

सूचना का अधिकार अधिनियम - 2005

विभागीय लोक सूचना मैनुअल



उत्तर मंत्रालय

तृतीय संशोधन अधिनियम, 2008
मंत्रालय
सूचना का अधिकार अधिनियम, 2005

vupdef.kdk ¼ INDEX ½

I puk dk vf/kdkj vf/kfu; e & 2005

dzl a	ešuy l d; k	ešuy dk fooj.k
1	ešuy & 1	l xBu dh fof'kfV; kW] dR; vkš drD;
2	ešuy & 2	vf/kdkfj; ka vkš depkfj; ka dh 'kfdR; kWvkš drD;
3	ešuy & 3	ykcl i kf/kdkjh vFkok ml ds dfez ka }kjk vi us dR; ka ds fuožu ds fy, /kkfjr rFkk iz; sx fd; s tkus okys fu; e] fofu; e] vupsk funš'kdk vkš vfhkyš[ka dh I puk
4	ešuy & 4	uhfr cukus; k ml ds dk; kD; u ds l ædk ea turk ds l nL; ka l s i jke'kz ds fy, ; k muds i fruf/kRo ds fy, fo eku 0; oLFkk ds l ædk ea I puk
5-	ešuy & 5	nLrkost tks ykcl i kf/kdkjh }kjk /kkfjr ; k ml ds fu; æ.kk/khu gš i dxkš ds vuq kj
6-	ešuy & 6	ckB/kš] i fj"knka] l fefr; ka vkš vU; fudk; ka dk fooj.kA l kfk gh fooj.k fd D; k mu ckB/kš] i fj"knk] l fefr; ka vkš vU; fudk; ka dh cBda turk ds fy, [kyh gksh ; k cBda ds dk; zRr rd turk dh igp
7-	ešuy & 7	ykcl I puk vf/kdkfj; ka ds uke] i nuke vkš vU; fof'kfV; kW
8-	ešuy & 8	fu.kz djus dh i fdz k ¼; zšk.k , oamRrjnkf; Ro l fgr½
9-	ešuy & 9	vf/kdkfj; ka vkš depkfj; ka dh funš'kdk
10-	ešuy & 10	vi us i R; d vf/kdkjh vkš depkjh }kjk i klr ekfl d i kfjJkfed vkš ml ds fu/kkš .k dh i }fr
11-	ešuy & 11	vfhkdj.k dks vkovR ctV ¼ ; kstukvkš 0; ; i Lrkoka rFkk /ku forj.k dh I puk ½
12-	ešuy & 12	vupku @ jktl gk; rk dk; zæka ds fdz kD; u dh jhfr] ftl ea vkovR jkf'k vkš , d s dk; zæka ds ykHkFkz ds C; kšs l feefyr gš
13	ešuy & 13	fj; k; rkš vuqki =ka rFkk i kf/kdkjka ds i kfrdrkz/ka ds l ædk ea fooj.k
14	ešuy & 14	dR; ka ds fuožu ds fy, LFkkf r ekud @fu; e
15	ešuy & 15	byDVkfud : i ea I puk ds l ædk ea C; kšs tks ml dks mi yC/k gkš ; k ml ds }kjk /kkfjr gla
16	ešuy & 16	I puk vfhki klr djus ds fy, ukxfjdka dks mi yC/k l fo/kvka dk fooj.kA fdl h i lrdky; ; k okpu d{k ea; fn ykcl mi; sx ds fy, 0; oLFkk dh xbz gkš rks ml dk fooj.k
17	ešuy & 17	vU; mi; ksch I puk, a vkfn

**tMh cW/h 'kksk , oafodkl I hFkku] mRrjk[k.M+
ds**

I xBu dh fof'kfV; kW] dR; vksj drD;

(The particulars of its organization, functions and duties)

- 1) tMh cW/h 'kksk , oafodkl I hFkku dk mnns; %&
tMh & cW/h 'kksk , oafodkl I hFkku dseq; mnns; fuEukuq kj gS%&
 - 1) mRrjk[k.M dh cgeW; tMh & cW/h; ka dk I oqk.k , oal j{k.k djukA
 - 2) vksk/kh; , oal x/k i kskka dh tsh; fofhkurk] ck; kS/Duksy/kh o vupkf'kdh I qkij ij 'kksk djukA
 - 3) vksk/kh; , oal x/k i kskka dh df'k rduhd fodfl r djuk o fdl kuka dks df'kdj.k ea l gk; rk inku djuk A
 - 4) vksk/kh; , oal x/k i knika dh xqkorrk fu; a.k rFkk l fdz; rRoka ij 'kksk o fodkl djukA
 - 5) ekua l d k/ku fodkl o vksk/kh; , oal x/k i knika ds df'kdj.k l eakh l puk dk ipkj & id kj djukA
 - 6) mRrjk[k.M ea vuq zkku , oafodkl dk; kS ea yxh I hFkku @fohkkxka ds e/; l ello; LFkfi r dj fn'kk funzku inku djukA

