

**l puk dk vf/kdkj vf/kfu; e] 2005 dsvrxr
gR&ifLrdk**

**Handbook under
Right to Information, Act, 2005**

e/; inšk 'kl u

Government of Madhya Pradesh

mPp f'k{k foHkx

Department of Higher Education

dsv/ku LFkfir vlg dk; jr

**Jh Kkuptnz JhokLro 'kl dh; LukrdkRj egkfo | ky; |
nelg 1/2 i 1/2**

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fo'k; I ph

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v/;k; & 1
iŁrkouk

Chapter 1
Introduction

1-1- Ni ; k gLri qLrdk dh i "B Hkfe ij izk'k Mky a ¼ I p u k d k v f / k d k j v f / k f u ; e] 2005 ½

f o f / k , o a U ; k ; e a = k y ;] H k k j r l j d k j } k j k f n u k d 12-10-05 l s ** I p u k d k v f / k d k j v f / k f u ; e] 2005 ** y k x w f d ; k x ; k g \$ f t l d s i f j i x ; e a b l i q L r d k e a J h K k u p t a n z J h o k L r o ' k k l d h ; L u k r d k R j e g k f o | k y ;] n e k g ¼ e 0 i 0 ½ ¼ v / k x k e h l a n h k z e a e g k f o | k y ; d s : i e a i z 0 r ½ d s f o f H k U u d k ; D e k a v k \$ x f r f o f / k ; k a d k s / ; k u e a j [k r s g g s e g R o i w k z t k u d k f j ; k ; l a d f y r d h x b z g S A ; g t k u d k j h e g k f o | k y ; d s l a n h k z e a i ; k l r l p u k i k l r d j u s d s f y , m i ; k s x h g k s x h A

1-2- gLri qLrdk dk mnas ;

¼ ½ e g k f o | k y ; d k l a { k l r i f j p ; n a u k ½ ½ t u & l k e k U ; d h n f " V l s e g k f o | k y ; l a d k h m i ; k s x h t k u d k j h d k l a d y u d j u k r k f d t u & l k e k U ; l p u k d s v f / k d k j d k m i ; k s x d j r s g g v k o ' ; d t k u d k j h i k l r d j l d A

1-3 ; g i qLrdk fdu 0; fä; ka@l a.Fkkuka@l aBuka bR; kfn dsfy; smi ; ksxh gA

; g gLr i qLrdk fuEufyf[kr 0; fDr; ka@l engka dsfy, mi ; ksxh gS

¼ ½ Nk=k, a
½ ½ v f H k H k k o d
½ ½ m P p f ' k { k k f o H k k x d s v f / k d k j h , o a d e p k j h
¼ ½ l e k t d s l k e k U ; u k x f j d
½ ½ ' k k l d h ; @ v ' k k l d h ; l a B u
½ ½ v f H k H k k o d f o ' o f o | k y ;
½ ½ f o ' o f o | k y ; v u p k u v k ; k s x
½ ½ t u H k k x h n k j h l f e f r d s l n L ;

1-4 gLr i qLrdk dk ik: iA

gLri qLrdk ea 18 v / ; k ; g a v k \$ i R ; d v / ; k ; i j v k / k k f j r l e x z t k u d k f j ; k a d k f c l n o p k j l a d y u g S A

1-5 i f j H k k " k k , a ¼ Ni ; k gLri qLrdk ea iz k s x d h x ; h ' k C n k o y h d k s i f j H k k f " k r d j a A

i qLrdk ea , d s f d l h H k h ' k C n d k i z k s x u g h a f d ; k x ; k g S f t u d h i f j H k k " k k n h t k u k o k a N r g k A

1-6- gLriQLrdk ea lek; kstr fo"k; ka ds lcazk ea foLrR tkudkjH rFkk vU;
tkudkfj; ka ds fy, l Ei dZ0; fää

egkfo|ky; dh foLrR tkudkjH iklr djus ds fy, ikpk; Z }kjk euksh
l gk; d ykd l puk vf/kdkjh tks bl izkj gS
MMOgh0d0jkg] l gk; d ik; kid] j l k; u'KL=

1-7 gLriQLrdk ea miyC/k tkudkjH ds vrfjä l puk iklr djus dh fof/k ,oa
'kYd

gLriQLrdk ea miyC/k tkudkjH ds vrfjDr l puk iklr djus ds fy,
vkonudrkZ dks e/; insk 'kkl u l kekl; izkkl u foHkkx }kjk tkjh vf/kl pukj
e/; insk l puk dk vf/kdkj&Qhl rFkk vihy fu; e 2005 ds vuq kj fu/kkZjr
if0; k dk ikyu djuk gksk A ; s fu; e www.mp.nic.in@ l kekl; izkkl u
foHkkx dh osl kbV ij miyC/k gA

fuEufyf[kr tkudkfj; ka ^ifrcd/kr* Jskh ea vk; xh vLj nh tkuk l Hko ugha
gksk A bl Jskh dh tkudkjH fuEukuq kj gS%

- 1- izu i= cukus okys f'k{kdkka dk uke A
- 2- ijhfkd f'k{kdkka ds ukeka dk iSy A
- 3- xki uh; if0; k, aA
- 4- xki uh; pfj=koyh
- 5- tkp l slca/kr vfhkys[k A
- 6- , d s vfhkys[k ftudsU; k; ky; hu idj.k py jgs gA

fuEu vfhkys[k dny voykduklZ jgks%

- 1- dSk cp ystj @ okmplZ
- 2- fdl h vU; dh l ok iQLrdk

**v/; k; &2 1/2 1/2
I xBu dh fo'k'V; kNR; , oadrD;**

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

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

mis; %

- 1- Nk=kvka dks xqkoRki jd ikjEifjd mPp f'k{kk inku djuk A
- 2- Nk=kvka ds lexz 0; fDrRo fodkl ds fy, muga ikjEifjd mPp f'k{kk ds l kFk vU; vko'; d n{krk, a inku djuk A
- 3- mPp f'k{kk dks l kFkd vks l ektki ; kxh Lo: i ea cnyus ds fy, iz kl djuk A
- 4- mPp f'k{kk dks l e; dh ekax ds vuq i ifjofr r djrs gq ml ds eny : i dks ; Fkkor j [kuk A
- 5- ikjEifjd mPp f'k{kk dks jkst xkj kDeq kh fn'kk inku djuk A

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

^l ekt dh fu.kkz d fodkl kRed xfrfof/k; ka ea l f0; , oa l kFkd l ghkfxrk grq ; qkvka dks l 'kDr cukus ea f'k{kk dk l niq ; kx djukA**

2-3- ykd i kf/kdj .k dk l fklr bfrgkl vks bl ds xBu dk i l ak

egfo ky; dk l fklr ifjp;		
1	LFkki uk dk o"lz 'kkl uk/khu o"lz	
	1951]	
	1964	
2	LFkki uk ds l e; Nk= l a; k	
3	orZku Nk= l a; k	
	yxHkx 2500	
4	egfo ky; dk Lo: i	
	'kkl dh; Lukrdk&rj egfo ky;]	
5	v/; ; u v/; ki u dk {ks=	
		3 l adk;
		14 fo"k;
	13 fo"k; ka ea Lukrdk&rj Lrj rd v/; ; u	
6	egfo ky; ea Lohdr f'k{kdh; in	
		i k/; ki d
		13
		l gk; d i k/; ki d & 36 1/2 in fJDr 1/2
	ØhMk vf/kdkjh & 01	
	xlfki ky & 01	
7	egfo ky; ea dk; ky; hu in	
		jftLVkj & 01 1/4 fJDr in
		rrh; Jskh depkjh & 12 1/8 in fJDr 1/2
	prfjkz Jskh depkjh & 20 1/3 in fJDr 1/2	
8	egfo ky; dk forr i ksk.k	
		'kkl dh; fuf/k & oru] HkUk vdkfnd 0; ;] fpdfRI k 0; ; ifri r r] Nk=ofUk vkfn
		fo'ofO ky; vupku vk; kx l sikr vupku
	tuhkxhinkjh ds ek/; e l s 'kyd vFkok nku }kj k , df=r jkf'k	

e0i0 ds cnsy [kM vpy ea nekj ftyk nks fo'of0 |ky; ka ds e/; fLFkr gS A viuh l adfr] vius bfrgkl vls l adfr viuh Hkkskkyd fLFkr; ka ea Hkkr dh e/; orh l eflor l adfr pruk dks vkRel kr fd; sgg gA nekj ea egkfo |ky; dh LFkkiuk mPp f'k{kk ds fodkl grq dh xbz FkA ; |fi ; g {k= e0i0 ds lcls igkus fo'of0 |ky;]l kxj oraku ea Mkkgjhfl g xkS fo0fo0 l kxj vls tcyig fo0fo0 tcyig oraku ea jkuh nqkbrh fo0fo0 tcyig ds e/; l s gkus ds dkj.k mPp f'k{kk ds ifr vf/kd ftKkl q, oafiki qjgk gA nekj ftys ds mPp f'k{kk ds dlnz ds: i ea v'kkl dh; egkfo |ky; dh rjg bl dh LFkkiuk l u 1951 ea nekj ds f'k{kk i fe; ka ds l niz kl ka l s gpz FkA l u 1964 ea bl egkfo |ky; dks 'kkl u vf/kxgr fd; ka 'kkl dh; egkfo |ky; ds: i ea bl egkfo |ky; fujrj fodkl gsrk jgk A oraku ea dyk] okf.kT; , oafoku l adk; ka ea v/; ki u 0; oLFkk gA 13 fo'k; ka ea ; gka Lukrdkrj d{kvkka dk v/; ki u gsrk gSA dfri ; fo'k; ka ea ; gka fo'of0 |ky; }kjk 'kksk dlnz ds : i ea Lohfr ikr gA vls vkh rd vudka 'kksk Nk= bl dlnka l sih, p-Mh- Lrjh; mikf/k l s fHkk'kr gks pds gA bl egkfo |ky; dk ØhMk ifj l j i ; klr l qo/kk l a lu gA ; gkvius okj jkT; Lrjh; ØhMk ifr; ksrk; a l a lu gks pds gA vud Nk=ka us fo0fo0 vls jkT; Lrj ij egkfo |ky; dk uke jksku fd; k gA bl egkfo |ky; ea jk"Vh; l ok ; kstuk dh rhu bdkb; ka f0; k'khy gA buds ek/; e l s yxHkx rhu l kS fo |kfkz l ektkdeq kh f0; k&dyki ka ea l ayXu gA ; gajk"Vh; dSMV dkj dh , d bdkbz l pkfyr gA bl ds ek/; e l s vuqkl u ijd thou nf"V vls jk"Vh; Hkkouk dk fodkl Nk=ka eafd; k tk jgk gA bu nkska l a Buka l s Hk dh fri ; Nk=ka us jk"Vh; Lrj ij viuh ifrHk dk in'ku fd; k gA dsj; j , oa ekxh'ku ds vxzh'ku egkfo |ky; ds iz0 ik/; ki d fujrj Nk=ka dks ekxh'ku inku djrs jgrs gA

vf[ky Hkkrh; l okvka , oajkT; l okvka ea ; gka ds Nk=ka us viuh Hkxhkh dh gA egkfo |ky; dk ifj l j ik; % l Hk l qo/kkka l s l a pr gA oraku ea egkfo |ky; dh Nk= l a ; k yxHkx 2500 gA egkfo |ky; fLFkr ikrdky; ea yxHkx 70]000 ikrda Nk=ka ds ykHkfkz l adfyr gA nsk ds egRi wkz 'kksk i= , oa if=dk; a okpuky; ea Nk=ka dks izak dj; s trs gA fo0fo0vupku vk; kx ea ; g egkfo |ky; l ayXu gA fo0fo0 vupku vk; kx l s bl ds fodkl grq jk'k; ka ikr gsrh jgrh gA

2-4- ykd ikf/kdj.k ds dr0;

- 1- egkfo |ky; ea iat hr Nk=kvka dh mRd"V mPp f'k{kk dh 0; oLFkk djuk A
- 2- egkfo |ky; ds fofHku dk; Øeka dks Nk=kdeq kh cukrs gg ml ea fujrj l qkj ds iz kl djuk A
- 3- l LFkk dks l ekt dh ekud dl ksh ds vuq kj mRd"V xqkorrkij d l LFkk ds: i eafodfl r djuk A
- 4- ikj'khz izkkl u] fo'ol uh; ijh{kk i) fr] fo- kfkz ka dk lrr lexz e/; kadu vls l LFkk l s tMs gg iR; d 0; fDr ea l LFkk ds ifr fu"Bk txr djuk A

- 5- mPp f'k{k ds y{;] mRd"Vrk vkš xqkoRrk dh vkš vxl j gkus grq l lFkk dks rš kj djuk vkš bl dsfy, dBkj ifjJe dh uho Mkyuk A
- 6- Nk= & Nk=kvka dks l ldkj l Eilu cukus grq eW; ka dks f'k{k ds ek/; e l s LFkfi r djuk A

2-5- ykd i kf/kdj .k ds eq; ÑR;

- 1- ikjEifjd mPp f'k{k inku djuk A
- 2- mPp f'k{k dks l kFkd] l kef; d] jkst xkj kled kh cukuk A
- 3- vuq dku dsfy, l gt] l qe okroj.k fufeñ djuk A
- 4- l lFkk ds f'k{k dka ea vius 0; ol k; ds ifr l Eeku dh Hkkouk fodfl r djuk A
- 5- l lFkk dh iR; d bdkbz dks l lFkk ds ifr l efiñ Hko l s dke djus grq rš kj djuk A
- 6- mPp f'k{k dh l keftd ifrc) rk dks l fuf'pr djuk A

