

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION**

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (i)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Particulars of Organization, Functions and Duties of the Department

Organization

Article 77(3) of the Constitution of India lays down as follows:

(3) “The President shall make rules for the more convenient transaction of the business of the Government of India, and for the allocation among Ministers of the said business”.

Under the above provision, the President has made the “Government of India (Allocation of Business) Rules, 1961”.

Rule 2 of these Rules says as follows:-

(2) “Allocation of Business – The business of the Government of India shall be transacted in the Ministries, Departments, Secretariats and Offices specified in the First Schedule to these rules (all of which are hereinafter referred to as ‘Departments’)”.

Rule 3(1) of the above Rules further says that “the distribution of subjects among the Departments shall be specified in the Second Schedule to these Rules.....”.

A Department is responsible for formulation of policies of the government in relation to business allocated to it and also for the execution and review of those policies.

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution seeks to define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify:

- (a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and

- (b) the circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

For the efficient disposal of business allotted to it, a Department is divided into Bureaus, Divisions, Branches and Sections.

A Department is headed by a Secretary to the Government of India who acts as the administrative head of the Department and principal adviser of the Minister on all matters of policy and administration within the Department.

The work in a Department is divided into Bureaux with a Special Secretary / Additional Secretary / Joint Secretary in charge of each Bureau. Such a functionary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his Bureau, subject to the overall responsibility of the Secretary for the administration of the Department as a whole.

A Bureau comprises a number of Divisions each functioning under the charge of an officer of the level of Director / Joint Director / Deputy Secretary. A division may have several branches each under the charge of an Under Secretary or equivalent officer.

A Section is generally the lowest organizational unit in a department with a well defined area of work. It consists of Assistants and Clerks supervised by a Section Officer. Initial handling of cases (including noting and drafting) is generally done by, Assistants and Clerks who are also known as the dealing hands.

While the above represents the commonly adopted pattern of organization of a Department, there are certain variations, the most notable among them being the Desk Officer System. In this system the work of a Department at the lowest level is organized into distinct functional Desks each manned by two Desk functionaries of appropriate ranks i.e. Under Secretary or Section Officer. Each desk functionary handles the cases himself and is provided adequate stenographic and clerical assistance.

The Ministry of Human Resource Development (HRD) is one of the Ministries specified in the First Schedule of the above Rules, and consists of the following two Departments:-

- i. Department of Higher Education (HE)**
- ii. Department of School Education & Literacy (SE & L)**

The Minister of Human Resource Development heads the Ministry of HRD. For purposes of the Departments of Higher Education and School Education & Literacy, he is presently assisted by two Ministers of State, HRD.

At the administrative level, the Department of Higher Education is headed by a Secretary who is assisted by one Special Secretary and a number of Joint

Secretaries/EA, Directors / Deputy Secretaries/DEA, Under Secretaries / Desk Officers and Section Officers.

Names of Bureaux in the Department, and Bureau-wise numbers of Division, Subordinate Offices, PSUs and Autonomous Organizations are shown below:

S. No.	Name of the Bureau	No. of		
		Subordinate Offices	PSUs	Autonomous Organisations
1.	Administration	-	-	-
2.	University Bureau	-	-	35
3.	Higher Education	-	-	07
4.	Technical Education	-	1	86
5.	TEL	-	-	1
6.	Languages	3	-	11
7.	Planning	-	-	1
8.	Integrated Finance Division	-	-	-
9.	ICC/INC	-	-	2
	TOTAL	3	1	143

FUNCTIONS AND DUTIES

The following subjects are allocated to the Department of Higher Education, as per Second Schedule to the Govt. of India (Allocation of Business) Rules, 1961:

1. University education; Central Universities; Rural Higher Education, Foreign Aid Programme relating to Higher Education, Technical Education Planning and Development of School Education.
2. Institutions of higher learning (other than Universities).
3. Books [other than the books with which the Ministry of Information and Broadcasting is concerned] and Book Development (excluding stationery paper and news print industries with which the Ministry of Commerce and Industry is concerned) with respect to the items in the list.
4. Audio Visual Education with reference to the items in the list.
5. Production of University level text-books in Regional Languages.
6. The Copyright Act, 1957 (14 of 1957) and International Conventions on Copyrights.

