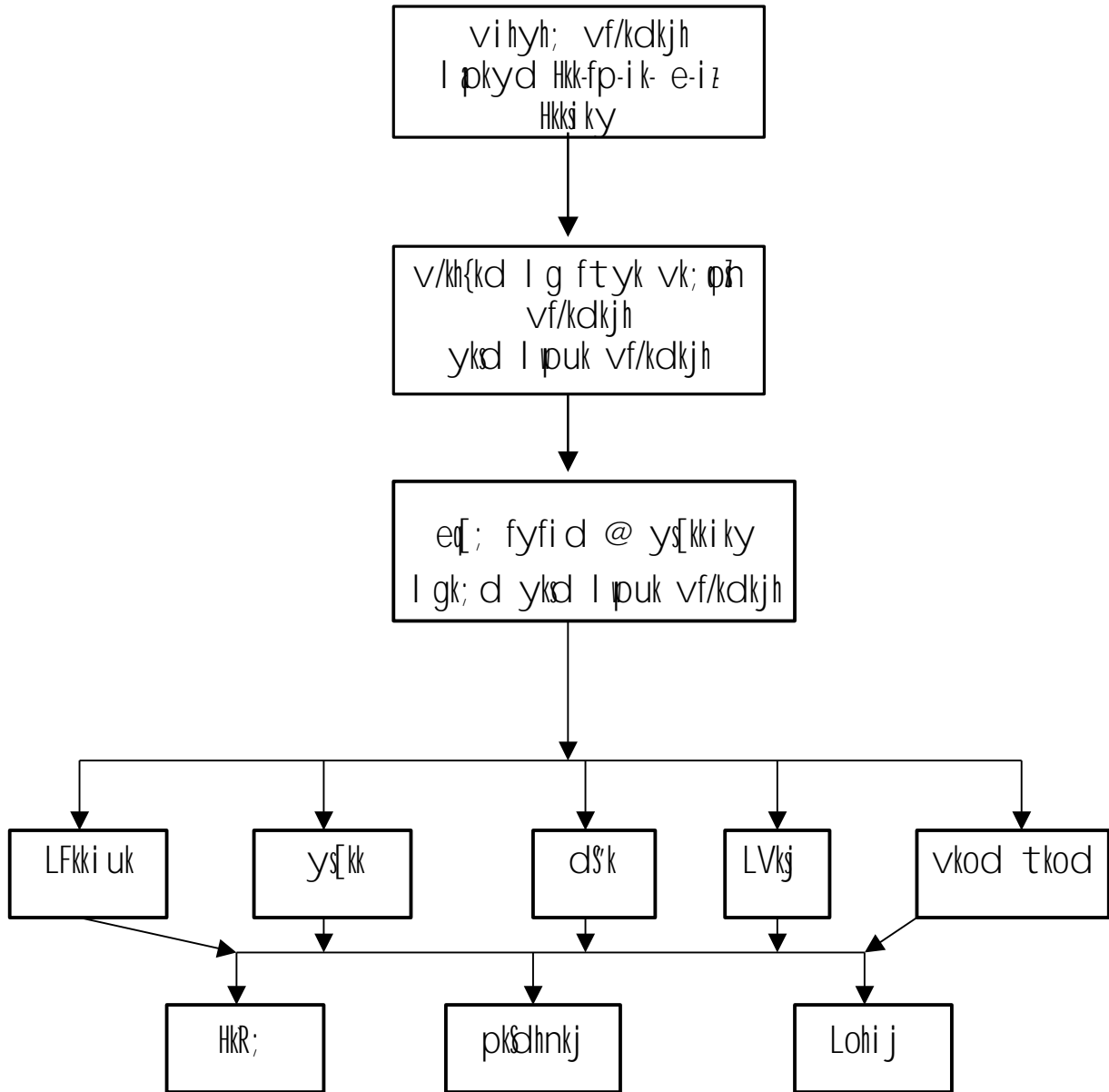


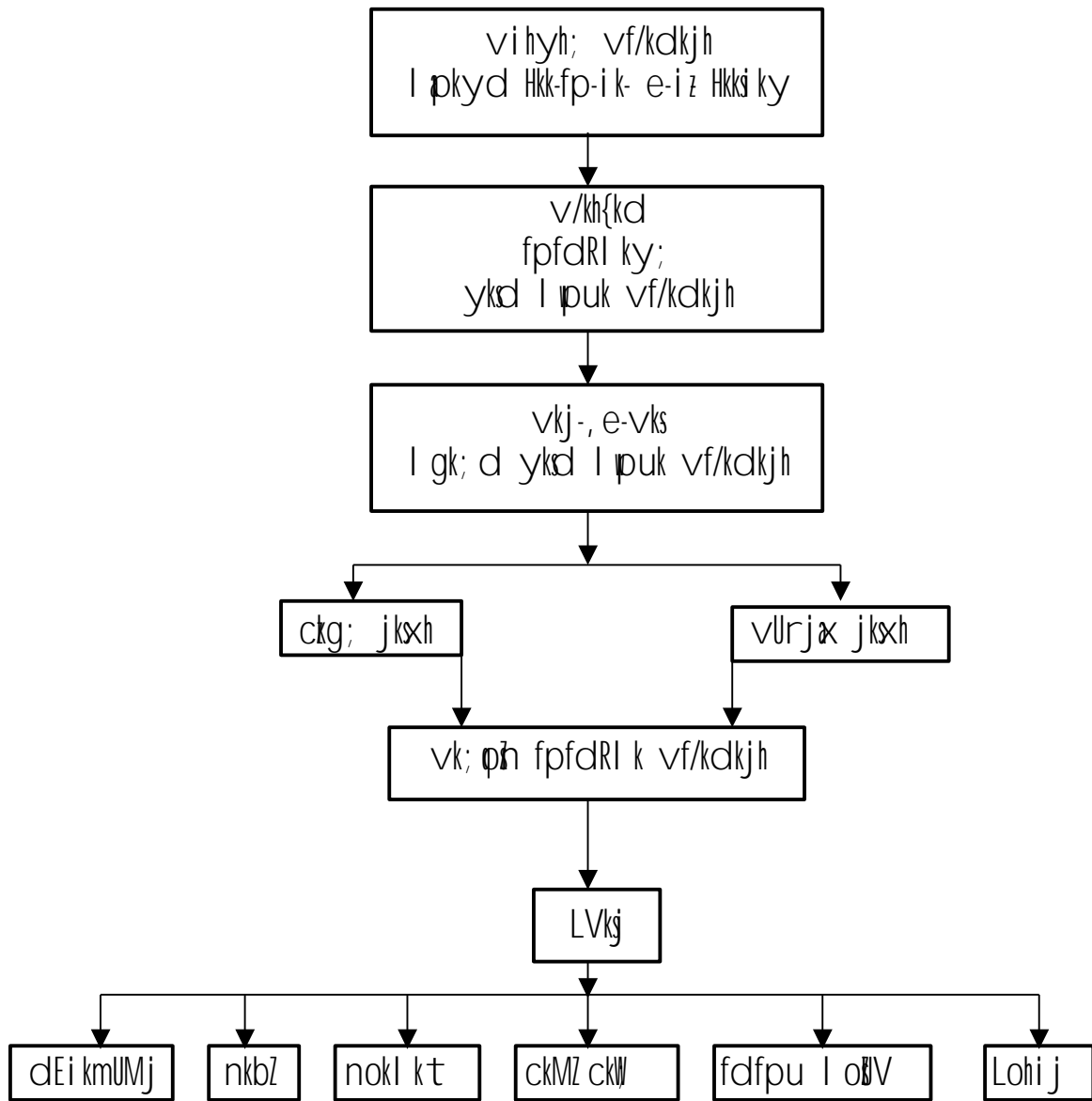
dk; kzy; v/kh{kd | g ftyk vk; pñ vf/kdkjh ftyk ej suk ¼e-i z½

