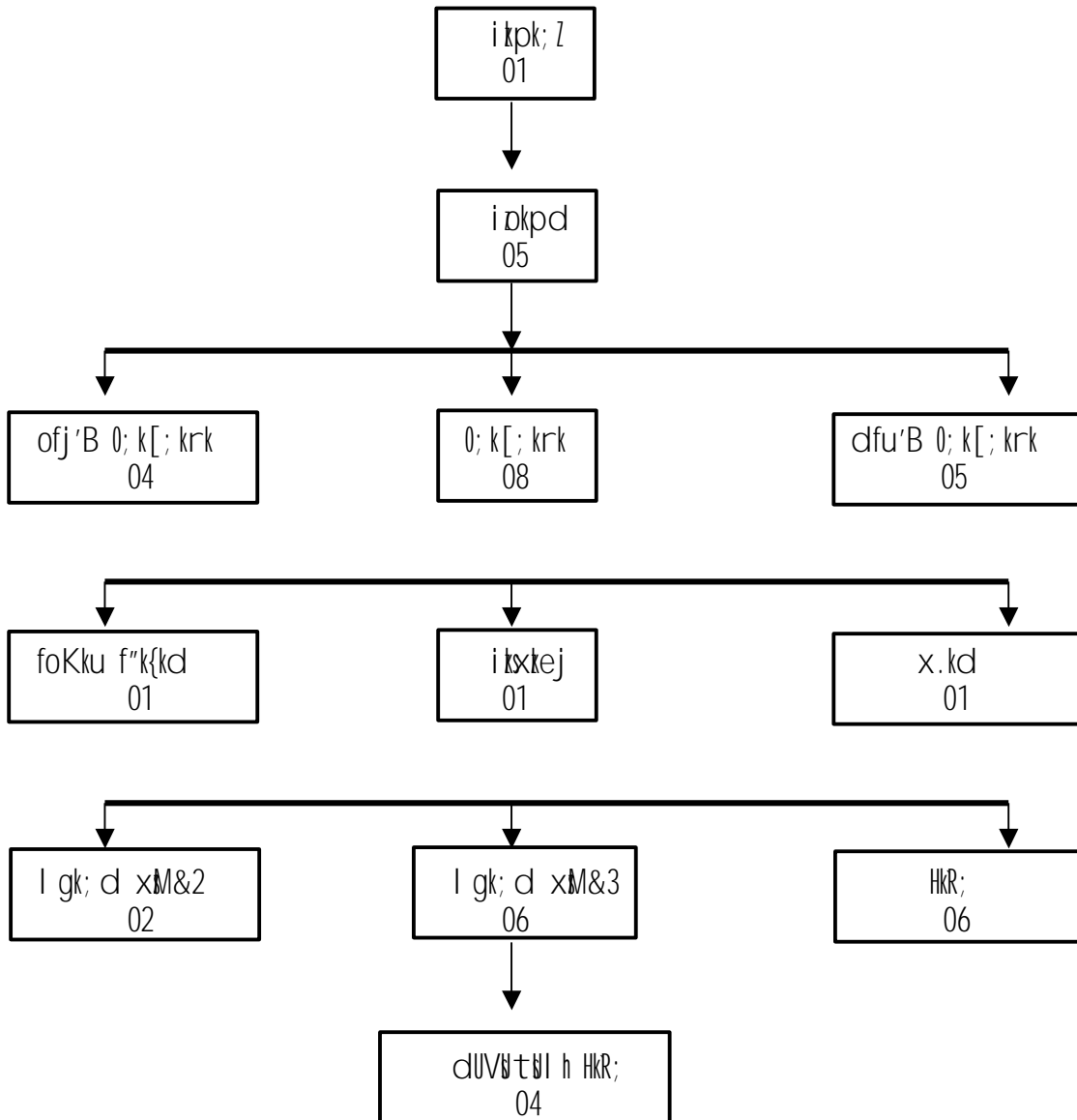


i kpk; Z ftyk f' k{kk , oa i f' k{k.k I LFkku] ej Suk ¼e-i z½

(1-A) Name of the Office and organisational setup :



(1-B) Functions and duties of each unit of the Office :