7. Educational research.
8. Publications, information and statistics.
9. Teacher's training with reference to the items in the list.
10. Development and propagation of Hindi, including multi-lingual dictionaries.
11. Grant of Financial assistance for the teaching and promotion of Hindi.
12. Propagation and development of Sanskrit.
13. Rehabilitation and other problems relating to displaced teachers and students.
14. Central Advisory Board of Education.
15. UNESCO and Indian National Commission for Cooperation with UNESCO.
16. Matters relating to all scholarships including those offered by foreign countries and foreign agencies in subjects dealt with by this Department but excluding scholarships to students belonging to scheduled castes and scheduled tribes, de-notified, nomadic and semi nomadic tribes and General Scholarships Schemes and scholarships to foreign students and different schemes.
17. Education and Welfare of Indian Students overseas; Education Departments of Indian Missions overseas; Financial assistance to education institutions and Indian Students' Associations abroad.
18. Educational Exchange Programmes; exchange of teachers, professors, educationists, scientists, technologists, etc.; programme of exchange of scholars between India and foreign countries.
19. Grant of permission to teachers of Universities, colleges and institutions of higher learning to accept assignments abroad.
20. Admission of foreign students in Indian Institutions.
21. Charities and Charitable Institutions, Charities and Religious Endowments pertaining to subjects dealt within this Department.
22. Ad-hoc scientific research, other than research in higher mathematics, nuclear science and atomic energy, in universities and educational institutions.
23. Vigyan Mandirs.

24. General Policy regarding partial financial assistance to Scientists going abroad for studies in fields other than mathematics, nuclear science and atomic energy.
25. Expansion, Development and Coordination of Technical Education.
26. School of Planning and Architecture.
27. Regional Schools of Printing.
28. Grants-in-aid to State Government institutions, non-Government institutions, professional bodies and technical institutions of Union Territories for technical education. Grants-in-aid for post graduate studies in basic sciences, grants-in-aid for development of higher scientific and technological education and research in educational institutions; Grants-in-aid for fundamental research in science and Technology; grants to individuals for fundamental research.
29. All India Council for Technical Education including conduct of its National Diploma and National Certificate Examinations.
30. Practical training facilities for students of engineering and technological institutions.
31. Recognition of professional technical qualification for purposes of recruitment to posts under Government of India.
32. National Research Professorships and Fellowships.
33. Holding of Foreign Examination in the fields of professional and technical education in India.
34. University Grants Commission.
35. National Council for Educational Research and Training.
36. National Book Trust.
37. Administrative Staff College of India, Hyderabad.
38. Indian School of Mines and Applied Geology, Dhanbad.
39. Indian Institutes of Technology at Kharagpur, Mumbai, Kanpur, Chennai, Delhi, Guwahati and Roorkee.
40. Indian Institute of Science, Bangalore.
41. The Tata Institute of Social Sciences, Mumbai.

42. International Students Houses in India and abroad.
43. Schemes for grant of financial assistance to voluntary organizations for promotion of modern Indian languages.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Part I : General

Powers and Duties of Officers and Employees of the Department

Powers and duties of officers and employees working in the Ministries of the Govt. of India are spelt out in Chapter III ("Machinery of Government") of the Central Secretariat Manual of Office Procedure published by the Department of Administrative Reforms and Public Grievances of the Government of India. This Manual is available on the relevant Ministry's website ("darpn.nic.in"). As per the above Manual, function, powers and duties of officers and employees of the Deptt. are as follows :