2) tMh cW/h 'kksk , oafodkl I hFkku dk fe'ku %&

- 1) 0; ol kf; d egRo okys tMh cW/h , oal x/k i kskka l s ykHk i ktr djus grq mudh [ksh o id h.dj.k i kRl kfgr djukA
- 2) tMh cW/h dh mRi kndrk o xqkorrk c<kus grq mudh dVkbZ ds i wZ , oal i 'pkr- dh fof/k; ka ds fodkl dks i kRl kguA
- 3) ry iztkfr; ka dh mRi kndrk o xqkorrk c<kus grq mudh dVkbZ ds i wZ , oal i 'pkr dh fof/k; ka , oal vkl ou rduhdka dk fodkl dj i kRl kgu nsukA
- 4) xqkorrk & i ek.khdj.k l qo/kk, a mi yC/k djukA
- 5) tMh cW/h , oal x/k i ksk vk/kkfjr m | kska ds fujUrj fodkl grq mudh etik o vko'; drk dSUnr 'kksk djukA
- 6) tMh cW/h , oal x/k m | kfx; ka , oal d'koka dks uohure l pukvka dh tkudkjh nsukA

7) tMh cW/h , oa l æ/k i kSkka ds {ks= ea xqkoRrk okys mRi knka , oa l øk, a næs dks mRrjk[k.M+dh mRd"B igpku cukrs gq miyC/k l xdk iztkfr; ka dks yEcs l e; rd mi; ksch cukrs gq Hkkjr ds fe'ku 2020 ds mnæs; ka dks ijk djuka

❖ tMh cW/h 'kksk , oa fodkl l hFkku dk fotu %&

mRrjk[k.M ea tMh cW/h , oa l æ/k i kSkka ds mRi knu , oa muds mRi knka ea jk"Vh; , oa varjkzVh; Lrj ij viuh igpku LFkfi r djrs gq iozh; {ks= ds mRi knka ds mRi knu] eW; o/kU o cktkj 0; oLFk ea mudk urRo cuk jgk gA

3) tMh cW/h 'kksk , oa fodkl l hFkku dk l {klr bfrgkl vkj bl ds xBu dk id æ

fgeky; u dh cgeW; vSk/kh; , oa l æ/k i knika ds l j{k.k , oa l rF fodkl ds fy; s tMh & cW/h 'kksk , oa fodkl l hFkku ¼ p-vkj-Mh-vkbz½ dh LFkkiuk xki soj ea dh x; h gA ; g mRrjk[k.M ljdkj dk , d Lok; r'kkl h l hFkku gS tks l kd kbVh jftLV\$ku , DV 1860 ds rgr iat hdr gA l hFkku ds eQ; mnæs; mRrjk[k.M ds vSk/kh; , oa l xU/k i knika dk l oQ{k.k l j{k.k , oa df"kdj.k dj cktkj l fuf'pr djuk l jEijxR fpdfR l i }fr dks fodkl r djuk rFk vSk/kh; , oa l xdk i kSkka ds l exz fodkl ds fy; svko'; d vuq ðkku o ipkj & id kj djuk gA

4) tMh cW/h 'kksk , oa fodkl l hFkku ds dR; , oa dRd; %&

tMh cW/h 'kksk , oa fodkl l hFkku] xki soj , d Lok; Rr'kkl h l hFkku gS] ft l dk eQ; dk; Z uk&My , tBl h ds: i ea foHkUu 'kkl dh; foHkxka] v}Z ljdkjh l hFkkuvka , oa x\$ ljdkjh l hFkkuvka ds e/; jkT; ds varxR tMh cW/h ds foHkUu dk; kS o ; kst ukvka ds e/; l keatL; LFkfi r djuk] tMh cW/h; ka ds l j{k.k] fodkl] df"kdj.k o fonkgu dks fn'kk o xfr inku djuk rFk Hkkjr ljdkj , oa jkT; ds ckjg fLFkr l hFkkuvka l s rduhd o foRr i kSk.k dks c<kok nsk gA

l hFkku dk eQ; ky; e.My @xki soj %pekyh½ ea fLFkr gS rFk bl dh , d bdkbz ^ l æU/k i kni dln^ tks l ykdbz %ngjknw ½ ea fLFkr g\$ dk eQ; dk; Z jkT; ea l æ/k i kSkka ds df"kdj.k dks c<kok nsk gA

l hFkku }kj df"kdj.k dks c<kok næs gRq d"kd iat h d j.k , oa vuqku dh 0; oLFk dh xbz gA l kFk gh foRr i kSk.k gRq tMh cW/h; ka ds l j{k.k] fodkl o df"kdj.k dh foHkUu ; kst uk, a jk"Vh; vSk/kh; i kni ckMZ] ubz fnYyh dks Hksth tkrh gA

5) tMh cW/h 'kksk , oa fodkl l hFkku }kj inRr l økvka dh l pph , oa mudk l {klr foj.k %&

vSk/kh; , oa l æ/k i kSkka ds fodkl ds fy; s l hFkku }kj fuEufyf[kr l øk, a inku dh tk jgh gS %&

❖ vSk/kh; , oa l æ/k i kSkka ds l j{k.k] df"kdj.k , oa id ðdj.k ds fy, ijke'kz , o rduhd l øk; a inku djuka