2-6 ykd i kf/kdj .k }kjk inÜk l okvka dh l ph , oa mudk l f{klr foj .k

- 1- mPp f'k{k ds {ks= ea v/; ; u v/; ki u dh 0; olFkk djuk A
- 2- vuq dku dsfy, okroj.k cukuk A
- 3- l keftd l jkdj l s l æ/kr fofHku epnka ds ifr tkx: drk iñk djuk] Nk=&Nk=kvka dks ekxñ'kz vkš ijke'kz nsuk] Nk= & Nk=kvka dh 0; fDrxr vkš iBu&iKBu l æ/kr l eL; kvka ij l õnu'khyrk ds l kFk fopkj foe'kz djuk] fo | kFkz; ka vkš vFkHkkodka dh l eL; kvka dk ; Fkk l Hko fujkdj .k djuk A

2-7 ykd i kf/kdj .k ds fofHku Lrjka ¼ kkl u] funs kky;] {ks=} ftyk] Cykd vkfn ½ ij l xBukRed <kpk ¼t gka ykxw gkš

2-8 ykd i kf/kdj .k dh dk; Z n{krk c<kus grq tul g; ksx dh vi {kk, a

mPp f'k{k ds {ks= ea 'kkl dh; l lFkkvka ds ikl miyC/k l d k/kuka dh deh dks ns[krs gq dk; Z {kerk dks c<kus grq tu l g; ksx ysuk , d i Hkkoh mik; gSA tu l g; ksx ds ek/; e l s 'kkl dh; f'k{k.k l lFkk, a v/kkd j pukRed fodkl dk; Z dj l drh gñ tks i Hkkoh 0; olFkkvka dsfy, , d vfuok; ñk gSA tu l g; ksx u dõy vfrfjDr l d k/ku tñkus dsfy, vko'; d gS vfir q l lFkk dh vl; l eL; kvka ds l ek/kku ea rFkk l lFkk dks u; k : i inku djus ea i Hkkoh Hkfedk fuHkk l drs gñ A

2-9 tu l g; l x l fuf'pr djus dsfy, fof/k@0; oLFkk

- 1- jkT; 'kkl u us bl izdkj dk tu l g; l x yus ds fy, 'kkl dh; egkfo |ky; ka ea tuHkkxhnhkj l febr dh 0; oLFkk LFkkfir dh g\$; g l febr l LFkk ds fy, vko'; d vrfjDr l d k/ku t/k/rh g\$ A egkfo |ky; ds u; s vdknfed dk; Øeka dks vi uk vuoknu nrh g\$ v\$ egkfo |ky; ds fy, fodkl dk ekz izkLr djrh g\$ bl dh vo/kkj.kk ij vk/kkfjr iHkkoh fØ; kko; u l s 'kkl dh; egkfo |ky; vi uh foRrh; ifj l hekvka dks c<k l drs g\$ v\$ l d k/ku&foghurk dh l LFkr l smcj l drs g\$
- 2- bl egkfo |ky; ea vDVWj 2000 l s tuHkkxhnhkj l febr vlRro ea g\$ v\$ l febr ds l kStU; l s egkfo |ky; us vi uk cgn v/kkd jpuRed fodkl fd; k g\$ vdknfed ifjn'; dks cnyk g\$ v\$ f'k{k dks jkst xkj kbedq kh fn'kk inku dh g\$ A l kFk gh egkfo |ky; ea Nk=kbedq kh cgrj 0; oLFkk, a LFkkfir dh g\$

2-10 tu l okvka ds vuqj.o.k , oa f'kdk; rka ds fujkdj.k dh 0; oLFkk egkfo |ky; ea Nk=kvka dh f'kdk; rka dk fuokj.k djus dsfy, pkj Lrjh; 0; oLFkk, a g\$ A

- 1- **l qko@f'kdk; r i \$h** % Nk=&Nk=kvka ds fy, f'kdk; r@l qko i \$h yxkbZ xbZ g\$ ft l ea Nk=&Nk=k, a fuMj gkdj vi uh f'kdk; r@l qko Mky l drs g\$ l l rkg ea , d fnu f'kdk; r i \$h ea l dfyr f'kdk; rka dks f'kdk; r fuokj.k l febr }kjk fudkyk tkrk g\$ v\$ tgg&tgg fujkdj.k l Hko gkrk g\$ ogk; Rofjr fujkdj.k fd; k tkrk g\$ fo |kFkz; ka us bl 0; oLFkk dk vPNk mi; l x fd; k g\$ A egkfo |ky; iz kkl u us cgr iHkkoh rjhds l s bl dk fØ; kko; u l fuf'pr fd; k g\$
- 2- **f'k{k d vfHkkod ; kstuk** % egkfo |ky; ea i at hdr l Hkh fo |kFkz; ka dks 30&30 ds Nk/&Nk/s l emj ea foHkDr fd; k x; k g\$ v\$ i R; d l emj ds fy, , d f'k{k d dks vfHkkod fu; q r fd; k g\$ A f'k{k d vfHkkod ; kstuk ds rgr i R; d l emj dh muds f'k{k d vfHkkod ds l kFk ifrekg cBd vk; kstr dh tkrh g\$ A Nk=&Nk=k, a vius f'k{k d & vfHkkod l s vi uh l eL; kvka ds ckjs ea ppkZ djrs g\$ v\$ f'k{k d vfHkkod mUga , d fe= v\$ i Fk in'kZ ds: i ea ijke'kz nrs g\$ A

- 3- **l kpk; &Nk= l okn 0; oLFk** % Nk=&Nk=k, a l h/ks i kpk; Z l s vi uh l eL; kvka ij ppkZ dj l drh g\$ A bl 0; oLFkk l s i kpk; Z v\$ fo |kFkz; ka ds chp ea Hkh l okn l # cuk jgrk g\$ A

2-11 e[; dk; kzy; rFkk foHkUu Lrjka ij dk; kzy; ka ds i rs /Ni; k i rka dk tuinokj oxhdj.k dj\$
egkfo |ky; dk LFkk; h i rk fuEkuq kj g\$
Jh Klupnz Jhokro 'kl dh; LukrdRj egkfo |ky;]

nelg & 470661 %/; i n\$ k/2

njHk'k & 07812 & 222461] 222365

2-12 **¼½ dk; ky;**

egkfo | ky; dk; ky; ds [kyus dk | e; & ikr%10-30 cts

egkfo | ky; ds dk; ky; cn gkus dk | e; & | k; a5-30 cts

¼½ d{k, a

d{k, a i kjlk gkus dk | e; & ikr%8-00 cts

vfire d{k | eklr gkus dk | e; & | k; a5-00 cts

**v/;k; &3 1/2
vf/kdkj; kavls depkj; kadh 'kã; ka, oadrD;]**

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

3-1 egkfo | ky; hu vf/kdkfj; k̄ depkfj; k̄ f'k(kdka 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;	I æá/kr ds dk; k̄ @ 'kfDr; ka , oa vf/kdkj ks dk I f{klr fooj.k fuEukuđ kj gSA			
2	i k/; ki d				
3	I gk; d i k/; ki d				
4	xñki ky				
5	I gk; d xñki ky				
6	ØhMk vf/kdkjh				
7	dfu"B ØhMk vf/kdkjh				
8	jftLVkj				
9	e[; fyfi d				
10	y[ki ky				
11	I gk; d xM&1				
12	I gk; d xM&2				
13	i z ks'kkyk rdulif'k; u				
14	i z ks'kkyk ifjpkjd				
15	cp fyIVj				
16	HkR; @pkñhñkj@ okVjesu@xñsu@ E; fit; e dhij vkfn				

(I) i kpk; Z

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

I ðFkk iæ[k dh gñl ; r I s i kpk; Z ds dk; @dÜK; @ dks fdl h , d I pñ ea I hfer ugha fd; k tk I drk gñ i kpk; Z dks egkfo | ky; iæ[k ¼i Eke Jskñ vf/kdkjh½ dh gñl ; r I s os I Hkh iz kkl fud , oa foUkh; vf/kdkj Lo; a iklr gkrs gñ ftudk mYys[k] *eyHkr fu; e* foUkh; I ðgrk rFkk dkñk I ðgrk eagyk gñ

i kpk; Z ds iæ[k vf/kdkj , oa dk; Z fuEukuđ kj vñdr gS%&

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

2 foUkh; , oa y[kk dk; Z , oa vf/kdkj]

3 dk; k̄y; hu fur; dk; Z , oa iz kkl u]

4 fujh{k.k] i ; ðsk.k , oa vuqkkl ukRed dk; Z]

5 mPp f'k(kk dks I ektki ; ksch cukus dh fof/k; ka <ñuk] mUga I ftr djuk vñ dk; Z : i ea ifjf.kr djuk]

6 I g&i kB; Øe xrfof/k; k̄ vfñkñkñkod , oa I ekt ds vU; 0; fDr; ka I s I Ei dz I Ecu/kh dk; Z]

7 I ðFkk ds fgr ea vñ Nk=ka ds Hkfo"; fuekZk dh nñV I s mUur fopkj vñ dYi ukvka dk I tu djuk muds i Hkkoh fØ; kUo; u dks I ðuf'pr djuk]

c- izkl fud@foRrh; 'kDr; ka%

c- 1 izkl fud 'kDr; ka

- 1 rrrh; ½doy fyfi dh; in½ , oa prfKZ Jskh ds inka ij depkj dh fu; fDr vG inkbufr ds vf/kdkj A
- 2 vius egkfo |ky; ds mu l Hkh vjktif=r LVkQ dh iB'ku r; djuk ftudh fu; fDr dk vf/kdkj ikpk; Z dks gkrk gS
- 3 vius v/khuLFk depkfj; ka , oa vf/kdkfj; ka ds xki uh; ifronu , oa pfj= iath ea iFke Vhi vdr djuk]
- 4 egkfo |ky; hu vf/kdkfj; ka , oa depkfj; ka dks vkdfLed] vftR , oa fo'®k vodk'k Loh-r djuk] l kFk gh fu; ekuq kj fu/kkZjr l hek ea pfdRI k vodk'k Lohdr djukA
- 5 fo |kfkZ ka dks fofHku izkj dh Lohdr Nk=ofRr; ka forfjr djuk]
- 6 egkfo |ky; hu LVkQ dks 'kzk dk; Z dh vufr inku djuk c'krZ fd 'k®k dk; Z djus l s vf/kdkfj; ka@depkfj; ® ds 'kkl dh; dUK; ® ds ikyu ea ck/kk mi fLFkr u gkS
- 7 ikpk; Z ds vodk'k vkfn ij tkus ij] iHkkjh ikpk; Z dks vkgj.k , oa l forj.k dk vLFk; h vf/kdkj l kukA
- 8 tuHkxhkh l fefr ds l nL; l fpo ds : i ea l eLr dk; Zkhj vf/kdkjA
- 9 ijh{kkvka ea eq; ijh{kk fu; æd ds : i ea iklr vf/kdkj

c- 2 foRrh; 'kDr; k %

- ikpk; Z dks vius v/khuLFk l Hkh vf/kdkfj; ka vkSj depkfj; ka ds oru] HkRrS vfxeka ds vkgj.k ds l kFk th-ih, Q-] th-vkbZ, l - vkfn dh dVkr; k; djus dk vf/kdkj gkrk gA HkRrk vfxeka , oa dVkr; ka dh dN enka ea muds fy, dN l hek&cl/ku Hkh fu/kkZjr fd; k x; k gS A bu l Hkh izj.kka ea mlga fu; ekuq kj vkgj.k djus dk vf/kdkj inRr gSA
- l Hkh f'k{kdk vf/kdkfj; ka vkSj depkfj; ka dk L=kr ij vk; dj dKvuk A
- i-h-Mh- vdkmlUV [kksyus dk vf/kdkj A
- Nk=ofRr; ka dh ipfyr 0; oLFk ds vuq kj ySkk j [kuk rFk fofHku oxka ea fo |kfk; ka dks Lohdr Nk=ofRr forj.k djuk A
- 'kkl u }kj k fu/kkZjr l hekvka ea foUk; vf/kdkjka dk iz; ksx djukA
- dN ieqk , oa l nB mi; kx ea vkus okys 'kh"z %
 - 1- midj.k] j l k; u] iqrds uD'kS ; æ rFk vU; l gk; d l kexh ds Ø; dh Lohdr inku djuk A
 - 2- Quhpj Ø; dh Lohdr inku djuk
 - 3- LVkZ dh viktir oLrq arFk 'kkl dh; /kujk'k dh dy gkfu dh Lohdr inku djukA

- 4- I gh mi ; kx ds nk\$ku viz kx; gq Quhþj] i qrdh mi dj.k , oa vU; oLrøvka dh dygkfu Lohdr djuk A
- 5- fofHkUu izdkj dh Nk=ofRr; ka dh Lohdr rFkk mudk uohuhdj.k djukA
- 6- ; wrh-l h- l s iklr 'kr ifr'kr vuøku ds rgr midj.k] i qrdh ; a-] e'khu , oa vU; LVkj l kefxz ka ds Ø; dh Lohdr inku djuk A
- 7- fo | kFkz; ka dks 'k\$kf.kd v/; ; u Hkæ.k ds fy, 'kkl u dh inokZuefr ds i'pkr vuøfr inku djuk ¼ kkl u }kjk l e; &l e; ij i l kfjr fu; eka , oa vkn\$ kka ds vuøfr ½ A

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

- 1- fjdjx useFRrd 0; ; ka dh Lohdr inku djuk A
- 2- ejEer Jskh ds Nk/s fuekz k dk; Z ds 0; ; dh Lohdr inku djuk A
- 3- cgr vko'; d , oa vki kr fLFkr ea LFKuh; v'kkl dh; i l ka ea Ni kbz dk dk; Z djuk A
- 4- LFKuh; i l ka; k cød ckbUMjka }kjk ckbMx dk dk; Z djus dh Lohdr inku djuk A
- 5- Quhþjka dh ejEer dh Lohdr inku djuk A
- 6- LFK; h rFkk vU; prfKz Jskh 'kkl dh; l ødka ds mi ; kx ds fy, xje dEcy@onhZ inku djus dh Lohdr nsuk
- 7- dk; ky; ds fy, Quhþj fdjk, l sys dh Lohdr inku djuk A
- 8- i qrdh i kB; l kexh rFkk l ekpj i =] if=dk, a vkfn Ø; djus dh Lohdr inku djuk A
- 9- tuHkxhnhj l fevr }kjk vuøfrnr cTKV dk fu; ekuø kj l LFk ds fy; s mi ; kx djukA