S..No	Unit/Section	Functions performed
01	Administrative Section	i z kkl fud i Hkkx }jk l LFkku dh l eLr i Hkkxka ij fu; æ.k j [kk tkrk gÅ , oa i kpk; Z ds funð ku ea i z kkl fud i Hkkx vi uk dk; Z djrk gÅ
02	Accounts	ys[kk d{k l akkfjr gÅ
03	Stores	l pkfyr gÅ
04	Record Room	l akkfjr gÅ
05	Others, if any	l LFkku ea fuEukuð kj i Hkkx l pkfyr gÅ
	(Give complete detail of each unit/section)	fuEukuð kj dk; Z l Ei kfnr dk; Z
	l LFkku ea fuEukuð kj i Hkkx l pkfyr gÅ	
	1- l ok i wZ f'k{k d f'k{k i Hkkjh % Jh gjh'k frokjh Jh , l -, l -; kno	¼1½ Mh-, M-i Fke o"z ¼50 Nk=&Nk=k; ½ ftyk/kh'k dh vè; {krk l febr ds ek;/ e l s , oa i =kpkj i kB; Øe vkbzbZMh-l h- ekU; rk] okf"kd dysMj] i kB; ppkz vkfnA
	2- l okdkyhu dk; Øe {ks=h; vknku inku uokpkj l elb; vYi l a[; d f'k{k i Hkkjh % Jh l n's k l DI suk Jh Ogh-i h-fl g	¼2½ ek/; -'kkykvka ds f'k{k dka ds fofo/k i f'k{k.k dk vk; kstu , oa mlleq[khdj.k yf; 'kkykvka dh dfBukbz ka dk fujkdj .k&vUr-% fØ; k&fØ; kRed vuð akku & dk; 7 febr : i kRedrk , oa l eghdj .k rFkk vYi l a[; d f'k{kA
	3- ftyk l d k/ku bdkbz , oa l ekurk ds fy, f'k{k i Hkkjh % Jh Ogh-i h-fl g Jh , -dsekgs	¼3½ l k{kjrk dk i d kj& i <uk c<uk vkUnksyu vks pkfj dñkj f'k{k dñka ds 139 vurns dka dk i f'k{k.kA , u-, Q-bz dñka dk fujh{k.k] i ; b{k.k , oa eW; ka duA i f'k-l a/kh vko'; drk dh Hkfo"; ok.kh@l ekurk ds fy, l eedr f'k{kA ¼35 l ghkxh½ vYi -0; ; h f'k{k.k l kexh fuekz k grq i f'k- dk; Z kkykA
	4- dk; kZtko@dyk, oa l kñ; Z i HkkxA l kñfrd L=kr , oa i f'k{k.k i Hkkjh % Jh Ñ". kohjfl g Jh gjh'k frokjh	¼4½ nñud thou dk; kZtko vk/kkfjr i f'k- dk; Z kkyk ftl ds vUrXr nñud thou ds midj.k ; æ] vfhkys[k j [kj [kkoA okfVdk fodkl A 'kkyk ifjokj dh LoPNrk o{kjki .kA i fUVx@ifr; kfxrk@dforK@j k"Vh; xhr ifr; kfxrk] l kñ; Z cksk grq l kñfrd , oa l kfgfR; d xfrfof/k; kA l kñfrd L=kr ny dk tyxkp ea i f'k{k.kA

S..No	Unit/Section	Functions performed
	5- l p u k , o a l p k j i k s j k s x d h i H k k j h % J h l p s k l D l s u k J h x k i k y f l g i j e k j	1/5½ v k d k ' k o k . k h @ n j n ' k u d s ' k s { k d d k ; Ø e j ' k s { k d i f = d k v k a d k f ' k { k . k l k e x h g r q i z k s x l l F k k u d h i f = d k i d k ' k u A L y k b M j o h f M ; k j V i f j d k M j j V h - O g h - v k f n d k ' k s { k d d k ; Ø e e a m i ; k s x A
	6- i k B ; Ø e l k e x h f o d k l i ) f r r F k k e W ; k a d u i z k s x r F k k i j h { k k i H k k x i H k k j h % J h e k u f l g i j e k j M k W v k j - i h - f = i k B h	1/6½ i k F k f e d , o a e k / ; - L r j d s f o " k ; o L r q i j v k / k f j r i f ' k { k . k d k ; Ø e k a g r q v f / k x e l k e x h f u e k z k A M h - , M - o k f " k d i j h { k k 0 ; o L F k k i u A i = k p k j i k B ; Ø e d s l E i d z d k ; Ø e j i k B ; Ø e d s i k B ; o L r q v k / k f j r n { k r k v k a d k f u / k k j . k j l e h { k k , o a i k B ; i l . r d k a e a f u f g r v o e k k j . k k v k a d s f y , L F k k u h ; v k / k j i j ' k s { k d l k e x h d k U ; u r e v f / k x e L r j d s v k / k j i j n { k r k v k a d k f u / k k j . k A c k y d s U n r i ) f r d s v k / k j i j f ' k { k . k e W ; k a d u , o a v k a d y u A
	7- ; k s t u k , o a i z l u / k u u o k p k j i H k k j h % J h O g h - i h - f l g M k W , l - d s , l - r k e j	1/7½ f t y s d h ' k s { k d t k u d k j h d s v u d k j ; k s t u k v k a d k f Ø ; k l o ; u y c , f j ; k ' k k y k v k a g r q l l F k k u e a m i y c e k ' k s { k d l a k / k u k a d s l k F k L = k r d b n z d s : i e a d k ; Z l E i k n u A y c , f j ; k e a u o k p k j v u d k k u A l k a [ ; d h d k ; A
	8- ' k k j h f j d , o a ; k s x f ' k { k k r F k k N k = k o k l i H k k j h % J h o n i z d k ' k e p x y	1/8½ N k = k o k l d k l E i w k z i z l u / k u A f u ; f e r M h - , M - N k = k a g r q Ø h M k x f r f o f / k ; k a d k l p k y u j ; k s x f ' k { k . k f ' k f o j v k ; k s t u r F k k j k " V h ; f n o l i j t k x : d r k d k ; Ø e A l d k m V t , o a x k b M r F k k j M Ø k W d s d k ; Ø e k a e a l g H k k f x r k A
	9- i j k v d k n f e d @ e u k o K k f u d l a n ' k u e k x h ' k u i H k k j h % J h Ñ " . k o h j f l g J h x k i k y f l g i j e k j	1/9½ f ' k { k d k a e a e u k o K k f u d n f " V d k s k m R i U u d j u s g r q e u k o K k f u d i j h { k . k k a l s f ' k { k d k a d k m U e q [ k h d j . k A c P p k a d s 0 ; o g k j i z i r u g r q l t u k R e d j f o d k l k R e d r F k k l h [ k u s l s l a f / k r i z k l A , D ' k u f j l p z d h i f ' k { k . k k f F k z k a @ l o k d k y h u f ' k { k d k a d k s t k u d k j h m i y c e k d j k u k A f u ; f e r , o a i = k p k j M h - , M - i f ' k { k k f F k z k a } k j k y c , f j ; k e a i k B ; ; k s t u k d k f Ø ; k l o ; u A U ; u r e v f / k x e L r j i j v k / k f j r N k = k a e a n { k r k v k a d k f o d k l A