❖ vSk/kh; , oa l æU/k i kSkka ds df"kdj.k] i kSk'kkyk LFkkiuk o i kS] kSx dh l æakh rduhd dk gLrkuUrj.k djuka

❖ mRi knka @d"kdka dks Hkfe dk l oQ{k.k] df"kdj.k] foi.ku , oa 0; kogkfjd l puk miyC?k djuka

- ❖ ikni fu"ikn dk ck; k&V&LV& , oa ; k&xdka ds df" k j l k; uka dh fdz; kRed Hkiedk dk v/; ; u ea l g; kx inku djuka
- ❖ d"kdka] 0; ki kfj; ka , oa vuq dkkudrk&ka dks if'k{k.k inku djuka
- ❖ vk&kh; , oa l &k ikni ka ds l exz fodkl l sl &kr l kfgR; mi yC/k djuka
- ❖ ck&}d l ank , oa ikjEifjd Kku ds i&V djus grq tkx: drk , oa ijke'kz inku djuka

6) tu l &vka ds vuqlo.k , oa f'kd; rka ds fujkdj.k dh 0; oLFkk %&

- ❖ funskky;] tMh cW/h , oa fodkl 'k&k l &Fku] xki soj
- ❖ , p-vkj-Mh-vkb&] l &U/k i k&k d&n] l sykdp& 248197] ngjknw] mRrjkpy

7) eq; dk; k&y; rFkk fofHkUu Lrjka ij dk; k&y; ka ds irs %&

tMh cW/h 'k&k , oa fodkl l &Fku ds vx&r dk; j r eq; dk; k&y; rFkk fofHkUu Lrjka ij dk; k&y; ka ds irsfuEukuq kj g&

- ❖ funskky;] tMh cW/h , oa fodkl 'k&k l &Fku] xki soj njHk" & 01372 & 252572 W&hQDI ½
- ❖ , p-vkj-Mh-vkb&] l &U/k i k&k d&n] l sykdp& 248197] ngjknw] mRrjkpy njHk" & 0135 & 2698305 W&hQDI ½ b&ey & cap_selaqui@ indiatimes.com

8) dk; k&y; [kyus , oa cn gkus dk l e;

dk; k&y; [kyus dk l e; & ikr%10-00 cts
 dk; k&y; cn gkus dk l e; & l k; a5-00 cts

tMh cW/h 'kksk , oa fodkl I lFkku] mRrjk[k.M+ ds

ykd ikf/kdkjh vFkok ml ds dfez; ka }kjk vi us dR; ka ds fuožu ds fy, /kkfjr
rFkk iz; kx fd; s tkus okys fu; e] fofu; e] vuqsk funs'kd vkj vfhky[k dh
I puk &

(The rules , regulations, instructions, manuals and records , held by it or under its
control or used by its employees for discharging its functions)

tMh cW/h 'kksk , oa fodkl I lFkku] mRrjk[k.M+ dh vHkh dkbZ fu; ekoyh ugh cuh gA ykd
ikf/kdkjh , oa ml ds dkfeZka }kjk dR; ka ds fu/kkj .k o fuožu ds I azk ea fu.kz I lFkku dh izU/kdkfj.kh
I febr , oa vuq dku I ykgdkj I febr }kjk fd; k tkrk jgk gA

orZku ea o'kz 2010 I s I lFkku mRrjk[k.M jkT; vksk/kh; i kni ckMz ngjknw ds vUrxr
dk; jr gA

vfhky[k dk I f{kr ifjp; % I eLr vfhky[k foHkkxk/; {k @ dk; kzy; k/; {k
Lrj I s dk; kzy; ea vuq f{kr j [ka tkrsgA

fu; e] fofu; e] vuqsk] funs'kd vkj vfhky[k
dh ifr i ktr djusgrq i rk % i rk & funskd] tMh cW/h 'kksk , oa fodkl
I lFkku] xki soj vpekyhZ
njHkk" & 01372&252572 vdk-½
QDI & 01372&252572
bZey & &
vU; &

fu; e] fofu; e] vuqsk] funs'kd vkj vfhky[k
dh ifr dks i ktr djus dk 'kyd ¼; fn dkbZ gkz % : 0 10-00 ikFkZuki = dh QhI
% : 0 2-00 ifr i"B]
: 0 50-00 ifr I h-Mh @flyki h

tMh cWh 'kksk fodkl I LFkku]mRrjk[k.M+

ea

uhfr cukus ; k ml ds dk; kRo; u ds l cdk ea turk ds l nL; ka l s i jke'kZ ds fy,
; k muds i frfuf/kRo ds fy, fo | eku 0; oLFkk ds l cdk ea l puk &

