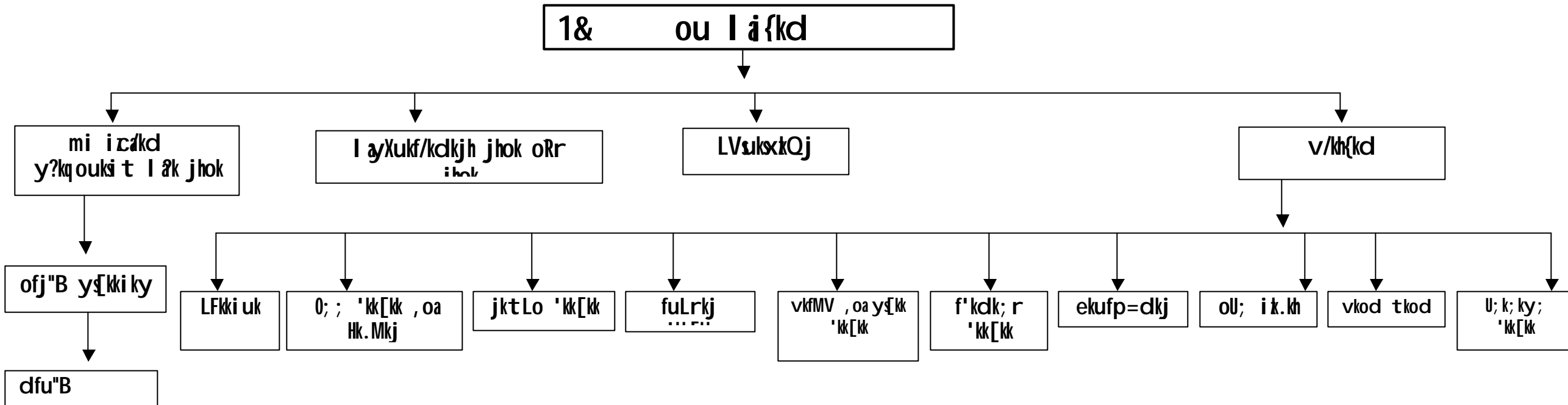
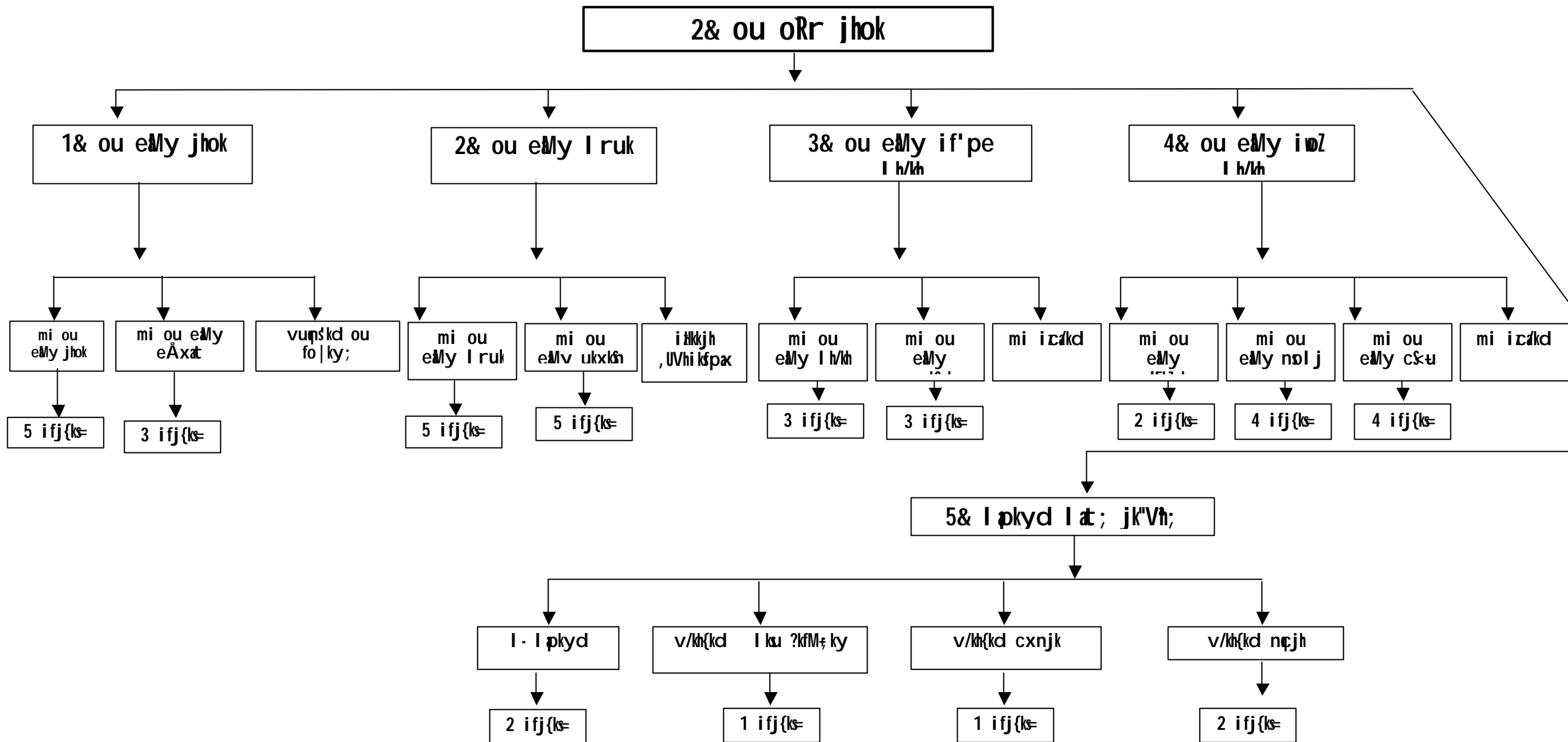