S..No	Unit/Section	Functions performed
	<p>10- , l -, l -, - , oa vkwj's ku DokfyVh i Hkkjh % Jh Ogh-i h-fl g</p> <p>11- , l -, l -, - i Hkkjh % Jh Ogh-i h-fl g</p> <p>12- bZl h-bZi Hkkx@f'k'kqf'k{k i Hkkjh % Jherh l jkst fl djokj Jherh Å"kk xprk</p>	<p>¼10½ ftyk f'k{k i kFkfed dk; Øe ds vUrxr l Ei wkZ ?kVdka dk 10 fodkl [k.Mka ds 200 l ady ea i kFk-'kkykva dk l rr- ekUuhVfjæ] eW; kadu xq th] tuf'k{k] L=kr l ello; dka , oa f'k{kdk dk l vkybV i f'k{k.k ds vUrxr 4092 i kFkfed 'kkyk f'k{k xq th 474 , oa 2089 f'k{kdehZ 400 i Hkkjh ekLVj VUl l , oa 150 f'k{kdk dk i f'k{k.k gqA i ; kbj.k f'k{k %o{kjki .k dk; Øe½ vU/kfo'okl ka ds f[kykQ tkx: drk tkxj.kA xqkoUkk dk; Øe] i &lt;uk&amp;c&lt;uk vUknsyu ea l gHkfxrk {k= ijh{k.k dk; l ds vUrxr i f'k{k.k dk; Øe l Eikfnr gqA ; uhl Q ik; yV i kstDV ik; kstuk ds vUrxr i pe&lt;h] fNnokMk] mTtS] Hkky ea vk; kstr i f'k{k.k ea l gHkfxrkA l h[kuk&amp;fl [kkuk i stst i f'k{k.kA</p> <p>¼11½ orZeku ea l lFku ea , l -, l -ds vUrxr ekg ebl , oa tu ea ch-, e-Vh- i f'k{k.k i klr dj fodkl [k.M okj i f'k{k.k dj; s x; A ftudh l [; k ejSuk 4800] ' ; ksj 1657 gA</p> <p>¼12½ 21-12-99 l s 23-12-99 rd 1193 vkæuckMh i ; b{kdk dh Hkxhnhkj , oa 48 i f'k{kdk i f'k{kkr gqA 'kkyk i wZ vukS pkfjd f'k{k ds dk; Øe uokpkj 'k{kdk l kexh fuekZ.k ekUuhVfjæA vkbZl h-Mh-, l - i f'k{k.kA efgyk , oa cky fodkl dh i kFkfed LokLF; ] i k{k.k vkgkj] , oa vU; ; kstukva dk i f'k{k.kA</p>
<p>, u-l h-vkj-Vh- }kjk fu/kkZjr mDr mfYyf[kr X; k; g egROI wkZ i Hkxka ds vfrfjDr ; g l lFku fuEufyf[kr vU; i f'k{k.k dk; l fu"i kfnr djrk gA</p>		
	<p>¼½ vYi l [; d , oa vknokl h f'k{k i dksB i Hkkjh % Jh , -dsekgs Jh Ogh-i h-fl g</p>	<p>ftys ds enjI ka ea dk; jr f'k{kdk ds i f'k{k.k ekuhVfjæ] eW; kadu , oa vkadyu ds dk; l ds vUrxr 25 enjI ka ea 76 mnw f'k{kdk i f'k{kkr gqA</p>