(The 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 there of)

tMh cWh 'kksk , oa fodkl I LFkku dh uhfr; ka dk fu/kkZ .k 'kkI u }kjk fd; k tkrk gS , oa dk; kRo; u
funskd }kjk i cu/kdkfj .kh I febr ds fu.k; Z ds vuq kj fd; k tkrk gS uhfr fu/kkZ .k ds i dZ tui frfuf/k; ka , oa
xj I jdkjh I LFkku ka l s 0; ki d fopkj foe'kZ fd; k tkrk gS I kFk gh jkT; vkSk/kh; i kni ckMZ ftI ds v/; {k }
ekuuh; eq; ea h th] mRrjk[k.M+ gS rFkk mik/; {k o l nL; vU; tui frfuf/k o x.keU;] 0; fDr gS] }kjk
fy; s x; s fu.k; Z ds vuq kj jkT; ea vkSk/kh; , oa l cu/k i kSkka ds fodkl dh dk; bkgH I LFkku }kjk dh tkrh gS

tMh cW/h 'kks/k , oa fodkl I lFkku] mRrjk[k.M+
ds

nLrkost tks ykd i kf/kdkjh }kjk /kkfjr ; k ml ds fu; æ.kk/khu g\$ i dxkð ¼
Categories ½ ds vuq kj &

(A statement of the categories of documents that are held by it or under its control)

tMh cW/h 'kks/k , oa fodkl I lFkku ds ykd i kf/kdkjh ds fu; æ.kk/khu fuEu i dxkð
ds nLrkost jgrs gA

- ❖ jk"Vh; vksk/kh; i kni ckM] ubZ fnYyh }kjk Lohdr i fj; kst uk, A
- ❖ I lFkku }kjk I pkfyr i fj; kst uk; A
- ❖ fofHkUu cBdka dh dk; bkgh o fu.k; A
- ❖ Hkksrd o forrh; y{; , oamI ds I ki \$k i xfrA
- ❖ 'kkI u o fofHkUu fofHkxka I si =kpkjA

tMh cW/h 'kksk , oa fodkl I hFkku] mRrjk[k.M+ ds

ckMkz] ifj"knka] I febr; ka vksj vU; fudk; ka dk foj.kA I kFk gh foj.k fd D; k
mu ckMkz] ifj"knka] I febr; ka vksj vU; fudk; ka dh cBda turk dsfy, [kyh gksch
; k cBda ds dk; bRr rd turk dh igp gksch &

(A statement of the boards , councils , committees and other bodies consisting of
two or more persons constituted as its part or for the purpose of its advise, and as
to whether meeting of those boards, councils, committees and other bodies are
open to the public or the minutes of such meeting are accessible for public)

tMh cW/h 'kksk , oa fodkl I hFkku ds varxh dkbz ckMz ifj"kn] I febr; kW rFkk vU;
fudk; orzku eaLFkfi r ugh gsrFkk foj.k fuEu ik: i ij iLr r gS%&

1& I Ec) I hFkk dk uke , oa irk % &

2& I Ec) I hFkk dk idkj
1/2 ckMz ifj"kn] I febr] fudk; ; k vU; 1/2 % &

3& I Ec) I hFkk dh I fklr ifjpj
1/2 Fkki uk o"kmns ; @e[; dR; 1/2 % &

4& I Ec) I hFkk dh Hkfedk
1/2 jke' kh=h@i zU/k dkfj .kh@
dk; zkfj .kh@vU; 1/2 % &

5& Lo: i , oa orzku I nL; % &

6& e[; vf/kdkjh dk uke % &

7& e[; dk; ky; , oa vU; 'kk[kkva ds i rs % &

8& cBd dh vkofRr % &

9& D; k cBd ea turk Hkx ys I drh gS % &

10&D; k cBd dk dk; bRr r\$ kj
fd; k trk gS \ % &

11&D; k turk cBd dk dk; bRr iklr dj
I drh gS ; fn gkwrks i fd; k dk foj.k % dk; jr ugh gS vr% I puk 'k];
gA

I hFkku dh i zU/kdkfj .kh I febr , oa vuq zku I ykgdkj I febr dh cBda ea fl QZ I nL; x.k gh Hkx
ys I drs gA fdUrq cBds ds dk; bRr rd turk dh igp gS I drh gA

tmh cwh 'kksk , oafodkl I lFkku] mRrjk[k.M+

ea

fu.kz djus dh ifdz k ¼ ; bsk.k , oamRrjnkf; Ro I fgr½ &

(The procedure followed in the decision making process, including channels of supervision and accountability)

I lFkku I s I af/kr I eLr fu.kz i cu/kdkfj.kh I febr dh cBd eafy; s tkrh
gA vuq akku I ykgdkj I febr }kjk vuq /kku I afkh ekeyka ea fofHkuu dk; kA dh
i kFkfedrk fu/kkZjr dh tkrh gA uhr fo"K; d ekeyka ea fu.kz 'kkl u }kjk fy; k
tkrk gA

тМл cл/h 'kksk , oa fodkl I лFkku] mRrjk[k.M+
ea

vf/kdkfj ; ka vksj deпkfj ; ka dh funs'kdk &

(A directory of its officers and employees)