### Assistant Director's Office

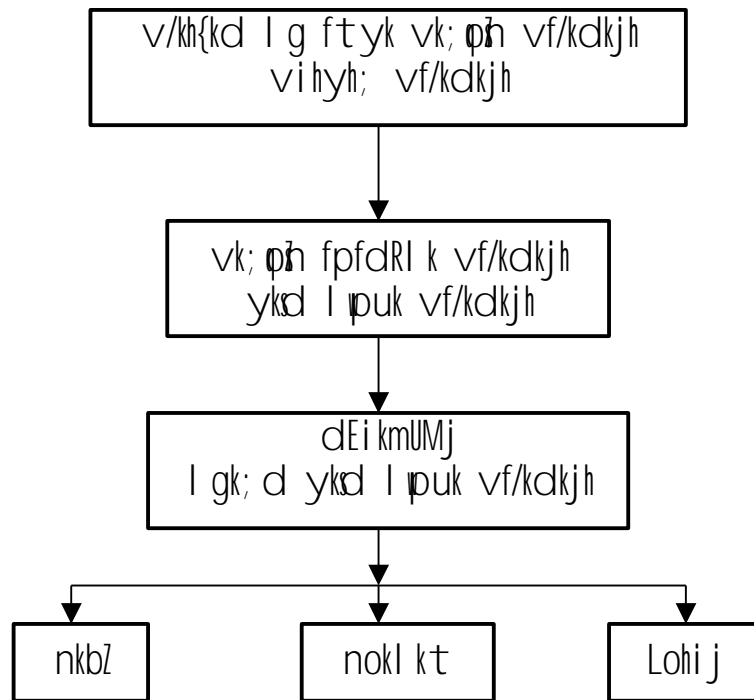


dk; kzy; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk ½e-i z½

"kkl dh; vk; pñ xkdkh fpfdRI ky; ej suk



dk; kzy; v/kh{kd l g ftyk vk; pñ vf/kdkjh ftyk ej suk ½e-i z½



dk; kzy; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk 1/e-i z½

**1. B. Function and duties of each unit of the Office (1 to 2 page)**

S. No.	Unit/Section	Functions performed
1.	LFkki uk	vodk" k Lohdr djuk oru of) , oa vll; vf/kdkfj; ka deþk f j ; ka l s l c f /kr v   ru tkudkj h r\$ kj djuk vkfnA
2.	ys[kk	l eLr vkgj .k , oa forj .k dk; j fcy cukuk , oa vll; foRrh; dk; l
3.	LVkj	nokvka dks LVkd jftLVkj es vken djuk , oa l e; l hek ea ink; djuk , oa nokvka dh l g {kk djuka
4.	vfHkys[k d{k	vkod&tkod , oa vll; j kxh l a ; k dh tkudkj h r\$ kj djuk , oa Hkst uk] Mkd fvfdV dk ys[kk tkq[kk o [kpz vkfnA
5.	v/kh{k d l g ftyk vk; pñ vf/kdkjh	l eLr dk; k d k fufj {k .k djuk , oa ftys ds vll; deþkjh; ka dk drD; fuokgu l fuf"pr djuka