S..No	Unit/Section	Functions performed
	<p>1/2 vky Hkk'kk if'k{k.k i Hkkx i Hkkjh % Jherh Å"kk xprk Jh th-Mh-'kekZ</p>	<p>ftys ea ek/; fed 'kkykvka ds f'k{kdkka ds if'k{k.k mleed[khñr dk; ØeA rRdkyhu 'kkl u ; kstuk ds vUrxr d{k 3 i &lt;kus okys f'k{kdkka ds mleed[khdj.k] n{krk dk; Øe ds vUrxr vDVvj 99 ea f=fnol h; if'k{k.k ds vUrxr 78 ekLVj VkuLZ if'k{k.k rFk uoEj 99 ea ikp fnol h; if'k{k.k ds vUrxr Cykd Lrj ij nl fodkl [k.Mka ea 100 f'k{kdk ifr Cykd ds fgl kc l s if'k{k.k dk; Øe l Eilu gqvkA</p>
	<p>1/2 if'k{k.k] L=kr] uokpkj , oa vuq dkkfud rFk vl; fo"K; i qrdk; i Hkkjh % Jh , -dsekkgk MKW vkj- ih- frokj Jh Ogh-ih-fl g</p>	<p>Mh-, M- if'k{k.kkFkh] xq th] f'k{kdeh] l ello; d] i ; bskd , oa 'kks'kdrkzka ds fy, l mHkz i qrdka }kj k ekxh'ku miyCekA fu; fer Mh-, M- i Fke , oaf}rh; o"K rFk i=kpkj ds Nk=&amp;Nk=kvka dks ikB; Øe i qrdka miyC/k djkuA 'k{kdk i=&amp;if=dkvka dk j [k&amp;j [kko o l h[kus fl [kus i &lt;u&amp;i &lt;kus ds fy, miyC/k djkuA orZku ea 4398\$201\$101 i qrdka miyC/k gA</p>
5-	<p>depkjh dY; k.k l s l cfekr dk; Z i Hkkjh % MKW , l -ih-, l -rkej Jh th-Mh-'kekZ</p>	<p>depkj; ka ds l keLU; l j puk Øe ds dk; A</p>
6-	<p>fl Vhtu pkVj i Hkkjh % Jh th-Mh-'kekZ</p>	<p>fl Vhtu pkVj ds ied[k fclnyka dks l Fkku ds i dsk }kj dh nhokj ij ys[ku fd; k x; k gA o"K 2004&amp;05 ea i ktr vkonu&amp;fujadA</p>
7-	<p>l puk dk vf/kdkj i Hkkjh % Jh th-Mh-'kekZ</p>	<p>l puk dk vf/kdkj l Fkku }kj l Ei wK dk; ka ds , u-l-h-bzvjk-Vh- }kj fu/kkZjr l elr i Hkkxka ea yxw gA o"K 2004&amp;05 ea bl ds vUrxr ntZ idj.k &amp; fujad</p>

(2) Work distribution order of each officer can be updated and put in the following format. U/S 4.1 (b) (ii)