dk; k̄y; ou | j {kd jhok

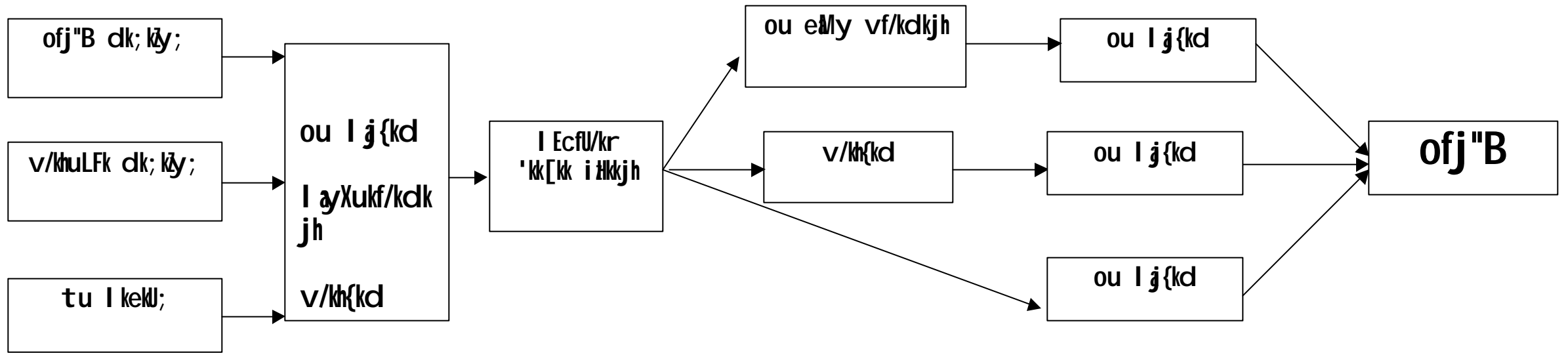
ORGANIZATIONAL SET UP

1- dk; k̄y; ou | j {kd jhok dh v/kks | j̄puk 1/2-iz 1/2





3- dk; Z I Eiknu i fØ; k



ou oRr jhok ds {ks= dh ou e.Myokj tkudkjh

dækd	uke ou e.My	mi ou e.My@ l gk; d l pkyd	ifj{ks=	l fdÿ	chV	
1	jhok oRr	1&l ayXukf/kdkjh 2&mi icdkd	- -	- -	- -	
2	jhok	1&jhok 2&eÅxat 3&vuq's kd]xkofUnx<+	05 03 -	16 09 -	59 34 -	
			; ks&	08	25	93
3	l ruk	1&l ruk 2&ukxkñ 3&iHkkjh , UVhi kspax	05 05 -	15 15 -	76 74 -	
			; ks&	10	30	150
4	i wZ l h/kh	1&nol j 2&dFk/k 3&c&u 4&mi icdkd	04 02 04 -	12 08 15 -	52 34 77 -	
			; ks&	10	35	163
5	if'pe l h/kh	1&l h/kh 2&e>kSyh 3&mRi knu l h/kh 4&mi icdkd	03 03 04 -	13 09 00 -	46 37 00 -	
			; ks&	10	22	83
6	l pkyd] l at; jk"Vh; m ku l h/kh	1&l gk; d l pkyd jk0m0 l h/kh 2&v/kh(kd] l ku ?kfM± ky 3&v/kh(kd] cxnjk vHk; kj . ; 4&v/kh(kd] nqjh vHk; kj . ;	02 01 01 02	06 04 03 05	24 13 14 21	
			; ks&	06	18	72
			egk; ks&	44	130	561

1 ½ Functions and duties of each unit of the Office (1 to 2 page)

1/2; rFkk drD; ka dh fo'k"Vrk; a ½

S.No.	Unit/Section	Function performed
1	LFkki uk	1&l ok vfhkys[k l alkj .k 2&oru forj.k 3&i dku 4&l keku; Hkfo"; fuf/k 5&foHkkxh; Hkfo"; fuf/k 6&ijokj dY; k.k fuf/k 7&l eg chek ; kstuk 8&vuq kkl ukRed dk; bkgh 9&fpdR; k ifri firz 10&vodk'k idj.k 11&foHkkxh; tkp 12&vihy idj.k 13&inkufur@dekufur 14&vuqEik fu; qDr 15&LFkkukUrj.k 16&ojh; rk l pph dk l alkj .k
2	0; ; ys[kk	1&vk; ksturj@vk; kstuk en dk ctV l alkj.k 2&ctV vkcu/ u dsfo:) fd; sx; s0; ; dk l dyu 3&fd; s x; s 0; ; ds vuq i Hkkrd y{; dh ikfir dk l dyu 4&vu; foHkkxka l s i klr Hkkrd @vkrfid y{; ds fo:) ikfir miyfc/k; ka dk l dyu 5&orr dk; ky; dsekfl d jkdM+ys[kk dk l dyu 6&vf/kdkjh depkh ; k=k ns d l alk y[kk 7&veku; i ek.kd 8&ou fodkl vfhkdj.k l a qDr ou izaku , oaykd okfudh 9&fo'o [kk] dk; de 10&Hk.Mkj dz 11&LVskujh dz , oaforj.k 12&okgu vuj{k.k 13&x. kosk vken , oaforj.k 14&ijkus vfhkys[kka dk j [kj [kko 15&jkti= dk l alkj .k
3	jktLo 'kk[kk	1&vkjke'khu 2&ijogu 3&fonkgu 4&uhyke 5&ou vijk/k idj.k 6&jktLo l ai/kr U; k; ky; hu idj.k
4	fulrkj 'kk[kk	1&ckl] cYh , oa tykA dk"B dk fulrkj ink; 2&cka+ihfMf] vfXu ihfMf] HkrdEi] ikdfrd vkink 3&fulrkj ink; nj vupknu