dk; kzy; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk 1/e-i z½

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

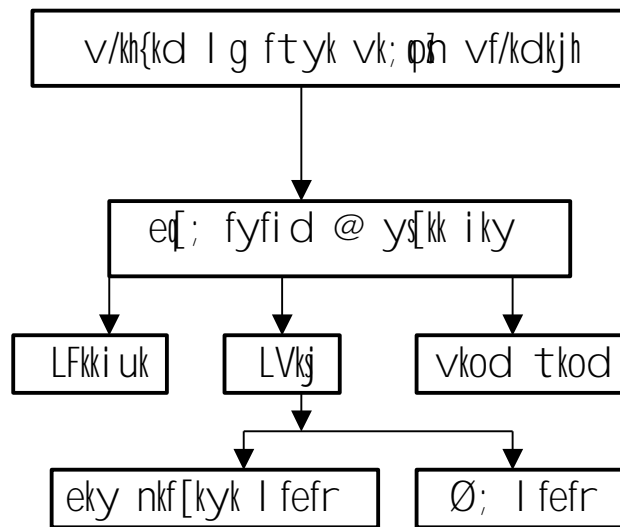
S. No.	Name	Designation	Remuneration	Duties
1.	Mk- vkj-, u- "kekZ	ç+v/kh{k d l g ftyk vk; pñ vf/kdkjh	14875	l eLr iz'kl dh; , oa vkgj.k forj.k dk; Z , oa l eLr vk; pñ@gkeks vskk/kky; ks dk fujh{k.k
2.	Jh jke y[ku fl g	ys[kki ky	4800	oru ns d , oa vU; ns d vkgj.k grq r\$ kj djuk vU; fofr; dk; Z
3.	fjDr	LFkki uk	4000&6000	l eLr LFkki uk dk; Z , oa vU; v ru tkudjh r\$ kj djuk oru of) yxkuk
4.	Jh jke v[R; kj "kekZ	LVkj , d d\$ k	4190	LVkj ea nokvks dks xg.k djuk , oa fpdfRI ky; @ vskk/kky; dks inku djuk nokvka dk forj.k , oa d\$ k cp l ?kkj.k djuk
5.	l eLr vk; pñ fpdfRI k vf/kdkjh	vk; pñ fpdfRI k vf/kdkjh	10000 & 15200	j kfx; ka dk mi pkj , oa fu&"k'd nok ink; djuk rFkk f" kfoj vkfn yxk , , oa j k'Vh; dk; Øe] "kkl u dh vU; ; kst ukvka dk fØ; kUo; u djuk A
6.	dEi kmUMj	dEi kmUMj	3050 & 4590	vkkk/kky; ka ea fpdfRI d dh vumni fLFkfr ea fpdfRI k dk; Z djuk , oa fpdfRI k fujns'kkud kj nokbz; ka forj.k djuk

7.	nkbz	nkbz	2750 & 4400	i fjokj dY; k.k dk; Øe , oa i d fir u" k dlnh vkfn dk; l djuk Vhdkdj .k dk; A
8.	nokl kt	nokl kt	2550 & 3200 2610 & 3500	vkSk/kky; ka ea nokvka dh ns[ k js[ k , oa mlgs l gj{kr j [kukA
9.	Lohi j	Lohi j	ftyk/kh" k nj ij	l eLr vkSk/kky; ka dk l Qkbz dk; l djukA

dk; kÿ; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk ½e-i ½

**Decision Making process in graphic form (one page)**

**U/S 4.1 (b) (III)**



dk; kly; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk 1/e-i z½

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

(B) Quality Norms, if decided by the organisation.