(II) foHkxk/; {k

egkfo | ky; ds i R; d 'k\$kf.kd foHkx ea ofj "Bre f'k{k d foHkxk/; {k ds : i ea euksh gSA foHkxk/; {k fuEu dk; Z djrs gø %

- 1- foHkx ea l elo; LFKfir djrs gq foHkxh; dk; Z dk cøokjk djuk A
- 2- foHkxk/; {k ds : i ea i z kkl fud v\$ foRrh; vf/kdkjka dk mi ; kx djuk A
- 3- foHkx ds fy, ctV vko'u iklr djuk] foHkx dh vko'; drkvka dks fplgr djuk v\$ mi yC/k ctV l hek ea i kFkfedrk, a fu/kkZjr djuk A
- 4- foHkx ds fy, vko'; d l kekxh dk 'kkl dh; fu; ekuø kj Ø; djuk A
- 5- foHkx ds fy, foHkx dh l e; l kj.kh r\$ kj djuk v\$ v/; ; u v/; ki u dh 0; oLFkkvka ij l rr fuxjkuh j [kuk A
- 6- foHkx ds f'k{k dka l s f'k{k d Mk; jh l akfjr djokuk v\$ mudk l rr fujh{k.k djuk A
- 7- vi us foHkx ds v/; ; u e.My dh cBd vk; k\$tr djuk v\$ i kB; Øe rFkk eV; ka du i) fr dh l eh{k djuk A
- 8- foHkx ds f'k{k dka dks mRd"V v/; ki u v\$ vuø akku dk; Z djus ds fy, vfHki fjr v\$ i k l kfgr djuk A

- 9- i kpk; Z ds funð kkuð kj , d s l Hkh dk; ka l g; kx nsuk tks l LFkk ds fy, vko'; d gks A
- 10- fo | kFkz; ka dh mi l Fkfr l ðkkfjr djuk vks fu/kkzjr l s de mi l Fkfr okyh Nk=&Nk=kvka dks; Fkkl e; l puk nsuk A
- 11- foHkkx ds f'k{kdk vks deþkfj; ka ds vodk'k dk vfHkys[k l ðkkfjr djuk A
- 12- foHkkx ds deþkfj; ka ds dk; Z ij iz kkl dh; fu; æ . k j [kuk A
- 13- foHkkx ea ik; kfxd dk; Z vks ik; kfxd ijHkk vk; kstr djuk ¼tgk; vko'; d gks

(III) xLFki ky

xLFki ky iqrky; iæ[k gsrk gs vks ml ukrs mudk dk; Z foHkkxk/; {k ds l ed{k gs bl dk foj.k bl izdkj gs%

- 1- iqrky; dh l eodr 0; oLFkk LFkfr djuk A
- 2- iqrka ds Ø; vks l æg.k dh mfr 0; oLFkk djuk A [kyh fufonk i fØ; k dk ikyu djuk A
- 3- iqrky; 0; oLFkk Nk=] f'k{kdk} vf/kdkjh vks deþkfj; ka ds fy, mi ; kx ds fy, mi yC/k djuk A
- 4- iqrky; ds deþkfj; ka ea dk; Z foHkktu rFkk muds dk; Z ij l rr fuxjkuh j [kuk A
- 5- iqrky; dk mi ; kx djus okys iR; d 0; fDr dh l r fV ds vuq i 0; oLFkkvka dks i jekftz djuk A
- 6- iqrky; ea mi yC/k iqrda , oa l kefxz ka dk l ðkkj.k djuk , oa vl; vuq ; kxh l kefxz ka , oa th.kz kh.kz iqrka ds viy[ku dh 0; oLFkk djuk A
- 7- vuq ; kxh iqrka ds viy[ku ds fy, i kpk; Z dks l e; l e; ij vko'; drkuð kj i Lrko nsuk A
- 8- i kpk; Z dh funð kkuð kj iqrky; dks rdudh vks vk/kud nfV l s l e) cukus dk iz kl djuk A
- 9- i kpk; Z ds funð kkuð kj vl; dk; Z djuk A

(IV) ØHk vf/kdkjh

ØHk vf/kdkjh ØHk foHkkx dk iæ[k gsrk gs ml ukrs muds dk; Z vks vf/kdkj foHkkxk/; {k ds l ed{k gs bl dk foj.k bl izdkj gs%

- 1- Nk=kvka ds [ksydml s l æf/kr l eLr xrfof/k; ka dh 0; oLFkk dk l pkyu A
- 2- [ksydml s l æf/kr l kexh dk Ø; vks j [k j [kko A
- 3- [ksy eñkuka dk j [k j [kko A
- 4- foHklu [ksyka ds vk; kst u ea egkfo | ky; ds ny dh i frHkfxrk l fuf'pr djus vks Nk=&Nk=kvka dks iR; d [ksy ea cgrj i f'k{k.k 0; oLFkk mi yC/k djuk A
- 5- ØHk foHkkx ea mi yC/k l kexh dh l g {kk l ðkkj.k vks vuq ; kxh l kexh ds viy[ku dh 0; oLFkk djuk A
- 6- egkfo | ky; ea [ksy l ðdfr dk fodkl djuk A
- 7- i kpk; Z ds funð kkuð kj vl; dk; Z djuk A

(V) i/;ki d , oal gk; d i/;ki d 1/2k{kd l ox1/2

fdl h Hkh f'k{k.k l h.Fkk ea f'k{k{kd ed; /kjh ds : i ea jgrs gA f'k{k{kdka dh ; kx; rk] fu"Bk] yxu vks ifjJe l s l h.Fkk fodfl r gkrh gA l h.Fkk dh ifr"Bk Hkh f'k{k{kdka dh ifr"Bk l s LFkkfir gkrh gA vr%fdl h Hkh 0; ol k; dh rnyuk ea f'k{k{kdh; 0; ol k; vf/kd mnkRr vks l Eekuuh; gA

f'k{k{kdka l segkfo |ky; fuEu vi\$kk, aj [krk gS&

- 1- f'k{k.k l h.Fkk ds ifr iwz isk ifrc) gkdj dk;Z djuk rFkk l h.Fkk vks Nk=&Nk=kvka ea : fp yrs gq vius f'k{k{kdh; mRrjnkf; Roka dk ogu djukA
- 2- l e; dh ikcnh dk fo'kSk /; ku j[kukA egkfo |ky; ea ifrfnu de l s de 6 ?ka/s : dukA 40 ?k. Vs ifr l lrg ds dk;Z dh vfuok; Zk dh fu"Bk l s ifrZ djuk A bl l e; dk mi ; kx v/; ki u ds vykok i qrdky; ea uohure i qrdka ds v/; ; u vks mlga l ka s x, 'k{k.k.kRj mRrjnkf; Roka dks ogu djus ea djukA
- 3- vius v/; ki u dk;Z dk , d okf"kd l a kst u r\$ kj djukA bl s l klrkfgd dk; Øe ea fodfl r djrs gq ifr l lrg d{kkvka ea fy, tkus okys 0; k[; kuka dh , d l ph r\$ kj djukA bl s Nk=kvka ds fy, foHkxh; uk\$VI ckMz ij inf'kr djuk rkfd Nk=k, a i wZ r\$ kjh ds l kFk d{kkvka ea Hkx ys l dA
- 4- iBu&ikBu dh uohu 'k\$y; ka dk iz kx djukA doy 0; k[; ku i) fr l s v/; ki u dk dk;Z u djrs gq foHkUu n' ; &J0; ek/; eka dk mi ; kx djukA
- 5- Nk=&Nk=kvka dks isjr djrs gq mudh d{kka ea mi l Fkfr l fuf'pr djokukA
- 6- v/; ; u ea detkj fo |kFkz ka ds fy, fo'kSk iz kl djuk rkfd mudk dk eukcy Åpk j[kk tk l ds vks mlga vPNs vad i klr djus dh ij .kk l rr- : i l sfeyrh jgA
- 7- f'k{k{kdks dks fu"i {k] fufHkd vks fu; f=r 0; ogkj j[kuk p kfg, rkfd fo |kFkz ka dh f'k{k{kdka ea v l Fkk cuh jgA
- 8- dkbz Hkh l h.Fkk f'k{k{kd ds l g; kx ds fcuk mRd"Vrk ds vk; ke ugha i k l drhA f'k{k{kd vks Nk=&Nk=kvka ds chp ds l onu'khy l cakka dks ek/kq Z vks xfjek nus ea f'k{k{kdka dh egrh Hkiedk gA blgha l cakka l s l h.Fkk dh ifr"Bk curh gS vks l h.Fkk Nk= fgr ds vfhkuo iz kx dj ikrh gA vr% f'k{k{kdka ds l g; kx dh vi\$kk egkfo |ky; dks jgsxA

egRo iwz %&

f'k{k{kd viuh l eL; k dk l ek/kku iwz l o\$kkfud rjhds l segkfo |ky; iz kkl u dks fo'okl ea ydj djok, xA fdl h Hkh izdkj dh vkØked] vuqkkl ughu i fØ; k dks ugha viuk, xA

(VI) jftLVkj

cMš egkfo | ky; ea ikpk; Z ds c<rs gq izkkl dh; , oa foUkh; dk; Hkkj dks nš[krs gg] jkT; 'kkl u us mu egkfo | ky; e] ftudh fo | kFkh&l d; k , d g tkj l s vf/kd gš jktif=r f}rh; Jskh Lrj dk] jftLVkj in fufež fd; k gš

bl in ds ek; e l s 0; oLFkk dh x; h gS fd ikpk; Z izkkl fud , oa foUkh; vf/kdkj e] ea l s dN vf/kdkj jftLVkj dks iR; k; kštr djš bu vf/kdkj e] ds iR; k; kštu l s ikpk; Z vius emy nkf; Ro l seDr ugha gš v] jftLVkj }kjk l LFkk ds fy; sfd; sx; s dk; e] ds fy, ikpk; Z gh mUkjk; h ekus tk; šš

egkfo | ky; ea orēku ea Jh , e- ds frokjh] jftLVkj ds : i ea fu; Dr , oa dk; }r gš mlga vkj .k l forj .k ds vf/kdkj ikpk; Z }kjk iR; k; kštr fd; sx; s gš A

(VII) e[; fyfid

e[; fyfid LFkkiuk 'kk[kk dk iē[k depkjh gkrk gS bl ukrs LFkkiuk l s l eš/kr l eLr dk; Z dk mRrnkf; Ro e[; fyfid dk gš A

- 1- l Hkh f'k{k}d] vf/kdkjh v[š depkjh; ka dh l ok i[LRdk] 0; fDrxr ulrh] vodk'k dk y[kk l škkfjr djuk A
- 2- rrh; v[š prēkZ Jskh depkfj; ka ds dk; ka dk foHkkatu rFkk mudk fu; š .ka
- 3- y[kk dk; ka ds iHkkjh ds : i ea dš k & c]ka rFkk y[kk & jftLVjka ea vādr ifof"V; ka dh t]p v[š iek .khdj .k djuk A
- 4- ijh{k l eškh izak , oa y[kh; dk; kš ea l fØ; Hkfiedk fuHkkuka
- 5- ; g l fuf'pr djuk fd l LFkk ds dk; kš; ea izkkl fud fu; š .k ds l kFk vuqkkl u] f'k"Vkpj v[š 'kkyhurk dk okroj .k cuk jgš
- 6- l LFkk ea ikuh , oa fctyh izkkyh dks 0; ofLFkr j[kus ds l kFk egkfo | ky; hu Quh]j] Hkou , oa ifj l j ds j[k & j[kko] l Okbz v[š LoPNrk dh 0; oLFkk djuk A
- 7- egkfo | ky; dh 'e[kd rFkk ikB; Rrj xfrfof/k; ka ds l pkyu , oa lk; bš .k ea ikpk; Z rFkk foHkklu iHkkjh vf/kdkfj; ka dks l fØ; l g; kx nuk , oe- izkkl dh; 0; oLFkk, a LFkkfir djuk A
- 8- ; g l fuf'pr djuk fd ml ds v/khuLFk depkjh iwkr-% deB gS v[š os viuk&viuk dke Bhd rjg l s v[š ifjJeid] djrs gš bl dk l rr~fujh{k .k djuk A
- 9- ikpk; Z , oa jftLVkj ds }kjk l e; & l e; ij fn; sx, funš kka dk ikyu djuk A

(VIII) y[ki ky

y[ki ky y[kk 'kk[kk dk fØ; kRed iHkkjh gkrk gš

- 1- buds iē[k dk; Z bl izkkl gš l eLr 'kkl dh; l ođka ds oru] fpfdRI k ifri firZ nš d] ; k=k HkRrk nš dka vkfn dks fof/kor rš kj dj dš kky; l s i kfjr djuk A
- 2- cš l s uxnhdj .k ds mi jka l eš/kr 0; fDr; ka dks Hkq; rku djuk A

- 3- fu/kkZjr vof/k ea forfjr u gks i kus ij vforfjr jkf'k dks dkskky; ea oki l 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 a&kh vU; jftLVjka , oa vkys[kka dks v | ru j[kukA
- 5- ekfl d vk; &0; ; i=d cukuk rFkk egkfo|ky; dk ctV cukrs gq fu/kkZjr l e; kof/k ea iLr r djuka
- 6- jkdM+ cgh fy[kuk vksj jkdM+ cgh ds dSk cybl dk dS'k; j dh Msyh@jQ dSk&cpd l sfeyku djuka
- 7- j l hn&dVvka ds ifri .kka l s Msyh&Qh&dyD'ku 1Mh, Q-l h1/2 jftLVj ea dh x; h ifof"V; ka dk feyku djuk vksj fo|kFkhZ }kjk tek fd; s x; s 'ky'dka dks fu/kkZjr i) fr }kjk dkskky; ea tek djuka
- 8- yskk 'kk[kk ds l Hkh vkys[kka dks fnuklr j[krs gq mluga vkfMV&; kx; fLFkr ea j[kus dk nkf; Ro yskki ky dk gA
- 9- ikpk; j jftLVkj , oa e[; fyfi d }kjk vkns'kr dk; k dks l e; ea ijk djuk yskki ky dk dRrD; gA