S.No.	Unit/Section	Function performed
5	vkfMV , oays[kk 'kk[kk d{k	1&egky[kkkj ysk ijh{k d fOnrh; e-iz Xokfy; j Onkj k vf/kulFk ou e.Myka ds fujh{k.k ds nkjku dMdkvka dk fujkdj.k djokuk , oa bl s l æf/kr¼ Q-, l-½ Hkkjr ds fu; æd ysk ijh{k d dh fjiks/Z dk mRrj r\$ kj djokuk , oa ykd ysk l fevr ds ifronuka ds ikr mRrjka dk ijh{k.k dj Hkstuk bl s l æf/kr gpZ 'kkl u dks gkfu dh ol nyh djuk A
		2&v/khulFk ou e.Myka dk jk.Vj ds vuq kj dk; kÿ; ka dk i kjHkd okf"kd fujh{k.k fd; k tkukA
6	f'kdk; r d{k	1&f'kdk; rka dh tkp ifronu Hkstuk
7	ekufp=dkj d{k	1&iLrdka dk dz , oa l ækj.k 2&Hkw izak ¼vkjfk d ou@l jf{kr ou½ ?kks"kr djus dh l puk dk ijh{k.k 3&dk; Z vk; kstuk l ækh dk; Z 4&ou 0; oLFkki u dk; Z 5&vfrde.k 0; oLFkki u 6&ou xtela l s l æf/kr dk; Z 7&ou l j{k d vf/kfu; e 1980 ds fu; e ¼3½ ds rgr ikr iLrko dk iath; u , oa ijh{k.k 8&vo\$ mR[kuu l s l æf/kr f'kdk; r@tkudkj 9&vo\$ vfrde.k l s l æf/kr tkudkj 10&ou ekxZ
8	ou; ik.kh d{k	1&tugkfu izj.kka dh tkudkj 2&i'kqgkfu izj.kka dh tkudkj 3&vo\$ f'kdj l s l æf/kr tkudkj 4&Vkbxj l y l s l æf/kr tkudkj 5&ou; ik.kh x.kuk
9	U; k; ky; hu 'kk[kk	1&l eLr U; k; ky; hu izj.kka dk l ækj.k 2&fl Vhtu pkVj 3&l puk dk vf/kdkj
10	vkod d{k	1&ofj"B , oa dfu"B dk; kÿ; rFkk tu l keku; l s ikr i=ka dk iath es l ækj.k 'kk[kk i Hkkjh dks forj.k
11	tkod d{k	1&ofj"B , oa dfu"B dk; kÿ; rFkk tu l keku; dks Hkstuk
12	LVsksxkQj d{k	1&Jr ysk 2&vf/kdkfj; ka dk nkj k nSainuh 3&vf/kdkfj; ka@depkfj; ka dks xki uh; ifronu 4&ehVx l ækh dk; Z
13	rñwiRrk d{k	1&rñwiRrk yk/va ds djjukek l Ei knu 2&vi hy izj.kka dk fujkdj.k 3&fofHku U; k; ky; hu izj.k 4&l ?k Onkj k fofHku l pkfyr ; kstuk; a 5&rñwiRrk l æg.k] foi.ku vkfn 6&vkod] tkod

2- Work distribution order of each officer can be updated and put in the following format. U/S 4.1 (b) (ii) (v) / kdkj; ka, oa depkj; ka ds drD; ½

S.No.	Name	Designation	Remuneration (Gross)	Duties
1	Jh , y0d0 pdkjh	ou l j {kd	30353	i z kkl fud , oa foRrh; fu; æ . k
2	Mko , l Od0 xprk	mi ou l j {kd	18523	ofj "B ds funðkkud kj dk; kð dk l Ei knu djuk
3	Jh jktef.k i ð kn 'kekZ	ofj "B fut l gk; d	14151	vf/kdkjh Onkjk l kS s x; s l eLr dk; Z
4	Jherh l fjrk fl g {kf=;	'kh?kz ys {kd	7553	vf/kdkjh Onkjk l kS s x; s l eLr dk; Z
5	Jh , p0, y0 oekZ	ys {kk v/kh {kd	11130	ou l j {kd dh pd cpd ofj "B]dfu"B] vke turk ds i =ka dks i klr djuk]vf/kuLFk depkj; ka dk fu; æ . k
6	Jh jkep.j.k 'kðyk	ys {kki ky	9540	foHkxh; t kð] dkj . k n' kð/kS l puk
7	Jh ih0, l 0 ifjgkj	l gk; d xM rhu	5923	l gk; d
8	Jh l j s k depkj fl g	ys {kki ky	8179	ekf l d ys {kk] d s k cp] pd Mku] ; k=k ns d] onh] LV s kujh] LV s , oa okgu
9	Jh fcgkj yk i k. Ms	ys {kki ky	9928	fu; (Dr] i nkðufr] dekðufr] LFkkukUrj . k] oj h; rk] l ok vfHkys [k] oru] j k Vj
10	Jh l ur depkj i k. Ms	l gk; d xM rhu	7091	l gk; d
11	Jh deys k depkj i k. Ms	l gk; d xM rhu	5207	l gk; d
12	Jh l rh'k depkj 'kekZ	l gk; d xM nks	8060	vupEi k fu; (Dr] U; k; ky; hu i dj . k] nsud oru
13	Jh foukn depkj i k. Ms	l gk; d xM rhu	6073	l gk; d
14	Jh v: .k irki fl g	ys {kki ky	9451	ctV l ðkkj . k ¼vk; kstuRrj en½ vekU; i ek . k
15	Jh , u0ih0 l kdr	l gk; d xM nks	7632	ctV l ðkkj . k ¼yku½ ds vllrxh l eLr dk; Z
16	Jh xk0/kU i ð kn i k. Ms	l gk; d xM nks	8370	ctV l ðkkj . k ¼yku½ ds vllrxh l eLr dk; Z

S.No.	Name	Designation	Remuneration (Gross)	Duties
17	Jh bz ojh i d kn 'kekz	I gk; d xM rhu	8109	fo'o [kk] dk; b[e] vk; 0; ; dk l akkj.k
18	Jherh ejh dV/Vh eF; w	I gk; d xM rhu	8586	ou fodkl vfhkdj.k l a p r ou i zaku] ykd okfudh dk; Z
19	dpekjh l qkhyk izkku	ys[kki ky	8656	ckd] cYyh] tykA dk"B] fuLrkj l s l a/kr dk; Z
20	Jh fnuSk i d kn i k. Ms	I gk; d xM nks	9690	Vd.k dk; Z
21	** Hkpusoj i d kn feJk	I gk; d xM nks	8427	Vd.k dk; Z
22	Jh vfuy f=i k Bh	I gk; d xM rhu	5193	Vd.k dk; Z
23	Jh fl ; kkkh esJke	I gk; d xM rhu	4969	Vd.k dk; Z
24	Jh t; jke fl g frokjh	I gk; d xM nks	9540	vkod d{k
25	Jh l qkcnu fl g i k r z	I gk; d xM rhu	5070	tkod d{k
26	Jherh fo korh	I gk; d xM rhu	4728	tkod I gk; d
27	Jh eFkj k i d kn p r p h	I gk; d xM nks	8109	f'kd; r d{k
28	Jh vxjk i d kn feJk	I gk; d xM nks	7632	tu gkfu] i'kq gkfu] voSk f'kdj] Vkbxj l y] ol; i k. kh x. kuk
29	Jh ek b j' kn enuh	I gk; d xM rhu	8109	dM/dkva dk fujkdj.k
30	Jh Kkubnz dekj l k/ k; k	I gk; d xM rhu	6913	I gk; d
31	Jh jke l d d xM	I gk; d xM rhu	4969	l eLr U; k; ky; hu idj. kka dk l akkj. k] fl Vhtu pkVj] l puk dk vf/kdj
32	Jh ; knkj ko ?kkj ekjs	ekufp=dkj	9143	ekufp=dkj d{k ds l eLr dk; Z
33	Jh vkj 0, y0 oekz	I gk; d xM rhu	7628	vkjk e'khu] i fjogu] fonkgu] uhyke] okguks dk jktl kr] jktLo l a/kr U; k; ky; hu idj. k
34	Jh inhi dekj frokjh	ofj"B ys[kki ky	8825	r b n w i Rrk l a/kh dk; Z
35	Jh cztokl h pks	dfu"B ys[kki ky	6360	I gk; d