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

Ø-	dk; Lxr fof/k; ka ; kst uk dk uke	i Hkkjh fofgr vf/kdkjh	fui Vks dh l e; l hek	fu/kkjr l e; kof/k tkudkjh ikr u gkus ij f"kd; r dh tkus okyh vf/kdkjh dk uke	f"kd; r fujkdj .k dh l e; l hek
1	l ok fuor eR; q ij vodk" k uxnhdj .k dh Lohdfr	ftyk vk; q vf/kdkjh	1 ekg	dyDVj foHkxk/; {k	15 fnol
i	mi knku , oa i b"ku	ftyk vk; q vf/kdkjh	1 ekg	dyDVj foHkxk/; {k	15 fnol
ii	l eLr chek fuf/k; ka dk Hkqrku	ftyk vk; q vf/kdkjh	3 ekg	dyDVj foHkxk/; {k	15 fnol
iii	Hkfo'; fuf/k Hkqrku	ftyk vk; q vf/kdkjh	3 ekg	dyDVj foHkxk/; {k	15 fnol
iv	i fjokj vuq'g jkf" k ¼, DI xfl ; k½	ftyk vk; q vf/kdkjh	3 fnu	dyDVj foHkxk/; {k	15 fnol
v	vll; Hkqrku	ftyk vk; q vf/kdkjh	15 fnu	dyDVj foHkxk/; {k	15 fnol
2.	l puk ds vf/kdkj ds vlxr i klr vkonuka i =ka dh udy ink;	ftyk vk; q vf/kdkjh	15 fnu	dyDVj foHkxk/; {k	15 fnol
3.	l puk ds vf/kdkj ds vlxr vfHkys[ kka ds voykdu dh l puk	ftyk vk; q vf/kdkjh	15 fnu	dyDVj foHkxk/; {k	15 fnol
4.	l puk ds vf/kdkj ds vlxr vfHkys[ kka ds voykdu i fr nsuk	ftyk vk; q vf/kdkjh	15 fnu	dyDVj foHkxk/; {k	15 fnol

dk; kly; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk ¼e-i z½

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

**Acts :** l eLr dk; Z "kkl u fu; ekuđ kj , oa l p uk vf/kdkjh ds vuđ kj l e;  
l hek ea fd; s tkrs gA

**Rules :** fu; ekuđ kj dk; Z fd; s tkrs gA

**Regulation :** l e; l hek ea dk; Z fd; s tkrs gA

**Manuals :** "kkl u ds eki n.M vuđ kj dk; Z fd; s tkrs gA

**Circulars :** fu; ekuđ kj dk; Z fd; s tkrs gA



dk; kzy; v/kh{kd l g ftyk vk; pñ vf/kdkjh ftyk ej duk ¼e-i z½

**6. Statement of various categories of documents held by it or under its**

**control U/S 4.1 (b) (vi)**

<b>S. No.</b>	<b>Name of Document</b>	<b>Kind of Document like microfilm, Register, Books, Diskette etc.</b>	<b>Nature and Content of Document</b>	<b>Duration of Records</b>
1.	ys[kk	d\$kcpl] fcy jftLVj] Hkqrku jftLVj] oru forj .k jftLVj	Hkqrku l s l cfi/kr jftLVj	1-4-81 l s fujUrj
2.	LFkki uk	vf/kdkfj; ka o depkfj; ka dh l ok i qLrdk, a , oa v   ru tkudkj h jftLVj	vf/kdkjh depkfj; ka ds l ok l s l cfi/kr vfhkys[k	vfufpr
3.	LVkj	l eLr LVkhd jftLVj , oa Ogkmpj cpd	nokvka l s l cfi/kr jftLVj	1-4-81 l s fujUrj
4.	vkod&tkod	vkod&tkod jftLVj , oa fvfd r i ath	Mkd Hkstuk , oa vkod djuk o fvfdV ys[kk& tks[kk jftLVj	1-4-81 l s fujUrj

dk; kly; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk ½e-i z½

**7. (i) Structure of consultative committees in which public representatives are members including.**

**1. Name of the Committee**

1- jkxh dY; k.k l fefr

**2. Copy of the Orders/Circulars for formation**

Øekd 8 ; kst uk@5@0&50@7229@183&0@pky 17-2-2002

**3. Function**

1- jkxh dY; k.k grq dk; Z

**4. Members**

jkxh dY; k.k l fefr

1- Jheku-dyDVj egkn; v/; {k

2- ed; dk; ï kyu vf/kdkjh l nL;

3- dk; ï kyu ; ãh ykd fuekzk folkkx l nL;

4- v/kh{k.k ; ãh fo | r e.My l nL;

5- ed; uxj i kfydk vf/kdkjh l nL;

6- vkj-, e-vks fpfdRI ky; l nL;