(IX) dS'k; j jkdM+ k1/2

- 1 'kkl dh; , oa v'kkl dh; fuf/k; ka dks , d= djuk] vksj , df=r jkdM+ dks yskki ky dsek/; e l s; Fkk'kh?kz dkskky; ea tek djokuka
- 2 oru vkfn l Hkh izkj ds ns dka dh uxn jkf'k dks dkskky; @kka l sykuka
- 3 ikfjr jkf'k dks l a&/kr 0; fDr dks Hkqrku djuk rFkk Hkqrku fd, x, okmpjka dks yskki ky ds l i qz dj] ; g l R; kfir djuk fd dSk&cpd ds vuq kj jkdM+l gh gA
- 4 Nk=&Nk=kvka }kjk tek fd, x, 'ky'dka dh jkf'k dks ikr djuk vj ml soxhZ-r voLFkk ea j[kuk A 'ky'd fu; fer : i l scd ea tek djuka
- 5 dS'k; j }kjk ikr vj ml ds }kjk Hkqrku dh x; h i R; d jkf'k dks dPph jkdM& cgh ea fy[kuk vj Hkqrku fd; s x; s i R; d fcy ea ejs }kjk Hkqrku fd; k x; k fy[kdj vi usgLrk{kj djuka
- 6 i R; d fnu dk jkdMh&0; ogkj l ekr gkus ij ol ny@i kr dh x; h /kujkf'k rFkk l eLr Hkqrku fd; s x; s okmpjka dks yskki ky dks l uka
- 7 dS'k; j dks ikpk; j jftLVkj] e[; fyfi d rFkk yskki ky }kjk vkns'kr vU; dk; Z djuka

**(X) mPp Jsh rFkk fuEu Jsh fyfi d
1dk; ky; l gk; d xM II , oa III 1/2**

dk; ky; ds fyfi dh; dk; 9 ds l Eiknu ds fy, rFkk yskki ky , oa e[; fyfi d }kjk l e; & l e; ij l 9 s dk; 9 ds l Eiknu grj , d mPp Jsh 1/4 gk; d xM II 1/2 rFkk rhu fuEu Jsh fyfi dka 1/4 gk; d xM III 1/2 ds in fufeZ gA
fo|kFkhZ Nk=ofr] Hk&kj .kj Vkbfi x dk; j vkod&t kod] 'ky'd l dyu l n'k dk; 9 dk Hkkj bu fyfi dks dks l 9 k x; k gA

i kpk; Z e[; fyfi d l s fopkj &foe'kz dj] bu fyfi dka dks dk; kzy; v[egkfo |ky; ds vU; dk; Z l [rs gA

prfjZ Jsh de[ki h %

(XI) HR;

- 1- egkfo |ky; ds dejka @ Qut[oj dh l QkbZ i hus ds i kuh dh 0; oLFkk djuk A
- 2- Mkd ykuk&ys tkuk gA
- 3- dksky;] c[ka ds chp ns d[pkykuka vkfn ds yku&ys tkus dk egROI wkZ dk; Z Hkh HR; ka }kjk fd; k tkrk gA
- 4- i kpk; Z jftLVkj @e[; fyfi d }kjk l ka s x; s l eLr dk; Z djuk A

egkfo |ky; , oa dk; kzy; ea foHkku dk; [ds fukZk l Eiknu ds fy, i kpk; Z }kjk e[; fyfi d l s fopkj &foe'kz dj HR; ka ds chp dk; [dk foHkktu fd; k tkrk gA i kpk; Z dk mu ij l rr-fu; a.k , oa fujh{k.k jgrk gA

HR; ka ds dk; [ij i kpk; Z jftLVkj , oa e[; fyfi d dh l h/kh utj jgrh gS rkfd os vius dk; [ea fdl h izkj f'kfkyrk u cjra

(XII) l QkbZ de[ki h %ohi j½

; g in Hkh egkfo |ky; dh LFkkiuk ea Loh-r gA l QkbZ de[ki h fo |ky; ds 'k[d{k[dh LoPNrk ds l kfk] Hkou rFkk ifj l j dh l QkbZ ds fy, ftEenkj gsrk gA

(XIII) iz kx'kkyk de[ki h %

ftu fo"ka; ka ea ik; [xd dk; Z gsrk gS ogka iz kx'kkyk ea ik; k[xd dk; ka ds l Eiknu ds fy, iz kx'kkyk rdulf'k; u ¼rrh; Jsk½ , oa iz kx'kkyk ifjpkj d ¼prfjZ Jsk½ ds in fufe[gsrk gA
l kekl; : i l smuds dk; Z , oa dRrD; fuEufyf[kr g%

(XIII-1) iz kx'kkyk rdulf'k; u %¼jkt if=r rrrh; Jsh 'k[.kd l ox½

iz kx'kkyk rdulf'k; u iz kx'kkyk dk iHkkjh gsrk gS vk[foHkxk/; {k ds fun[ku ea dk; Z djrk gA buds e[; dk; Z bl izkj gA %

- 1- iz kx'kkyk ea dk; Z djus okys fo |kfkZ; ka dks vko'; d midj.k] j l k; u vkfn iz kx'kkyk l kexh b'; wdjuk rFkk iz kx'kkyk ds mijka v{k; l kexh oki l ysuka
- 2- foHkxk/; {k ds ekxh'kz e[vius foHkx ds fy, vko'; d l kexh Ø; djus gsrk dks/sku vkfn vkef=r djuk rFkk dks/sku ikr gaus ij Ø; fu; eka ds rgr] rgyukRed pkVZ r[kj djukA
- 3- vko'; d vks pkfjdrk, a ijh dj vkns&i= vkfn foHkx i e[k ds l e{k gLrk{kj ds fy, iLr[djukA

- 4- I kexh i klr gkus ij LVK&jftLVj ea ifofV vks mudsj [k&j [kko rFkk mi ; ksx dh ; Fkk spr 0; oLFkk djukA
- 5- LVK dk Hkrd IR; ki u rFkk viys [ku dk; Z djuk Hkh iz ks'kkyk rdurf'k; u dh dk; &ijf/k ea vkrk gA
- 6- iz ks'kkyk ifjpkjd I s vko'; d dk; Z yuk gS vks i kpk; Z I s funk feyus ij] foHkkx iedk dh tkudkjh e egkfo |ky; ds fgr ea vU; dk; Z djukA i kpk; Z egkfo |ky; dh izkl dh; vko'; drk ds vuq i bul s dk; kzy; hu dk; Z Hkh ys I drsgA
- 7- ik; kfxd ijh{kkvka ds I Eiknu ea rRijrk] I rdzk vks xki uh; rk I s vi uk dk; Z ijk djukA

(XIII-2) iz ks'kkyk ifjpkjd %

iz ks'kkyk ifjpkjd iz ks'kkyk dk prkz Jskh dk depkjh gsrk gS rFkk foHkkx iedk vks iz ks'kkyk rdurf'k; u ds funk kkuq kj foHkkx ds foHkku dk; Z djrk gA

- 1- vi us foHkkx dks I e; ij [ksyuk] cln djuk] ijs I e; foHkkx ea mi fLFkr jguk vks ml dh I QkbZ , oa I g {kk dh 0; oLFkk djuk A
- 2- vko'; drkuq kj egkfo |ky; ds vU; dk; ka ea ed; fyfid] jftLVkj vks i kpk; Z ds funk kkuq kj I g; ksx nsukA

व/; क; &4 1/2
नर; कडसुओकु गसुफु; ए] फोफु; ए] वुओसुकुफुनड'कुक वकु
वडुकु

Chapter - 4 (Manual-3)

Rules, Regulations, Instructions, Manual and Records, for
Discharging Functions

4-1 y[®]d if/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] vumsk] funi'kdk v^g vflkys[k dh l ph fuEu ik: i ij iLr^r dj, a ¼ g l puk i R; d vflkys[k ds fy; s i Fkd l s iLr^r dj²

egkfo | ky; ea dk; j r vf/kdkfj ; ka , oa de^pkfj ; ka }kjk vi us dR; ka ds fuokgu ds fy; s /kkfjr rFkk iz kx fd; s tkus okys fu; e] fofu; e] vumsk] funi'kdk v^s vflkys[k dh l ph vxys i "B ea l ayXu gSA

4-1 y^od if/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] vumsk] funf'kdk v^o vfHky[k dh l ph fuEu ik: i ij iLr^o dj, a¹/₄ g l puk iR; d vfHky[k ds fy; s iFkd l s iLr^o dj²

Ø-	vfHky[k dk ule	vfHky[k dk idlj %dl h ,d idlj dls pps&; Fk] fu; e] fofu; e] vumsk] funf'kdk] vfHky[k] vU; ½	vfHky[k dk l iLr ^o ifjp;	fu; e] fofu; e] vumsk] funf'kdk v ^o vfHky[k dgk l s iLr ^o dj l drs g ^o ¼ rk] njHk'k Øel] QDI Øel b&ey] vU; ½	fu; e] fofu; e] vumsk] funf'kdk v ^o vfHky[k dh ifr dks iLr ^o djusdk 'k]d ¼ fn dlbz gk ²
1	LFkki uk l s l æi/kr l eLr nLrkost	vfHky[s] nLrkost] jftLVl I l ok i qLrdk, j uflr; ka	f'k{kd ^o vf/kdkjh; ^o depkfj; ka dh LFkki uk l s l Ecfl/kr l eLr nLrkost ¼ ok i qLrdk] 0; fDrxr uLrh] xki uh; pfj=koyh vodk'k uLrh] 'kflr uLrh½	Jh ds , y jk; e[; fyfi d Jh l h , y- rkedkj] y[^o kki ky	'kkl u }kjk fu/kkfjr 'k]d ekU; g ^o xkA ifrci/kr nLrkost ugha fn[kk, tk; xA
2	nFud 'k]d l xg.k i ath % tujy Oh dyd'ku %t h, Q-l h½ jftLVj , oa ik: i]	jftLVj] j l hn dVW] j l hna	ifrfnu fy; s tkus okys 'k]d dk vfHky[s] khdj .k	Jh l rh'k i Vsy	
3	y[^o kk'kk[kk	vfHky[s]	f'k{kd ^o vf/kdkjh; ^o depkfj; ka dh LFkki uk l s l Ecfl/kr l eLr nLrkost Ø; i fØ; k l s l æi/kr nLrkost] Hkqrku i fØ; k l æi/kr nLrkost] ckmp l Z f'k{kd ^o vf/kdkjh; ^o depkfj; ka dh LFkki uk l s l Ecfl/kr l eLr nLrkost	Jh l h0, y0 rkedkj	
4	xki uh; ifronu	vfHky[s]		MW jok pksjh i kpk; Z	ifrci/kr nLrkost ugha fn[kk, tk; xA
5	U; k; ky; hu idj .k	vfHky[s]		MKWgfj vke nps	ifrci/kr nLrkost ugha fn[kk, tk; xA
6	fo fWZ 'k]k	vfHky[s]	fu; e] vumsk] fofu; e	Jh jesk [kj;	'kkl u }kjk

Ø-	vflky{ k dk ule	vflky{ k dk idlj 'kd l h , d idlj dks pqs&; Fk fu; e] fofu; e] vupsk fun'kdk vflky{ k vl; ½	vflky{ k dk l f(Nr ifjp;	fu; e] fofu; e] vupsk fun'kdk v9 vflky{ k dgk l silr dj l drs g8¼ rkl njHk'k Øekd] QDI Øekd b&ey] vl; ½	fu; e] fofu; e] vupsk fun'kdk v9 vflky{ k dh ifr dks ilr djusdk 'k'd ¼ fn dlb/ gk½
	<p>iðsk fu; e vkn'sk l p'uk, j iðsk l fip; k; 'k'yd tek] v'ire frffk] v'ireLFkr o.k'ekyk Øe] d{kkoj] fo" k; Øe] oxðkj iðsk l fip; k; iðsk i at h Lok/; k; h Nk=la grq vuøfr ukekdu Qkby ijh{k k vkonu & vuØekd ijh{k k ifj. kke l p'uk Qkby LFkuklrj.k iek.k@pfj= iek.k vxk.k ekbx's ku ij kus vfey's k u"Vhdj.k vdl ph vuØekd fooj.k</p>				<p>fu/kk'jr 'k'yd ekU; g'xkA ifrci/kr nLrkost ugha fn[kk, tk; æs</p>
7	<p>Nk=ofRr 'k'k Nk=ofRr l p'uk, j eSv'ðk'kj Nk=ofRr; k; uohu 'Avud fipr tkfr] vud fipr tutkfr , oavU; fi NMk ox½ uohuhdj.k Nk=ofRr; k; 'Avud fipr tkfr] vud fipr tutkfr , oavU; fi NMk ox½ 'kkl u dh , dhdr Nk=ofRr; k; foDy'k' dh fo' ek Nk=ofRr; k; vU; 0; fDr l hFk }kj k l alFkr Nk=ofRr; k; Nk=ofRr; @ l sl æfU/kr jftLVj c'd l si = 0; ogkj Nk= l gk; rk d'ek fofo/k</p>	vflky{ k	vknou] fu; e fofu; e] vupsk	Jh l r'h'k iVsy	<p>'kkl u }kj k fu/kk'jr 'k'yd ekU; g'xkA ifrci/kr nLrkost ugha fn[kk, tk; æA</p>
8	<p>Ø; , oaHk'k .k 'k'k Ø; ifØ; k vf/kdr ink; drk'v' dh l ph 'kkl u }kj k ekU; bdkb; @ dh eW; l fip; k; Ø; l fefr dk xBu</p>	LVkd jftLVj] ufLr; k; fufonk, a	fu; e] fofu; e] rnyukRed i' =] Hk'srd l R; ki u] ifronu] l ðkj.k ulrh	Jh ds , y- jk; Ek[; fyfi d	<p>'kkl u }kj k fu/kk'jr 'k'yd ekU; g'xk A ifrci/kr nLrkost ugha fn[kk, tk; æA</p>

