ; fn gS rks 0; oLFkk dk foj.k bl ik: i ea iLrqr djA

Ø	fo"k; @ÑR; dk uke	D; k bl fo"k; ea turk dh Hkkxhinkjh vfuok; Z gS %gk@ughz	turk dh Hkkxhinkjh I fuf'pr djus ds fy; s dh x; h 0; oLFkk
1	t uHkkxhinkjh 0; oLFkk	gk	egkfo ky; ka ea tuHkkxhinkjh I fuf'pr djus ds fy, tuHkkxhinkjh I febr; ka dk xBu fd; k x; k gA jkT; 'kkl u ds fu.kz kud kj ins k ds l eLr 'kkl dh; egkfo ky; ka ds i caku ea tuHkkxhinkjh dh n"V I s mlgha e/; ins k I kd k; Vh jftLVhdj.k vf/kfu; e] 1973 ds varxar i athÑr djus dk iko/kku fd; k x; k gA tuHkkxhinkjh dh foLr : i js[kk vf/kl ipuk Øekad , Q&73&6&96&l h&3 &36 fnukad 30 fl rEj] 96 ea nh xbz gS tks mPp f'k{k foHkkx dh oc I kbV www.highereducationmp.org ij mi yC/k gA

uhfr ds dk; kko; u grq

5-2 D; k ykd ikf/kdj.k }kjk uhfr ds dk; kko; u ds lcazk ea turk ; k tu ifrfuf/k I @dh i jke'kz@Hkkxhinkjh dk dkbz iko/kku gS ; fn gS rks 0; oLFkk dk foj.k bl ik: i ea iLrqr djA

'kkl dh; egkfo | ky; ka ea tuHkkxhinkjh I febr; ka ds fuEu fyf[kr fo"k; ka ea i caku ds , oa Hkkxhinkjh ds vf/kdkj fn, x, g&

Ø	fo"k; @ÑR; dk uke	D; k bl fo"k; ea turk dh Hkkxhinkjh vfuok; Z gS %gk@ughz	turk dh Hkkxhinkjh I fuf'pr djus ds fy; s dh x; h 0; oLFkk
1	f'k{k.k dk; Z dh xqkorRk , oa l ehkk	gk	tuHkkxhinkjh dh foLr : i js[kk vf/kl ipuk Øekad , Q&73&6&96&l h&3&36 fnukad 30 fl rEj] 96 ds vuq kj tksfd mPp f'k{k foHkkx dh oc I kbV www.highereducationmp.org ij mi yC/k gA dny mlgha enka ea tuHkkxhinkjh vfuok; Z gS ftudk I cazk I febr }kjk I adfyr jkf'k I sfd; k x; k gS A
2	f'k{k.k 'kq'd of) @i p j hf{kr djus , oa ml I s i klr jkf'k I s fodi dk; Z fd; k tkukA	gk	
3	Lofokh; vk/kkj ij 0; k; I kf; d , oa vU; i kB; Øe i kjHk djukA	gk	
4	Lofokh; vk/kkj ij i kjHk fd, tkus okys i kB; Øeka dh f'k{k.k 0; oLFkk grq ekuns ds vk/kkj f'k{kdka , oa LVkQ dh 0; oLFkk rFkk ekuns fu/kkj .kA	gk	
5	t uHkkxhinkjh I febr ds [kkrs dk I pkyu A	&	
6	t uHkkxhinkjh I febr dk ctV ikfjr djuk A	&	

v/; k; &6 ½euy&5½
yk d i kf/kdkjh ds i kl ; k muds fu; æ .k ea
mi yC/k nLrkostkæ dk i dxkæ ½categories½ ds
vuq kj fooj.k

Chapter- 6 (Manual -5)

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

6-1 ykd ikf/kdj.k ds ikl mi yC/k 'kkl dh; nLrkost ka dh tkudkj h nus grq
 fuEu ik: i dk iz; kx djA l kfk gh ; g Hkh crk, afd ; g nLrkost dgk; mi yC/k jgrs
 gā ts sfd l fpo Lrj ij] funs kky; Lrj ij] vU; %Ni ; k bvU; p dk mi ; kx djus
 ds LFkku ij Lrj dk mYys[k dj

Ø	i dxl	nLrkost dk uke , oa, d ifā ea ifjp;	nLrkost i klr djus ds fy; s i fØ; k	/kkjd@fu; æ. kk/khu
1		i dsk l ph	i kpk; l }kjk fu/kkfj r i fØ; k vuq kj ; k rks nLrkost ka dh Nk; ki fr mi yC/k dj kbz tk, xh ; k ml segkfo ky; dh o: l kbV ij mi yC/k dj k; k tk, xkA	i kpk; l
2		i dsk ds fu; e	'kkl u o fo'ofO ky; }kjk tkjh fu; e A	i kpk; l
3		t uHkkxhinkjh l febr ds vxr l keld; ifj "kn dh cBd ds fefuVt	egkfo ky; dk; kÿ; ea mi yC/k gA	i kpk; l
4		Nk=ofUk i klr fo kfkz ka dh l ph	egkfo ky; dk; kÿ; ea mi yC/k gA	Jh fot; fl g
5		vuq fpr tkfr@vuq fpr tutkr ds fo kfkz ka ds fy, fu% ky'd i qrdā , oa LVs kujh i nku djus dh ; kst uk ds vxr ykHkkfluor ka dh l ph	egkfo ky; dk; kÿ; ea mi yC/k gA	Mk; dsi h-fl g @ Jh vkj-0gh, l - tknk
6		t uHkkxhinkjh ; kst uk ds vxr o"kbj vk; &0; ; C; kjk	egkfo ky; dk; kÿ; ea mi yC/k gA	Jh ftrbnz fl g tknk
7		fo'ofO ky; vupku vk; kx l s i klr j kf'k dk C; kjk & LohNr j kf'k] foejā j kf'k] mi ; kx dh xbz j kf'k , oa 'kSk j kf'kA	egkfo ky; dk; kÿ; ea mi yC/k gA	Jh Mk; vkj-dsl D l S k
8		fj toZ QM@feJ dsk ea mi yC/k j kf'k , oa bl ds 0; ; dk o"kbj C; kjk	egkfo ky; dk; kÿ; ea mi yC/k gA	Jh vksi h-JhokLro
9		'kkl u l s i klr j kf'k dk enokj] o"kbj vk; &0; ; dk C; kjk	egkfo ky; dk; kÿ; ea mi yC/k gA	Jh vksi h-JhokLro
10		egkfo ky; dh foHku l febr; ka vj muds vf/kdkj rFk drD;	l ph egkfo ky; dk; kÿ; ea mi yC/k gA	Jh dsds JhokLro
11		l elr vf/kdkj; ka@debfj; ka , oa f'k{kdk ka dh l ok i qLrdk, a	egkfo ky; dk; kÿ; ea mi yC/k gA	Jh dsds JhokLro

v/; k; &7 ¼eSuqy&6½
ckM7 i fj "knkq I fefr; ka , oa vU; fudk; ka dk fooj .k

Chapter- 7 (Manual - 6)