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

Ø-	dk; Zxrfrof/k @ ; kstuk dk uke	fui Vkus dh l e; l hek	i Hkkjh fof/kd vf/kdkjh
1-	, Q-l h, - idj.kka ea iath; u , oa i kd sl æ dk; bkgh	'kkl u Onkjk fu/kkZjr vof/k	oul j {kd
2-	vuqkkl fud dk; bkgh l ækh vihyh; idj.kka dk fujkdj.k	'kkl u Onkjk fu/kkZjr vof/k	oul j {kd
3-	nSūnūh ulrhc)	fu; ekud kj	oul j {kd
4-	l puk ds vf/kdkj ds vrxr ikr vkonu i=kaeudy ink;	30 fnu	dk; ky; iedk@ ftyk l Fkk iedk
5-	l puk ds vf/kdkj ds vrxr vfhkys kka ds voykdu dh l puk nsuk	30 fnu	dk; ky; iedk@ ftyk l Fkk iedk
6-	Hkkjr ljdkj }kjk tkjh iEke pj.k Lohdr dk ikyu ifronu	'kkl u Onkjk fu/kkZjr vof/k	oul j {kd

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)

vf/kfu; e

- 1- Hkkj rh; ou vf/kfu; e 1927
- 2- Hkkj rh; ou ¼ e-i z l d kks'ku½ vf/kfu; e 1965
- 3- Hkkj rh; ou ¼ e-i z l d kks'ku½ vf/kfu; e 1983
- 4- Hkkj rh; ou ¼ e-i z l d kks'ku½ vf/kfu; e 1989
- 5- ou l j {k.k vf/kfu; e 1980
- 6- ou; i k.kh l j {k.k vf/kfu; e 1972
- 7- ou; i k.kh l j {k.k½ d kks'/kr½ vf/kfu; e 1982
- 8- ou; i k.kh l j {k.k½ d kks'/kr½ vf/kfu; e 1986
- 9- ou; i k.kh l j {k.k½ d kks'/kr½ vf/kfu; e 1991
- 10- ou; i k.kh l j {k.k½ d kks'/kr½ vf/kfu; e 1993
- 11- ou; i k.kh l j {k.k½ d kks'/kr½ vf/kfu; e 2003

fu; e

- 1- e-i z l j f {kr ou fu; e 1960
- 2- e-i z p j k b z fu; e 1986
- 3- e-i z 'kkl u ou foHkkx dh vf/kl p uk Ø- 3944&n1 &3&88 fn- 03-09-88 }kjk e-i z p j k b z fu; e 1986
- 4- e-i z 'kkl u ou foHkkx dh vf/kl p uk Øekd 3663&n1 &3&89 fnukd 11vxLr 1989 }kjk e-i z p j k b z fu; e 1986 ea l d kks'ku
- 5- e-i z 'kkl u ou foHkkx dh vf/kl p uk Øekd 18&3&90&n1 &rh u fnukd 09 tuojh 1991 }kjk e-i z p j k b z fu; e 1986 ea l d kks'ku
- 6- e-i z ou; i k.kh l Ø; ogkj rFkk peMk l kQ djus dh dyk ¼peZ kks'k½ fu; e 1973
- 7- e-i z ou; i k.kh ¼ l j {k.k½ fu; e 1974
- 8- e-i z Qkj l V ¼QkeZ vkQ vi hy½ fu; e 1988
- 9- ou foRrh; fu; e ¼ Q-, Q-vkj½
- 10- e-i z fl foy l Øk vkpj .k fu; e 1965
- 11- e-i z fl foy l Øk ¼oxh l j .k fu; e .k , oa vi hy½ fu; e 1966
- 12- vodk'k fu; e
- 13- i d ku fu; e
- 14- eiyHkk fu; e ¼Qmke l V y½
- 15- ; k=k HkRrk fu; e
- 16- fpfdRI k i fjp; k z fu; e
- 17- dks'ky; l fgrk