7- v/kh{k d l g ftyk vk; pñ vf/kdkjh l fpo

**5. Duties and responsibilities**

jkfx; ka ds dY; k.kdkjh l fpo/kk, a

**6. 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)**

l p uk vf/kdkj ds vurxñ tkudkjh mi yC/k gk l dsxhA

dk; kzy; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ejsuk 1/2-i 1/2

**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 (b) (viii)**

S. No.	Name of the Body	Name of the members	Qualifications
1.	j kxh dY; k.k l febr	Jheku-dyDVj egkn; v/; {k eq; dk; i kyu vf/kdkjh l nL; dk; i kyu ; æh ykd fuekz k foHkkx l nL; v/kh{k.k ; æh fo   r e.My l nL; eq; uxj i kfydk vf/kdkjh l nL; vkj-, e-vks fpdfRI ky; l nL; v/kh{k d l g ftyk vk; pñ vf/kdkjh l fpo	IAS  IAS  GRADUATE IN ENGG.  GRADUATE IN ENGG.  SAS  BAMS  BAMS
2	Ø; l febr	MKW vkj-, u- "kekj ftyk vk; pñ vf/kdkjh v/; {k MKW f" k" kq ky fl g HknkSj; k vk; pñ fpdfRI k vf/kdkjh l nL; MKW f" kodekj "kekj vkj-, e-vks l nL; MKW jke ujs" k fl g rkej l nL;	B.A.M.S.   B.A.M.S.  B.A.M.S.  B.M.S. Home
3	eky nk[kyk l febr	MKW vkj-, u- "kekj ftyk vk; pñ vf/kdkjh v/; {k MKW jk/ks"; ke nps l nL; MKW me" k plnz ykfg; k l nL; MKW jkedekj "kekj l nL;	B.A.M.S.  B.A.M.S.  B.A.M.S.  D.H.B. Home

**II. Order of the formation.**

**(original text to be given in electronic form and to be hyper linked)**

1- jkxh dY; k.k l febr vkn'sk dz 8 ; kstuk@5@10&50 i ath; u 7229 fn- 18&3&01

fn-19&7&02 l s i kj

2&3 Ø; , oa ekynkf[kyk l febr vkn'sk Øz 1003&9 fn] 22&8&05

**III Charter / Memorandum of Articles of Association.**

**(Original text to be given in electronic form and to be hyper linked)**

1- jkxh dY; k.k grq dk; Z Jheku dyDVj egkn; , oa l gdkfjrk fu; ekuq kj

2&3 Ø; , oa eky nkf[kyk dk; Z djuk Hk.Mkj Ø; fu; eka ds vuq kj

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

"kkl u fu; ekuq kj

1- i R; d ekg

2&3- vko"; drkuq kj Ø; i fØ; k l s i dZ

V Whether open to public or not

l puk vf/kdkj ds vuq kj tkudkj h nss dk i ko/kku

VII Availablility of the proceeding/minutes of the last meetings (Original text to be given chronologically in electronic form and to be hyper linked)

mi yC/k gks l d&A

dk; kzy; v/kh{kd l g ftyk vk; pn vf/kdkjh ftyk ej suk 1/e-i z/2

**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	MKW vkj-, u- "kekZ	i Hkkjh ftyk vk; q vf/k- ykcd l ipuk vf/kdkjh	, l -i h- vkMfQI ds i hNs ej suk eks 9329411616
2	MKW f"ko dpej "kekZ	vk; qfp- , oa l gk; d ykd l ipuk vf/kdkjh	, e- , l - j kM+ej suk Jkf=; Hkou] eks 9425031820
3	Jh jkey [kufi g	ys [kki ky	mRrei j k] xyh ua 1 ej suk
4	Jh jkev [kR; kj "kekZ	l gk- xM 3	ou [k. Mh j kM] ej suk
5	Jh egrko fl g xqt j	HkR;	xki kyi g k] ej suk
6	Jh yfyr dpej "kkD;	HkR;	xki kyi g k] ej suk