A statement of boards, council, committees and
other bodies constituted as its part

7-1 Ñi ; k ykd i kf/kdj .k l s l c) ckM ij "knk l febr; ka , oa vl; fudk; ka dk
 l f{klr fooj .k fuEu ik: i ds vk/kkj ij nA

egkfo | ky; dh i zdku 0; oLFkk f=Lrjh; gS %

1- 'kkl dh; ra= vks izkkyh ftl ds rgr 'kkl u }kjk LFkfr ekun. Mka ds vuq kj foHkuu
 l febr; ka dk xBu fd; k tkrk gSA ; s l febr; k; , d o"lz rd dk; Z djrh gA vks vkxkeh
 'kqkf. kd l = l s i pu% bu l febr; ka ea u; s l nL; ka dk euku; u fd; k tkr gSA , d h
 l febr dh l ph l yXu gSA ¼i fj' k"V ½

¼1½ tuHkkxhnhkj l febr %

1	l c) l LFkk dk uke , oa irk	tuHkkxhnhkj l febr 'kkl dh; -xk/kh egkfo ky; ckykth febkuk ftyk fhk. M
2	l c) l LFkk dk izdkj ¼ckM ij "kn l febr] fudk; ; k vl; ½	'kkl dh; xk/kh egkfo ky; ckykth febkuk
3	l c) l LFkk dk l f{klr ij p; ¼LFkki uk o"l mnas; @eq; ÑR; ½	LFkki uk o"l % 1997 eq; dR; % 1- egkfo ky; dh fodkl kRed xfr ds fy, l d k/ku t/kuk A 2- egkfo ky; ds fy, u; s vdknfed dk; Øeka dk i Lrko Lohdr djuk A 3- u; s "kq'd yxkus vFkok ipfyr 'kq'd ea of) djuk A 4- l ekt l s l c/kr rcdka vks nku nkrkvka l s nku , df=r djuk A 5- , d s u; s dk; Øe vk; kstr djuk ftul s l d k/ku t/kus ea enn feys A
4	l c) l LFkk dh Hkfredk ¼i j ke' khk=i@i zdkdkfj .kh@dk; Økfj .kh@vl; ½	ij ke' k ekxh' k u vks fodkl kRed xfrfo/k; k; A
5	Lo: i , oa orZku l nL;	egkfo ky; ka ea tuHkkxhnhkj l febr e/; i nsk l kd k; Vh jftLVhdj .k vf/kfu; e] 1973 ds varxir i athÑr l kd k; Vh gS ftl dk Lo: i tuHkkxhnhkj dh foLrr : i jskk vf/kl puk Øekad , Q&73&6& 96&l h&3&36 fnukad 30 fl rEej] 96 ds vuq kj tksfd mPp f'k{kk foHkkx dh oc l kbv www.highereducationmp.org ij mi yC/k gA orZku ea Jh gjh ckcu 'kekz ¼fujkyk½ l febr ds v/; {k gS i kpk; Z i nu l nL; l fpo gS vks dyDVJ l ph- l qkk pksjh gS A
6	eq; vf/kdkjh dk uke	i kpk; ¼ l nL; l fpo ds : i ea dk; Z djrs gS A
7	eq; vf/kdkjh , oa vl; 'kk [kkvka ds irs	i kpk; ¼ 'kkl dh; xk/kh egkfo ky; ckykth febkuk
8	cBd dh vkofuk	l Ei wZ fooj .k tuHkkxhnhkj dh foLrr : i jskk vf/kl puk Øekad , Q&73&6& 96&l h&3&36 fnukad 30 fl rEej] 96 ds vuq kj tksfd mPp f'k{kk foHkkx dh oc l kbv www.highereducationmp.org ij mi yC/k gA l eku; l Hkk dh cBd o"l ea , d ckj] i zdk l febr dh cBd de l s de rhu ekg ea , d ckj vFkok vko" ; drkuq kj vks forr l febr dh cBd o"l ea rhu ckj vk; kstr dh tkrh gSA
9	D; k cBd ea turk Hkkx ys l drh gS	turk ds i frfuf/k Hkkx yrs gA
10	D; k cBd ds dk; bUk rS kj fd; s tkrS gS \	rS kj fd; s tkrS gA
11	D; k turk cBd dk dk; bUk i klr dj l drh gS vxj gk rks i fØ; k dk fooj .k nA	dk; bUk rS kj fd; s tkrS gS ftl s Nk; ki fr ds ek/; e l s i klr fd; k l drk gA

dk; kzy; i kpk;] 'kkl dh; xk/kh egkfo | ky;] ckykth fegekuk

Ø 2910@LFkk@2005

ygkj fnukad

@@ vf/kl puk @@

tuhkkxhnhkj l febr dh uo eukuh v/; {kk }kjk l febr dk xBu fd; k x; k gS ft l ds vud kj fnukad 24-6-05 l s vxkeh nks o"kkz ds fy; s fofhku l oxkz ea fuEufyf[kr 0; fDr; ka dks tuhkkxhnhkj l febr dk l nL; eukuh fd; k tkrk gA

Ø	eukuh@insu l nL; ka ds uke	l oxl	l febr ea in
1-	Jh gjh ckar 'keZ %fujkyk½	x.kekl; ukxfjd	v/; {k
2-	Jh v'kkd deBku ¼, l -Mh-, e-ygkj½	dyDVj] fhk.M vFkok muds }kjk eukuh i frfuf/k	mi k/; {k
3-	Mk; , e-, l -dqkokg	egkfo ky; ds i kpk; Z	l nL; l fpo
4-	Jh jktcgknj fl g dqkokg cuFkjh	tgka egkfo ky; fLFkr gS ml {ks= ds l d n l nL; ; k muds }kjk ukefdr i frfuf/k	l nL;
5-	Jh l nkek yky xkrk fegekuk	tgka egkfo ky; fLFkr gS ml {ks= ds fo/kk; d ; k muds }kjk ukefdr i frfuf/k	l nL;
6-	Mk; vkj-ds l DI suk		l nL;
7-	Mk; vkj-, l - dqkokg		l nL;
8-	l R; d'ekj Nkjh;	i ns k ea mPp f'k {kk ds mRi kn dk mi ; ks djus	l nL;
9-	Jh jkepj .k 'keZ	okys LFkkh; l xBu] m ks] LFkkh; l LFkkvkj	l nL;
10-	Jh inhi d'ekj ipkjh	nkunkrkvkj d"kdka , oa ikkd l LFkkvks ds	
11-	Jh vfuy 'keZ	, d&, d i frfuf/k	
12-	Jh ctjæ 'kj.k th		
13-	Jherh inek JhokLro		
14-	Jh gfjfoyk'k dqkokgk		
15-	Jh ctekgu xkrk	vfHkkkod i frfuf/k	l nL;
16-	Jh gfj'kdj xkrk		l nL;
17-	Jh l g'k cj l suk	Hkr i ox Nk= i frfuf/k	
18-	d' gsyuk f=dh	vud fpr tkr] vud fpr tutkr] fi NMk oxl ea l s i R; d ml oxl dk , d vfHkkkod ft l ds dkbZ l nL; vU; Jf.k; ka ea u vk, gkA	l nL;

