

I jpuRed <pk %Organizational Set UP½

I gk; d feVWh i jh{k.k
vf/kdkjh jhok %e-i z½

Ø-	Lohdr in uke	oxl	inl ξ; k
1	I gk; d feVWh i jh{k.k vf/kdkjh	oxl & 2	1
2	ofj"B df"k fodkl vf/kdkjh	oxl & 3	3
3	df"k fodkl vf/kdkjh	oxl & 3	7
4	i z ksx' kkyk I gk; d	oxl & 3	4
5	I gk; d xM&3	oxl & 3	1
6	okgu pkyd ufeRrd orueku	oxl & 3	1

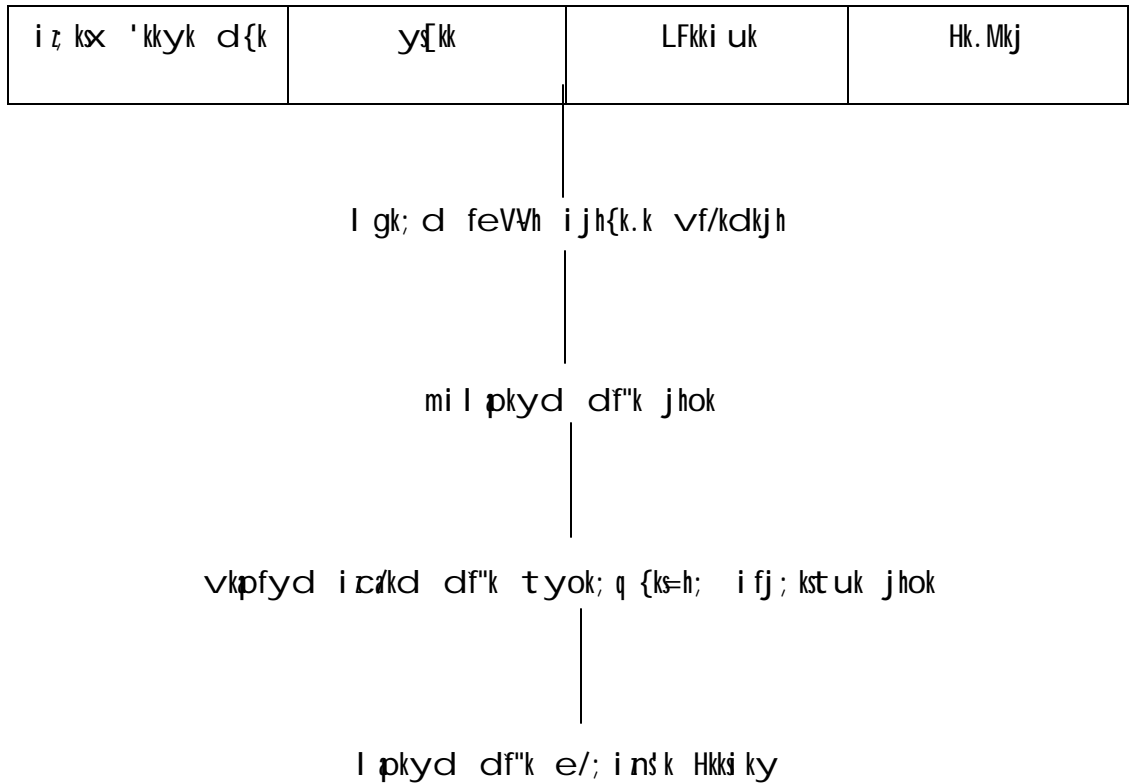
1.B. Functions and duties of each unit of the Office (1 to 2 Page)