dk; kzy; v/kh{kd l g ftyk vk; pn vf/kdkjh ftyk ej suk 1/e-i z/2

**10. Monthly remuneration and compensation ( to be linked with treasure Data Bank) U/S 4.1 (b) (x)**

S. No.	Name	Remuneration	Compensation
1	MKW vkj-, u- "kekZ	14875-00	oru] fpfdRI k , oa ; k=k HkRrs vkfn
2	MKW f"ko dpej "kekZ	12950-00	oru] fpfdRI k , oa ; k=k HkRrs vkfn
3	Jh jkey [kufi g	4800-00	oru] fpfdRI k , oa ; k=k HkRrs vkfn
4	Jh jkev [kR; kj "kekZ	4190-00	oru] fpfdRI k , oa ; k=k HkRrs vkfn
5	Jh egrko fl g xqt j	3390-00	oru] fpfdRI k , oa ; k=k HkRrs vkfn
6	Jh yfyr dpej "kkD;	3200-00	oru] fpfdRI k , oa ; k=k HkRrs vkfn

dk; kly; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ejluk ½e-i z½

**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 Sept. 05
1	2210-02-101-461	1- oru	05&06	5]00000	1]89]195
		2- egxkbZ HkRrk	05&06	2]60]000	99]586
		3- vU; HkRrs	05&06	25]000	24]526
		4- fpfdRI k ifri firZ	05&06	5]000	1792
		5- ; k=k HkDrk	05&06	3]000	2593
		6- l jdkj Mkd rkj	05&06	2]000	2000
		0; ;	05&06		
		7- fctyh ty	05&06	3]000	&
		i Hkkj	05&06		
		8- onhZ k	05&06	1]000	&
9- ys[ku l kekxh	05&06	2]000	&		
10 vU;	05&06	3]000	1547		
2	2210&02&101&460	01 oru	05&06	91]00]000	34]11]613
		02 egxkbZ HkRrk	05&06	47]00]000	21]49]753
		03 vU;	05&06	2]60]000	1]22]900
		04 fpfdRI k ifri firZ	05&06	20]000	8]461
		05 __.kkRed vukt vfxE	05&06	10]000	&
		06 __.kkRed R; kgkj vfxE	05&06	2000	&
			05&06	4]50]000	2]46]686
		07 etnjh	05&06	35]000	19]376
08 ; k=k HkRrk					

		09 l jdkjh Mkd rkj	05&06	2000	353
		10 fctyh ty i Hkkj	05&06	20]000	260
		11 onhž k	05&06	10]000	&
		12 ys[ku l kexh Ni kbZ	05&06	6]000	5]950
		13 fdjk; k dj	05&06	40]000	36]760
		14 vU;	05&06	5000	4]247
		15 vksk/kh	05&06	2]10]000	&
		16 vU;	05&06	6000	555
3	2210&02&101& 4810 gkE; ks	01 oru	05&06	4]40]000	2]26]760
		02 egxkbZ HkRrk	05&06	2]24]000	1]23]797
		03 vU; HkRrs	05&06	18]000	7]560
		04 fpfdRI k ifri rhZ	05&06	4000	487
		05 __.kkRed vukt vfxE	05&06	2000	&
		06 __.kkRed R; kGkj vfxE	05&06	1000	&
		07 etnjh	05&06	4]00]000	22]520
		08 ; k=k HkRrk	05&06	2]000	1366
		09 fctyh ty i Hkkj	05&06	3]000	&
		10 onhž k	05&06	2000	&
		11 ys[ku l kexh Ni kbZ	05&06	1000	&
		12 fdjk; k dj	05&06	5000	600
		13 vksk/kh	05&06	24000	&
		14 vU;	05&06	1000	&