; s vf/kl puk fnukad 24-6-2005 l s ykxrekuh tk; xhA

¼ MW , e-, l dqkokg½
i kpk; Z

8-1 Ni; k ykd i kf/kdj.k ea dk; jr ykd l ipuk vf/kdkfj; k l gk; d ykd l ipuk vf/kdkfj; ka rFkk foHkkxh; vihyv vFkkfj Vh ds l a; k ea fuEu ik: i ea l ipuk i Lr; dja

ykd i kf/kdj.k dk uke % 'kkl dh; egkfo | ky; ygkj

l gk; d ykd l ipuk vf/kdkjh%

Ø	uke	i nuke	, l Vh Mh dkm	nijHkk"k		QDI	b&ey	i rk
				dk; k; y;	vkokl			
v & vdknfed eq ka dh tkudkj h ds fy; s &								
1	Mk; vkj- dsl DI suk	l gki k/; ki d l ekt 'kkl=	07529	250211	&	250211		'kkl dh; xkzkh egkfo ky; ckykth fegekuk
c & i z kkl fud vk; foUkh; eq ka dh tkudkj h ds fy; s &								
2	Jh dsds JhokLro	i z kx' kkyk rdutif' k; u	07529	250211	&	250211		'kkl dh; xkzkh egkfo ky; ckykth fegekuk

eq; ykd l ipuk vf/kdkjh%

Ø	uke	i nuke	, l Vh Mh dkm	nijHkk"k		QDI	b&ey	i rk
				dk; k; y;	vkokl			
1	MW , e- l- d; k; k; g	i kpk; l	07529	250211	&	250211		'kkl dh; xkzkh egkfo ky; ckykth fegekuk

foHkkxh; vihyv vFkkfj Vh%

Ø	uke	i nuke	, I Vh Mh dkM	nj Hkk"k		QDI	b&ey	i rk
				dk; kÿ;	vkokl			
2	Mkj dhfrZ I DI &uk	vfrfjDRk I pkyd	0751	2323187		2323187		mPp f' k{k {ks=h; dk; kÿ; ekrt egy Xokfy; j

9-1 fdl h Hkh fo"k; ij fu.kz yus ds fy; s ykd i kf/kdj.k ea D; k i fØ; k vi uk; h tkrh gS

I iz kkl dh; fu.kz %

tuHkxhnhkj h I febr l s l æf/kr iz kkl dh; fu.kz tuHkxhnhkj h I febr dh l keku; l Hk ea iz kkl dh; fu.kz dk; Zdkfj.kh ea fy; s tkrh gA , d s fu.kz yus ds fy, ; s l febr; k; oSkkfud : i l s vf/kdr gA

II vU; iz kkl fud fu.kz %

'kkl dh; egkfo|ky; gkus ds dkj.k , d s l Hkh iz kkl dh; fu.kz 'kkl u }kjk LFkfi r 0; oLFkfvka ds rgr i kpk; Z vkj muds dk; kzy; }kjk fy; s tkrh gS bl ea 'kkl dh; fu; eka dk ij h rjg l s ikyu fd; k tkrh gA

fuEufyf[kr fclnqka ij i fØ; k dk mYys[k dj&

¼1½ i ðsk i fØ; k , oa i ðsk ij fu.kz yus ds vf/kdkj i ðsk i fØ; k fuEu pj.kka ea l EiUu gkrh gA

- 1- jkT; 'kkl u ds Lrj ij i ðsk fu; eka dk fodkl A
- 2- fo'ofu|ky; ds ek; e l s i ðsk fu; e egkfo|ky; dks mi yC/k gkxk A
- 3- egkfo|ky; }kjk i ðsk dh l ipuk dk i ðk'ku A
- 4- foofj.kdk (Prospectus) dk i ðk'ku vkj fofHkuu i kB; Øeka@fo"k; 9 ea mi yC/k LFkku dh vf/kl ipuk tkjh djuk A
- 5- i ðsk vkonu i = vkef=r djuk A
- 6- d{kkokj i ðsk l febr dk xBu djuk A
- 7- vkoñr Nk= , oa Nk=kvka dks xqkkuØe] vkj{k.k vkj vf/kHkj dk ykHk nrs gq i ðsk l ph tkjh djuk A
- 8- i ðsk i klr Nk= , oa Nk=kvka l s 'kqyd yus vkj muds i ðsk dh i fØ; k dks i w k z djuk A

¼2½ Nk=l æk puko i fØ; k , oa fu.kz yus ds vf/kdkj Nk=l æk puko fo'ofu|ky; }kjk tkjh fd; s x; s v/; kns k ds vk/kkj ij l EiUu gkrh gS bl ds fy, i kpk; Z }kjk eq; puko vf/kdkjh fu; Ør fd; k tkrh gA puko l æf/k l eLr fu.kz i kpk; Z eq; puko vf/kdkjh vkj puko l febr }kjk l a Ør : i l s fy; s tkrh gA l Hkh fu.kz v/; kns k dh i f j l hek ea fy; s tkrh gA

¼4½ okf"kd k R l o l pkyu i fØ; k , oa fu.kz yus ds vf/kdkj egkfo|ky; okf"kd k R l o Nk= i f j "kn ij ke'kñkrk }kjk fu/kkTj r fd; k tkrh gS A l fEefyr fuf/k l febr mi yC/k ctV ds vk/kkj ij okf"kd k R l o l s l æf/kr fu.kz yrh gS A bl ea f"kd vkj Nk= nksuka gh l nL; ds : i ea eukuh r gkrh gA

¼5½ 'kkl u] ; w th l h] tuHkxhnhkj , oa vU; L=karka l s i klr vupku dks 0; ; djus dh i fØ; k , oa fu.kz yus ds vf/kdkj A 'kkl u }kjk i klr vupku dk 0; ; 'kkl dh; fu; eka ds rgr vkj mlgha enka ea fd; k tkrh gS ftl ds fy, i klr gpk gA

fo'ofu|ky; vupku vk; kx dh fofHkuu ; kstuvka ds rgr egkfo|ky; }kjk vi us vkonu fn; s tkrh gS vkj Lohdr gkus ij Lohdrh i = ea fn; s x; s fn'kk funs kka ds

vuđ kj fu/kkZjr en ea 0; ; fd;k tkrk gS A jkf'k 0; ; djus ds ckn bl dk mi; kfxrk iæk.k i = fo'ofok |ky; vupku vk; kx dks Hkstk tkrk gSA tuHkkxhnhkj h I febr I s i klr jkf'k dk 0; ; tuHkkxhnhkj h I febr dh foRr I febr] i cdk I febr vkš I keku; ifj"kn }kjk vupekfnr enka ea fd;k tkrk gS A bl ds fy; s , d ctV cuk; k tkrk gS ctV foRr I febr }kjk ikfjr gkrk gS vkš bl s i cdk I febr viuh vuđkd k ds I kFk I keku; ifj"kn dks Hkstk tkrk gS A I keku; ifj"kn ctV dks ikfjr djrh gS vkš ikfjr ctV ij enokj 0; ; djus ds fy, ikpk; Z dks I febr }kjk vf/kdr fd;k tkrk gS A fo'k"Benka ea tuHkkxhnhkj h I febr ds v/; {k dh I gefr yh tkrh gSA