Ø-	vflky{ k dk ule	vflky{ k dk idlj 'cdl h , d idlj dks pqs&; Fk fu; e fofu; e vups{k fun{ 'kdk vflky{ k} vU; ½	vflky{ k dk l f(Nr ifjp;	fu; e fofu; e vups{k fun{ 'kdk v{ vflky{ k dgk l s ikr dj l drs gδ¼ r k n j Hk k Øekd] QDI Øekd b&ey] vU; ½	fu; e fofu; e vups{k fun{ 'kdk v{ vflky{ k dh ifr dks ikr djusdk 'k d ¼ fn d b z g k s z
9	vlod&tlod 'k{k vkod iath tkod iath Hkr; i qLrdk Mkd fvfdV y{ k fofo/k	vflky{ k	jftLVj] nLrkost	Jh l r k i Vy l gk xM & 3	'kl u }kjk fu/kzjr 'k d ekU; g{xkA
10	x{Fky; , oaokpuky; 'k{k x{Fky; &okpuky; l Ecak fu; e x{Fky; l febr dk xBu , oadk; l i qrdka , oa x{Fka dh fo'k; okj l fip; ka rFk x{Fky; Quhp] mi dj .kka vkfn ds dS/yk{k foHkxka l s ikr i qrdka , o adz i Lrkoka dh Lohdfr; ka [kjhnh ifdz k] dks/sku dky i =] dks/sku vkfn] nyukRed pk pkV@jftLVj] dz l febr dh vuqka k , oa i kpk; l dh Lohdfr vkfn dz vkfn] eky , oans d dh i kfr] eky dh tkp] Lohdfr]	i qrdka tu l vflky{ k vkfn	LVkd jftLVj iath] ufLr; k fufonk i =	Jh ds ds dVj s x{Fki ky	'kl u }kjk fu/kzjr 'k d ekU; g{xkA ifrci/kr nLrkost ugha fn[kk, tk; xA
11	ØHk , oa'kj hfjd 'k{k dhMk [kydm l Ecfu/kr fu; e & vkn'sk Okby Ø; ifØ; k fo' ofo ky; vupku vk; x ds fo' k vupku [y ehku] buM ^g LVBM; e Nk= 'kj hfjd dY; k.k 'k d tuHkxhnh	vflky{ k ufLr; ka	[ky l kexh Ø; dk vflky{ k] ØHk vflky{ k} vU;	MKW Ogh; i h fl g ØHk v f/kdkjh	'kl u }kjk fu/kzjr 'k d ekU; g{xkA ifrci/kr nLrkost ugha fn[kk, tk; xA
12	vU; iB; sj xfrfof/k; ka'k{k i k B; sj xfrfof/k; ka l Ecak/kr uhfr&fun{ k Okby Nk= l ak puko@Nk= l febr xBu l feefyr fuf/k l febr dk xBUk Okk' k b k l o@Lug l Eesy v'kl dh; fuf/k; ka ds rgr foHkUk en egkfo ky; hu i f=dk ¼ kfgfR; d ½ eXthu l k d frd i f' knka dk xBUk] ; pk egk l o Okby ¼ tyk@l Hkx@j k T; Lrjh; vk; kstuka ea egkfo ky; dh Hkxhnhnh vkj		f' k {kd} vf/kdkjh; g dh LFki uk l s l Ecfu/kr l eLr nLrkost	Jh gfj v k n q s MKW vo? k s t s	'kl u }kjk fu/kzjr 'k d ekU; g{xkA ifrci/kr nLrkost ugha fn[kk, tk; xA

Ø-	vflky{k dk ule	vflky{k dk idlj %dl h , d idlj dks pqs&; Fk fu; e fofu; e vups{k fun{k'kdk vflky{k} vU; ½	vflky{k dk l f(Nr ifjp;	fu; e fofu; e vups{k fun{k'kdk v% vflky{k dgk l s i l r dj l drs g& r k n j h k k Øekd] QØI Øekd b&ey] vU; ½	fu; e fofu; e vups{k fun{k'kdk v% vflky{k dh ifr dks i l r djusdk 'k d ¼ fn d l b z g k s
	mi yfC/; k% ; øk ulfr fplru f'kfoj Qkby , u- l h- l h Qkby , u-, l -, l Qkby				

ukv/ % l Hkh vflky{k LFkk; h idfr ds ugha g& vkj fHkUu fHkUu vflky{kka ds fy; s
fuf'pr l e; kof/k ds ckn mlga u"V dj nsus dh 0; oLFkk fu; eka ea gSA vr%; g
0; oLFkk vflky{k mi yC/k djkr l e; Hkh /; ku ea jgsch A vflky{kka ds l dkkj .k
ds fy, 'kk l u }kj k l e; kof/k fu/kkzjr dh xbz gSA vflky{k mi yC/k djkus ds
fy, og l e; l hek ykxw jgsch A

v/; k; &5½eSwy&4½

ulfr fu/kj.k o dk; Do; u ds l ak eaturk ; k tu&ifruf/k
l s i j k e 'k ds fy; scuk; h x; h 0; oLFk dk foj.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 l aak ea turk ;k tu ifrfuf/k dh ijke'kz@Hkkxhnhkj dh dkbz iko/kku gS ; fn gS rks 0; oLFkk dk fooj.k bl ik: i ea iLr r djA

Ø	fo"k; @ÑR; dk ule	D;k bl fo"k; ea turk dh Hkkxhnhkj vfuok; Z gS %gk@ughkz	turk dh Hkkxhnhkj l fuf'pr djusdsfy; sdh x; h 0; oLFkk
1	tuHkkxhnhkj 0; oLFkk	gk	egkfo ky; ka ea tuHkkxhnhkj l fuf'pr djusdsfy, tuHkkxhnhkj l febr; ka dk xBu fd; k x; k gA jkT; 'kkl u ds fu.kz kud kj insk ds l eLr 'kkl dh; egkfo ky; ka ds i cakua ea tuHkkxhnhkj dh n"V l smlgae/; insk l kd k; Vh jftLVhdj.k vf/kfu; ej 1973 ds varxh iathÑr djus dk iko/kku fd; k x; k gA tuHkkxhnhkj dh folr : i jk kk vf/kl puk Øekad , Q&73&6&96&l h&3 &36 fnukad 30 fl rEcj] 96 ea nh xbz gS tks mPp f'k{k foHkkx dh os l kbV www.mp.gov.in/highereducationmp ij miyC/k gA

uhfr dsdk; lbo; u grq

5-2 D;k ykd ikf/kdj.k }kjk uhfr ds dk; lbo; u ds l aak ea turk ;k tu ifrfuf/k l adh ijke'kz@Hkkxhnhkj dh dkbz iko/kku gS ; fn gS rks 0; oLFkk dk fooj.k bl ik: i ea iLr r djA 'kkl dh; egkfo | ky; ka ea tuHkkxhnhkj l febr; ka dks fuEu fyf[kr fo"k; ka ea i cakua ds , oa Hkkxhnhkj ds vf/kdkj fn, x, g&

Ø	fo"k; @ÑR; dk ule	D;k bl fo"k; ea turk dh Hkkxhnhkj vfuok; Z gS %gk@ughkz	turk dh Hkkxhnhkj l fuf'pr djusdsfy; sdh x; h 0; oLFkk
1	f'k{k.k dk; Z dh xqkorrk , oa l eh{k	gk	tuHkkxhnhkj dh folr : i jk kk vf/kl puk Øekad , Q&73&6&96&l h&3&36 fnukad 30 fl rEcj] 96 ds vuq kj tksfd mPp f'k{k foHkkx dh os l kbV www.mp.gov.in/highereducationmp ij miyC/k gA dpy mlghaenka ea tuHkkxhnhkj vfuok; Z gS ftudk l aak l febr }kjk l dfyr jkf'k l sfd; k x; k gS A
2	f'k{k.k 'kq' d of) @i qjhf{kr djus , oa ml l sikr jkf'k l sfodkl dk; Z fd; k tkua	gk	
3	Lofokh; vk/kkj ij 0; k; l kf; d , oa vU; ikB; Øe ikjkk djukA	gk	
4	Lofokh; vk/kkj ij ikjkk fd, tkus okys ikB; Øeka dh f'k{k.k 0; oLFkk grq ekunş ds vk/kkj f'k{kdka , oa LVkQ dh 0; oLFkk rFkk ekunş fu/kkj.kA	gk	
5	tuHkkxhnhkj l febr ds [kkrsk l pkyu A	&	
6	tuHkkxhnhkj l febr dk ctV ikfjr djuk A	&	

v/;k; &6 1/2
yk id/kdkjh dsikl ;k mudsfu; a.k eami yC/k
nLrkost kdk idxl categories 1/2 dsvud 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 miyC/k 'kkl dh; nLrkost ka dh tkudkjh nsus grq
 fuEu ik: i dk iz; kx djA l kfk gh ; g Hkh crk, afd ; g nLrkost dgk; miyC/k
 jgrs ga t\$ s fd l po Lrj ij] funskky; Lrj ij] vl; ¼Ni ; k pvl; p dk
 mi ; kx djus ds LFkku ij Lrj dk mYys[k djz

Ø	idxl	nLrkost dk ule ,oa, d ifä eaijfp;	nLrkost ikr djus ds fy; s ifØ;k	/Mjd@fu; a.k/ku
1		iðsk l ph	i kpk; Z }kjk fu/MZjr i fØ; k vuq kj ; k rks nLrkost ka dh Nk; ki fr miyC/k djkbZ tk, xh ; k ml s egkfo ky; dh os l kbV ij miyC/k dj; k tk, xkA	Jh jesk [kjs
2		iðsk ds fu; e	'kkl u o fo' ofo ky; }kjk tkjh fu; e A	i kpk; Z
3		tuhkxhnhkj l febr ds vxr l kekl; ij "kn dh cBd ds fefuVt	egkfo ky; dk; k; eamiyC/k gA	Mk d d d nq; l gk- iz; ki d
4		Nk=ofuk i klr fo kfkz ka dh l ph	egkfo ky; dk; k; eamiyC/k gA	Jh l rih'k i VSy
5		vuq for tkfr@vuq for tutkr ds fo kfkz ka ds fy, fu%kyd i qrd a , oa LVS kujh inku djus dh ; kst uk ds vxr ykhkfuorka dh l ph	egkfo ky; dk; k; eamiyC/k gA	i kpk; Z
6		tuhkxhnhkj ; kst uk ds vxr o"kbk; vk; &0; ; C; k; k	egkfo ky; dk; k; eamiyC/k gA	Jh d- , y- jk; Ekq; fyfi d
7		fo' ofo ky; vupku vk; kx l s i klr jk' k dk C; k; k & LohN jk' k] foej jk' k] mi ; kx dh xbz jk' k , oa ' ksk jk' kA	egkfo ky; dk; k; eamiyC/k gA	MW , u0vkj 0l eu
8		fjtoZ QM@feJ dsk eamiyC/k jk' k , oabl ds 0; ; dk o"kbk; C; k; k	egkfo ky; dk; k; eamiyC/k gA	Jh l h- , y- redkj yqki ky
9		'kkl u l s i klr jk' k dk enokj] o"kbk; vk; &0; ; dk C; k; k	egkfo ky; dk; k; eamiyC/k gA	Jh l h- , y- redkj yqki ky
10		egkfo ky; dh foHku l febr; ka vis mudsvf/kdkj rFkk drD;	l ph egkfo ky; dk; k; ea miyC/k gA	i qrdky; k; {k ds ikl l jfkr
11		l elr vf/kdkfj; k@depkfj; ka , oa f' k(kdka dh l ok i qLrdk, a	egkfo ky; dk; k; eamiyC/k gA	Jh d- , y- jk; Ekq; fyfi d

**v/; k; & 7 1/2 1/2
ckw ifj'knk l fefr; k, oavU; fudk; kdk fooj.k**

Chapter- 7 (Manual - 6)

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

I febr; k&dk foofj .k %&

¼½ tuHkxhnhkj I febr %&

1	I febr dk uke	tuHkxhnhkj I febr] Jh Kkupanz JhokLro] 'kkl 0LukrdkRrj egkfo ky;] neksg ½e0i 0½ i rk %& Jh Kkupanz JhokLro] 'kkl 0LukrdkRrj egkfo ky;] neksg ½e0i 0½
2	mn&S;	1- I febr }jkk tul g; kx I sjkf'k iklr djuk rFkk egkfo ky; I ok&h.k fodkl gr&qmI jkf'k dk I ni; kx djukA 2- egkfo ky; eanh tkusokyh f'k{k dk fodkl o ck&) d i; k&bj .k cukusea tu I g; kx djukA 3- fofHkLu i k&B; Øeka rFkk dk; ðeka ds fy; s Nk=ka }jkk ns 'k&y d dk fu/k&j .kA 4- jkT; 'kkl u }jkk inRr fu; eka ds vykok futh I ð k/kuka I s vuq&jd fuf/k; ka ds vt&u dh fof/k; ka [kkstuka
3	I &ak I &Fkk dh Hk&iedk ½tuHkxhnhkj I febr½	bl I &Fkk ea tuHkxhnhkj ds v&r&x& I keku; ij "kn i&ak I febr , oa foRr I febr xfBr g& tks 'kkl dh; fun&ka ds vuq i dk; Zdjrh g&
4	Lo: i , oaor&ku I nL;	bl I febr ds d&y I nL; ka dh I & ; k 18 g& bl I febr ds v/; {k in ij Jh g&er NkcM& x.keku; ukxfjd g&
5	e& ; vf/k&dkjh dk uke	i kpk; @ I fpo ¼ n&u½ M&K& ; kel &nj n&qs g&
6	c&Bd dh vkofRr	I keku; r%o"l& ean&okj c&Bdka dk vk; kst u g&rk g& bu c&Bdka ea I febr ds I nL; Hk&x yrs g&
7	D; k c&Bd dk; ðRr r&S kj fd; s tkrs g&	g&K&r&S kj fd; s tkrs g&A c&Bd ds dk; ðRr 'kkl dh; i f& ; k ds v&lr&x& iklr fd; s tk I drsg&