тМл cл/h 'kksk , oa fodkl I лFkku ds Lohdr inka ds fo: } vHkh p; u dh dk; bkg h i wKz ugh gбz gл p; u ds i'pkr-gh funs'kdk r\$ kj dh tk; sh orzku ea dk; jr deпkjh i frfu; qDr ; k l fonk ij r\$kr gл tkudkjh grqfuEu ik: i ea i Lrп gs &

d l a	uke	i nuke	, I OVhD MhO dkM	njHk"K		ODI	bDesy	i rk
				dk; ky;	vkokl			
1-	Mk- vkj-l h- l hnfj ; ky i frfu; qDr	funskd	01372	254273	&	254210	-	funs kky;] тМл cл/h 'kksk , oa fodkl I лFkku] xki s oj %peksyh½
2-	Mk-oh-i h-HkVV l fonk	oKkfud ^ch^	01372	254273	&	254210	-	funs kky;] тМл cл/h 'kksk , oa fodkl I лFkku] xki s oj %peksyh½
3-	Mk- l h-i h- dfu; ky l fonk	oKkfud ^ch^	01372	254273	&	254210	-	funs kky;] тМл cл/h 'kksk , oa fodkl I лFkku] xki s oj %peksyh½
4-	Mk- Mh- , l- fc"V l fonk	gchDvf/kdkjh oKkfud ^ch^	01372	254273	&	254210	-	funs kky;] тМл cл/h 'kksk , oa fodkl I лFkku] xki s oj %peksyh½
5	Jh eqkh i d kj	vk"kyfi d	01372	252572	&	253855	&	funs kky;] тМл cл/h 'kksk , oa fodkl I лFkku] xki s oj %peksyh½
6	Jh vrj fl g	dfu"V fyfi d	01372	252572	&	253855	&	funs kky;] тМл cл/h 'kksk , oa fodkl I лFkku] xki s oj %peksyh½
7-	Jh uck vyh	Mtboj	01372	252572	&	253855	&	funs kky;] тМл cл/h 'kksk , oa fodkl I лFkku] xki s oj %peksyh½
8-	Jh y[kir uxh	pi jkl h	01372	252572	&	253855	&	funs kky;] тМл cл/h 'kksk , oa fodkl I лFkku] xki s oj %peksyh½
9-	Jh fo kl xj mfu; ky l fonk	y[kkdkj	01372	252572	&	253855	&	funs kky;] тМл cл/h 'kksk , oa fodkl I лFkku] xki s oj %peksyh½
10-	fjDr	Okk/vkfVLV	&	&	&	&	-	&
11	fjDr	Vdd	&	&	&	&	-	&
12	fjDr	j l k; u	&	&	&	&	-	&

		i f j p j						
13	fjDr	gchDi f j p j	&	&	&	&	-	&
14	fjDr	oKk0i f j p j	&	&	&	&	-	&
15	fjDr	vnzyh	&	&	&	&	-	&
16	Mk- gek ykguh i frfu; qDr	'kkk vf/kdkjh	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
17	Jh uinbz pkjku i frfu; qDr	dfk vud kku vf/kdkjh	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
18	Mk- l pny 'kkg i frfu; qDr	OkeZ fujh(kd	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
19	Jh vkj0cd0; kno i frfu; qDr	OkeZ fujh(kd	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
20	oKkfud&ch 1/2 l k; u1/2	fjDr	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
21	oKkfud&ch 1/2 l kj1/2	fjDr	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
22	rduhdh l gk; d	fjDr	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
23	QhYM l gk; d&04	fjDr	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
24	Jh i h0l h0feRry l fonk	ys[kkdkj	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
25	LVuk@; wMh- l h-& 02	fjDr	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw
26	Jh uhj t l fonk	dEl; Wj vki jVj	0135	2698305	&	2698305	cap_selaqui @ indiatimes.c om	I xL/k i kni dlnj I sykdbj ngjknw

14	Jh foukn fc"V	dfu"B 'kkk'k Nk=	15]000	^	^
15	Jh fouhr i jkfg	dfu"B 'kkk'k Nk=	12]000	^	^
16	Jh fnusk plnz frokjh	dEl; Wj l gk; d	11]000	^	^
17	Jh [kqky fl g usxh	QhYM l q jokbtj	11]000	^	^
18	-	ekLVj V&l l'84 in½	8]000 ifr ekLVj V&l l	^	^

tMh cW/h 'kksk , oa fodkl I LFkku] mRrjk[k.M+
ds

vunqu @ jktl gk; rk dk; Zeka dsfdz klu; u dh jhfr] ftl ea vkoVr jkf'k vkj
, d s dk; Zeka ds ykHkFkZ C; kjs I feefyr g&

(The manner of execution of subsidy programmes, including the amounts
allocated and the details of beneficiaries of such programmes)

tMh cW/h ds d'kdj.k dks i kRl kgr djus grq ou , oa xkE; fodkl vk; Qr 'kk[kk] m | ku] ngjknw
mRrjkpy 'kkl u }kj k fuxr I [; k 848/XVI/05/6(122)/05 fnuad 03 vxLr] 2005 dr rgr mRrjkpy jkT;
ea vksk/kh; , oa l x/k iknka dk d'kdj.k djus okys i at h d r d "k dka dks foHklu jktdh; ; kst ukvka ; Fk
gkVdYpj VdukykWh fe'ku jk"Vh; vksk/kh; ikni ckM tykxe izlU/k ; kst ukvka vkfn ds vaxr foHklu
izkj ds vunqu dh 0; oLFk dh x; h g& I kFk gh foHklu vksj kfudh fodkl dk; Zeka ea Hk jkT; I jdkj }kj
50 ifr'kr vunqu inRr fd; s tkus dh 0; oLFk Hk dh x; h g&