9-2 fy; s x; s fu.kZ dks turk rd igpkus ds fy; s D; k 0; oLFkk gS

- 1- egkfo |ky; dh okf"kd foj f.kdk ds ek/; e I s A
- 2- egkfo |ky; dh oc I kbV ds ek/; e I s A
- 3- egkfo |ky; dk; kZy; ea mi yC/k vfHkys[ka ds ek/; e I s }
- 4- Nk= , oa Nk=kvka vkš f'k{kdk ds ek/; e I s A

9-3 foHkkU Lrj ij fdu vf/kdkfj; ka dh I Lrqr fu.kZ yus ds fy; s i klr dh tkrh gS egkfo |ky; I pkyu dh fdu&fdu i fØ; kvka ea mPp Lrj ds vf/kdkfj; ka dh vupefr vFkok vuđkd k dh vko'; drk gkrh gS &

9-4 vfire fu.kZ yus ds fy; s i kf/kdkfjr vf/kdkjhA i fØ; kokj vfire fu.kZ yus ds fy, vf/kdkjh dk uke fn; k tk, A

I Hkh fo"ka; ka ea vfire fu.kZ yus ds fy, i e[k I fpo] mPp f'k{kk vkš vk; Ør] mPp f'k{kk vf/kdr gS A

9-5 eq; fo"ka; ftl ij ykd ikf/kdj.k }kjk fu.kZ fy; k tkrk gS ml dk foj.k fuEu ik; i ea vyx I s i Lrqr djA

Ø	fo'k; vftl ds l æak ea fu.kz fy; k tkuk gA	fn'kk&funð k ¼; fn gks rkkz	fu.kz yus dh i fØ; k	fu.kz yus ea 'kkfey vf/kdkfj; ka dh l Ei dz l puk	fu.kz ds fo:) dgk; vkj ds s vihy djæ
1	i ðsk l æakh dk; l	'kkl u @ fo' ofo ky; }kjk tkjh vknsk	fn'kk funð k ea fn; s x; svk/kkj ij	i ðsk l fefr xBr dh tkrh gA	fu.kz ds fo:) i kpk; l ds i kl vihy dh tk l drh gS
2	Nk=l æk puko l æakh dk; l	v/; kns k&l] thokth fo' ofo ky;	i kpk; l vkj eð; puko vf/kdkjh vkj muds ny }kjk v/; kns k dh i fj l hek ea fu.kz fy; k tkrk gS	eð; puko vf/kdkjh vkj ml ds ny dh vf/kl puk i kpk; l }kjk tkjh dh tkrh gSA	vihy/ ikf/kdj.k de/h rFkk i kpk; l ds ds i kl vihy dh tk l drh gSA
3	fo' ofo ky; hu i jh{kk, a	fo' ofo ky; v/; kns k&5 vkj 6 ds rgr	fo' ofo ky; }kjk fu/kkjr fu.kz yus dh i fØ; k ds rgr	i jh{kk l pkyu l s tMgq f'k{k	dy l fpo
4	okf'kdkRl o , oa; pk mRl o	'kkl u }kjk fu/kkjr fu; eka ds rgr	i kpk; l vkj l æf/kr vf/kdkjh	i kpk; l vkj Nk= i fj "kn l ykgdkj l fefr	i kpk; l vFkok vk; Ør mPp f'k{k ds i kl
5	fo' ofo ky; vuipku vk; ksx l s i ktr jkf'k dk 0; ;	fo' ofo ky; vuipku dh ekxhf'kdk ds vuq kj	egkfo ky; ds i kpk; l , oa ; w th-l h- i Hkkjh	i kpk; l , oa ys[kki ky	; wth-l h- e/; {ks=h; dk; kÿ;] Hkks ky
6	'kkl u l s i ktr jkf'k dk 0; ;	'kkl u }kjk fu/kkjr eki n.Mka ds vk/kkj ij	i kpk; l	i kpk; l , oa ys[kki ky	vk; Ør] mPp f'k{k
7	t uHkkxhnhkjh ea mi yC/k jkf'k dk 0; ;	t uHkkxhnhkjh l fefr ds 'kkl u }kjk fu/kkjr eki n.Mka ds vuq kj	v/; {k , oa l nL; l fpo	t uHkkxhnhkjh l fefr ds l Eekuuh; i nkf/kdkjh	v/; {k t uHkkxhnhkjh l fefr] i kpk; l vFkok i æ[k l fpo] mPp f'k{k

v/; k; &10 ¼eSuwy&9½
vf/kdkfj ; ka vksj depkfj ; ka dh funf' kdk

Chapter . 10 (Manual -9)
Directory of Officers and Employee

10.1 नि; क तुकुदकjh egkfo | ky; okj fuEu ik: i eanA

Sr. No.	PIN	NAME	DEG	SUBJECT	S.T. D. Code	Ph. No Office	Ph. No Home	Fax	Email	Address
1.		Dr. M.S.KUSHWAH	PRINCIPAL IC		07529	250211				prabhar Principal Govt.Collage Balaji Mihona ¼i Hkkjh½ i tpk; Z *kkl dh; xkklh egkfo ky; ckykth fegluk
2.		Dr. M.S.KUSHWAH	ASSISTANT PROFESSOR	HINDI		250211				MIHONA BHIND
3.		VACANT	ASSISTANT PROFESSOR	HINDI						MIHONA BHIND
4.		VACANT	ASSISTANT PROFESSOR	HINDI						MIHONA BHIND
5.		R.K.SINGH	ASSISTANT PROFESSOR	ENGLISH						MIHONA BHIND
6.		CANDRA SHEKHAR RAJ	ASSISTANT PROFESSOR	HISTORY						MIHONA BHIND
7.		DR. SHOBHA PANDAY	ASSISTANT PROFESSOR	ECONOMIC						MIHONA BHIND
8.		DR. R.K.SEXENA	ASSISTANT PROFESSOR	SOCIOLOG Y						MIHONA BHIND
9.		S.K. CHHARI	ASSISTANT PROFESSOR	GEOGRAPH Y						MIHONA BHIND
10.		VACANT	ASSISTANT PROFESSOR	POLT. SC.						MIHONA BHIND
11.		LARENCE BAUDH	ASSISTANT PROFESSOR	COMMERC E						MIHONA BHIND
12.		VACANT	ASSISTANT PROFESSOR	COMMERC E						MIHONA BHIND
13.		B.K.PRAJAPATI	ASSISTANT PROFESSOR	SANSKRIT						MIHONA BHIND
14.		PRERNA MITRA	ASSISTANT PROFESSOR	BOTNY						MIHONA BHIND
15.		GYAN SINGH UCHARIYA	ASSISTANT PROFESSOR	CHEMISTR Y						MIHONA BHIND
16.		VACANT	ASSISTANT PROFESSOR	MATH						MIHONA BHIND
17.		VACANT	ASSISTANT PROFESSOR	ZOOLOGY						MIHONA BHIND
18.		VACANT	ASSISTANT PROFESSOR	PHYSICS						LAHAR BHIND
19.		V.K.SINGH	SPORTS OFFICER	SPORTS OFFICER						MIHONA BHIND
20.		K.P.SINGH	LIBRARIAN	LIBRARIAN						MIHONA BHIND