S.No.	Unit / Section	Designation	Function performed
1	i z kkl fud		
	Jh grjkt fl g	i Hkkjh] l gk; d feVvh ijh{k.k vf/kdkjh jhok	i z kkl fud , oa fu; æ.k vkgj.k rFkk l forj.k
2	ys[kk		
	Jh jktšk feJ fodkl [k.M ubx<h l s dk; l C; oLFkk grq rŭkr	l gk; d xM&3	ys[kk dk l Ei wZ dk; l
3	LFkki uk		
	Jh l h-, e-i h-'kpyk	i z ksx'kkyk l gk; d	LFkki uk@vkfMV fujh{k.k , oa dk; kŷ; hu i z kkl fud i =kpkj
4	LVlj		
	Jh vkj-ch-fl g	i z ksx'kkyk l gk; d	HkUMkj @ vkod tkod dk l Ei wZ dk; l
5	i z ksx'kkyk d{k		
	1- Jh tokgj yky feJ	ofj "B df"k fodkl vf/kdkjh	uewuk vkod , oa 'kŷ'd ys[kk @ i ath; u rFkk i xfr ifronu , oa moj rk ekufp=
	2- ohjŭnz i rki fl g	df"k fodkl vf/kdkjh	i kŷ'k fo' yšk.k@vuqkđ k i =d Hkj us dk dk; A
	3- Jh f'kodekj l kuh	^&**	vkxfud dkcu , oa vuqkđ k dk; l
	4- fot; cgknj fl g	i z ksx'kkyk l gk; d	QkLQkj l , oa i h-, p- dUMDVhfoVh dk fo' yšk.k dj uk
	5- Jh rke/ot i k.Ms	l gk-x&3	ftyk i pk; r jhok ea rŭkr

2 – Work distribution order of each officer can be updated and put in the following format. U/S 4.1 (b)(ii)

Si.No.	Name	Designation	Remuneration	Duties
1	Jh grjkt fl g	i Hkkjh l gk; d feVvh i jh{k.k vf/kdkjh jhok	ořfud	i z kkl fud , oa vkgj.k l forj.k vf/kdkjh
2	Jh tokgj yky feJ	ofj"B dř"k fodkl vf/kdkjh	ořfud	ueuk i ath; u 'kyd ys[kk i xfr i fronu , oa mcj drk ekufp= r\$ kj djuk
3	ohjlnz i rki fl g	dř"k fodkl vf/kdkjh	ořfud	i Wkl fo'y'sk.k vuđ đkk i=d Hkj uk
4	Jh f'kodękj l kuh	dř"k fodk'k vf/kdkjh	ořfud	vkxfud dkcđ fo'y'sk.k , oa vuđ đkk dk; l
5	Jh plnřf.k 'kđyk	i z kx 'kkyk l gk; d	ořfud	LFkki uk vkfMV fujh{k.k i fronu
6	Jh fot; cgknj fl g	i z kx 'kkyk l gk; d	ořfud	OkLOkj l , oa i h- , p-dUMDVfoVh dk fo'y'sk.k
7	Jh jkecgknj fl g	i z kx 'kkyk l gk; d	ořfud	Hk. Mkj d{k dk l Ei wkl dk; l vkod tkod
8	Jh rke/ot i k.Mř ds ftyk ipk; r ea rřkr gkus ij dk; l C; oLFkk grq Jh jktřk feJk fo- [k- ubř<h l s rřkr	l gk; d xM&3 l gk; d xM&3	ořfud &	ftyk ipk; r ea rřkr ys[kkd{k i Hkkjh

3 – Decision Making Process in Graphic Form (One Page) U/S 4.1 (b)
(iii)



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

(iv)

B) Quality Norms, if decided by the organisation

C) Quantity target for the office work to be done in the year.

01	QDI @ rkj	ml h fnu
02	'kkI u l s i klr i =ka dh tkudkjh	3 fnoI
03	v) lkk-i = tks 'kkI u l pk-df"k , oa vU;	3 fnoI
04	vU; i =ka dh tkudkjh	7 fnoI

5 – List of Acts, Rules Regulations Manuals, Circulars related with the functioning of office constitution the organization. (Original text to be given in electronic form) U.S 4.1 (b) (v)

Acts –

- 1- eṣṣṣy Lok; y VṣLVx bu bf.M; k

Rules –

- 1- e-i zeyHkr fu; e
- 2- fl foy l foḷ st fu; e
- 3- e-i zvodk'k fu; e
- 4- e-i z oru fu/kkj .k fu; e 1998
- 5- e-i zfoRrh; l ḡrk , oa dkṣk l ḡrk
- 6- e-i z i ḡku fu; e 1976