eSuy

1-Qkj l V eSuy

l y d y l l

- 1- e-i z i qrd ifji = Hkkx , d , oa Hkkx nks

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

LFkki uk

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	U; k; kyh; u i d j . k	i a t h	de p k f j ; k a d s U ; k ; k - i d j . k l s l e a k h t k u d k j h	vfuf' pr dkyhu
2-	fuyæu	i a t h	fuyæu dk dk j . k , o a c g k y h l e a k h	vfuf' pr dkyhu
3-	foHkxh; t k p	i a t h	fo-tka ea v k j k h d e p k j h d h t k u d k j h	vfuf' pr dkyhu
4-	dkj . k n ' k k z / k s l p u k	i a t h	f d l l e a k e a u k s V I n h x b z v k f n d h t k u d k j h	vfuf' pr dkyhu
5-	vi hy	i a t h	de p k f j ; k a d s } k j k d h x b z v i h y d h t k u d k j h	vfuf' pr dkyhu
6-	e s M d y	i a t h	de p k f j ; k a d s e s M d y f c y d h t k u d k j h	vfuf' pr dkyhu
7-	l k - H k - f u -	i a t h	v k g j . k , o a o l f r y ; k a	vfuf' pr dkyhu
8-	fo-Hk-fu-	i a t h	v k g j . k , o a o l f r y ; k a	vfuf' pr dkyhu
9-	i f j o k j d Y ; k . k f u f / k	i a t h	d k V h x b z j k f ' k d h t k u d k j h	vfuf' pr dkyhu
10-	l e n g c h e k	i a t h	d k V h x b z j k f ' k d h t k u d k j h	vfuf' pr dkyhu
11-	R; k g k j v f x e	i a t h	L o h d r , o a H k q r k u	vfuf' pr dkyhu
12-	v u k t v f x e	i a t h	L o h d r , o a H k q r k u	vfuf' pr dkyhu
13-	fo-Hk-fu-vfxe	i a t h	L o h d r , o a H k q r k u	vfuf' pr dkyhu
14-	l k - H k - f u - v f x e	i a t h	L o h d r , o a H k q r k u	vfuf' pr dkyhu
15-	n s o s H k s U ; k ; k y ; h u i d j . k	i a t h	n s o s H k s d s } k j k n k ; j i d j . k k a d h t k u d k j h	vfuf' pr dkyhu
16-	l o k f u o R r g k u s o k y s d e p k f j ; k a d h i a t h	i a t h	l o k f u o R r g k u s o k y s d e z d h o " k z k j t k u d k j h	vfuf' pr dkyhu
17-	d e p k j h i a t h	i a t h	d k ; j r d e p k f j ; k a d h i n o k j t k u d k j h	vfuf' pr dkyhu
18-	L V B F k L V k Q	i a t h	L o h d r , o a f j D r i n k a d h t k u d k j h e n o k j	vfuf' pr dkyhu
19-	v u p E i k f u ; q D r	i a t h	v u p E i k f u ; q D r i d j . k	vfuf' pr dkyhu
20-	H k q r k u i a t h	i a t h	i a k u @ m i n k u H k q r k u v k f n	vfuf' pr dkyhu
21-	t e k u r i a t h	i a t h	d e z } k j k t k j h j k " V h ; c p r i =] i k l c p d v k f n	vfuf' pr dkyhu
22-	o r u	i a t h	o r u H k q r k u d e p k j h o k j t k u d k j h e k g o k j	vfuf' pr dkyhu

S.N	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
23-	edku fdjk; k	i at h	edku fdjk; s dh ekgokj depkjh okj tkudkjh	vfuf' pr dkyhu
24-	ol wjh	i at h	gkfu , oa vl; jkf'k dh ol wjh dh tkudkjh	vfuf' pr dkyhu
25-	cdk; k LoRo	i at h	depkfj; ka ds cdk; k LoRoka , oa Hkxrkku dk fooj.k	vfuf' pr dkyhu
26-	oru of) Lohdr	i at h	depkjh okj@ekg okj Lohdr oru of) dk fooj.k	vfuf' pr dkyhu
27-	vl; vfxe	i at h	ekj/dkj] LdWj] Hkou] dEI; Wj vkfn dsfy, vfxe Lohdr@ol wjh dh tkudkjh	vfuf' pr dkyhu
28-	i &ku l dlyj	i =koyh	i &ku l cdkh	vfuf' pr dkyhu
29-	tujy l dlyj	i =koyh	vl; l dlyj	vfuf' pr dkyhu
30-	vupEik fu; Dr l dlyj	i =koyh	vupEik fu; Dr l cdkh	vfuf' pr dkyhu
31-	oru fu/kkj.k l dlyj	i =koyh	oru fu/kkj.k vkfn	vfuf' pr dkyhu
32-	Øektufr l dlyj	i =koyh	Øektufr l cdkh	vfuf' pr dkyhu
33-	ou l j {kk ea' kghn depkjh l s l dlyj	i =koyh	ou l j {kk ea' kghn depkjh dk fooj.k @ l cdkh i =	vfuf' pr dkyhu
34-	fo' ksk HkrhZ vfhk; ku l dlyj	i =koyh	fo' ksk HkrhZ vfhk; ku l cdkh ofj "B dk; kZ l s i ktr funðk	vfuf' pr dkyhu
35-	th-i-h, Q-@Mh-i-h, Q- i=koyh	i =koyh	th-i-h, Q-@Mh-i-h, Q- l s l cdkh/kr l dlyj	vfuf' pr dkyhu
36-	l eng chek ; kst uk	i =koyh	l eng chek ; kst uk l cdkh funðk l dlyj	vfuf' pr dkyhu
37-	U; k; kyhu i d j .k l cdkh	i =koyh	depkfj; ka }kjk nk; j i d j .kka ds l dlyj	vfuf' pr dkyhu
38-	fuyæu	i =koyh	fuyæu l cdkh	vfuf' pr dkyhu
39-	dkj .k n' kkZ/ks l puk i =koyh	i =koyh	dkj .k n' kkZ/ks l puk l cdkh	vfuf' pr dkyhu
40-	vi hy i =koyh	i =koyh	depkfj; ka }kjk nk; j vi hy i d j .kka dk fooj.k	vfuf' pr dkyhu
41-	esMdy	i =koyh	esMdy fcy l cdkh l dlyj	vfuf' pr dkyhu
42-	oru ns d	i =koyh	oru ns d dh tkudkjh	vfuf' pr dkyhu

0; ; y[kk

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	Okež ua 7	i ath	; kst ukokj vk; 0; ; dk ekfl d fooj.k	5 o"Kz
2-	Okež ua 50 ystj	i ath	I forj dka dks Hkq rku vfxe] I ek; kst u dk fooj.k	5 o"Kz
3-	dSk cpd	i qrd	dk; ka ij fd, x, 0; ; dk fooj.k	5 o"Kz
4-	; k=k HkRrk	i ath	depkfj; ka ds ekgokj ; k=k HkRkk i kfjr	3 o"Kz
5-	ns d	i ath	ekg ns d i kfjr i ath	3 o"Kz
6-	Okež ua 14 0; ; dk fooj.k	uLrh	enokj 0; ; dk fooj.k	3 o"Kz
7-	ctV	uLrh	enokj vko\ u dk fooj.k	5 o"Kz

'kh?ky[kd

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	nkSk nšunuh	i ath	uLrh	5 o"Kz
2-	xkš uh; ifronu	i ath	uLrh	10 o"Kz
3-	okfudh dk; kš dh LQfirz dh I eh[kk	uLrh	uLrh	2 o"Kz
4-	ehfVx	uLrh	uLrh	2 o"Kz