S.. No	Name	Designation	Remu-neration	Duties
1-	Jh vkj-, y-mi k/; k;	i kpk; Z		I kekl; i z kkl u
2-	Jh th-Mh-'kekZ	o-0; k-i nfo: ) i dk-	9700@&	Mh-, M- d{kkvka ea v/; ki u@ v/; ki u vH; kl @f' k{k d i f' k{k.k
3-	Jh , l -ih-, l -rkej	o-0; k-i nfo: ) i dk-	9100@&	&**& i Hkkjh djkgy Cykl d ' ; ki g
4-	Jherh l jkst fl djokj	ofj-0; k-	8900@&	&**& i Hkkjh Cykl d t ksj k ejsk
5-	Jh , l -, l -; kno	ofj-0; k-	8700@&	&**& i Hkkjh Cykl d vEckg ejsk
6-	Jherh Å"kk xlrk	ofj-0; k-	7700\$75@&	&**& i Hkkjh Cykl d ejsk
7-	Jh th-, l -ijekj	ofj-0; k-	8125@&	&**& i Hkkjh Cykl d igMx<+ ejsk
8-	Jh , l -, l -HknkSj; k	o-0; k-i nfo: ) i dk-	8300@&	ftyk f' k{k dlnz ea dk; jr bzi h-vksrrh;
9-	Jh l qns k l DI Ssk	0; k-	8125@&	Mh-, M- d{kkvka ea v/; ki u@ v/; ki u vH; kl @f' k{k d i f' k{k.k Cykl d l cyx<+ ejsk
10-	Jh Ogh-i h-epxy	o-0; k-i nfo: ) i dk-	7900\$25@&	&**& i Hkkjh Cykl d ' ; ki g ftyk ' ; ki g
11-	Jh dsOgh-, l -rkej	0; k-	7775@&	&**& i Hkkjh Cykl d i ksl k ejsk
12-	Jh Ogh-i h-, l -tknkS	0; k-	7950@&	&**& i Hkkjh Cykl d ejsk i Hkkjh , l -, l -, -
13-	Jh , p-dsfrokjh	0; k-	7425@&	&**& i Hkkjh Cykl d dSykj l ejsk
14-	Jh , -dsekgkS	0; k-	8475@&	&**& i Hkkjh Cykl d fot; ig ftyk ' ; ki g
15-	Jh , e-, l -ijekj	0; k-	8475@&	&**& i Hkkjh ijh{k@f' k{k d i f' k{k.k

S. No.	Name	Designation	Remuneration	Duties
16-	MKW vkj-i h-f=i kBh	0; k-	7950@&	&**& i Hkkjh l h-l h-vkj-Vh-@;yKkL ej;Suk
17-	Jh , l -ds'kekZ	Øk-f'k- i nfo: ) d-0; k-	6500@&	LVkj i Hkkjh Quh;pj , oa i ;rdky; ] ys[kk d{k ea l g; ks
18-	Jh ohj;lnz JhokLro	foKku f'k{k;d	7100@&	i Hkkjh LVkj] foKku@i jh{kk ea l g; ks
19-	Jh vkj-dsf' kogjs	i ks;tej	5300@&	, u-vkbZl h-dyDVV 'kk[kk ea dk; ;r
20-	Jh vt; fl g fl djokj	x.kd	5500@&	ys[kkdk; ;
21-	Jh , u-, y-x;rk	l gk-xM&2 i nfo: ) d-0; k-	5200@&	fo/kkul Hkk] Vh-, -@eMhdy@ l h-vkj-@ys[kk 'kk[kk ea l g; ks
	Jh Jh;ke jktir	x;ki ky i nfo: ) d-0; k-	7400@&	ftyk f'k{k;dlnz ea dk; ;r
22-	Jh tsih-'kekZ	l gk-xM&2 i nfo: ) d-0; k-	4800@&	i ;ku@f'kdk; r@; kstuk@ i jh{kk
23-	Jherh 'kkjnk oekZ	l gk-xM&2	4700@&	l ;kfuor fn- 31-10-05
24-	Jherh vk'kk HkVukxj	l gk-xM&2	4800@&	i Hkkjh LFki uk
25-	Jherh e;uh;nh vxoky	l gk-xM&3	4030@&	vkod tkod@Hkou i Hkkjh
26-	Jh , l -dsnf{kr	l gk-xM&3	3500@&	LVkj] dk;V] , -, Q-] LdkmV] 'kkyk fodkl i Hkkjh
27-	Jh eukst d;ekj	l gk-xM&3	3725@&	ftyk dk;Skk; ; ej;Suk ea dk; ;r
28-	Jh l at; 'kekZ	l gk-xM&3	3050@&	i Hkkjh , u-, Q-bZ fyfi d
29-	Jh plnu fl g	l gk-xM&3	3500@&	i Hkkjh fyfi d i jh{kk
30-	Jh l ;s'k l ksy;dh	l gk-xM&3	3575@&	ftyk dyDVV f'kdk; r 'kk[kk ea dk; ;r
31-	Jh je;skplnz	HkR;	3410@&	ys[kk d{k l QkbZ dk; ;
32-	Jherh vkeorh fl djokj	HkR;	3150@&	dk; ;y; d{k l QkbZ dk; ;
33-	Jh v'kk;d d;ekj Jhokl	HkR;	3140@&	l QkbZ dk; ;
34-	Jh jfodkar jkt;Sj; k	HkR;	3080@&	l QkbZ dk; ;
35-	Jh ed;sk d;ekj iztkifr	HkR;	2605@&	l QkbZ dk; ;
36-	Jherh geyrk ckFke	HkR;	2550@&	l QkbZ dk; ;

(3) Decision Making process in graphic form (one page) U/S 4.1 (b) (iii)

Initiating the File Dealing staff and the section	Channels Officers handling the file at each level	Decision making authority
---	---	---------------------------

i Hkkx i Hkkj h

i kpk; l

i kpk; l

Supervisory Authority

l pkyd SCERT

Officer to whom accountable

i kpk; l MkbV

(4) A) Time norm, if decided by the organisation. U/S 4.1 (b) (iv)

SCERT

B) Quality Norms, if decided by the organisation.