bl en ea vHk rd fdl h Hk izkj dh dkbZ /kujkf'k miyC/k ugh gk ik; h gS rFk mDr vknkka ds
rgr bl Lrj I s dk; bkg xfreku g& vunqu dh ik=rk j[kus okys d"kdka dks vunqu rc gh vuell; gksk
ftl ds uke ij Hk gskh rFk pflgr doy 26 iztkfr; ka dk d'kdj.k vkjEHk djus ds i'pkr gh ns gsk
fofnr g& vunqu ed; ; i I s jk .k I kexh ¼ i ksk @ cht @ d'Vax½ ds : i ea fn; k tk; xkA iR; d iztkfr
grq vunqu ml iztkfr ds d'kdj.k ij gks okyh ykx ds vuq kj fu/kkZjr fd; k tkuk g& mDr 26 tMh
cW/h iztkfr; ka ds d'kdj.k vkjEHk djus grq bl Lrj I s d"kdka dks i kRl kgu fn; k tk jgk g& ykHkFkZ; ka dh
I ph mDr ifdz kvka ds I a lu fd; s tkus ds mijUr gh rS kj dh tkuh I Hko gskhA

tMh cW/h 'kksk , oa fodkl l LFkku] mRrjk[k.M+
ds

fj; k; rkh vuKki =ka rFkk i kf/kdkjka ds i kflrdrkz/ka ds l adk ea fooj .k

(Particulars of recipients of concessions, permits or authorizations granted by it)

o'kz 2008 rd dlnh; vksk/kh; i kni ckMz Hkkjr ljdkj ubz fnYyh }kjk fl QZ vksk/kh; , oa l ak/k i kni ka dh vuqf/kr df'kdj.k dk; bE ds varxzr d"kdka l s ifj; kstuvka ds i Lrko ekka tkrS FkA ftl s bl Lrj l s forr i ksk.k gsrq dlnh; vksk/kh; i kni ckMz Hkkjr ljdkj ubz fnYyh dks l nfhkr fd; k tkrk FkA ifj; kstuk i Lrko mUgha d"kdka ds l nfhkr fd; s tkrS FkA tks fd viuh futh Hkne ij dlnh; vksk/kh; i kni ckMz Hkkjr ljdkj] ubz fnYyh }kjk izdkf'kr ekzhf'kdz ea bixr tMh cW/h iztkfr; ka ij df'kdj.k djuk pkgrs ga rFkk ifj; kstuk i Lrko ea layXu tehu ds nLrkost rFkk dnrk o fodrk ds cht vuqf dkj ds rgr gh bl Lrj l s forr i ksk.k gsrq l nfhkr fd; s tkrS FkA d"kdka l s mDr ifj; kstuk i Lrkoka eafdl h izdkj dk vkonu 'kyd ugh fy; k tkrk FkA

orZku ea o'kz 2009 l s jk'Vh; vksk/kh; i kni ckMz ubz fnYyh }kjk jkT; ka ea jk'Vh; tMh&cW/h fe"ku ds vlrxzr df'kdj.k , oa ul jh LFkki uk gsrq forr i ksk.k fd; k tk jgk ga bl ds vlrxzr jkT; ds fofHku tuinka ea egroi wZ p; fur tMh&cW/h; ka dh o'kz 2011 rd dgy 111 y?kq , oa vkn"kz ul j; k LFkkfir dh tk pph ga fe"ku ds vlrxzr o'kz 2010 ea 300 gD , oa o'kz 2011 ea 400 gD Hkne ij p; fur iztkfr; ka dk df'kdj.k dj; k x; k ga

tMh cW/h 'kksk , oa fodkl I LFkku] mRrjk[k.M+

ea

dR; ka ds fuožu ds fy, LFkfi r ekud @fu; e &
(The norms set by it for the discharge of its functions)

dR; ka ds fuožu ds fy, LFkfi r ekud fu; e dR; ka ds fuožu ds fy,
mRrjk[k.M+ 'kkl u }kjk I e; & I e; ij fu/kkZjr izkkl fud , oa foRrh; ekud fu; e
fo|eku gA

tMh cW/h 'kksk , oa fodkl I LFkku] xki soj ½pekyh½ mRrjk[k.M dks gcZy LVV/
ds : i ea fodfl r fd; s tkus ds mnA; I s foHkUu I g; kxh I LFkkvka ds I g; kx I s
I LFkku }kjk jkT; ea tMh cW/h ds I exz fodkl dh dk; Z kstuk dk I pkyu fd; k tk
jgk gS rFk I LFkku tMh cW/h ds I exz , oa I rr-fodkl ds fy, I i wZ mRrjk[k.M+ ea
fuEufyf[kr dk; Z ks=ka ea dR; ka ds fuožu gsrq dk; j r gA

