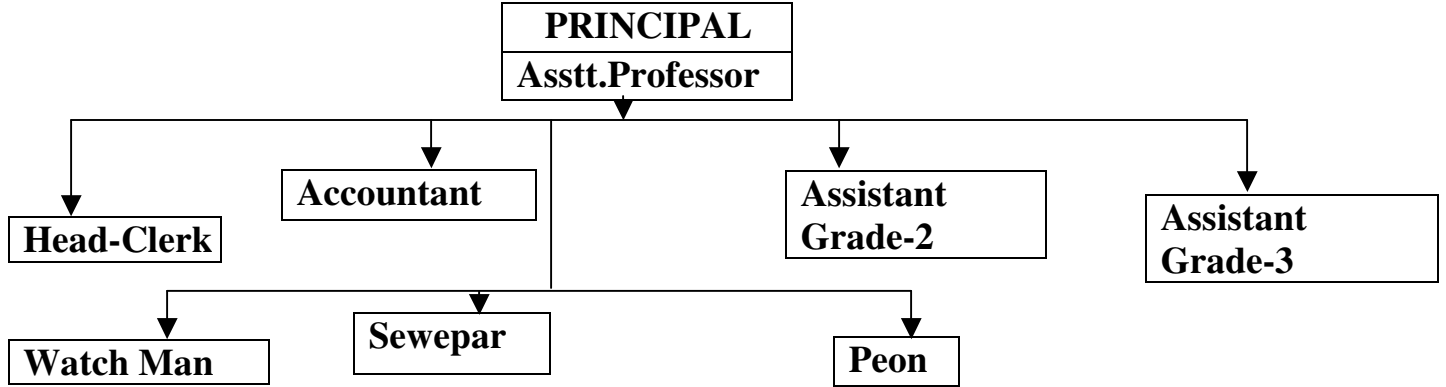


OFFICE OF THE PRINCIPAL SRI S.N.U.GOV.T. COLLEGE GAROTH (M.P.)
ORGANIZATIONAL SET-UP
 सूचना के अधिकार 2005-06

1. SRI S.N.U. Govt.College. Garoth
SAMPLE

Office of the Principal, SRI S.N.U. Govt. College gatoth



Nodal Officer :- Dr. Prahlad Patidar (Principal)
Asst. Nodal Officer :- Dr. M.R.Dhakad (Asst.Pro.)

1. B.Functions and duties of each unit of the office

S.N.	Unit/Section	Functions performed
1	Administrative Section	Principal's Office
2	Accounts	As per Govt.Rules
3	Store	Performed by Office & Accounts
4	Record Room	Principal's Office

2. Work distribution order of each officer can be updated and put in the Following format.

Evert work performed as per Govt. Rules.

3. Decision Making process in graphic form.

Evert work and file handling as per Govt.'s direction

4. **A) Time norm,if decided by the organization.
Time to time its performed as per govt.rules**
**B) Quality Norms, if decided by the organization.
Time to time its performed as per govt.rules**
**C) Quality target, for the office work to be done in the year.
Time to time its performed as per govt.rules**
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)**
Acts
Rules
Regulations
Manuals
Circulars

The institution follows all these as per direction of the Commissioner. Higher Education.

6. **Statement of various categories of documents held by it or under its control.
Circulars,Inrormations, Admissions forms, Teaching diary and
attandance register, College living Certificate (counters), Cash Books.
Service Books,Personal Files and paid Vouchers etc.**
7. **I. Structure of consultative committees in which public representatives are members including.**
- | | |
|--|-------------------------------------|
| Name of the committee | Jan Bhagidari Sammite |
| Circulars for fomation | as per govt.rules |
| Functions | Work for college development |
| Members | as per mannual. |
| Duties and responsibilities | as per mannual. |
| Accessibility of minutes for public | available |
- II. Proceedings, Minutes of the Meetings (copy to made available and be given in the electronic form with hypertext link)
Available.**

8. I. Name of the Board,Council,Committees etc. including members and their qualifications.(Original text to be given in electronic form)

S.N.	Name of the Body	Name of the members	Qualification
	Nil	Nil	Nil

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. indtrucion 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 eletronic form and to be hyper linked)
Nil

9. Directory of the officers and employees (to be linked with treasury data bank)

S.No.	Name	Designation	Address&Comtact No.,if any
1	Dr.Prahlad Patidar	Principal	Sri S.N.U.Govt.College.Garoth Phone-07425 -238966(O)235016(R)
2	Mr.Yogendra Bhawsar	Accounts incharge	Sri S.N.U.Govt.College.Garoth Phone-07425 -238966 (O)
3	Mr.Yogendra Bhawsar	Cashier	Sri S.N.U.Govt.College.Garoth Phone-07425 -238966 (O)
4	Mr. Khemraj Parmar	Messenger	Sri S.N.U.Govt.College.Garoth Phone-07425 -238966 (O)
5	Mr.Munnalal	Messenger	Sri S.N.U.Govt.College.Garoth Phone-07425 -238966 (O)

10. Monthly remuneration and compensation (to be linked with treasury Data Bank)

S.No.	Name	Remuneration	Compensation
1	NIL	NIL	NIL
2	NIL	NIL	NIL

11. Annual Budget allocation and Expenditure statement (to be linked with treasury Data Bank)

S.No.	Budget Head	Name of work	Year	Allocation	Expenditure
1	2202 सामान्य शिक्षा	—	2004-05	वेतन	7,67,177
2	2202 सामान्य शिक्षा	—	2004-05	मंहगाई भत्ता	5,09,799
3	2202 सामान्य शिक्षा	—	2004-05	अन्य भत्ते	20,479
4	2202 सामान्य शिक्षा	—	2004-05	चिकित्सा व्यय प्रतिपूर्ति	2241
5	2202 सामान्य शिक्षा	—	2004-05	यात्रा	8970
6	2202 सामान्य शिक्षा	—	2004-05	डाक एवं तार	1000
7	2202 सामान्य शिक्षा	—	2004-05	दूरभाष	207
8	2202 सामान्य शिक्षा	—	2004-05	वर्दिया	1440
9	2202 सामान्य शिक्षा	—	2004-05	लेखन सामग्री	2000
10	2202 सामान्य शिक्षा	—	2004-05	सामग्री एवं पूर्तिया	2900

12. Programmes and beneficiaries

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)

C Daitaled Imformation

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

13. List of the recipients and nature of concession

S.No.	Nature of concession	Name	Address	Year	Kind of Support	Apporoximate Value of Conce.
	NIL	NIL	NIL	NIL	NIL	NIL

14 Information available in the office

S.No.	Categories	Hard Copy	Electronic Form
	NIL	NIL	NIL

15. Facility available (library public counter etc) to citizen for information

S.No.	Facility	Name of Incharge	Duration of opening (time to be given)	Contact No. Tel.No.
	NIL	NIL	NIL	NIL

16. Information about the PIO/Designation/Working experience

Name Dr. Prahlad Patidar
Designation Principal
Tel.No. 07425-238966(O)235016(R)
E mail address Snugdc.garoth@yahoo.com
Place of work and add. Govt.Sri S.N.U.college,garoth
Contact hours for public 10.30 a.m. to 5.30 p.m.

17. Any other information in citizen related facilities

For student work and information about the college.