uk& 7 i nks dh 0; oLFkk egkfo | ky; ea vfrfFk fonokuks }kjk I i kfnr dh tk jgh gSA
Mk; , e-, I -dq kokg
¼i Hkkjh i tpk; ½

v/; k; &11 1/2
i R; d vf/kdkjh vksj depkjh }kjk ekfl d i kfj Jfed
vksj ml ds fu/kkZ .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 in Regulations

1-1 Ni;k tkudkjh fuEu ik: i eanA
 • tuHkkxhinkjh en

Ø	uke	i nuke	ekfl d ikfjJfed@ {kfririrZ HkRrk	ikfjrkf"kd@ ikfjrkf"kd HkÜkk ¼rj Hkk"K HkRrk½	ikfjJfed ds fu/kkZ .k dh i) fr tks fu; ekoyh ean h x; h gks
1	Jh ftrlnz tknku	iz ksr d-	150		tuHkkxhinkjh I febr }kj k tuEkkxhinkjh en I s vupkfnr A
2-	Jh xkfolnh	&	900		tuHkkxhinkjh I febr }kj k tuEkkxhinkjh en I s vupkfnr A
3	Jh f'kojkt fd g dQkkg	&	700		tuHkkxhinkjh I febr }kj k tuEkkxhinkjh en I s vupkfnr A

v/; k; &12½e&11½
i R; d vfHkdj.k dks vkofVr ctV
¼ Hkh ; kst ukvk 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)

12-1 egkfo |ky; dks 'kkl u }kjk vkofVr ctV dk C; kjk %&

I-Ø-	en	iLrkfor ctV	LohÑr ctV	'kkl u }kjk inÜk %d'rkæ ek½	dy 0; ;
vk; kstuRrj % ekæ l d; k- & 44 % mPp f' k{kk l D'ku 1 & % job; w l D'ku l c estj gM & 03 % fo' ofo ky; mPp f' k{kk ekbuj gM & 103 & 'kkl dh; egkfo ky; , oa l Fkk, a Ldhe %0798½ & dyk foKku , oa okf. kT; egkfo ky; l xeðV & 9999 vk; kstuRrj					
1-	11& oru , oa HkRrs				
	001&oru	3900000	3000000	3000000	1200873
	003& Mh, -	2340000	720000	720000	633988
	008& vl; HkRrs	97500	75000	75000	36618
	009& fpdfRI k ifri fr	36000	40000	40000	27396
2-	12 & etnjh				
3-	21 & okgu HkRrk				
	001 ; k=k HkRrk	50000	12000	12000	12000
4-	22 & dk; k; 0; ;				
	001 & Mkdrkj	6000	3000	3000	3000
	002 & njHk" k	7200	8000	8000	5000
	005 & fctyh i kuh	6000	5000	5000	5000
	006 & onhZ	24000	2000	2000	2000
	007 & LV\$kujh , oa QkeZ	12000	6000	6000	5000
5-	34 & l kexh , oa i frZ				
	009 & vl;	72000	50000	50000	47600
	007 & vl;		&	&	&
vk; kstu % ekæ l d; k & 41 %0102½					
	9380 & vud fpr tu tkfr %dI , .M LV\$kujh	700	350	350	350
vk; kstu % ekæ l d; k & 64 %0103½					
	4699 & vud fpr tkfr %dI , .M LV\$kujh	45000	42550	42550	41800

v/; k; &13 ešuy
vupku@jkT; I gk; rk dk; Øeka ds fØ; kllø; u dh
jhfr

Chapter - 13
The Manner of Execution of Subsidy Programmes

13-1 Ñi ; k fuEu ik: i ij tkudkjh mi yC/k dj k, A
 0 dk; Øe@; kst uk dk uke
 0 dk; Øe@; kst uk ds i Hkkoh jgus dh l e; l hek
 0 dk; Øe dk mnns ;
 0 dk; Øe dh Hkkrd , oa okf. kFT; d y{; %foxr o"lz ekz
 0 ykHkkFkhZ dh i k=rk
 0 i nÜk {kk, a
 0 vupku@l gk; rk i klr djus dh i fØ; k
 0 i k=rk fuf' pr djus ds fy; s ekun. M
 0 fn; s tkus okys vupku@l gk; rk dk fooj. k %ftl ea vupku dh jkf' k dk fooj. k gkz
 0 vkonu djus ds fy; s dgk@fdl l sl ä dz dja
 0 vkonu " kYd %tgka mfpr gkz
 0 vkonu i = dk ik: i %; fn vkonu l kns dkxt ij gkrk gS rks Ñi ; k ml dk mYys[k djrs gq ; g
 0 crk, a fd vkonudrkZ vkonu djrs l e; fdu crka dk o. ku djz
 0 l yXuka dh l ph
 0 i fØ; k ds l %k ea l eL; k gkus ij dgka l ä dz dja
 0 mi yC/k /kujkf' k dk fooj. k %foHkku Lrjka ij ts sfd ftyk Lrj ij] Cykd Lrj ij bR; kfn%
 0 ykHkkFkhZ ka dh l ph %fuEu ik: i ij%

foHkkx }kjk i nÜk Øekad	ykHkkFkhZ dk uke	vupku dh jkf' k	ofYn; r	i k=rk dk vk/kkj	fuokl			
					ftyk	'kgj	ekgYyk@xlp	edku ua

uk& bl egfo | ky; ea fd l h Hkh i dzkj dh l cl hMh dk dkbZ i ko/kku ugha gS vr% ik: i ea tkudkjh
 fujad gA

v/; k; & 14 1/2
fj; k; rka vuKki =ka rFkk i kf/kdkjka ds i kflrdrkz/ka ds
I cak eafooj.k

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

14-1 egkfo | ky; ka ea l keku;] vuđ fipr tkfr] tutkfr] fi NMkoxZ] fodykx ; k vU; fo | kfkZ ka , oa Nk= , oa Nk=kvka ds fy, ; fn dkbZ NkV] fj; k; r vkfn dh ; kst uk gks rks ml dk mYys[k fuEu ik: i ea fd; k tk, A ukV& foHkx ea i R; {k : i l sfj; k; r] vuđki =ka rFk i kf/kdkj ka dk dkbZ i ko/kku ugha gS rFkfi