Regulation –

'kkl u dh uhfr fu/kkj .k ds vk/kkj ij l e; l e; eṣṣṣy hf{kr
fu; eka dk i kyū l fuf'pr djukA

Manuals –

foHkkxh; eṣṣṣy ds vk/kkj ij , oa enk ij h{k.k i z kṣ'kkyk fo'yṣk.k
eṣṣṣy @ Soil Testing in India

Circulars -

e-i z l kekU; i z kkl u i fji = , oa foRr foHkkx ds fu; eka dk i kyūA

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

S.No.	Name of Documents	Kind of Document like Microfilm, Register, Books, Diskette etc.	Nature and content of Document	Duration of Records
1	2	3	4	5
1	LFkki uk i ath	i ath	deþkfj ; ks dk ck; kMkVk	yEch vof/k
2	LFkki uk l keku; uLFkh	uLrh	i z kkl fud , oa l k/kkj . k i =kpkj	yEch vof/k
3	Lohdr Hkj øfj Dr inka dh tkudkj h	uLrh	ekfl d tkudkj h	yEch vof/k
4	l øk fuoRr uLrh	uLrh	l øk fuoRr gkus okys deþkfj ; ka dh tkudkj h	yEch vof/k
5	Øeklufr i ath	i ath	deþkfj ; ka dh Øeklufr l ca/kh tkudkj h	yEch vof/k
6	Øeklufr uLrh	uLrh	deþkfj ; ka dh Øeklufr l ca/kh tkudkj h	yEch vof/k
7	nšud Jfedka dh uLrh	uLrh	o"kl 88 ds i øz , oa 1-1-89 ds i 'pkr- Jfedks dh tkudkj h	yEch vof/k
8	l øk i flrdk, a	i flrdk	deþkfj ; ka dk C; fDrxr l øk foøj .k	l økdky rd
9	deþkfj ; ka dh C; fDrxr uLrh	uLrh	deþkfj ; ka dh C; fDrxr foøj .k	l økdky rd
10	mi fLFkfr i ath	i ath	deþkfj ; ka dh ekfl d mi fLFkfr	ekfl d
11	yškk dš k cpd	i ath	'kkl dh; jkf' k dk yškk tksškk	yEch vof/k
12	yškk l s l ca/kf/kr fcy i ath uefRrd i ath Hkfo"; fuf/k i ath] ekfl d vk; C; ; ift; ka	i ath	'kkl dh; jkf' k dk yškk tksškk	yEch vof/k
13	yškk nš dka dh dk; ky; hu ifr; ka	uLrh	'kkl dh; jkf' k dk yškk tksškk	yEch vof/k
14	ueuk fo'yšk.k , oa vuq dkk jftLVj , oa uLrh	i ath	i z ksx' kkyk vfHkyšk	yEch vof/k

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

Name of the Committee

Copy of the orders / Circulars for formation

Functions

Members

Duties and responsibilities

Accessibility of minutes for public U/s 4.1 (b) (vii)

- II- Proceedings, minutes of the Meetings (copy to be made available and be given in the electronic form with hypertext link)

NILL

08-

I – Name of the Board, council, Committees etc. including members and their qualifications, (Original text to be given in electronic from) U/S 4.1 (b) (viii)

S.No.	Name of the Body	Name of the members	qualifications

II - Order of the formation .

(Original text to be given in electronic from and to be hyper linked)

III – Charter / Memorandum of Articles of Association.