- ❖ mRrjk[k.M dh cgeV; tMh cW/h; ka dk I oZk.k , oa I j {k.kA
- ❖ vksk/kh; , oa I xU/k i kSkka dh df"k rduhd fodfl r djuk o fdI kuka dks
df"kdj.k ea I gk; rk inku djukA
- ❖ vksk/kh; , oa I x/k i knika dh xqkoRrk fu; a.k rFk I fdz rRoka ij 'kksk
, oa fodkl A
- ❖ ekuo I d k/ku fodkl o vksk/kh; , oa I x/k i knika ds df"kdj.k I aZkh
I puk dk ipkj id kj djukA
- ❖ mRrjk[k.M+ ea vuq dkku , oa fodkl dk; kZ ea yxh I LFkkvka @ foHkxka ds
e/; I ello; LFkfi r dj fn'kk funZku inku djuk vkfnA

तमह चवह 'कसक , oa fodkl I अFkku] mRrjk [k.M+

ea

byDVfud : i ea l puk ds l cak ea C; kjs tks ml dks mi yC/k gks ; k ml ds }kjk /kkfjr gka &

(Details in respect of the information , available to or held by it, reduced in an electronic form)

तमह चवह 'कसक , oa fodkl I अFkku] mRrjk [k.M+ I s b&ey@nijHkk"k @ODI @यकिह , oa l h-Mh- I s l puk, a i klr dh tk l drh gA funskky; rFkk v/khuLFk dk; k&y; ka ds nijHkk"k tu I g; ksx grq fuEu izdkj i Lrq gS %&

dk; k&y; dk uke

nijHkk"k @ ODI ua

1) funskd

01372 & 254273@254210
b&ey & director_hrdi@yahoo .in

funskky; तमह चवह 'कसक
, oa fodkl I अFkku] xksi s oj ½peksyh½

2) fu; æ-d]

I x/k ikni dñi I sykdbZ
ngjknw

0135 & 2698305/W/SyhODI ½
b&ey & cap_selaqui@ indiatimes.com

tMh cW/h 'kksk , oafodkl l lFkku] mRrjk[k.M+ dh

vU; mi ; kxh l puk, a &

(Other Important Information's)

tMh cW/h 'kksk , oafodkl l lFkku ds ied[k dk; de %&

- 1) mRrjk[k.M+dh cgeV; tMh & cW/h; ka dk l oqk.k , oal j{k.k djukA
- 2) vSk/kh; , oal x/k iSkka dh tsh; fofHkurk] ck; k/Duksykh o vkuqk'kdh l qkj ij 'kksk djukA
- 3) vSk/kh; , oal x/k iSkka dh df"k rduhd fodfl r djuk o fdl kuka dks df"kdj.k ea l gk; rk inku djuk A
- 4) vSk/kh; , oal x/k i knika dh xqkoRrk fu; a.k rFk l fdz; rRoka ij 'kksk o fodkl djukA
- 5) ekuo l d k/ku fodkl o vSk/kh; , oal x/k i knika ds df"kdj.k l edkh l puk dk ipkj&i d kj djukA
- 6) mRrjk[k.M+ea vuq dtku , oafodkl dk; k ea yxh l lFkvka @foHkxka ds e/; l ello; lFkfir dj fin'kk funzku inku djukA
- 7) 0; kol kf; d egRo okys tMh cW/h , oal x/k iSkka l s ykh ikr djus grq mudh [krh o id l dj.k i krl kfgr djukA
- 8) tMh cW/h dh mRi knrk o xqkoRrk c<kus grq mudh dVkbZ ds i dZ , oal i 'pkr- dh fof/k; ka ds fodkl dks i krl kguA
- 9) ry iztkfr; ka dh mRi knrk o xqkoRrk c<kus grq mudh dVkbZ ds i dZ , oal i 'pkr dh fof/k; ka , oal vki ou rduhdka dk fodkl dj i krl kgu nsukA
- 10) xqkoRrk & i ek.khdj.k l qo/kk, a mi yC/k djukA
- 11) tMh cW/h , oal x/k iSkk vk/kfjr m|kska ds fujUrj fodkl grq mudh ekk o vko'; drk dSunr 'kksk djukA
- 12) tMh cW/h , oal x/k m|ksx; ka , oal d"kdka dks uohure l puvka dh tkudkjh nsukA
- 13) tMh cW/h , oal x/k iSkka ds {ks= ea xqkoRrk okys mRi knka , oal ok, a nws dks mRrjk[k.M+dh mRd"B igpku cukrs gq mi yC/k l xdk iztkfr; ka dks yEcs l e; rd mi ; kxh cukukA

tMh cW/h 'kksk , oafodkl l lFkku }kj l puk ikr djus dh ifdz k %&

l puk dsfy, vujksk fuEu izdj dja %&

- ❖ I p̄uk i klr djus ds bPN d 0; fDr fgl nh vFkok vaxzh eafyf[kr : i ea ; k bDesy }kjk vugjksk dj l drsgA
- ❖ I p̄uk dk vkonu i = tMh cW/h 'kksk , oafodkl l fFkk ds ykd I p̄uk vf/kdkjh dks fn; k tk, xkA
- ❖ ; fn dkbz vugjksk d r k z vkonu i = fy[kus ea vl eFkz gks rks ykd I p̄uk vf/kdkjh l gk; rk i nku dj ds ml ds ekS[kd vugjksk dks fyf[kr : i ea ntZ dj xA
- ❖ vkonu i = ea dN vko'; d tkudkj h nsk t: jh gS ftl l s ml ij dk; bkg h djus ea l gfy; r @ vkl kuh gkA