Hk. Mkj

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	ijhl sy i ath	i ath	vken , oa0; ; dk fooj.k	5 o"Kz
2-	uku ijhl sy i ath	i ath	vken , oa0; ; dk fooj.k	5 o"Kz
3-	okgu i ath	i ath	vken , oa0; ; dk fooj.k	5 o"Kz

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
4-	okgu ijQkjed fj i kVZ	Okby	vffhkysqk	5 o"KZ
5-	LVskujh iath	iath	vken ,oa0; ; dk fooj.k	5 o"KZ
6-	ok; jys jftLVj	iath	vken ,oa0; ; dk fooj.k	5 o"KZ
7-	ikrd iath	iath	vken ,oa0; ; dk fooj.k	5 o"KZ
8-	x.košk iath	iath	vken ,oa0; ; dk fooj.k	5 o"KZ
9-	jkt i = vf/kl ipuk; a	uLrh	vkj f{kr ,oa l j f{kr dj us dh l ipuk	LVV/ l e; l s

yqkk 'kk[kk d{k ---

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	gkfu idj.k	i =koyh	ol nyh l cdkh @ vffhkysqk	5 o"KZ
2-	vkfMV idj.k	i =koyh	vkfMV dffMdk dk tcko	5 o"KZ

jktLo@fuLrkj

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	fuLrkj	i =koyh	i =koyh	5 o"KZ
2-	ouki t mRi knu foi .ku	i =koyh	i =koyh	10 o"KZ
3-	fofhklju vf/kfu; eka eajkt l kr okgu idj.k	i =koyh	vffhkysqk	5 o"KZ

fut l gk; d

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	nkj k n&uUnuh	i at h	uLrh	5 o"l
2-	xki uh; i fronu	i at h	uLrh	10 o"l
3-	okfudh dk; kã dh LOfirZ dh l eh{k	uLrh	uLrh	2 o"l
4-	ehfVx	uLrh	uLrh	2 o"l

ekufp=dkj 'kk[kk

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	cfdk lyku	i at h	ou e.My if'pe l h/kh dh i Fke dk; Zvk; kst uk	66&67 l s 80&81 2009&10 rd
2-	es jftLVj	i at h	dk; Zvk; kst uk ds vlrxi i klr ekufp=ka @ Vki ks khV dk foj.k	2000 l s
3-	ou l j{k.k vf/kfu; e 1980 l dij	uLrh	ou l j{k.k vf/kfu; e 1980 l s l Ecfu/kr 'kkl ukns k	1980 l s
4-	vfrØe.k 0; oLFkki u i =koyh	uLrh	31-12-76 rd ds vfrØe.k 0; oLFkki u 24-10-80 rd ds ik=@ vik= dk foj.k	1990 l s
5-	ou l j{k.k vf/kfu; e 1980 ds vlrxr ou Hkfe i R; koru l Ecu/kh Lohdr idj .kka dh uLrh	uLrh	, O-l h, - ds vlrxi Lohdr idj .kka dk foj.k	1985&86
6-	ou l j{k.k vf/kfu; e 1980 ds vlrxr ou Hkfe i R; koru l Ecu/kh Lohdr idj .kka dh uLrh	uLrh	, O-l h, - ds vlrxi Lohdr idj .kka dh =ekf l d l eh{k	2004 l s
7-	ou jktLo l hek fookn fujkdj.k	uLrh	ou jktLo l hek fu/kkj .k l Ecu/kh dk; bkg h ds vfHkys{k	2000 l s

ol; i k.kh d{k ---

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	tu gkfu	uLrh	ol; i kf.k; ka Onkj k tu gkfu tu ?kk; y dh uLrh	5 o"l
2-	i 'kq gkfu	uLrh	ol; i kf.k; ka Onkj k i 'kq gkfu dh uLrh	5 o"l
3-	ol; i kf.k; ka dk vo8k f'kdj	uLrh	ol; i kf.k; ka dk vo8k f'kdj l s l æf/kr uLrh	5 o"l

f'kdj; r d{k ---

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	f'kdj; r	jftLVj	uLrh	5 o"l

U; k; ky; hu d{k ---

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	U; k; ky; hu i d j .k	i ath@uLrh	uLrh	vfuf' pr dkyhu
2-	fl Vhtu pKVj @l p uk dk vf/kdj	uLrh	uLrh	5 o"l

rUnirrk d{k ---

S.N .	Name of Document	Kind of Document Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of record
1-	1&rUnirrk ykVka ds djkukek I Eiknu 2&vihy idj.kka dk fujkdj.k 3&fofHku U; k; ky; hu idj.k 4&l ak Onkjk fofHku l pkfyr ; kst uk; a 5&rUnirrk l ag.k] foi .ku vkfn 6&vkod] tkod	uLrh uLrh uLrh uLrh uLrh	uLrh uLrh uLrh uLrh uLrh iath	vfuf'pr dkyhu vfuf'pr dkyhu idj.k vflre fujkdj.k rd ; kst uk l ekflr rd 5 o"l 3 o"l

7. Structure of consultative committees in which public representatives are members including.

Nil

8. 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)