- (1) **Secretary** – Secretary is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry / Department, and his responsibility is complete and undivided.
- (2) **Additional Secretary** - The Additional Secretary assists the Secretary in the discharge of his functions and supervises the work of such Bureaux / Divisions as may be assigned to him by the Secretary.
- (3) **Joint Secretary / Education Advisor – The Joint Secretary / EA** is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his Bureau subject to the general responsibility of the Secretary for the administration of the Bureau as a whole.
- (4) **Director / Deputy Secretary/ Jt. Dir / DEA** – Director / Deputy Secretary / JD/ DEA holds charge of a Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on his own. He should use his discretion in taking orders of the Joint Secretary / Secretary on more important cases, either orally or by submission of papers.
- (5) **Under Secretary/Assistant Education Advisor/Assistant Director** – An Under Secretary/ Assistant Education Advisor/Assistant Director is in charge of the Branch consisting of one or more sections / Desk and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

- (6) **Section Officer:** Section Officer is over all responsible for maintaining discipline in the Section, distribution of work among the staff management & co-ordination of the work and issuance of letters.
- (7) **Assistant / Upper Division Clerk** - He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him.
- (8) **Private Secretary/ Personal Assistant/ Stenographer** – He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information.
- (9) **Lower Division Clerk** – Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, typing, despatch and submission of routine and simple drafts etc.

Part II : Bureau Specific Posts

In addition to the posts mentioned in Part I which are generally common to all Bureaux, some Bureaux in the Department have certain posts which are specific to them. These posts along with nature of work assigned to them are as follow:

A. Language Bureau

1. **Director, Official Languages (OL):** He coordinates and monitors the implementation of Official Language Policy of the Union of India in the Departments of Higher Education and the Department of Elementary Education & Literacy as well as in Departments' offices/ Universities/ Boards etc. as per the orders/guidelines issued by the Department of Official Language, Ministry of Home Affairs. He also acts as the Member Secretary of Hindi Salahakar Samiti of Ministry of Human Resource Development.
2. **Assistant Directors (OL):** Vetting of translation from English to Hindi and viceversa. To assist Director (OL) in the work relating to implementation of Official Language Policy of the Union of India in both Education Departments of the Ministry of Human Resource Development. To assist Director (OL) to ensure proper compliance of the provisions of Official Language Act and Orders issued there under.
3. **Senior/Junior Translators:** Translation of material i.e. Parliament Questions, Cabinet Notes, letters emanating from HRM/MOS and offices of other senior officers, delay statements, standing committee, CAGE committee, notification, resolutions, general orders etc.

B. Planning Bureau

4. **Senior Statistical Officer (s):** Collection & Compilation of Educational Statistics covering various topics in this connection.
5. **Statistical Investigator (s):** Collection, scrutiny, compilation and analysis of data relating to Budget provisions and expenditure in Education in publication by Centre and State Govts. Publication of (i) Analysis of Budgeted expenditure on Education and (ii) Annual Financial Statistics on Education after analyzing the data collected. (iii) Coordination in respect of various Plan schemes of Department of Higher Education and liaison with Planning Commission.
(iv)Compilation and preparation of Five Year Plan and Annual Plan.
6. **Computer:** Data Entry work & computerization of data entry work and helping in bringing out the Statistical publications.

C. ICC Bureau

7. **Special Officer (Book Promotion):** This is a specialized post and the duties of Special Officer (Book Promotion) include all policy and planning aspects relating to Book Promotional Activities within India and abroad.
8. **Licensing Officer:** Processing of scholarships offers from China, Japan, Mexico, Israel, Cuba, Czech, Slovak, Iran etc.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (iii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Procedure followed in the decision-making process, including channels of supervision and accountability

The Govt. of India (Transaction of Business) Rules framed under Article 77(3) of the Constitution defines the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify:

- (a) Cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its Committees for prior approval; and
- (b) The circumstances in which the Department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

2. Action on routine papers is initiated at the level of Dealing Assistants and on important papers, at higher levels e.g., Section Officer/Under Secretary. Normal Channel of submission of papers is :-

Dealing Assistant > Section Officer > Under Secretary > Deputy Secretary/Director

3. Above the level of Deputy Secretary/Director, a case may be disposed of at one of the following levels depending on its nature:-