vkonu & i = eamYy[k dh tkus okyh ckra fuEuor-gS %&

- vugjksk d r k z dk uke
- fi rk @ i fr dk uke
- i = kpkj @ l Ei dZ dk ijk i rk
- bPNr I p̄uk dk Li "V foj .k
- vkonu dk 'kYd tek djus dk i ek .k
- xjhch j[k k l s u h ps vk; dk i ek .k ¼ fn dkbz gkS
- vkonu i = tek djus dh fr fFk
- vkond ds gLrk{kj ; k vaxBs dk fu'kku

tMh cW/h 'kksk , oafodkl l fFkk }kjk I p̄uk i klr ds fy, fu/kkZjr 'kYd %&

I p̄uk fu/kkZjr 'kYd ds Hkkqrku ij gh mi yC/k dj kbz tk; xhA rFkfi xjhch j[k k l s u h ps ds vkond }kjk dkbz 'kYd ns ugh gks xA

vkonu 'kYd %&

I p̄uk ds fy, vugjksk djrs le; vkonu i = ds l kFk fu/kkZjr 'kYd : 0 10 ns gks xA vkonu 'kYd fn; scxS I p̄uk dk vugjksk Lohdkj ugh gks xA

vkonu 'kYd : 0 10 i fr vkonu i = ds vfrfjDr I p̄uk i klr ds fy, fu/kkZjr 'kYd fuEu idkj gS %&

- I p̄uk dh %&
 - 1) rS kj dh x; h l kexh vFkok
 - 2) vfhky[k dh Nk; k i fr nus ij A4 ; k A3 l kbZt ds , d i "B dk : 0 2 i fr ist
- cMh vdklj ds dx t eafdl h i frfyfi fn; s tkus ij ml dh okLrfod ykx rA
- vfhky[kka dk fujh{k .k djus ds fy; s i Fke ?k/s grq dkbz 'kYd ugh , oa ml ds i 'pkr- i R; d 15 feuV vFkok ml ds Hkkx grq 'kYd : 0 5-00

- I h-Mh@ 9lyki h ea l p uk mi yC/k dj kus dsfy; s : 0 50 ifr I h-Mh@9lyki hA
- efnr ik: i ea nh x; h l p uk ds fy, s] , d s izk'ku ds fy, fu; e dher ; k , d s izk'ku l s m } j . kka dh Qk/ks ifr dsfy, ifr i "B : 0 2-00 A
- I 8iy @ ekMy dh n'kk ea ml dh okLrfod ykxrA

tMh cW/h 'kksk , oa fodkl I l Fkku ea ; kstuk dk fdz kUo; u %&

I l Fkku fuEu fl }kUrka dk ijLij Hkxhnhkj }kjk I Qy fdz kUo; u dj viuh ifrLi/kkz 'kDr cuk; s j [kus dsfy, iz Ru'khy gS%&

- ❖ mRi knd , oa drk dh l ok dks i kFkfedrk n s u k A
- ❖ ijLij l g; kx l s m | ferk dks i kRl kgu n s u k A
- ❖ mPp 0; kol kf; d] ulfrxr , oa xqkoRrk vk/kkfjr dWnz ds : i ea ekU; rk i k u k A
- ❖ 'kksk , oa fodkl }kjk uohurk, a y k u k A
- ❖ mPp rdudh mi dj . kka GC-MS, HPLC, HPTLC, Spectrophotometer, Polarimeter, FTIR vkfn l s l fTtr 'kksk , oa fodkl iz kx'kkykA
- ❖ i Ung , dM+{ks= ea iz kx} in'kU i {ks= , oa gkbVsd ul j h A
- ❖ tMh&cW/h; ka ds l kfgR; l s l Ecfu/kr l q fTtr i qrdky; A
- ❖ d'kdk ds tMh&cW/h df'kdj . k grq vuupku 0; oLFkk mi yC/kA

tMh cW/h 'kksk , oa fodkl I l Fkku ds v/khu l x/k i kSkk dWnz] l ykdWZ ea mi yC/k l qo/kk, a %&

- ❖ ijs insk ea DyLVj vo/kkj . k vk/kkfjr vkl ou bdkbz kNm i yC/kA
- ❖ i kpb , dM+{ks= ea iz kx} in'kU i {ks= , oa gkbVsd ul j h A
- ❖ mPp rdudh mi dj . kka GC-MS, HPLC, HPTLC, GC, UV, Spectrophotometer, Polarimeter, FTIR vkfn l s l fTtr 'kksk , oa fodkl iz kx'kkykA
- ❖ 0; kol kf; d , oa rdudh i f'k{k . k grq 90 i f'k{k . k kfkz ka dh {kerk okyk l q fTtr i f'k{k . k d {kA
- ❖ l x/k i kSkka l s l Ecfu/kr i qrdky; A
- ❖ l x/k ry vk/kkfjr m | kxka ds l kfk l keatL; cukus dh l qo/kk, A