- 1- e/; ins k 'kkl u us Nk=kvka dks f' k{k.k 'kq'd l seDr j [kk gA
- 2- vuđ fipr tkfr tutkfr oxZ ds l elr fo | kfkZ ka dks fu% kq'd i qrd@LV\$ kujh ink; djus dk i ko/kku gA

mijkä fclnq/ka dh tkudkj ik: i ea nh tk, A

- o dk; bde dk uke
- o i dzkj ¼ fj; k; r] vuđki = vFkok i kf/kdkj ea l s, d p q u z
- o mnas ;
- o y{; ¼ foxr o"kl e z
- o i k=rk
- o i k=rk dk vk/kkj
- o i vka {kk, a
- o i klr djus dh i fdz k
- o fj; k; r] vuđki = vFkok i kf/kdkj fn, tkus ds fy, fu/kkZjr l e; l hek
- o vkonu "kq'd
- o vkonu i = dk ik#i
- o l ayXudka dh l ph
- o l ayXudka dk ik#i
- o i kfrdrkZ/ka dh l ph ¼ fuEu ik#i ij½

foHkx }kjk inRr dekd	i kfrdrkZ dk uke	oSkrrk fd l fnukd rd gS	ofYn; r	fuokl ftyk	fuokl "kgj	fuokl ekgYyk@ xk	fuokl edku ua

fj; k; r ds fy, fuEu tkudkj Hkh mi yC/k dj k, a

- o fn, tkus okys ykHk dk fooj.k
- o ykHk ds forj.k dh i fdz k

vuđ fipr tkfr @ tutkfr @ fi NMk oxZ Nk=ofRr gsrq l akkS/kr vk; l hek

¼½ ikyd dh okf"kd vk; 1]00]000@& gkus ij ijh Nk=ofRr rFk ijh QhI dh ik=rk gksxh A

¼½ ikyd dh okf"kd vk; 1]00]000 l s 1]20]000@& gkus ij dpy ijh QhI dh ik=rk gksxh Nk=ofRr ugha feyxh A

¼ ½ ikyd dh okf"kd vk; 1]20]000@& l s 1]80]000@& gkus ij dpy vk/kh QhI dh ik=rk gksxh A Nk=ofRr ugha feyxh A 1]80]000@& vk; ds i" pkr- Nk=ofRr@QhI dh ik=rk ugha gksxh A

Nk=ofRr OkeZ ds l kfk Nk=ka }kjk l ayXu fd; s tkus okys i z =ka dh l ph

- 1- ey fuokl i ek.k i = dh l R; kfi r Nk; ki fr A
- 2- vk; i ek.k i = dh ey ifr
- 3- LFk; h tkfr i ek.k i = dh l R; kfi r Nk; ki fr A
- 4- Nk= dk l LFk i ek k }kjk i ekf.kr Nk; ki fr A
- 5- dkm l fyx j l hn dh l R; kfi r Nk; ki fr A
- 6- gk; j l ds Mjh ¼10\$2½ l s v/; ; ujr d{kk@i kB; Øe rd dh l Hkh ijh{kkvka dh vad l fip; ka dh l R; kfi r Nk; ki fr; ka A
- 7- xS gkus dh l LFkfr ea xS i ek.k i = A

fnukd %

Nk= ds gLrk{kj-----
 Nk= dk uke -----
 i kB; Øe dk uke-----

i kLV eSvd Nk=ofRr %&

- 1- fi NMk oxZ dk tkfr i ek.k i = gkus pkfg; s A
- 2- ikyd dh okf"kd vk; l hek : i ; s 25]000@& rd ijh Nk=ofRr \$ ijh QhI dh ik=rk gksxh A

v/; k; & 15 1/2
dR; ka ds fuogu ds fy, LFkkfi r ekud@fu; e

Chapter-15 (Manual - 14)
**Norms set by it for the discharge of its
functions**

15-1 ykd i kf/kdj .k }kjk vi us foHkUu fdz kdyki ka ds l a knu gsrq iz kx fd,
tkus okys ekud@fu; eka dk dk; Zdeokj fooj .k mi yC/k dj k; a

mPp f'k{kk foHkx ds varxr iæqk xfrfof/k egkfo |ky; ka ea mfpr xq koUkk
ds l kfk 'k{kf.kd dk; Z mi yC/k dj k uk gS ft l ds fy, fo' ofo |ky; l ello; l febr
}kjk vdknfed dsysMj cuk; k tkrk gA vdknfed dsysMj ea 'k{kf.kd}' k{kf.kd}k
rFkk l ka Nfrd xfrfof/k; ka ds fy, l e; l hek fu/kkjr dh tkrh gA bl vdknfed
dsysMj ds vuq kj 'k{kf.kd l = ea foHkUu xfrfof/k; ka l pkfyr dh tkrh gA

iz kkl fud dk; k ds fy, 'kkl u ea ipfyr l kkl; fu; eka@vups kka dk
i ky u fd; k tkrk gS ; Fkk e/; ins k fl foy ¼vkpj .k½ fu; e] 1965 e-iz fl foy l ok
¼l ok dh l kkl; 'kr½ fu; e 1961] e/; ins k ykd l ok ¼ vuq fpr tkr; k] vuq
tkr; ka vkj fi NM oxk ds fy, vkj {k.k½ vf/kfu; e] 1994] e/; ins k fl foy l ok
¼pfdRI k i fjp; k½ fu; e] 1958] e/; ins k Hk.Mkj Ø; fu; e forrh; l fgr Hkx&1
vkj Hkx&2 vkfn

bl ds vfrfjä egkfo |ky; }kjk ; fn dk; Z l a knu ds fy, dkbz vl; ekud ; k
fu; e cuk, x, gka rks ml dk fooj .k fn; k tk, A

- 1- tuHkxhnhkj l febr vf/kfu; e 1996
- 2- tuHkxhnhkj l febr mi fu; e 2002
- 3- tuHkxhnhkj l febr forrh; l fgrk 2002
- 4- ikpk; Z }kjk l e; l e; ij tkjh fd, x, ifji=@vups k@fun k

v/; k; & 16 1/2
by DVkfud #i eami yC/k I puk; a

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

- 16-1 egkfo|ky; ds foHkUu dk; Zlaka ls l a/kr tkudkjH iLrñ dja tks fd
byDVkfud OKM ea gks
- & egkfo|ky; dh l eLr tkudkjH oc l kbM ,oa l h-Mh- ij mi yC/k gSA
- & egkfo|ky; dh i aq[k tkudkj; ka ij vk/kkfjr ,d iLrñrdj.k (Power
Point) l hMh ea mi yC/k gA

v/; k; & 17 ¼e&16½
I puk i klr djus ds fy, ukxfj dka dks mi yC/k
I fo/kkvka dk fooj.k