½½egkfo |ky; Lrj ij vk&fjd I febr; k&P&

- 1- ØhM& I ykg&kj I febr
- 2- , u0I h0I h0 I febr
- 3- jk0I Ø; k& I fer
- 4- Nk=I &k I febr
- 5- ; &k mRl o I febr
- 6- Lug I Eeyu I febr
- 7- fo-fo-vu&ku vk; kx I febr
- 8- ekuokf/k&dkj , oa efgyk i z&ksB I febr
- 9- , &/h j&S&x& I febr
- 10- ; k& 'k&sk.k o /k&zi ku fu"ks&k fuokj .k I febr vuq&kkl u I febr

v/;k; &8 1/2 7 1/2
ykd I puk vf/kdkj; ladsuke] i nuke , oavll; fof'k"V; la

Chapter - 8 (Manual - 7)

The names, designations and other particulars of the Public
Information Officers

8-1 Ni ; k ykd ikf/kdj.k ea dk; jr ykd I puk vf/kdkfj; k I gk; d ykd I puk vf/kdkfj; ka rFkk foHkxh; vihy vFkSjVh ds I cdk ea fuEu ik: i ea I puk iLr dja

ykd ikf/kdj.k dk uke %Jh Klupnz JhokLro 'kkl dh; Lukrd&rj egkfo | ky;] nekj %0i0%

I gk; d ykd I puk vf/kdkfj%

Ø	ule	inule	, I Vh Mh dkl	njHk'k		QDI	b&ey	irk
				dk; ky;	vkokl			
1	MKD OghOdD jksgr	I gk; d ik/; ki d jI k; u 'kkl=	07812	222461	225083			Jh Klupnz JhokLro 'kkl dh; Lukrd&rj egkfo ky;] nekj

ef; ykd I puk vf/kdkfj%

Ø	ule	inule	, I Vh Mh dkl	njHk'k		QDI	b&ey	irk
				dk; ky;	vkokl			
1	MW jsk pk&kjh	ikpk; l	07812	222461	222365			Jh Klupnz JhokLro 'kkl dh; Lukrd&rj egkfo ky;] nekj

foHkxh; vihy vFkSjVh%

Ø	ule	inule	, I Vh Mh dkl	njHk'k		QDI	b&ey	irk
				dk; ky;	vkokl			
1	MKW Mh- ds feJk	vfrfjDr I pkyd	0761	2625573		2625573		dk; ky; {k=lvfrfjDr I pkyd tcyij

v/;k; &9 1e8wpy&8½
fu.k; ysdsdh if0;k

Chapter- 9 (Manual - 8)
Procedure followed in Decision Making Process

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

egkfo |ky; eafofHku fo"i; i ij i fkd&i fkd fu.kz fy; k tkrk gš vlg fu.kz yusdh i fØ; k fu/Wjr gšA

I izkl dh; fu.kz %

tuHkkxhnhkj h I febr I s I æf/kr izkl dh; fu.kz tuHkkxhnhkj h I febr dh I kekU; I Hkk ea fy; s tkrsgš , d s fu.kz yus ds fy, ; s I febr oškkfud : i I s vf/kdr gšA

II vU; izkl fud fu.kz %

'kkl dh; egkfo |ky; gkus ds dkj.k , d s I Hkh izkl dh; fu.kz 'kkl u }kjk LFkfi r 0; oLFkkvka ds rgr ikpk; Z vlg muds dk; k; }kjk fy; s tkrsgš bl ea 'kkl dh; fu; eka dk ijh rjg I s ikyu fd; k tkrk gšA

fuufyf[kr fclhvkaij i fØ; k dk mYy{k dj&

¼½ išk i fØ; k , oaišk ij fu.kz yusds vf/kdkj

išk i fØ; k fuEu pj. kka ea I Ei Uu gkrh gšA

- 1- jkT; 'kkl u ds Lrj ij išk fu; eka dk fodkl A
- 2- fo'ofu |ky; dsek/; e I s išk fu; e egkfo |ky; dks mi yC/k gšok A
- 3- egkfo |ky; }kjk išk dh I puk dk izk'ku A
- 4- foofj.kdk (Prospectus) dk izk'ku vlg fofHku i k B; Øek@fo"i; ea mi yC/k LFkkuka dh vf/kl puk tkjh djuk A
- 5- išk vkonu i = vkef=r djuk A
- 6- d{kkokj išk I febr dk xBu djuk A
- 7- vkofnr Nk=kvka dks xqkkuØe] vkj{k.k vlg vf/kHkkj dk ykHk nrs gq išk I ph tkjh djuk A
- 8- išk iklr Nk=kvka I s 'k' d ysk vlg muds išk dh i fØ; k dks iwkZ djuk A

½½ Nk=I šk puko i fØ; k , oafu.kz yusds vf/kdkj

Nk=I šk puko fo'ofu |ky; }kjk tkjh fd; s x; s v/; knsk ds vk/kkj ij I Ei Uu gkrsgš bl ds fy, ikpk; Z }kjk e[; puko vf/kdkjh fu; Ør fd; k tkrk gšA puko I æf/k I eLr fu.kz ikpk; I e[; puko vf/kdkjh vlg puko I febr }kjk I a Ør : i I s fy; s tkrsgšA I Hkh fu.kz v/; knsk dh i fjl hek ea fy; s tkrsgš

1/3½ i jh{k l pkyu i fØ; k fu.kz ysusdsvf/kdkj
 ikpk; l e[; d hnt/; {k vkš ikpk; l }kjk eukhr , d ofj" B ik/; kid dks
 v/kh{k d ds: i ea dk; l djrs gā bl ds vykok l gk; d v/kh{k d vkš vU; veyk
 bl idkšB dk dk; l djrs gā

1/4½ okf"kd&l o l pkyu i fØ; k , oafu.kz ysusdsvf/kdkj
 egkfo | ky; okf"kd&l o Nk= ifj"kn ijke'khkrk }kjk fu/kkzjr fd; k tkrk gSA
 l fefyr fuf/k l febr mi yC/k ctV ds vk/kkj ij okf"kd&l o l s l aā/kr fu.kz
 yrh gSA bl ea f'k{k d vkš Nk= nksuka gh l nL; ds: i ea eukhr gksr gā A

**1/5½ 'kkl u] ; wth l ij tuHkxhnhjh , oavU; L=krka l s i l r vuqku dks 0; ;
 djusdh i fØ; k , oafu.kz ysusdsvf/kdkj A**
 'kkl u }kjk i l r vuqku dk 0; ; 'kkl dh; fu; eka ds rgr vkš mlgha enka ea
 fd; k tkrk gSftl dsfy, i l r gqk gā
 fo'ofu | ky; vuqku vk; kx dh fofhku ; kst ukvka ds rgr egkfo | ky; }kjk
 vius vkonu fn; s tkrš gā vkš Lohdr gkus ij Lohdrh i = ea fn; s x; s fn'kk
 funš kka ds vuq kj fu/kkzjr en ea 0; ; fd; k tkrk gSA jkf'k 0; ; djus dskn
 bl dk mi; kxrk i ek.k i = fo'ofu | ky; vuqku vk; kx dks Hkst k tkrk gSA
 tuHkxhnhjh l febr l s i l r jkf'k dk 0; ; tuHkxhnhjh l febr dh foRr l febr
 izk l febr vkš l keku; ifj"kn }kjk vuqkšnr enka ea fd; k tkrk gSA bl ds
 fy; s, d ctV cuk; k tkrk gš ctV foRr l febr }kjk ikfjr gkrk gS vkš bl s
 izk l febr viuh vuqka k ds l kfk l keku; ifj"kn dks Hkst k tkrk gSA l keku;
 ifj"kn ctV dks ikfjr djrh gS vkš ikfjr ctV ij enokj 0; ; djus ds
 fy, ikpk; l dks l febr }kjk vf/kdr fd; k tkrk gSA fof'k" B enka ea
 tuHkxhnhjh l febr ds v/; {k dh l gefr yh tkrh gSA

9-2 fdl h fo'kš fo"k; ij fu.kz ysus ds fy; s fu/kkzjr fu; e , oa i fØ; k D; k gā
 vFkok fu.kz ysus ds fy; s fdl & fdl Lrjka ij fopkj fd; k tkrk gS

- fofhku oškkfud l febr; ka ds ek/; e l s fu.kz fy; s tkrš gā A

dāMdk 9-1 ea tks i fØ; k of. k dh xbz gS ml s fdu&fdu Lrjka ij i fØ; k ds
 nkšku Hkst k tkrk gS vFkk i fØ; k dh pūy dk foj. ka

mDr of.kr fo"ka ds vyk ok egkfo |ky; ea vU; fo"ka ij fu.kz yus ds fy,
, d fu; kstu vks vuph{k.k I febr cukbz tkrh gS A ;g I febr egkfo |ky; dh
fofHkU vko'; drkva dk vkadyu djrh gS vks ml ds vk/kkj ij viuh vuqka k
i kpk; Z dks nrh gS A i kpk; Z bl vuqka k ij mi yC/k ctV I hek ea vko'; d fu.kz
yrh gS A bl ea fofHkU izkj dh v/kk j puvka dk fuekZ.k] fofHkU fo"ka; ka dh rdulfd
vko'; drkva dh i fr Z vks fo'k"V 0; oLFkva dks LFkfi r djus I ækth fu.kz 'kkfey
gS

9-3 fy; sx; sfu.kz dks turk rd i gpkus ds fy; sD; k 0; oLFk gS

- 1- egkfo |ky; dh ok"kd fojf.kdk dsek/; e I s A
- 2- egkfo |ky; dh os I kbV dsek/; e I s A
- 3- egkfo |ky; dk; kzy; ea mi yC/k vfHky[kka dsek/; e I s

9-4 fofHkU Lrj ij fdu vf/kdkfj; ka dh I Lrj fu.kz yus ds fy; sikr dh tkrh
gS

egkfo |ky; I pkyu dh fdu&fdu i fØ; kva ea mPp Lrj ds vf/kdkfj; ka dh
vuæfr vFok vuqka k dh vko'; drk gsrh gS &

Ø	fo"ka; @ifØ; k ftueamPp vf/kdkfj; ka dh vuæfr dh vko'; drk gsrh gS	mPp vf/kdkjh dk i nuke
1	tuhkxhnhkj I febr ds v/; {k dk euk; uA	mPp f'k{kk fohkx
2	i kpk; Z dks inRr i fj I hek I s vf/kd ds Ø; djus dh vuæfr	vk; Ør] mPp f'k{kk
3	u; sikB; Øe i kjEHk djus dh vuæfr	vk; Ør] mPp f'k{kk fohkkx@dyi fr fo'of o ky;
4	jkT; I sckgj 'k{kf.kd Hkæ.k ys tkus dh vuæfr A	vk; Ør] mPp f'k{kk
5	Vhpj Qs/ks'ki ij dh xbz odfyi d fu; ØDr dh i q"V	i æ[k I fpo] mPp f'k{kk

9-5 vāre fu.lē yūs ds fy; s i kf/kdkfjr vf/kdkjhA
 i fØ; kokj vāre fu.lē yūs ds fy, vf/kdkjh dk uke fn; k tk, A

I Hkh fo" k; ka ea vāre fu.lē yūs ds fy, i e[k l fpo] mPp f' k{kk v[š vk; Ør]
 mPp f' k{kk vf/kdr gā

9-6 e[; fo" k; ftl ij ykd i kf/kdj.k }kjk fu.lē fy; k tkrk gS ml dk foj.k
 fuEu ik: i eavyx l si l r r d j a

Ø	fo" k; ½ t l d s l a k ea fu.lē fy; k tkuk gā	fn'kk&funžk ¼ fn gksrlēž	fu.lē yūs dh i fØ; k	fu.lē yūs ea 'Wey vf/kdkfj; ladh l Ei d l p uk	fu.lē ds fo:) dgk v[š ds s vihy dja
1	i dsk l a dh dk; Z	'kkl u @ fo' ofo ky; }kjk tkjh vknsk	fn'kk funžk ea fn; s x; s vk/kkj ij	i dsk l febr xfBr dh tkrh gā	fu.lē ds fo:) i kpk; Z ds i kl vihy dh tk l drh gS
2	Nk= l āk puko l a dh dk; Z	v/; knsk&1] MKW gjhl g xkš fo' ofo ky;] l kxj	i kpk; Z v[š e[; puko vf/kdkjh v[š muds ny }kjk v/; knsk dh i fj l hek ea fu.lē fy; k tkrk gS	e[; puko vf/kdkjh v[š ml ds ny dh vf/kl p uk i kpk; Z }kjk tkjh dh tkrh gSA	vihy v/ i kf/kdj.k de v/h rFkk i kpk; Z ds ds i kl vihy dh tk l drh gSA
3	fo' ofo ky; hu i jh{kk, a	fo' ofo ky; v/; knsk&ds rgr	fo' ofo ky; }kjk fu/kkžjr fu.lē yūs dh i fØ; k ds rgr	i jh{kk l pkyu l s t d s g q f' k{kd	dg l fpo
4	okf"kd k l o , oa ; Øk mRl o	'kkl u }kjk fu/kkžjr fu; eka ds rgr	i kpk; l v[š l a d /kr vf/kdkjh	i kpk; l v[š Nk= i fj "kn l ykgdj l febr	i kpk; Z vFkok vk; Ør mPp f' k{kk ds i kl
5	fo' ofo ky; vu pku vk; ksx l s i klr jkf' k dk 0; ;	fo' ofo ky; vu pku dh ekxžhf' kd k ds vu d kj	egkfo ky; ds i kpk; Z , oa ; wt-h-l h- i Hkkjh	i kpk; l jftLVkj , oa y[kki ky	; wt-h-l h- e/; {ks-h; dk; kžy;] Hkks ky
6	'kkl u l s i klr jkf' k dk 0; ;	'kkl u }kjk fu/kkžjr eki n. Mka ds vk/kkj ij	i kpk; Z vFkok jftLVkj	i kpk; l jftLVkj , oa y[kki ky	vk; Ør] mPp f' k{kk
7	tuHkkxhnhkj ea mi yC/k jkf' k dk 0; ;	tuHkkxhnhkj l febr ds 'kkl u }kjk fu/kkžjr eki n. Mka ds vu d kj	v/; {k , oa l nL; l fpo	tuHkkxhnhkj l febr ds l Eekuuh; i nkf/kdkjh	v/; {k tuHkkxhnhkj l febr] i kpk; Z vFkok i e[k l fpo] mPp f' k{kk