Nil

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

S.N.	Name	Designation	Address& Contact No. If any
1	Jh , y0d0 p0kjh	ou l j {kd	dk; kÿ; oul j {kd jhok oRr jhok 242098,241689
2	** , l 0d0 xlrk	l yXukf/kdkjh	dk; kÿ; oul j {kd jhok oRr jhok 506186
3	** jktef.k i d kn 'kekZ	ofj"B fut l gk; d	dk; kÿ; oul j {kd jhok oRr jhok 242098]241689]506186
4	Jherh l fjr k fl g {kf=;	'kh?kz yq kd	&&**&&&
5	Jh , p0, y0 oekZ	yq kk v/kh{kcd	&&**&&&
6	** jkep.j.k 'k0yk	yq kki ky	&&**&&&
7	** l jšk d0kj fl g	yq kki ky	&&**&&&
8	** fcgkj hky ik.Ms	yq kki ky	&&**&&&
9	** v: .k i rki fl g	yq kki ky	&&**&&&
10	d0kj h l qkhyk i zkku	yq kki ky	&&**&&&
11	Jh fnušk i d kn ik.Ms	l gk; d xM nks	&&**&&&
12	** , u0ih0 l kdr	l gk; d xM nks	&&**&&&
13	** Hk0u0oj i d kn feJk	l gk; d xM nks	&&**&&&
14	** t; jke fl g frokj h	l gk; d xM nks	&&**&&&
15	** eFkj k i d kn pr0zh	l gk; d xM nks	&&**&&&
16	** xk0/kZu i d kn ik.Ms	l gk; d xM nks	&&**&&&
17	** l rh'k d0kj 'kekZ	l gk; d xM nks	&&**&&&
18	** vxhjk i d kn feJk	l gk; d xM nks	&&**&&&
19	Jherh egh d0Vh eF; w	l gk; d xM rhu	&&**&&&
20	Jh ek0 bj'kkn enuh	l gk; d xM rhu	&&**&&&
21	** bZojh i d kn 'kekZ	l gk; d xM rhu	&&**&&&
22	** vkj0, y0 oekZ	l gk; d xM rhu	&&**&&&
23	** l ur d0kj ik.Ms	l gk; d xM rhu	&&**&&&
24	** ih0, l 0 ifjgkj	l gk; d xM rhu	&&**&&&
25	** foukn d0kj ik.Ms	l gk; d xM rhu	&&**&&&
26	** deys'k d0kj ik.Ms	l gk; d xM rhu	&&**&&&
27	Jh fl ; kkkUn esJke	l gk; d xM rhu	&&**&&&
28	** jke l 0d xM	l gk; d xM rhu	&&**&&&
29	** vfuy f=i kBh	l gk; d xM rhu	&&**&&&
30	** l qkcnu fl g i kř	l gk; d xM rhu	&&**&&&
31	** Kkubnz d0kj l k0/k; k	l gk; d xM rhu	&&**&&&
32	Jherh fo korh	l gk; d xM rhu	&&**&&&
33	Jh ; knkj ko ?kjk ekjs	ekufp=dkj	&&**&&&
34	** xq i d kn fl g	thi pkyd	&&**&&&

35	** dYyw [kka	thi pkyd	&&**&&&
36	** l w BkUr feJk	thi pkyd	&&**&&&
S.N.	Name	Designation	Address& Contact No. If any
37	** jek'kdj ;kno	thi pkyd	&&**&&&
38	** etuk yky ukfir	ouiky	&&**&&&
39	** /kebnz 'kd kj prpnh	ouj {kd	&&**&&&
40	** Hkk"dj id kn feJk	ouj {kd	&&**&&&
41	** vCny vtht	ouj {kd	&&**&&&
42	** foJke l kdk; k	HKR;	&&**&&&
43	** ckcyky	HKR;	&&**&&&
44	** jken; ky ukfir	HKR;	&&**&&&
45	** eaxy id kn ;kno	HKR;	&&**&&&
46	** jkenkl oekz	HKR;	&&**&&&
47	** ftrbnz id kn frokjh	HKR;	&&**&&&
48	** l qkbnz id kn f=i kBh	HKR;	&&**&&&
49	** jkeujsk dky	HKR;	&&**&&&
50	** n'kjFk id kn dky	HKR;	&&**&&&
51	Jherh mek nsh dky	HKR;	&&**&&&
52	Jh jkeOy l u	pkdhnkj	&&**&&&
53	Jh , e-ih 'kpyk	mi izkd	dk; ky; oul j {kd , oa inu egk izkd jhok oRr jhok 241689]242098]506186
54	Jh inhi dekj frokjh	ofj"B yskki ky	&&**&&&
55	Jh ctokl h pks	yskki ky	&&**&&&
56	Jh Nk&s yky	l Unsk okgd	&&**&&&
57	Jherh 'krah frokjh	l Unsk okgd	&&**&&&
58	Jh ejyh/kj ikBd	okgu pkyd	&&**&&&

10- Monthly remuneration and compensation (to be linked with treasury data bank)U/S 4-1 (b) (x)

S.N.	Name	Remuneration (Gross)	Compensation
1	Jh , y0d0 pkskjh	30353	
2	** , l 0d0 xlrk	18523	
3	** jktef.k id kn 'kekz	14151	
4	Jherh l fjrk fl g {kf=;	7553	
5	Jh , p0, y0 oekz	11130	
6	** jkep.j.k 'kpyk	9540	
7	** l jsk dekj fl g	8179	

8	** fcgkjh yky ik.Ms	9928	
9	** v: .k irki fl g	9451	
10	dękjh l qkhyk izkku	8656	
S.N.	Name	Remuneration (Gross)	Compensation
11	Jh fnusk id kn ik.Ms	9690	
12	** , u0ih0 l kdr	7632	
13	** Hkpušoj id kn feJk	8427	
14	** t; jke fl g frokjh	9540	
15	** eFkj k id kn prpzh	8109	
16	** xko/kz id kn ik.Ms	8370	
17	** l rh'k dękj 'kekz	8060	
18	** vxhjk id kn feJk	7632	
19	Jherh ejh dę/vh eF; w	8586	
20	Jh ek0 bj' kn enuh	8109	
21	** bZojh id kn 'kekz	8109	
22	** vkj0, y0 oekz	7628	
23	** l ur dękj ik.Ms	7091	
24	** ih0, l 0 ifjgkj	5923	
25	** foukn dękj ik.Ms	6073	
26	** deysk dękj ik.Ms	5207	
27	** fl ; kkkUn esJke	4969	
28	** jke l 0d xkM	4969	
29	** vfuy f=i kBh	5193	
30	** l qkcnu fl g i krs	5070	
31	** Kkubnz dękj l k0/k; k	6913	
32	Jherh fo korh	4728	
33	** ; knkj ko ?kkj ekjs	9143	
34	** xq id kn fl g	8109	
35	** dYyw [kka	8109	
36	** l w ZkUr feJk	7225	
37	** jek' kadj ; kno	5923	
38	** ełuk yky ukfi r	7067	
39	** /kebnz 'kskj prpzh	7361	
40	** Hkk" dj id kn feJk	7315	
41	** vCny vtht	7113	
42	** foJke l k0/k; k	5655	
43	** cknyky	5961	
44	** jken; ky ukfi r	5440	
45	** exy id kn ; kno	4847	