SCERT

C) Quantity target, for the office work to be done in the year.

SCERT



(5) List of Acts, Rules, Regulations Manuals, Circulars related with the functioning of office constituting the organization. (Original text to be given in electronic form) U/S 4.1 (b) (v)

Acts e-iz'kkl u }kjk of.kr f'k{kk l fgrk ds fu; eA

Rules , u-l h-bzvjkj-Vh-@, l -l h-bzvjkj-Vh-@vkj-ts, l - ds }kjk i nÙk fu; eka ds vÙrxrA

Regulations , u-l h-bzvjkj-Vh-@, l -l h-bzvjkj-Vh-@jkT; f'k{kk dÙnz }kjk i nÙk fu; eka ds vÙrxrA

Manuals l e; &l e; ij l ákkf/kr vkns kka dk i kyua

Circulars fu; eka dk i kyua fd; k tkrk gA

(6) Statement of various categories of documents held by it or under its control U/S 4.1 (b) (vi)

S.No.	Name of Document	Kind of document like microfilm, Register Books diskette etc.	Nature and content of document	Duration of Records
01-	LFkki uk jftLVj Qk; y	jftLVj Qk; y	&	1998 l s vkt i; Dr
02-	i S' ku	&**&	&	&**&
03-	LFkkuh; fuf/k; ka	&**&	&	&**&
04-	i jh{kk	&**&	&	&**&
05-	, l -, l -, -	&**&	&	2003 l s vkt i; Dr
06-	i rdky;	i rdky@jftLVj@ Qk; y	&	1998 l s vkt i; Dr
07-	Nk=kokl	Qk; y	&	1999 l s vkt i; Dr

(7) I- Structure of consultative committees in which public representatives are members including.

\* Name of the committee : I Fkku fodkl I fefr

\* Copy of the refers/circulars for formation : f'k{kk I fgrk

\* Functions : I Fkku fodkl

\* Members : 07

\* Duties and responsibilities : i fr rhu o"kl

\* Accessibility of minutes for public U/S 4.1 (b) (vii) : &

II. Proceeding minutes of the meetings (copy to be made available and be given in the electronic form with hypertext link)

&

- (8) I- Name of the Board council committees etc. Including members and their qualifications (original text to be given in electronic form) U/S 4.1 (6) (viii)

S.No.	Name of the Body	Name of the Members	Qualifications
----- N I L -----			

- II- Order of the formation.  
(Original text to be given in electronic form and to be hyper linked)

-- Nil --

- III- Charter/Memorandum of Articles of association.  
(Original text to be given in electronic form and to be hyper linked)

-- Nil --

- IV- Govt. Instruction for the way in which meeting will be conducted.  
(Original text to be given in electronic form and to be hyper linked)

-- Nil --

- V- Whether open to public or not.

-- Nil --

- VI- Availability of the proceedings/minutes of the last meetings.  
(Original text to be given in Chronologically in electronic form and to be hyper linked)

Nil –

(9) Directory of the officers and employees (to be linked with treasury data bank) U/S 4.1 (b) (ix)

S.No.	Name	Designation	Address & Contact No. if any
1	2	3	4
1-	Jh vkj-, y-mi k/; k;	i kpk; Z	
2-	Jh th-Mh-'kekZ	ofj"B 0; k[; krk i nfo: ) i o k p d	gkmfl & ckMZ dkykuh] ej s uk
3-	MkW , l -i h-, l -rkej	]]	Mkd caxys ds i kl ] , -ch-jkM+ej s uk
4-	Jherh l jkst fl djokj	]]	thokthxat] ej s uk
5-	Jh , l -, l -; kno	ofj"B 0; k[; krk	i g kuh p q h ds i kl ] vEckg j kM+ej s uk
6-	Jh , l -, l -Hknk s j ; k	ofj"B 0; k[; krk i nfo: ) i o k p d	esyk xkm.M] ej s uk
7-	Jh th-, l -i jekj	]]	i g kuk gkmfl & ckMZ dkykuh] ej s uk
8-	Jherh Å"kk x qrk	]]	thokthxat] ej s uk
9-	Jh l q s k l D l s uk	0; k[; krk	x. k s ki g k] ej s uk
10-	Jh Ogh-i h-epxy	ofj"B 0; k[; krk i nfo: ) i o k p d	x. k s ki g k] ej s uk
11-	Jh dsol-, l -rkej	0; k[; krk	t s u cxhph] QkVd ckgj] ej s uk
12-	Jh Ogh-i h-, l -t knk s u	]]	x. k s ki g k] ej s uk
13-	Jh , p-dsfrokjh	]]	x. k s ki g k] ej s uk
14-	Jh , -dsekg s j	]]	i Vh xyh] n Uki g k] ej s uk
15-	Jh , e-, l -i jekj	]]	MkbV i f j l j ] ej s uk
16-	MkW vkj-i h-f=i k Bh	]]	x. k s ki g k] ej s uk
17-	Jh l rh'k d e k j 'kekZ	Øk V f' k {kd i nfo: ) d-0; k-½	MkbV d E i l ] ej s uk
18-	Jh ohj s n z d e k j JhokLro	l -f' k-foKku	x. k s ki g k] ej s uk
19-	Jh jk t s k d e k j f'kogj s	i k s k e j	d y D V V DokV j l ] ej s uk
20-	Jh vt; fl g fl djokj	x.kd	d s ko dkykuh] ej s uk
21-	Jh uRFkhyky x qrk	l gk-xM&2 i nfo: ) d-0; k-½	thokthxat] ej s uk
22-	Jh tsi h-'kekZ	l gk-xM&2 i nfo: ) d-0; k-½	x. k s ki g k] ej s uk