**v/; k; &10 1eSuy&91
vf/kdkj; kavk depkj; kadh funt'kdk**

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

10.1 Ñi ; k tkudkjh egkfo | ky; okj fuEu ik: i eana

Ø-	uke , oainuke	irk
1	MkO Jherh l fork tš] l -ik- vFkz kkl=	l jLorh dkykuh] nekš
2	Jh gfjvke nçš l -ik- vFkz kkl=	, &5 ol ŧ/kjk uxj] nekš
3	MkO Jherh blnzthr dš] l -ik- vFkz kkl=	ch&&42 oškyh uxj nekš
4	MkO Jherh vfurk uk; d] l gk-ik- fglnh	fl foy okMz 1 nekš
5	MkO vo/ksk dš] l gk-ik- fglnh	gk/y blnz i šyš ds ihNs nekš
6	MkO dšdšnçš l gk-ik- fglnh	, e-vkb-th&45 foodkum uxj] nekš
7	Jherh dey pš] fl ; k] l gk-ik- fglnh	ctfj; k ua 1 nekš
8	Jh dšihokBš] l gk-ik- jktuhr	, l -ih-, e-uxj nekš
9	MkO Jherh blnj k tš] l gk-ik- jktuhr	179] foodkum uxj nekš
10	MkO dš včq l kuš l gk-ik- jktuhr	
11	Jh , e-, l -fuxoky] l gk-ik- Hkcksy	i fyl dkykuh nekš
12	Jh vfuy dš] l gk-ik- vaxst h	oškyh uxj nekš
13	Jherh i hr uk; d] l gk-ik- vaxst h	fØf' p; u dkykuh] nekš
14	Jh jf'e trk l gk-ik- bfrgkl	33] l jLorh dkykuh] nekš
15	Jh dšihotksh l gk-ik- l ekt' kkl=	ctfj; k ua 3] nekš
16	Jh dš] fl g ckefu; k] l gk-ik- l adr	l fyl dkykuh] nekš
17	MkO Jherh jf'e tš] l gk-ik- j l k; u	, p-vkb-th&37 , l -ih-, e- uxj] nekš
18	Jherh mik l kuš] l gk-ik- j l k; u	, p-vkb-th&14 , l -ih-, e- uxj] nekš
19	Jh ogh- d- jkšgr] l gk-ik- j l k; u	, e]vkb]th] &218 , l -ih-, e- uxj] nekš
20	MkO l d; k fi äyki š] l gk-ik- j l k; u	oškyh uxj] nekš
21	Jherh jhrk ceusy k] l gk-ik- j l k; u	dšnh; fo- LVkQ dkykuh] nekš
22	dš flerk oek l gk-ik- j l k; u	ol ŧ/kjk uxj] nekš
23	Jherh eerk volFkh l gk-ik- xf.kr	, e-ih-bzch- dkykuh ds ihNš nekš
24	JhO dey dš] dš] l gk-ik- xf.kr	čctfj; k ua 3 nekš
25	Jh- vkj- d- 0; k] l gk-ik- iz kkh' kkl=	, y-vkb-th&182 , l -ih-, e- uxj] nekš
26	Jh- ih- ds <kdk] l gk-ik- ik.kh' kkl=	10 oškyh uxj] nekš
27	Jherh geyrk cekš l gk-ik- iz kh' kkl=	0l ŧ/kjk uxj] nekš
28	MkO ih- , y- tš] l gk-ik- Hkšrdh	, e]vkb]th] &191 foodkum uxj] nekš
29	MkO , l - ds tš] ik- oulifr	, l -ih-, e- uxj] nekš
30	Jh unjke l š] l gk-ik- oulifr	oškyh uxj] nekš
31	MkO ih- d-sfcnkš; k] ik- okf.kT;	56] l jLorh dkykuh] nekš
32	MkO , l - ds vxoky ik- okf.kT;	, e]vkb]th] &55 , l -ih-, e- uxj] nekš
33	MkO , e- ds tš] ik- okf.kT;	, l -ih-, e- uxj] nekš
34	MkO ih- ds tš] ik- okf.kT;	LVsku pš] kš] nekš
35	Jh MhOdšuek] l gk-ik- okf.kT;	l kxj ukdk] nekš
36	MkO ogh- ih- fl š] ØhMk/kdkjh	, e]vkb]th] &163 foodkum uxj] nekš
37	Jh- ds d-s dVkjš xški ky	l gkuh gkmfl ak čkMz dkykuh] nekš
38	Jh- d- , y- jk;] ed; fyfi d	-i Vuk Hkkux<š] ftyk & nekš
39	Jh- l h- , y- rkečkj] yš] kki ky	Qš] jk okMz ua 2 nekš
40	Jh- l rh'k dš] i vSy] l gk- xM &3	0l ŧ/kjk uxj] nekš
41	Jh- vkj- d- prpšh] ikO 'kko rdO	Lš] š] k dkykuh] nekš
42	Jh- t-s ts cekš ikO 'kko rdO	'kkl dh; egkfo ky;] nekš

43	Jh jkt dɛkj fl ɔj i kO 'kko rdO	
44	Jh ftr ɔnz feJk] i D'kkOrdO	gkmfl & okMZ dkyksh] nekɔ
45	Jh jke yky 'kek] i D'kkOrdO	fl foy okMZ LV&M; e ds i hN] nekɔ
46	Jh jkt/kj fl ɔj i kO 'kko ifjO	fl foy okMZ ua 4] nekɔ
47	Jh Hkxoku nkl jɛlokj] i kO 'kko ifjO	fl foy okMZ ua 4] nekɔ
48	Jh ohj ɔnz dɛkj [kj] i kO 'kko ifjO	Etkrk cxhpk tcyij ukdk] nekɔ
49	Jh l j ɔnz dɛkj dkjh] i kO 'kko ifjO	fl foy okMZ ua 8] nekɔ
50	Jh jkt dɛkj vfgjoky] i kO 'kko ifjO	ɔt fj; k okMZ ua 8] nekɔ
51	Jh /ke ɔnz jk;] i D'kkO ifjO	i j kuh gkmfl & okMZ dkyksh] nekɔ
52	Jherh y{eh ckbZ HkR;	V&u cxhpk] nekɔ
53	Jh ; kdɔ [kku] HkR;	'kkl dh; egkfo ky;] nekɔ
54	Jh gjpj .k ; kno] HkR;	Ekk#rky] nekɔ
55	Jh xkɔln i d kn mi k/; k;] HkR;	L&ki dkyksh] nekɔ
56	Jherh y{eh ckb] okVjesu	fl alk d&i nekɔ
57	Jh jkel ɔd] xkɔ eu	Ekkui jk y{e.kdVhds i kl] nekɔ
58	Jh jesk dɛkj] [kj] okVjesu	'kkl dh; egkfo ky;] nekɔ
59	Jh ge ɔnz ; kno] pk&hmkj	fl foy okMZ u-a 1] nekɔ
60	Jh vkɔkj i kjn] ekyh	fl foy okMZ ua 3] nekɔ
61	Jh xki ky nkl] pk&hmkj	'kkl dh; egkfo ky;] nekɔ
62	Jh fot; dɛkj] l ohi j	'kkl dh; egkfo ky;] nekɔ

11-1 Ñi;k tkudkjh fuEu ik: i eanA

• tuHxmkjh en

Ø	ule	inule	eKl d iKjJfed@ {Kri frZHRrk	iKjrK'd@ iKjrK'd HÜKk %ijH'k HRRk½	iKjJfed dsfu/Wj.k dh i)fr tks fu; eloyh eanh x; h gls
1	Jh I 10, yOrkedkj	y{Kiky	500-00	&	tuHxmkjh I febr)kj tuHxmkjh en I svuekr A

v/; k; &12½eSwy&11½
i R; d vfhkdj.k dks vkof/r ctV
¼ Hh ; kt ukvk 0; ; i Lrkofrk /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'kl u }jkk vko/r ctV dk C; k;k %

Department :

DCO: Commissioner Collegiate Education Bhopal

BDO: Pl. Govt. P. G. College Damoh Killinaka

Code – (0803802001)

Non Plan Budget Allotment to DDO for Year 2010-11

			Total Allotment
Demand No. – 44 Higher Education			
Section I- Revenue Section			
Major Head – 2202	General Education		
Sub Major Head – 33	University and Higher Education		
Minor Head – (103)	Government Colleges and Institutes		
Scheme - (0798)	dyk foKu rFkk okf.kT; egkfo ky;		
Segment 9999	Non Plan		
# 11 - Salaries and allowances			
001	- Salaries		10206000
002	-		250000
003	- Dearness allowance		2480000
004	- C.A.		2000
006	- HRA		190000
008	- Other allowance		4000
009	- Medical Reimbursement		30000
028	- Grad Pay		284000
Total object # 11			Voted 13446000
# 12 - Wages			97500
# 21 - Travel allowance			
001	- Travel allowance	(On Tour)	24000
Total object # 21			Voted 24000

22 - Office Expenses

001	- Service Postage and Telegrams	6000
002	- TelePhone Charges	15000
005	- Electricity & Water Charges	95000
006	- Liveries	19000
007	- Seationery and Forms	2000

Total object # 22	Voted	137000
-------------------	-------	--------

34 - Material and Supplies

001	- Material	15000
006	-	12000
009	- Other	15000

Total object # 34	Voted	42000
-------------------	-------	-------

42 - Grant in aid

007	- Grant in aid	90000
-----	----------------	-------

Total object # 42-007	Voted	90000
-----------------------	-------	-------

Total Segment (9999)	Voted
Total Scheme (0798)	Voted
Total Minor (103)	Voted
Total Major 2202	Voted
Total Section 1	Voted
Total Demand 44	

Department :

DCO: Commissioner Collegiate Education Bhopal

BDO: Pl. Govt. P. G. College Damoh Killinaka

Code – (0803802001)

Non Plan Budget Allotment to DDO for Year 2009-10

Total Allotment

Demand No. – 44 Higher Education

Section I- Revenue Section

Major Head – 2202 General Education

Sub Major Head – 33 University and Higher Education

Minor Head – (103) Government Colleges and Institutes

Scheme - (0798) dyk egkfo | ky;
Segment 9999 Non Plan

41 - Stipend and Scholarship

002 - Scholarship

Nil

Total object # 34

Voted

Nil

Total Segment (9999)

Voted

Nil

Total Scheme (0798)

Voted

Nil

Total Minor (103)

Voted

Nil

Total Major 2202

Voted

Nil

Total Section 1

Voted

Nil

Total Demand 44

Department :

DCO: Commissioner Collegiate Education Bhopal

BDO: Pl. Govt. P. G. College Damoh Killinaka

Code – (0803802001)

Non Plan Budget Allotment to DDO for Year 2005-06

		Total Allotment
Demand No. – 44	Higher Education	
Section I-	Revenue Section	
Major Head – 4202	Capital Outlay on Education, Sports, Art, and Culture	
Sub Major Head – 01	General Education	
Minor Head – (107)	University and Higher Education	
Scheme - (7643)	'kkdh; egkfo ky; ka ds Hkou fuekZk vkfn	
Segment 0101	State plan Schemes (Normal)	
# 64 - Major Works		
002 - Scholarship		Nil
Total object # 64		Voted Nil
Total Segment (0101)		Voted Nil
Total Scheme (7643)		Voted Nil
Total Minor (203)		Voted Nil
Total Major 4202		Voted Nil
Total Section 2		Voted Nil
Total Demand 44		

**v/; k; &13 esuy
vuqku@jkt; l gk; rk dk; ØekadsfØ; kb; u dh
jfr**

Chapter - 13
The Manner of Execution of Subsidy Programmes

egkfo | ky; Lrj ij ykxwugh gA

v/;k; & 14 1/2
fj;k; rkh vuKki = karFk i f/kdkjads i flrdrk/lads
I aak eafooj.k

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

14-1 eglfo |ky; ka ea l kekl;] vuq fpr tkfr] tutkfr] fi NMLox] fodykx ; k vll;
fo |kfkz ka ,oa Nk=kvka ds fy, ; fn dkbz NM] fj;k; r vkfn dh ;kstuk gks rks ml dk
mYy[k fuEu ik: i eafd; k tk, A

uk& foHkx eaR; {k : i l sfj; k; r] vuKki = kRFk i k/kdkj k d b z i b /ku ughagSrFKfi