Joint Secretary
Additional Secretary/Secretary
Minister of State/Minister

4. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Parliament Questions, appointment to Group "A" posts, foreign visits of Group "A" officers etc. are disposed of at the level of Minister. He has delegated following categories of cases for final disposal at the level of two Ministers of State:-

(i) MOS (PD)

1. Replies to all the Un-starred Questions in Parliament.
2. Fulfillment of Parliament Assurances.
3. Papers to be laid on the Tables of both the Houses of Parliament.
4. Extension of dates for fulfilling Parliament Assurances.
5. Authentication of papers to be laid on the Table of the House.
6. All cases of deputation abroad of Officers below the level of Deputy Secretary.
7. Sanctioning of disciplinary proceedings against all officers below Group A.

(ii)MOS (EA)

1. Matters relating to promotion of education amongst minorities such as Infrastructure Development of Minority Institutions (IDMI) and Scheme for Promotion of Quality Education in Madarsas (SPQEM);
 2. Matters relating to the Language Bureau including National Council for Promotion of Urdu Languages (NCPUL), National Council for Promotion of Sindhi Language (NCPSL), Central Institute of Classical Tamil (CICT) other than Universities.
 3. Matters relating to the National Foundation for Teachers Welfare (NFTW);
 4. Disposal of VIP reference other than those received from the Prime Minister, Cabinet Ministers, Governors and Chief Ministers of States which was previously assigned to Minister of State Smt. D. Purandeswari.
5. Cases not falling under above categories are disposed of at the level of Secretary/Special Secretary/Additional Secretary or Joint Secretary, depending upon their nature. Very routine cases are disposed of at lower level also, e.g., Deputy Secretary/Director or even Under Secretary.
6. In cases where appointment /sanction of grant-in-aid/scholarship etc. is to be done based on the recommendations of a Selection Committee /Grant-in-Aid Committee, etc., such recommendations are obtained and processed for final decision at the competent levels. Generally, all expenditure decisions require concurrence of / consultation with Financial Advisor or Ministry of Finance depending on the nature of the case.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (iv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Norms set by the Department for the discharge of its functions

Wherever applicable the Ministry follows norms for various items of work as laid down by concerned nodal Ministries/Departments/Organizations e.g. Ministry of Finance, Planning Commission, Ministry of Personnel, Public Grievances and Pensions, Central Vigilance Commission, Cabinet Secretariat, etc. In other cases, norms as laid down in guidelines/circulars etc. of the Ministry itself are followed, wherever applicable.

2. For day-to-day functioning of various Sections/Divisions/Bureaux, norms regarding time limits for disposal of important receipts are fixed by senior officers at desk stage wherever applicable. The time limit for disposal of various cases depends upon the nature of the files and the level of disposal. Cases, which require inter-ministerial consultation and reference to other Ministry (ies), tend to take more time.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (v)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Rules, Regulations, Instructions, Manuals and Records held by the Department or
under its control or used by its employees for discharging its functions**

Bureau	Rules, Regulations, Instructions, Manuals/ Records used for discharging functions
Administration	<ol style="list-style-type: none"> 1. Asstt. Education Officer (Statistics) Recruitment Rules, 1999 2. Joint Educational Advisor(Gen.) Recruitment Rules, 1988 (A proposal has been sent to DOP&T(RR) to amend RRs.) 3. Deputy Educational Advisor (Gen.) and 4. Asstt. Educational Adviser(Gen.) Recruitment Rules, 1987 (A proposal has been sent to DOP&T(RR) to amend RRs) 5. Education Officer(Gen.) Recruitment Rule, 1992 6. Addl. Apprenticeship Advisor/ Director (Tech.) Recruitment Rules, 1984 (A proposal has been sent to DOP&T(RR) to amend RRs.) 7. Ministry of Education (Group-A &Group –B Posts) Recruitment Rules, 1985. (A proposal has been sent to DOP&T (RR) to amend RRs). 8. Copyright Information Officer & Licensing officer – Group A posts, Recruitment Rules – 2004. (A proposal has been sent to DOP&T(RR) in ‘on-line’ to amend RRs) 9. Sr. Systems Analysts & Programmer (Amendment) Rules 2003. (A proposal has been sent to DOP&T(RR) to amend RRs for the post of Programmer). 10. Special Officer (Book Promotion) Recruitment Rules, 1984. (A proposal has been sent to DOP&T(RR) to amend RRs). 11. Ministry of HRD(Deptt. of Edu) Special Officer (Copyright) Recruitment Rules, 1985. (A Proposal has been sent to DOP&T(RR) ‘on-line’ to amend RRs).
Language	<ol style="list-style-type: none"> 1. Scheme of Assistance to State Government for Appointment of Language Teachers. 2. Scheme of Scholarship to Students from Non-Hindi speaking States for