(Original text to be given in electronic from and to be hyper linked)

IV – Govt. instruction for the way in which meeting will be conducted

(Original text to be given in electronic from and to be hyper linked)

V- Whether open to public or not

VI – Availability of the proceedings /minutes of the last meetings (Original text to be given in electronic from and to be hyper linked)

NILL

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

S.No.	Name	Designation	Address & Contact No. if any
1	Jh grjkt fl g	I gk; d feVh i jh{k.k vf/kdkjh	e-ua , Q@26& fl foy ykbu jhok
2	Jh tokgyky feJ	ofj"B fodkl df"k vf/kdkjh jhok	e-u-14@474 l at; uxj l eku jhok
3	Jh ohjlnz i rki fl g	df"k fodk'k vf/kdkjh	vulrij jhok
4	Jh f'kodekj l kuh	df"k fodkl vf/kdkjh	f'konhu dqkokgk dk edku ckl ?kkV jhok
5	Jh plnaf.k 'kpyk	i z ksx'kkyk l gk; d	frokjh l nu <dgk jhok
6	Jh fot; cgknj fl g	i z ksx'kkyk l gk; d	fryd uxj jhok
7	Jh jkecgknj fl g	i z ksx'kkyk l gk; d	ug: uxj jhok
8	Jh jktk feJk	I gk; d xM&3	fj q; wch dklwkuh jhok

10-Monthly remuneration and compensation (to be linked with treasury Data Bank) U/S 4.1 (b) (x)

S.No.	Name	Remuneration per month	Compensation 05-06
1	Jh tokgyky feJ	12482/-	&
2	Jh ohjbnz i rki fl g	11766/-	&
3	Jh f'ko d'ekj l kuh	7155/-	&
4	Jh plnef.k 'kpyk	8427/-	1366/- T.A. & Medical
5	Jh fot; cgknj fl g	8109/-	&
6	Jh jkecgknj fl g	8109/-	&
7	Jh rke/ot i k. Ms	7346/-	&

**11-Annual Budget allocation and Expenditure statement (to be
Linked with treasury Data Bank (U/S 4.1 (b) (xi))**

S. No.	Budget Head	Name of work	Year	Allocation	Expenditure
1	13-2401-001-0119 (Non Plan)	l syjh , oa HkRrs dUVutll h	05&06	14-44 yk[k	1]93]687
2	13-2402-101-3139 (Non Plan)	l syjh , oa HkRrs dUVutll h	05&06	9-21 yk[k	3]69]835
3	13-2401-1580- 0701 0702 0703 Plan	eØkeuteW	05&06	3]38]219	&

12-Programmes and beneficiaries U/S 4.1 (b) (xii)

A list of the Programmes (in electronic form)

B Norms for selection of the beneficiary (original text of the circular to be given in electronic form)

C Detailed Information

S.No.	Name of Programme	Administrative Department	Year	Amt. Allocated	No. of Beneficiaries
1	2	3	4	5	6
1	jhok ftyk 7000 feVWh ueus	I pkyd df"k e-i z Hkks ky fn, x, y{; kuq kj feVWh ueuks dk fo'y'sk.k dk dk; l	05&06	ftyks ds y{; vuq kj feVWh ueuks dk fo'y'sk.k dk; l i wkZ djuk , oa dkLrdkj ka dks vuq d kk i =d , l -Mh-vks, - , oa , l -, -Mh- vks dk; kzy; ka dks Hkst uk C; fDrxr dkLrdkj ka dks mUgs C; fDrxr vuq d kk nh tkrh gA	&
2	l ruk ftyk 5000		05&06		&
3	mefj; k 3000		05&06		&

13- List of the recipients and nature of concession U/S 4.1 (b)**(xiii)**

S.No.	Nature of concession	Name	Address	Year	Kind of support	Approximate value of Concession
			NILL			

14- Information available in the office (Link with item 6) U/S 4.1 (b)**(xiv)**

SN	Categories	Hard Copy	Electronic
1.	rduhdh tkudkj h	tkudkj h mi yC/k	&
2.	ctV	¶yki h	&

15- Facility available (liabrary, public counter etc.) to citizen for information U/S 4.1 (b) (xv)

SN	Facility	Name of In charge	Duration of opening (time to be given)	Contract No. Telephone No.
		NILL		

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

Name - Jh tokgyky feJk

Designation – ofj "B df"k fodkl vf/kdkjh

Tel. No. – &

E-mail Address – &

Place of work and Address – dk; ky; l gk; d feVh i jh{k.k vf/kdkjh

Contract hours for public – 10-30 l s 5-30 rd

**17- Any other information in citizen related facilities U/s 4.1(b)
(xvii)**

NIL