46	** jkenkl oekz	5370	
47	** ft rBnz i d kn frokjh	4302	
48	** l q kDnz i d kn f=i kBh	5072	
S.N.	Name	Remuneration (Gross)	Compensation
49	** jkeuj'sk dky	4172	
50	** n'kjFk i d kn dky	4068	
51	Jherh mek nsh dky	4172	
52	Jh jkeQy l u	4641	
53	Jh ,e-i h- 'kDyk	14855	
54	Jh inhi d ekj frokjh	8825	
55	Jh ctokl h pk's	6360	
56	Jh Nks/yky	5141	
57	Jherh 'kkrh frokjh	4450	
58	Jh ejyh/kj i kBd	7344	

11- Annual budget allocation and Expenditure statement (to be linked with treasury Data Bank)U/S 4-1 (b) (xi)

Ø- fuy	ctV en fuy	dk; l dk uke fuy	o"kl fuy	vkcā/u fuyq	0; ; fuy
-----------	---------------	---------------------	-------------	----------------	-------------

12- Programmes and beneficiaries U/S (b) (xii)
Nil

13- List of the recipients and nature of concession U/S 4-1 (b) (xiv)
Nil

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

SN	Categories	Hard copy	Electronic form
1.	U; k; kyh; u i dj.k	✓	&
2.	fuyæu	✓	&
3.	foHkkxh; tkp	✓	&

4.	dkj .k n'kk&ks l ppuuk	✓	&
5.	vi hy	✓	&
6.	esMdy	✓	&
7.	l k-Hk-fu-	✓	&
8.	fo-Hk-fu-	✓	&
SN	Categories	Hard copy	Electronic form
9.	ifjokj dY; k.k fuf/k	✓	&
10.	l emj chek	✓	&
11.	R; kqkj vfxe	✓	&
12.	vukt vfxe	✓	&
13.	fo-Hk-fu-vfxe	✓	&
14.	l k-Hk-fu-vfxe	✓	&
15.	nSostHks U; k; ky; hu i dJ .k	✓	&
16.	l ok fuOrR gkus okys depkj; ka dh i ath	✓	&
17.	depkj i ath	✓	&
18.	LVØFk LVKQ	✓	&
19.	vupEik fu; qDr	✓	&
20.	Hkqrku i ath	✓	&
21.	tekur i ath	✓	&
22.	edku fdjk; k	✓	&
23.	ol nyh	✓	&
24.	cdk; k LoRo	✓	&
25.	oru of) Lohdfr	✓	&
26.	vl; vfxe	✓	&
27.	i aku l dYj	✓	&
28.	tujy l dYj	✓	&
29.	vupEik fu; qDr l dYj	✓	&
30.	oru fu/kkj .k l dYj	✓	&
31.	Øektufir l dYj	✓	&
32.	ou l j {kk ea 'kghn depkj l s l dYj	✓	&
33.	fo' ksk HkriZ vffk; ku l dYj	✓	&
34.	th-i-h, Q-@Mh-i-h, Q- i=koyh	✓	&
35.	l emj chek ; kst uk	✓	&
36.	U; k; kyhu i dJ .k l ædkh	✓	&
37.	fuyæu	✓	&
38.	dkj .k n'kk&ks l ppuuk i=koyh	✓	&
39.	oru ns d	✓	&
40.	QkeZ ua 7	✓	&
41.	QkeZ ua 50 ystj	✓	&
42.	dSk cpl	✓	&
43.	; k=k HkRrk	✓	&

44.	nş d	✓	&
45.	QkeZ ua 14 0; ; dk fooj.k	✓	&
46.	ctV	✓	&
47.	ijhl cy iath	✓	&
48.	uku ijhl cy iath	✓	&
SN	Categories	Hard copy	Electronic form
49.	okgu iath	✓	&
50.	okgu ijQkjed fjiksZ	✓	&
51.	LVŠkujh iath	✓	&
52.	iłrd iath	✓	&
53.	x.košk iath	✓	&
54.	gkfu iđj.k	✓	&
55.	vkfMV iđj.k	✓	&
56.	fofHku vf/kfu; eka ea jktl kr okgu iđj.k	✓	&
57.	fuLrkj	✓	&
58.	ekfyd edcwtk	✓	&
59.	ykd okfudh	✓	&
60.	ouki t mRiknu foi.ku	✓	&
61.	fuLrkj	✓	&
62.	ekfyd edcwtk	✓	&
63.	ykd okfudh	✓	&
64.	f'kdk; r	✓	&
65.	nkšk nšūūnuh	✓	&
66.	xki uh; i fronu	✓	&
67.	okfudh dk; ka dh LOfirZ dh I eh{k	✓	&
68.	ehfVx	✓	&
69.	fl Vhtu pkVj I puk dk vf/kdkj	✓	&
70.	I oš fMekj dšku fjiksZ	✓	&
71.	fj toZouka dk jftLVj	✓	&
72.	eš jftLVj	✓	&
73.	jkti = @ vf/kl puk, W	✓	&
74.	ou I j{k.k vf/kfu; e 1980 I dij	✓	&
75.	vfrØe.k 0; oLFkki u i=koyh	✓	&
76.	ou I j{k.k vf/kfu; e 1980 ds vlr xīr ou Hkie i R; korZ I ECU/kh Lohdr iđj.kka dh uLrh	✓	&
77.	ou jktLo I hek fookn fujkdj.k	✓	&
78.	tugkfu iath	✓	&
79.	i'kqgkfu	✓	&
80.	ou; i kf.k; ka dk vošk f'kdkj I sl cū/kr	✓	&
81.	v/khuLFk depkfj; ka dh vodk'k iath	✓	&

82.	LVkj	✓	&
-----	------	---	---

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	i t r d k y ;	1 & J h ; k n k j k o ? k k j e k j ; e k u f p = d k j 2 & J h j k t e f . k ' k e k j i F k e J s k h ' k h ? k y s [k d	10-30 & 5-30	242098 241689

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

Name : L.K.Choudhary
 Designation : Conservator of Forest
 Tel. No. : (07662) -242098
 Fax : (07662) -506186
 E-mail address : cfreen@mntrifreenet.com
 Place of Work & address : 10,Civil Line Rewa (M.P.)
 Contact hours for public : 12 to 1 P.M. & 3 to 4 P.M.

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

Nil

(L.K. Choudhary)
Conservator of Forests
Rewa Circle Rewa