	<p>Post Matric Studies in Hindi.</p> <p>3. Guidelines regarding the manner in which certificates are to be submitted by authentication seekers.</p>
Planning (EA Bureau)	<p>1. National Policy on Education, 1986, as revised in 1992;</p> <p>2. Central Advisory Board of Education.</p> <p>3. Report to the people on Education.</p>
ICC Bureau	<p>1. National Merit Scholarship Scheme.</p> <p>2. Auroville Foundation Act 1988 and Rules made thereunder.</p> <p>3. Scheme for Financial Assistance for Strengthening Voluntary Organizations engaged in Promotion of UNESCO's Programme and Activities.</p> <p>4. The Copyright Act, 1957</p> <p>5. The Copyright Rules, 1958</p> <p>6. The Register of Copyrights (as provided under section 44 of the Copyright Act)</p> <p>7. Index of the Register of Copyrights</p> <p>8. The Notification constituting the Copyright Enforcement Advisory Council (CEAC)</p>
TE Bureau	<p>1. The Institutes of Technology Act 1961.</p> <p>2. The Scheme, Regulations and Bye-laws of IISc., Bangalore</p> <p>3. Block Grant Scheme 2005 (Non-plan)</p> <p>4. All India Council for Technical Education Act, 1987 and rules made thereunder.</p> <p>5. Guidelines of the Scheme of Community Developments through Polytechnics</p> <p>6. Guidelines of the Scheme of Polytechnics for Persons with Disabilities.</p> <p>7. Apprentices Act, 1961 (amended from time to time)</p>
HE Bureau	CEI Act and other general instructions.
CU Bureau	<p>1. University Grants Commission, Act, 1956 and Rules made there under.</p> <p>2. The Banaras Hindu University Act, 1915 and the Rules made thereunder</p> <p>3. The Aligarh Muslim University Act, 1920 and the Rules made thereunder</p> <p>4. The University of Delhi Act, 1922 and the Rules made thereunder</p> <p>5. The Jawaharlal Nehru University Act, 1966 and the Rules made thereunder</p> <p>6. The North-Eastern Hill University Act, 1973 and the Rules made thereunder</p> <p>7. The University of Hyderabad Act, 1974 and the Rules made thereunder</p> <p>8. The Pondicherry University Act, 1985 and the Rules made thereunder</p> <p>9. The Indira Gandhi National Open University Act, 1985 and the Rules made thereunder.</p> <p>10. The Jamia Millia Islamia Act, 1988 and the Rules made thereunder</p> <p>11. The Assam University Act, 1989 and the Rules made thereunder.</p> <p>12. The Nagaland University Act, 1989 and the Rules made thereunder</p> <p>13. The Tezpur University Act, 1993 and the Rules made thereunder</p> <p>14. The Babasaheb Bhimrao Ambedkar University Act, 1994 and the Rules made Thereunder</p>

15. The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Act, 1996 and the Rules made thereunder.
16. The Maulana Azad National Urdu University, Hyderabad Act 1997 and the rules made there under.
17. The English and Foreign Languages University, Hyderabad Act 2007 and the rules made there under.
18. Rajiv Gandhi University, Itanagar Act 2007 and the rules made there under.
19. Indira Gandhi National Tribal University, Amarkantak Act 2008 and the rules made there under.
20. Manipur University, Imphal Act 2005 and the rules made there under.
21. Mizoram University, Aizwal Act 2001 and the rules made there under.
22. Sikkim University, Gangtok Act 2007 and the rules made there under.
23. Tripura University, Agartala Act 2007 and the rules made there under.
24. Visva Bharati, Shanti Niketan Act 1951 and the rules made there under.