Chapter -1 (Manual - 15)
Information available in an electronic form

- 17-1 I puvka dks turk rd i gpkus ds fy; s foHkkx@l xBu }kjk dh x; h
0; oLFkk dk fooj.k tS s%&
- 1- egkfo|ky; dh tkudkjh os l kbM ds ek/; e l s i klr gks l drh gA
 - 2- egkfo|ky; dh foojf.kdk ds ifr o"Kz idkf'kr gkrh gS ftl ds ek/; e
tkudkjh i klr dh tk l drh gSA
 - 3- l e; &l e; ij fo'kSk l puvka dks l ekpkj i =ka ea idkf'kr fd; k tkrk gA
 - 4- egkfo|ky; ds n j Hkk" k ij l keku; l puk nh tkrh gSA
 - 5- egkfo|ky; ea l puk i Vy ij vks byDVNud fMLIys ckMz ij l puvka dk
idk'ku fd; k tkrk gA
 - 6- l Hkh n'; J0; ek/; eka l s egkfo|ky; dh l eLr idk" kuh; xfrfof/k; ka dks
i pkfjr@id kfjr fd; k tkrk gA
 - 7- egkfo|ky; ea v/; ; u Nk= , oa N=k, a vks f' k{kd egkfo|ky; dh l puvka
dks vi us l a dka ds ek/; e id kfjr djrs gA os l LFkk ds ^eku; l ns kokgd
nr^ (Brand Ambassadors) gA

v/; k; &18 ¼e&17½
vU; mi ; kxh tkudkfj ; ka

Chapter -18 (Manual -17)
Other Useful Information

- 18-1 ykd i kf/kdj .k | s tuekul }kjk | kekl; r% i Ns tkus okys izu o muds
 mUkj , oa vfrfjDr tkudkj h ds {ks=
 1½ egkfo | ky; dh "kYd l j pukA ¼ ayXu i fjf'k"V½
 2½ egkfo | ky; }kjk l pkfyr i kB; Øeka dk C; ksjkA ¼ ayXu i fjf'k"V½
 3½ egkfo | ky; ea mi yC/k LFkku vks ykxw vkj {k. k 0; oLFkka
 ¼ ayXu i fjf'k"V½
 4½ egkfo | ky; }kjk tkjh fd; k x; k Nk= vf/kdkj i =A
 ¼ ayXu i fjf'k"V½
- 18-2 l puk i klr djus ds l æk ea
 § egkfo | ky; dh tkudkj h i klr djus ds fy, ml h i fØ; k dk i ky u fd; k tk, xk
 § 'kkl u }kjk fu/kkFjr 'kYd ns gkskA
 § pkgh xbz tkudkj h fu/kkFjr l e; l hek ea nh tk, xh] c'krñ fd tkudkj h i frcf/kr xki uh; Lo: i dh u gks vFkok U; k; ky; ea yfcr i dj .k ea l æf/kr u gkA
- 18-3 ykd i kf/kdj .k }kjk turk dks fn, tkus okys i f'k{k.k ds l æk ea
 § i f'k{k.k dk; Øe dk uke o fooj .k
 § i f'k{k.k dk; Øe@; kstuk ds i Hkkoh jgus dh l e; l hek
 § i f'k{k.k dk; Øe dk mnns ;
 § i f'k{k.k dk; Øe ds HkkSrd , oa okf. kFT; d y{; ¼ foxr o"kz e½
 § ykHkkFkz dh i k=rk
 § i æk {kk, a; fn gks rks
 § vupku l gk; rk ¼; fn gks rks½
 § fn, tkus okys vupku@l gk; rk dk fooj .k ¼ ft l ea vupku dh jkf'k dk fooj .k gks½
 § vupku l gk; rk ds forj .k dh i fØ; k
 § vkonu djus ds fy, dgka@fd l l s l i dZ dja
 § vkonu "kYd ¼ t gka mfpr gks½
 § vkonu i = dk ik: i ¼; fn vkonu l kns dkxt ij gksrk gS rks Ni; k ml dk mYys[k djrs gq ; g crk, a fd vkonudrk vkonu djrs l e; fdu crka dk o.kZu djs
 § l ayXudka dh l ph
 § l ayXudka dk ik: i
 § vkonu djus dh i fØ; k
 § p; u i fØ; k
 § i f'k{k.k dk; Øe dh l e; l kfj .kh ¼; fn gks rks½
 § i f'k{k.k ds l e; ds ckjs ea vkond dks l fpr djus dk rjhdk
 § i f'k{k.k dk; Øeka ds ckjs ea turk dks tkx: d djus ds fy, ykd i kf/kdj .k }kjk fd; s tkus okys dk; l
 § foHkUu Lrjka ij tS sfd ftyk Lrj] Cykd Lrj bR; kfn ij i f'k{k.k dk; Øeka ds ykHkkFkz ka dh l ph rFkk vl; fooj .k

egkfo | ky; }kjk l puk ds vf/kdkj dk i f'k{k.k vi us v/khuLFk f'k{k[d] vf/kdkj h vksj depkfj; ka dks fn; k tk, xkA l kekl; turk dks i f'k{k.k nus dh dkbz 0; oLFkk egkfo | ky; }kjk ugha dh tk jgh gA

mPp f'k{kk foHkkx ea Hkh turk ds fy, fdl h Hkh iækj ds if'k{k.k l pkyr fd,
tkus dk iko/kku ugha gA

18-4 ykd i kf/kdj.k }kjk fn, tkus okys iæk.k&i=] vuki fÜk iæk.k&i= vkfn ds
l æf/kr ea eSuy 13 ea u l fEefyr gks

- § iæk.k&i=] vuki fÜk iæk.k i= vkfn dk uke o foj.k
- § iæk.k&i=] vuki fÜk iæk.k i= vkfn i klr djus gsrq i k=rk
- § vkonu djus ds fy, dgk@fd l l s l i dZ dja
- § vkonu "kYd ¼t gka mfor gk%
- § vkonu i= dk ik: i ¼; fn vkonu l kns dkxt ij gkrk gS rks Ni; k ml dk mYys[k djrs gq ; g crk, afd vkonudrkZ vkonu djrs l e; fdu crka dk o. kZ dj%
- § l æXudka dh l ph
- § l æXudka dk ik: i
- § vkonu djus dh i fØ; k
- § vkonu djus ds ckn ykd i kf/kdj.k es gkus okyh i fØ; k ¼; gka ij ml i fØ; k dk foj.k na tks vkonu }kjk l kjh i kFkfedrk, a ijh djus ds i" pkr ykd i kf/kdj.k }kjk dh tkrh g%
- § vkonu dh l kjh i kFkfedrk, a l gh rjg l s ijh djus ds i" pkr iæk.k i=] vuki fÜk iæk.k i= vkfn tkjh djus ds fy, fu/kkZjr l e; vof/k
- § iæk.k i= ds i Hkkoh jgus dh l e; l hek ¼; fn gks rk%
- § uohudj.k dh i fØ; k ¼; fn gks rk%

ukv& tkudkjh dñMdk&13 vuq kj gA

egkfo |ky; }kjk fuEu iæk.k i= tkjh fd, tkrs gA &

¼1½ Nk=kvka dk LFkkukar j.k iæk.k i=

¼2½ Nk=kvka dks pfj= iæk.k i=

¼3½ i kfotuy fMxh iæk.k i=

¼4½ fofHkUu ij h{k kvka ea l fEefyr gkus okyh Nk=kvka dks vgrk iæk.k i=

l Hkh iæk.k i= i klr djus ds fy, Nk=kvka dks l kns dkxt ij i kpk; Z ds uke , d vkonu nsuk gkrk gA vkonu i= ij i kpk; Z ds gLrk{kj i klr dj bl vkonu dks egkfo |ky; ds dk; kZy; dh l æf/kr "kk[kk ea tek fd; k tkrk gS vkSj bl "kk[kk l s U; ure 24 ?k/s , oa vf/kdre 3 fnol ds vlnj vko" ; d iæk.k i= tkjh dj fn, tkrs gA