S.No.	Name	Designation	Address & Contact No. if any
1	2	3	4
23-	Jherh vk'kk HkVukxj	I gk-xM&2	MkbV dEi I ] ej Sdk
24-	Jherh 'kkjnk oekZ	I gk-xM&2	eukgj uxj] ej Sdk 1/31-10-05 dks I sfu-1/2
25-	Jherh euhndh vxoky	I gk-xM&3	xks kyigkj] ej Sdk
26-	Jh I qkhj dckj nhf{kr	I gk-xM&3	MkbV dEi I ] ej Sdk
27-	Jh eukst dckj 'kekZ	I gk-xM&3	x. ks ki gkj] ej Sdk
28-	Jh I at; 'kekZ	I gk-xM&3	I s[k dh cfX; k] MKW ekSks dh xyh] ubZ I Md] y'dj Xokfy; j
	Jh I g'sk fl g I kyadh	I gk-xM&3	I Hkk"Kuxj] ej Sdk
29-	Jh plnu fl g	I gk-xM&3	xte I fork dk igkj] ej Sdk
30-	Jh jes'kplnz	HKR;	eukgj uxj] ej Sdk
31-	Jherh vkeorh fl djokj	HKR;	MkbV dEi I ] ej Sdk
32-	Jh v'kkd dckj Jhokl	HKR;	ubZ I Cth e.Mh ds ikl ] ej Sdk
33-	Jh jfodkur jktksj; k	HKR;	xte o iktV eqM+ k[kMk ej Sdk
34-	Jh eds'k dckj iztkifr	HKR;	xte o iktV tks k[kmZ ej Sdk
35-	Jherh geyrk ckFke	HKR;	igkuh I Cth e.Mh ds ikl ] ej Sdk
36-	Jh jkes'oj fl g	dUVStBl h HKR;	xte o iktV [kus'k ej Sdk
37-	Jh deys'k 'kekZ	dUVStBl h HKR;	xks kyigkj] ej Sdk
38-	Jh oUnkouyky	dUVStBl h HKR;	xks hukFk dh ify; k] ej Sdk
39-	Jh vkehyky	dUVStBl h HKR;	xte o iktV tks k[kmZ ej Sdk

(10) Monthly remuneration and compensation (to be linked with treasury data bank) U/S 4.1 (b) (x)

S.No.	Name	Remuneration (Net)	Compensation
1	2	3	4
1-	Jh vkj-ds'kekZ	11639	fuyfEcr
1-	Jh th-Mh-'kekZ	11815	
2-	MkW , l -ih, l -rkej	8861	
3-	Jh Ogh-i h-enxy	10833	
4-	Jh ' ; kefl g Hknkfj ; k	10839	
5-	Jherh Å"kk xqrk	10637	
6-	Jh xki kyfl g i jekj	10561	
7-	Jh l qkj fl g ; kno	11225	
8-	Jherh l jkst fl djokj	9887	
9-	Jh vkj-i h-f=i kBh	10283	
10-	Jh v: u dekj ekglj	10617	
11-	Jh fo'kni ky fl g	9833	
12-	Jh l qsk l DI suk	11211	
13-	Jh ekuf l g i jekj	9828	
14-	Jh N".kohj fl g rkej	10866	
15-	Jh gjh'k dekj frokj h	10081	
16-	Jh l rh'k dekj 'kekZ	6600	
17-	Jh , l -vkj-jktir	9241	
18-	Jh uRFkhyky xqrk	7243	
19-	Jh tsi h-'kekZ	6607	
20-	Jh jktsk f'kogjs	7040	
21-	Jh ohjbnz JhokLro	8464	
22-	Jh vt; fl g fl djokj	7720	
23-	Jherh vk'kk HkVukxj	6307	
24-	Jherh 'kkjnk oekZ	7190	