Central University Act 2009 and **amendment** thereto, establishing following 16 Central Universities including three State Universities converted as Central Universities, and the rules made there under:

25. Central University of Bihar, Patna
26. Guru Ghasidas Vishwavidyalaya, Bilaspur, Chhatisgarh
27. Central University of Gujarat, Gandhinagar
28. Central University of Haryana, Narnaul
29. Central University of Himachal Pradesh, Kangra
30. Central University of Kashmir, Srinagar
31. Central University of Jammu, Jammu
32. Central University of Jharkhand, Ranchi
33. Dr. Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh
34. Central University of Karnataka, Gulbarga
35. Central University of Kerala, Trivandrum
36. Central University of Orissa, Bhubaneswar
37. Central University of Punjab, Bhatinda
38. Central University of Rajasthan, Jaipur
39. Central University of Tamilnadu, Tiruvarur
40. Hemawati Nandan Bahuguna Garhwal University, Srinagar, Uttarakhand

Apart from above MOP, DFPR, GFR and other general instructions of DOPT and general administration of Ministry of Finance are used for discharging Department's functions.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (vi)
 OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**Statement of the categories of documents that are held by
 the Department or under its control**

Bureau	Documents held
Administration	1. Orders of appointment and seniority lists of employees of the Department. 2. Posting/transfer orders of employees of the Department. 3. Retirement Register, 4. Immovable Property Return (IPR) Register, 5. Annual Performance Appraisal (APAR) Register, 6. Training Register. 7. Stock Registers 8. Work Orders given to Agencies engaged to provide various services like maintenance, cleanliness, transport etc. 9. Logbooks in respect of the Department's vehicles. 10. Registers for Receipts and Dispatch. 11. Bills received and paid for services and items like electricity, water, telephone, Petrol & Lubricants and Stationery.
Planning	1. Report to the people on Education. 2. Analysis of Budgeted expenditure on Education. 3. Annual Financial Statistics on Education. 4.
TE Bureau	Notification indicating composition of AICTE.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (vii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Department's policy or implementation thereof.

Draft legislations/Policy documents under consideration and Reports of various Committees, etc. submitted to the Ministry are placed on the Department's website, from time to time for inviting comments of the public.

Ministry of HRD has its own Citizen Charter through which general public can participate in policy formulation.

**INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (viii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005**

Statement of Boards, Councils, Committees or other Bodies consisting of two or more persons constituted as a part of the Department or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Bureau/ Division	Name of the Board/Council/ Committee/Other Bodies	Whether meetings of these Bodies open to public	Whether minutes of their meetings accessible for public
Administration	<ol style="list-style-type: none"> 1. Office Council of the Department. 2. Committee to examine complaints of sexual harassment of women at workplace. 3. Local Purchase Committee. 4. Canteen Committee. 5. Departmental Screening Committee(s) for MACP. 6. Departmental Screening Committee(s) for considering grant of financial up gradation under the Modified Assured Career Progression (MACP) Scheme of eligible officers/officials in the Ministry of Human Resource Development (Main Secretariat). 	NO	Yes, as per provisions of RTI Act.
Planning	<ol style="list-style-type: none"> 1. Central Advisory Board of Education (CABE). 2. Standing Committees of CABE. 		
Central University	<ol style="list-style-type: none"> 1. Task Force under Prof. MM Sharma constituted for basic scientific research in Universities. 2. Advisory Committee on promotion of Research in Science and Technology in Universities and other Academic, scientific and engineering institutions 3. Task Force to aid and assist the Govt. 	No	No
		No	No