Nk=kvka ds vkonu i= ds l kFk egkfo |ky; dh fofHkUu bdkbZ; ka l s vns rk iæk.k i= i klr djuk vfuok; Z gkrk gS tS s i rdky;] , u- l h- l h-] , u- l - , l -] ys[kk "kk[kk l æf/kr foHkkx vkfnA ik: i l æXu gS

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BALAJI MIHONA BHIND
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Name of Student/Teacher :
Class/Deptt. :
Father's Name :

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Sports		CHEMISTRY	
Geography		BOTNY	
Accounts		ZOOLOGY	

¼ LFkkukarj .k @pfj = i æk.k i = ½

i fr]

i kpk;]

'kkI dh; Xkkakh egkfo |ky;

ckyktH fegkuuk ftyk fhk.M

fo"K; % LFkkukarj .k @pfj = i æk.k i = i klr djus grq vkonu

egkn;]

ešvki ds egkfo |ky; ea l =----- l =----- rd d{kk ----- dh Nk= jgh A vc eš bl

egkfo |ky; ea vi uk v/; ; u i w k z gks tkus ds dkj .k@i kfjokfjd dkj .kka l @vfhkHkkodka dk LFkkukarj .k gks

tkus ds dkj .k LFkkukarj .k i æk.k i = yuk pkgrH grA bl ds fy, eš fu/kkZjr 'kq'd j l in Øetd -----

fnutd----- ds }kjk tek dj nh gšA di ; k vko' ; d i æk.k i = tkjh djus dk d"V dja A

fnutd % -----

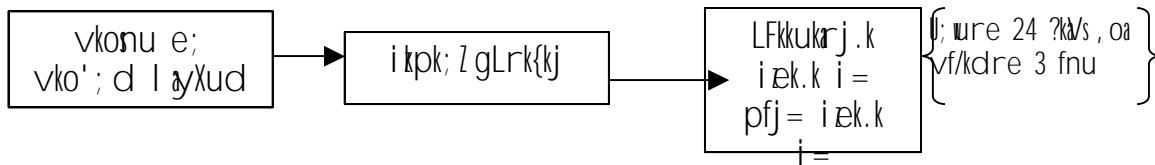
gLrk{kj % -----

uke % -----

i rk % -----

% -----

nji Hkk"K % -----



18-5 ykd i kf/kdj .k ea gkus okys i ath; u ds l ærk ea

- § i ath; u dk mnæs ;
 - § vkonu dh i k=rk
 - § i æk {kk, a ¼; fn gks rkæ
 - § vkonu djus ds fy, dgka@fd l l s l ä dz djA
 - § vkonu 'kæd ¼tgka mfpr gkæ
 - § vl; 'kæd ¼tgka mfpr gkæ
 - § vkonu i = dk ik: i ¼; fn vkonu l kns dkxt ij gkrk gS rks Ñi ; k ml dk mYys[k djrs gq ; g crk, afd vkonudrkz vkonu djrs l e; fdu ckrka dk o. kU djæ
 - § l ayXudka dh l ph
 - § l ayXudka dk ik: i
 - § vkonu djus dh i fØ; k
 - § vkonu djus ds ckn ykd i kf/kdj .k es gkus okyh i fØ; k ¼; gka ij ml i fØ; k dk fooj .k na tks vkond }kjk l kjh i kFkfedrk, a ijh djus ds i 'pkr ykd i kf/kdj .k }kjk dh trk gæ
 - § i Hkkoh jgus dh l e; l hek ¼; fn gks rkæ
 - § uohuhdj .k dh i fØ; k
- ukv& egkfo |ky; ka ea i æs k dh , d l keku; i fØ; k gS ft l ds fy, 'kkl u }kjk ekxZ n'kæd fu; e cuk, x, gæ vl; fdl h Hkh i ækj ds i ath; u dh dk; ækgh egkfo |ky; ea ugha gkrh gA i fke ckj fo'ofu |ky; ds {k=kf/kdkj ea vkus okyh Nk= , oa Nk=kvka dk ukeædu i pfyr 0; oLFk ea fd; k trk gA

18-6 ykd i kf/kdj .k ¼½ vkfn }kjk VDI yus ds l ærk ea

- § VDI dk uke o foj .k & L=kr ij vk; dj ¼vk; dj ds l keku; i pfyr fu; ekuæ kj ½
- § VDI yus dk mnæs ; & 'kkl u }kjk fu/kæj r dj dk Hkærkku
- § VDI fu/kæj .k djus ds fy, & i pfyr fu; eka ea fu/kæj r vk; dj jk'k dh oru l s dVks=h
- § cMæfMQYVI Z dh l ph & dkæz fMQNvj ugha

i kpk; Z }kjk vkj .k l forj .k vf/kdkjh gkus dk dkj .k vi us vf/kuLFk dk; Z djus okys l eLr f'k{kæka vkæ deæpfj; ka ds oru l s Jkr ij vk; dj dkVæ trk gæ bl ds fy, vk; dj d l æf/kr fu; e o 0; oLFkævka dk ikyu fd; k trk gSA vk; dj]] oru ds vykok mu l Hkh Hkærkuka ij dkVæ trk gS tks vkj .k l forj .k vf/kdkjh ds ek/; e l s fd; k trk gA e/; ins k 'kkl u }kjk ykxw fd; s x; s i kQs kuy VDI ¼ofRr dh ½ dks Hkh oru l s gh dkVæ trk gSA

egkfo | ky; }kjk Ø; dh xbz i R; d l kexh vkš mi; lx ea ykbz xbz i R; d l ok ij
'kkl u }kjk fu/kkšjr l ok dj ¼ foš VØ l ½ fu; ekud kj fn; k tkrk gš bl ds fy, fu/kkšjr
i pfyr i fØ; k dk ikyu fd; k tkrk gšA

vkonu dh l kjh i kFkfedrk, a l gh rjg l s ijh djus ds i' pkr i ek.k i =] vuki fØk i ek.k
i = vkfn tkjh djus ds fy, fu/kkšjr l e; vof/k

§ i ek.k i = ds i kkkoh jgus dh l e; l hek ¼; fn gks rkš

§ uohudj.k dh i fØ; k ¼; fn gks rkš

18-7 foHkkx l s l af/kr ugha gš

18-8 ykd i kf/kdj.k }kjk ukxfjdka dks nh tkus okys vl; l o vka dk foj.kA

fujd