1- e/; insk 'kl u usNk=kvkadsf'k(k.k 'kd l sepr j [k gA

**2- vuq fpr tkfr tutkfr oxzds l eLr fo |kfkz kadsfu%kd i qrd@LVSkujh ink;
djusdk i b /ku gA**

mijkā fclnyka dh tkudkjh ik: i eanh tk, A

- o dk; Bē dk uke
- o idkj ¼ fj; k; r] vuKki = vFkok i k/kdkj ea l s, d puž
- o mnas;
- o y{; ¼oxr o"l z ež
- o ik=rk
- o ik=rk dk vk/kkj
- o i d k z k k, a
- o i k r djus dh i fdz k
- o fj; k; r] vuKki = vFkok i k/kdkj fn, tkus dsfy, fu/kkzr l e; l hek
- o vkonu 'kq d
- o vkonu i = dk i k # i
- o l y/xudka dh l ph
- o l y/xudka dk i k # i
- o i k l r d r k z ka dh l ph ¼ fuEu i k # i i j ½

foHkx }kj i nRr dekā	i k l r d r k z dk uke	o k r k fd l fnukā rd gS	ofn; r	fuokl ftyk	fuokl 'kgj	fuokl ekgYyk@ xkē	fuokl edku ua

fj; k; r dsfy, fuEu tkudkjh Hkh mi yC/k dj, a

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

vuq fpr tkfr @ tutkfr @ fi NML oxz Nk=ofRr gsr l ākk/k r vk; l hek

¼ ½ ikyd dh okf'kd vk; 1]00]000@& gks ij ijh Nk=ofRr rFk ijh Qh l dh ik=rk
gksxh A

¼ ½ ikyd dh okf'kd vk; 1]00]000 l s 1]20]000@& gks ij dōy ijh Qh l dh ik=rk
gksxh] Nk=ofRr ugha feyxh A

¼ ½ ikyd dh okf'kd vk; 1]20]000@& l s 1]80]000@& gks ij dōy vk/kh Qh l dh
ik=rk gksxh A Nk=ofRr ugha feyxh A 1]80]000@& vk; ds i 'pkr~Nk=ofRr@Qh l
dh ik=rk ugha gksxh A

Nk=ofRr QleZ ds I kfk Nk=ka }kjk I yXu fd; stkusokys i i=ladh I ph

- 1- ey fuokl iek.k i = dh I R; kfi r Nk; ki fr A
 - 2- vk; iek.k i = dh ey i fr
 - 3- LFkk; h tkfr iek.k i = dh I R; kfi r Nk; ki fr A
 - 4- Nk= dk I LFkk iæf{k }kjk iæf.kr Nk; ki fr A
 - 5- dkmål fyæ j I hn dh I R; kfi r Nk; ki fr A
 - 6- gk; j I dsMjh ¼0\$2½ I sv/; ; ujr d{kk@i kB; Øe rd dh I Hkh ijh{kkvka dh vad I ip; ka dh I R; kfi r Nk; ki fr; ka A
 - 7- xS gkus dh fLFkfr ea xS iek.k i = A
- fnuhd %

Nk= dsgLrk{kj_____

Nk= dk uke _____

i kB; Øe dk uke_____

i kV eSvd Nk=ofRr %&

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

**v/;k; & 15 ½ & 14½
dR; kadsfuogū dsfy, LFfir 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 I a knu grq iz kx fd,
tkus okys ekud@fu; eka dk dk; bdeokj fooj .k mi yC/k dj; a

mPp f'k{k foHkx ds vrxr iedk xrfof/k egkfo |ky; ka ea mfpr
xqkoUkk ds I kFk 'k{kf.kd dk; Z mi yC/k djuk gS ftI ds fy, fo'of |ky;
I ello; I febr }kjk vdknfed dsysMj cuk; k tkrk gA vdknfed dsysMj ea
'k{kf.kd]'k{k.kkij rFk I ka Nfrd xrfof/k; ka ds fy, I e; I hek fu/kkZjr dh
tkrh gA bl vdknfed dsysMj ds vuq kj 'k{kf.kd I = ea foHkUu xrfof/k; ka
I pkfyr dh tkrh gA

iz kkl fud dk; k ds fy, 'kkl u ea ipfyr I kekl; fu; eka@vumskla dk
iky fd; k tkrk gS ; Fkk e/; insk fl foy ¼/kpj.k½ fu; e] 1965 e-iz fl foy
I ok ¼ ok dh I kekl; 'kr½ fu; e 1961] e/; insk ykd I ok ¼ vuq fpr
tkfr; k] vuqtkfr; ka vls fi NMs oxk ds fy, vkj {k.k½ vf/kfu; e] 1994]
e/; insk fl foy I ok ¼ pfdRI k ifjp; k½ fu; e] 1958] e/; insk Hk.Mkj Ø;
fu; e forrh; I fgr Hkx&1 vls Hkx&2 vkfn

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

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

**v/;k; & 16 1/2 15/15
by DVNud #i eami yC/k I puk; a**

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

16-1 egkfo |ky; ds fofHkUu dk; Zdeka Is l æf/kr tkudkjh iLrç dja tks fd
byDVkfud QkæV eagls
& egkfo |ky; dh l eLr tkudkjh os l kbV , oa l h-Mh- ij mi yC/k gSA

v/;k; & 17 ½
I puk i dr djusdsfy, ukxfjdkadksmi yC/k
I fp/kvkdck fooj.k

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

- 17-1 I p u k v k a d k s t u r k r d i g p k u s d s f y ; s f o H k k x @ I a B u } k j k d h x ; h
0 ; o L F k k d k f o o j . k t \$ s % &
- 1- I p u k i V y } k j k
 - 2- I p u k v f / k d k f j ; k a } k j k
 - 3- e g k f o | k y ; h u f o o j f . k d k
- I p u k , a v k e u k x f j d d k s m i y C / k g A

v/; k; &18 1/2 &17 1/2
vU; mi ; kh tkudkj; ka

Chapter -18 (Manual -17)
Other Useful Information

18-1 ykd ikf/kdj.k | s tuekul }kjk | keku; r% i nS tkus okys izu o muds
 mlkj , oa vfrfjDr tkudkj ds {k=

1½ egkfo | ky; dh 'kYd | j pukA

2½ egkfo | ky; }kjk | pkfyr i kB; Øeka dk C; kS kA

3½ egkfo | ky; ea mi yC/k LFkku vks ykxwvkj {k.k 0; oLFkka

18-2 | puk iklr djus ds | æk ea

- egkfo | ky; dh tkudkj iklr djus ds fy, ml h ifØ; k dk ikyu fd; k tk, xkj
- 'kkl u }kjk fu/klzjr 'kYd ns gløka
- pkgh xbz tkudkj fu/klzjr | e; | hek ea nh tk, xhj c'krifd tkudkj ifrcf/kr xki uh; Lo: i dh u gks vFkok U; k; ky; ea yfcr idj.k ea | æf/kr u gkA

18-3 ykd ikf/kdj.k }kjk fn, tkus okys i æk.k&i =] vuki fUk i æk.k&i = vkfn ds | æk ea eSuqy 13 ea u | fefyr gks

- i æk.k&i =] vuki fUk i æk.k i = vkfn dk uke o fooj.k
- i æk.k&i =] vuki fUk i æk.k i = vkfn iklr djus graqik=rk
- vkonu djus ds fy, dgkæfdl | sl ä dz dja
- vkonu 'kYd ¼t gkamfpr gk½
- vkonu i = dk ik: i ¼ fn vkonu | kns dkxt ij glørk gS rks Ni; k ml dk mYys[k djrs gq ; g crk, a fd vkonudrkz vkonu djrs | e; fdu ckrædk o. kZu dj½
- | æYudka dh | ph
- | æYudka dk ik: i
- vkonu djus dh ifØ; k
- vkonu djus ds ckn ykd ikf/kdj.k es gkus okyh ifØ; k ¼ gla ij ml ifØ; k dk fooj.k na tks vkond }kjk | kjh ikFkfedrk, a ijh djus ds i'pkr ykd ikf/kdj.k }kjk dh tkrh g½
- vkonu dh | kjh ikFkfedrk, a | gh rjg | s ijh djus ds i'pkr i æk.k i =] vuki fUk i æk.k i = vkfn tkjh djus ds fy, fu/klzjr | e; vof/k
- i æk.k i = ds i kkoh jgus dh | e; | hek ¼ fn gks rk½
- uohudj.k dh ifØ; k ¼ fn gks rk½

ukv& tkudkj dæMdk&13 vuq kj gA

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

1/4 1/2 Nk=kvka dk LFkkukarj.k iek.k i =

1/2 1/2 Nk=kvka dks pfj = iek.k i =

1/3 1/2 ikotuy fMxh iek.k i =

I Hkh iek.k i = iklr djus ds fy, Nk=kvka dks l kns dkxt ij ikpk; Z ds uke , d vkonu nuk gsrk gA vkonu i = ij ikpk; Z ds gLrk{kj iklr dj bl vkonu dks egkfo |ky; ds dk; kzy; dh l a/k r 'kk[kk ea tek fd; k tkrk gS vk\$ bl 'kk[kk l s U; ure 24 ?k/s ,oa vf/kdre 3 fnol ds vUnj vko'; d iek.k i = tkjh dj fn, tkrs gA

Nk=kvka ds vkonu i = ds l kFk egkfo |ky; dh foHkkUu bdkbZ, ka l s vns rk iek.k i = iklr djuk vfuok; Z gsrk gS t\$ s i qrdky;] , u- l h- l h-] , u-, l -, l -] y\$[kk 'kk[kk l a/k r foHkkx vkfnA ik: i l ayXu gS

**OFFICE OF THE PRINCIPAL SHRI GYAN CHANDRA SHRIVASTAVA GOVT.
P.G. COLLEGE,
Damoh (M.P.)
NO DUES CERTIFICATE**

Year :

Name of Student/Teacher :

Class/Deptt. :

Father's Name :

Main Library		Geography	
Sports		Accounts	
Chemistry		N.C.C.	
Physics			
Zoology			
Botany			
Deptt. Library			

¼LFkkukarj.k @pfj= iæk.k i=@ ikotuy flMxh ikr djustgrqik: i vlonu½
ifr]

i kpk;]
Jh Kkupanz JhokLro 'kl dh;
Lukrdkrj egkfo |ky;]
nekj

fo"k; % LFkkukarj.k @pfj= iæk.k i= inku djustl calkh A

egkn;]

es vki ds egkfo |ky; ea l =~----- l =~----- rd d{kk ----- dh Nk= jgh A
vc es bl egkfo |ky; ea viuk v/; ; u iwz gks tkus ds dkj.k@ikfjokfjd dkj.kka l @vflkhkkodka
dk LFkkukarj.k gks tkus ds dkj.k LFkkukarj.k iæk.k i= ysk pkgrh gwA bl ds fy, es fu/kkZjr
'kd j l hn Øekid ----- fnukid----- ds }kj tek dj nh gSA di;k vko'; d iæk.k i=
tkjh djustk d"V djaA

fnukid %-----

gLrk(kj	%_____
uke	%_____
irk	%_____
	%_____
njHk'k	%_____

18-5 ykd i kf/kdj .k ea gks okys i at h; u ds l æk ea

- i at h; u dk mnas ;
- vkonu dh i k=rk
- i wkā {kk, a ¼; fn gks rkš
- vkonu djus ds fy, dgk@fdl l s l ä dz dj
- vkonu 'kŷd ¼t gka mfpr gkš
- vl; 'kŷd ¼t gka mfpr gkš
- vkonu i = dk ik: i ¼; fn vkonu l kns dkxt ij gkrk gS rks ņi ; k ml dk mYyŷk djrs gq ; g crk, afd vkonudrk vkonu djrs l e; fdu crka dk o. kŷu djš
- l ŷxudka dh l ph
- l ŷxudka dk ik: i
- vkonu djus dh i fØ; k
- vkonu djus ds ckn ykd i kf/kdj .k es gks okyh i fØ; k ¼; gla 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 tkrh gš
- i Hkko h jgus dh l e; l hek ¼; fn gks rkš
- uohudj .k dh i fØ; k

ukŷ& egfo | ky; ka ea i oš k dh , d l kekl; i fØ; k gS ft l ds fy, 'kkl u }kjk ekx l n'kŷd fu; e cuk, x, gŷ vl; fdl h Hk h izkj ds i at h; u dh dk; bkgh egfo | ky; ea ugha gkrh gŷ i Eke ckj fo' ofo | ky; ds {k= kf/kdkj ea vkus okyh Nk=kvka dk ukekludk i pfyr 0; oLFk ea fd; k tkrk gŷ

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

- VDI dk uke o fooj .k & L=kr ij vk; dj ¼/k; dj ds l kekl; i pfyr fu; ekuŷ kj ½
- VDI yus dk mnas ; & 'kkl u }kjk fu/klzjr dj dk Hkqrku
- VDI fu/klzj .k djus ds fy, & i pfyr fu; eka ea fu/klzjr vk; dj jkf' k dh oru l s dVŷ-h
- cMŷ fMQkYV l Z dh l ph & dkbz fMQkVj ugha

i kpk; Z }kjk vkgj .k l ŷorj .k vf/kdkjh gks dk dkj .k vius vf/kuLFk dk; Z djus okys l eLr f'k{kdkka vkš depkfj; ka ds oru l s Jkr ij vk; dj dkVk tkrk gŷ bl ds fy, vk; dj d l æk/kr fu; e o 0; oLFk kvka dk ikyu fd; k tkrk gŷA

vk; dj]] oru ds vykok mu l Hk h Hkqrkuka ij dkVk tkrk gS tks vkgj .k l ŷorj .k vf/kdkjh ds ek/; e l s fd; k tkrk gŷ e/; i nš k 'kkl u }kjk ykxw fd; s x; s i kQs kyu VDI ¼ofRr dh ½ dks Hk h oru l s gh dkVk tkrk gŷA

egkfo |ky; }kjk Ø; dh xbz iR; d l kexh vlg mi; kx ea ykbz xbz iR; d
l ok ij 'kkl u }kjk fu/kkzjr l ok dj ¼ fo7 VØl ½ fu; ekud kj fn; k tkrk g\$ bl ds
fy, fu/kkzjr ipfyr ifØ; k dk ikyu fd; k tkrk gSA

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

- iek.k i= ds i kkkoh jgus dh l e; l hek ¼ fn gks rk½
- uohudj.k dh ifØ; k ¼ fn gks rk½

18-7 foHkkx l s l cñ/kr ugha gA

18-8 ykd i kf/kdj.k }kjk ukxfj dka dks nh tkus okys vl; l ÷vka dk fooj.kA

fujd