	<p>in establishment of a Commission for Higher Education and Research (NCHER)</p> <p>4. Committee to evolve a comprehensive policy on the large issue of autonomy of institutions.</p> <p>5. Committee on Universities for Innovation in Liberal Arts</p> <p>6. Round Table on Legal Education</p> <p>7. Round Table on Higher Education</p> <p>8. Expert Group on National Accreditation Regulatory Authority for Higher Education Institution</p> <p>9. Task Force to advise and make appropriate recommendations for alleviation of shortage of quality faculty and design a robust.</p> <p>10. NCHER</p>	No	No
		No	No
		No	No
		No	No
		No	No
		No	No
ICC Bureau	<p>1. National Book Promotion Council (NBPC)</p> <p>2. National Book Trust (NBT)</p>	No	No
		No	No
TE Bureau	<p>1. Council of IITs</p> <p>2. Standing Committee of the Council of IITs</p> <p>3. Expert Committee appointed to examine the Vision Documents of the identified institutions and to suggest the plan of action for their upgradation to the level of IITs.</p> <p>4. Two Committees for implementation of the Charter of Indian Institute of Science for Education and Research (IISER) at Pune and Kolkata as recommended by the Scientific Advisory Council to the Prime Minister (SAC – PM).</p> <p>5. Standing Committee for IISERs.</p> <p>6. National Institute of Technology Council.</p> <p>7. BOG for each SPA and finance committees etc.</p>		
TEL Bureau	<p>1. Board of Governors, Finance Committee, Building & Works Committee and Senate of the Institutions</p> <p>2. Apex Committee</p> <p>3. PAB</p> <p>4. Standing Committee</p>	Yes, all these are uploaded on Sakshat portal.	Yes, all these are uploaded on Sakshat portal.

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ix)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Directory of Officers and Employees of the Department

**Uploaded on website mhrd.gov.in
under link “who’s who”**

(Updation till 01.03.2013)

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (x)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Monthly remuneration received by each of Department's Officers and Employees, including the system of compensation as provided in its regulations.

As per Statement enclosed at ANNEXURE- I

(As on 1st March 2013)

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Budget allocated to each of the Department's agencies, indicating the particulars of all Plans, proposed expenditures and reports on disbursements made

Uploaded on Ministry's Website mhrd.gov.in under link

"Statistics/Budget"

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xii)
 OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Sl. No	Bureau/Division	Name of the Subsidy Programme	Amount allocated	Manner of Execution	Details of Beneficiaries 2010-11(wef01.04.2010)
1.	Administration Division	1. HRM's Discretionary Fund	Rs.4.00 lakhs	On request and at the discretion of HRM	1. Shri C. Karthik, Tamil Nadu - Rs. 10,000/- 2. Shri Sanjay Semwal, Dehradun - Rs. 10,000/- 3. Ms Priyanka Sapra, Delhi - Rs. 10,000/- 4. Shri Manish Vashisth, Haryana - Rs. 20,000/- 5. Ms. A. Saranya, Tamil Nadu - Rs. 20,000/-
The amount allocated for HRM's Discretionary Fund has been reduced from the existing Rs. 5.00 lakhs to Rs. 4.00 lakhs . With effect from 1-4-2010 a revised guidelines along with revised application format have been framed and uploaded in the website of Department of Higher Education http://www.education.nic.in/ under the heading " Announcement ".					

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION

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Particulars of recipients of concessions, permits or authorizations granted by the Department