S.No.	Name	Remuneration (Net)	Compensation
1	2	3	4
25-	Jherh euhndh vxoky	5525	
26-	Jh l qkhj nhf{kr	4575	
27-	Jh eukst 'kekZ	4299	
28-	Jh l at; 'kekZ	vkll yho	
29-	Jh pnufi g	4865	
30-	Jh l jsk fl g	3984	
31-	Jh jesk pln	4102	
32-	Jherh vkeorh fl djokj	3313	
33-	Jh v'kkd Jhokl	4473	
34-	Jh jfodkar jktksj; k	vkll yho	
35-	Jh epdk iztkifr	3672	
36-	Jherh geyrk ckFke	ubz fu; qDr	
37-	Jh jkesoj fl g	2308	
38-	Jh deysk 'kekZ	2308	
39-	Jh olnkou yky	2308	
40-	Jh vkehyky	&	



(11) Annual Budget allocation and Expenditure Statement (to be linked with treasury data bank) U/S 4.1 (b) (xi)

S.No.	Budget head	Name of work	Year	Allocation	Expenditure
1	2	3	4	5	6
1.	001	Salary	05-06	2980000.00	1660246.00
2.	003	D.A.	„	1580000.00	867775.00
3.	006	H.R.	„	50000.00	51511.00
4.	008	Other Allowances	„	6000.00	1930.00
5.	009	Medical	„	25000.00	22733.00
6.	01	Festival Ad.	„	3000.00	Nil
7.	016	Grain Advance	„	3000.00	Nil
8.	12	Wages	„	120000.00	65277.00
9.	21 (001)	T.A. (Others)	„	100000.00	18010.00
10.	21 (003)	T.A. (Travelling)	„	70000.00	Nil
11.	22 (001)	Service Postage and Telegrams	„	10000.00	Nil
12.	22 (002)	Telephone	„	22000.00	11404.00
13.	22 (003)	Furniture	„	15000.00	Nil
14.	22 (004)	Books	„	10000.00	1041.00
15.	22 (005)	Electricity & Water	„	80000.00	34328.00
16.	22 (006)	Liveries	„	18000.00	Nil
17.	22 (007)	Stationery	„	30000.00	Nil
18.	22 (008)	Other Contingencies	„	10000.00	1472.00
19.	24 (002)	Examination & Train.	„	300000.00	Nil
20.	34 (009)	Material & Supplies	„	20000.00	20000.00

(12) Programmes and beneficiaries U/S 4.1 (b) (xii)

A) List of the programmes (in electronic form) i' B Ø-

B) Norms for selection of the beneficiary (original text of the circular to be given in electronic form) **Yes**

C) Detailed Information

S.No.	Nature of the Programme	Administrative Department	Year	Amt. Allocated	No. of Beneficiaries

(13) List of the recipients and nature of concession U/S 4.1 (b) (xiii)

S.No.	Nature of concession	Name	Address	year	Kind of support	Approximate value of concession
----- Nil -----						

(14) Information available in the office (Link with Item 6) 4.1 (b) (xiv)

S.No.	Categories	Hard copy	Electronic form
01-	jftLVj Qk; y LFkki uk	gkMZ dkW h	&
02-	jftLVj Qk; y i 8' ku	gkMZ dkW h	&
03-	jftLVj Qk; y LFkkuh; fuf/k	gkMZ dkW h	&
04-	jftLVj Qk; y i 4rd i 4rdky;	gkMZ dkW h	&
05-	jftLVj Qk; y , l -, l -, -	gkMZ dkW h	&
06-	jftLVj Qk; y ys[kk d{k	gkMZ dkW h	&

(15) Facility available (library, public counter etc.) to citizen for information U/S 4.1 (b) (xv)

S. No.	Facility	Name of Incharge	Duration of opening (time be given)	Contact No. Telephone No.
1-	i rdky;	Jh v: .k døkj ekgj 0; k[; krk	10-30   s 5-30	07532&232174
2-	l pdk dk vf/kdkj	Jh th-Mh-'kek] ofj-0; k-	10-30   s 5-30	07532&232174

(16) Information about the PIO/Designation/working experience U/S 4.1 (b) (xvi)

\* Name : Jh th-Mh-'kek]

\* Designation : ofj 'B 0; k[; krk

\* Telephone No. : 07532&232174

\* E-male address : dietmor@mp.nic.in

\* Place of work and address : , -ch-j kM] MkbV ej Sjk

\* Contact hours for public : nki gj 2-00 | s 4-00

(17) Any other Information in citizen related facilities U/S 4.1 (b) (xvii)

----- Nil -----

i kpk; Z  
f'tyk f' k{k k , oa i f' k{k. k | Fkku  
ej Sjk ½-e-i z½