dk; kzy; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk ½e-i z½

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

**A. List of the programmes (in electronic form)**

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

jkskud kj jksh dks fu% kq'd vkskf/k; ka ink; dh tkrh gA

**C. Detailed Information :**

S. No.	Name of the Programme	Administrative Department	Year	Amt. Allocated	No. of Beneficiaries
1	cg; jx jksh	vk; pñ foHkkx	05-06	2]10]000 24]000	1]54]429
2	dlnh; vuqku	vk; pñ foHkkx	05-06	3]79]951 dh nokbz k i tlr	8515
3	vrjx jksh l q; k	vk; pñ foHkkx	05-06	-	16
4	i s" kuj jksh	vk; pñ foHkkx	05-06	40]000	112



dk; kzy; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk 1/e-i z½

**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
1-	ofgjæ jkxh , oa	&	&	tuojh 05 l s fl rEcj 05 rd	i jh{k.k funku fu%kYd nok forj .k	3 79 950
2	i 8"ku j jkfx; ka dks fu%kYd nok ink; djuk	&	&	&	&	40 000
3	vkUrfjd jkx	&	&	&	fu%kYd mi pkj	----
4	fl foj jkxh	&	&	04&05	fu%kYd mi pkj	----

dk; kzy; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej suk 1/e-i z½

**14. Information available in the office (link with Item 6) U/S 4.1 (b) (xiv)**

S. No.	Categories	Hard Copy	Electronic Form
1.	A3 l kbt	-	Qks/kcdkll h
2.	A4 l kbt	-	Qks/kcdkll h
3	vl; fjdkMZ i fr i klr djus grq ml Hkkx ds fy; s l ipuk vf/kfu; e ds vuq kj	----	Qks/kcdkll h

dk; kŷ; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej ſuk ½-e-i z½

**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 to be given)	contact No. Telephone No.
1	ykd l ipuk vf/k-	Mk- vkj- , u- "kekZ	l ke-] cųk] "kØ i kr% 10-30 l s 5	eks 9425456859
2	l gk; d ykd l ipuk vf/kdkjh	Mkw f"ko dųkj "kekZ	l ke-] cųk] "kØ i kr% 10-30 l s 5	eks 9425031820

dk; kŷ; v/kh{k d l g ftyk vk; pñ vf/kdkjh ftyk ej ſuk ½-e-i z½

**16. Information about the PIO/Designation/Working experience**

**U/S 4.1 (b) (xvi)**

uke	Mk- vkj- , u- "kekZ
i nuke	ykd l ipuk vf/kdkjh vf/k{k d l g ftyk vk; pñ vf/kdkjh
Oku ua	eks 9329411616
bZ esy	&
dk; kŷ;	v/kh{k d l g ftyk vk; pñ vf/kdkjh ej ſuk
dk; l l e;	10 l s 12 ctsrd fnu l ke cųk] "kØ

uke	Mk- f"ko dųkj "kekZ
i nuke	l gk; d ykd l ipuk vf/kdkjh vkj- , e-vks
Oku ua	eks 9425031820 Oku- 232067
bZ esy	&
dk; kŷ;	"kk l dh; vk; pñ xk/kh fpdfRI ky; ej ſuk

dk; Z l e;	10 l s 12 cts rd fnu l ke cdkj "kØ
------------	------------------------------------

xteh.k

uke	vk; pñ fpdfRI k vf/kdkjh
i nuke	ykd l puk vf/kdkjh vk; pñ vksk/kky; xteh.k
Oku ua	&
bz esy	&
dk; kÿ;	vk; pñ vksk/kky; xteh.k
dk; Z l e;	8 cts l s 1 cts rd fnu l ke cdkj "kØ

dEi mUMj

uke	dEi kmUMj
i nuke	l gk; d ykd l puk vf/kdkjh vk; pñ vksk/kky; xteh.k
Oku ua	&
bz esy	&
dk; kÿ;	vk; pñ vksk/kky; xteh.k
dk; Z l e;	ts l s 1 cts rd fnu l ke cdkj "kØ

dk; kÿ; v/kh{kd l g ftyk vk; pñ vf/kdkjh ftyk ej suk ½e-i z½

**17. Any other information in citizen related facilities.**

**U/S 4.1 (b) (xvii)**

Nil