Sl. No.	Bureau/ Division	Type of Concession/ Permits/ Authorizations granted	Particulars of Recipients of the Concession/ Permits/ Authorizations
1.	Administration Division	1.Repair & Maintenance of Staff Cars	M/s New Delhi Car Clinic, R.K. Puram, ND
		2.Hiring of Vehicles for Official Use	M/s Jimmy Traders, Lodhi Colony, ND
		3.Supply of Petrol & Lubricants	M/s Prem Oil Corp., Church Road, ND-1
		4. Cleaning Services	M/s Yashikan Enterprises, Mandawali, Delhi-92
		5.Maintenance of Aquaguards	M/s Fairdeal Technologies, Naraina, ND
		6. AMC of RO System	M/s Euro Marketing Co.
		7.Cable connections	New Friends Cable Networks, Jawahar Bhawan & Airtel DTH
		8.Security Services	M/s Soni Security & Allied Services, Madangir, ND
		9. Name plate etc.	M/s Pattra Enterprises, ND
		10. Maintenance of Telephones	M/s B & U Telecom, Sangam Vihar, ND
		11. AMC Of EPBAX systems	M/sGurusons Communications, South Ex-II,ND
		12. Printing of official letters etc.	M/s Dolphin Printo-Graphics, Jhandewalan Ext. ND
		13. Preparation of Rubber Stamps	M/s Sachdeva Arts, Uttam Nagar, N.D
		14. Operationalsiation of Documentation Centre	M/s Sysmpoh Marketing Pvt. Ltd, Dariyaganj, ND
		15. AMC for Fax Machines	M/s Integrated Technologies, Arunanchal Bld., N.D-1
		16. Repair & Maintenance of Risograph machines	M/s VSM India (P) Ltd, ND
		17. AMC of Computers, Printers etc	Under Finalization
		18. Repair & Maintenance of	M/s Technical Services

		Electric Appliances	Trading Company Delhi
		19. AMC of ACs, Coolers and Water Coolers	M/s Technical Services Trading Company Delhi
		20. Repair & Maintenance of Furniture items	M/s Fairdeal Furnishing Co. ND & M/s Kamal Enterprises, Safderjung Enclave, ND
		21. Procurement of New Furniture items	M/s Fairdeal Furnishing Co. ND & M/s Kamal Enterprises Safderjung Enclave, ND
		22. Binding Work	M/s Surender Book Binder, ND
		23. Procurement of Toner, Printer Cartridge/Stationery	M/s NCCF Ltd. & M/s Kendriya Bhandar, ND
		24. Procurement of Photocopy paper	M/s Kendriya Bhandar & M/s Crescut Stationer, ND
		25. Pest Control Service	M/s Pest Control Incorporated, Sant Nagar, ND
		26. Parking Group Service	M/s Soni Detective Allied Service, Madangir, ND
		27. Dry Cleaning of Sofa etc	M/s Super Star Dry Cleaning, ND
		28. Labour Service	M/s H.L. Gorhaiya Labour, ND
		29. Cleaning of Room	M/s Soni Detective Allied Service, Madangir, ND
		30. Washing of Sofa Cover, Car Seat Cover & Towel	M/s Brij Laundry, Minto Road, ND
		31. AMC of Sharp Photocopier	Under Finalization
		32. AMC of Toshiba Photocopier	M/s HCL infosystem Ltd.
		33. Disposal of waste papers	M/s Om Prakash, Waste Paper

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**Details in respect of the information, available to or held by the
Department, reduced in an electronic form**

Detailed information about the Department is available
on the website mhrd.gov.in

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xv)
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Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

A. A FACILITATION COUNTER OF THE Department is functional at Gate No. 6, C-wing, Shastri Bhawan, New Delhi 110001. Working Hours of the Counter are from 9.30 AM to 5.30 PM on all working days.

The Facilitation Counter provides, inter alia, the following services to citizens/clients / customers:

- (1) Information regarding services provided and programmes schemes etc. supported by the Department.
- (2) Receiving and acknowledging applications/appeals submitted under RTI Act, 2005.

B. Ms. Radha S. Chauhan, JS & Director (Public Grievances).

C. Shri R.C. Meena, EA (Citizen Charter).

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (xvi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

**NAMES, DESIGNATIONS AND OTHER PARTICULARS
OF THE PUBLIC INFORMATION OFFICERS(CPIOs) and
APPELLATE AUTHORIEIS**

As per Statement enclosed at ANNEXURE – II

INFORMATION PUBLISHED BY THE DEPARTMENT
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Such other information as may be prescribed

1. Annual Report of the Ministry of HRD.