

# **Manuals under Section-4(1) (b) of Right to Information Act-2005**

(Updated as on 01.07.2024)



**Hemvati Nandan Bahuguna Garhwal University  
(A Central University)  
Srinagar Garhwal  
Uttarakhand-246174 India**

**Right to Information Cell**

## **Manual 1- Organisation and Function**

### **1.1 Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]**

The details are available on the official web site of the University: [www.hnbgu.ac.in](http://www.hnbgu.ac.in) and <https://www.hnbgu.ac.in/university>

#### **1.1.1 Name and address of the Organization**

Hemvati Nandan Bahuguna Garhwal University,  
Srinagar–246174  
Dist.Garhwal(Uttarakhand)  
India – 246174  
**Email:** web.portal[at]hnbgu[dot]ac[dot]in

#### **1.1.2 Head of the organization**

Prof. Annpurna Nautiyal

#### **1.1.3 Vision, Mission and Key objectives**

<https://hnbgu.ac.in/university>

#### **1.1.4 Function and duties**

The powers and duties of its officers and employees are prescribed according to the university statutes and ordinances. The information is available on <https://www.hnbgu.ac.in/ordinances>

#### **1.1.5 Organization Chart**

<https://www.hnbgu.ac.in/sites/default/files/inline-files/HNBGU%20Organization%20Chart.pdf>

#### **1.1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt**

##### **Brief History-**

##### **A State University**

Garhwal University was established as a State University vide U.P. State Government notification No. (10)/(865)/15/(75)(85)/64 dated 23 November 1973 and was founded in December 1973. It has a rare distinction of taking birth through a powerful popular movement during early seventies in last century. This movement symbolized the hopes and aspirations of the masses of the region of Garhwal for the development through the instrument of higher education. The people of this remote mountainous region agitated for opening a University at a small but historic semi-rural town of Srinagar. It was an

expression of the quest for empowering their future generations for overcoming endemic economic and social backwardness, geographic and environmental constraints, re-assertion of cultural identity and harnessing of the local natural and human resources for development.

It was rechristened in 1989 as Hemvati Nandan Bahuguna Garhwal University, after the death of Hon'ble Hemvati Nandan Bahuguna who was not only a Great National Political Leader from Garhwal but also acted as a Chief Minister of U.P. as well as Union Minister of India and in 1973 Garhwal University was created under his Chief Minister ship.

### **A Central University**

Since its inception, despite the limited resources and various geographical constraints, the University has charted a course of growth and development, to gain recognition as one of the good University in India. As a mark of appreciation for its academic achievements, Hemvati Nandan Bahuguna Garhwal University has subsequently been upgraded to Central University by an Act of Parliament i.e. the Central Universities Act 2009.

The University has thus been entrusted with new responsibilities to guide its students, faculty and all other stakeholders to achieve excellence in academics and strive for all round development of students. This University has also shown commitment towards regional and community development which is inherent in its teaching courses, research agenda and other outreach and extension initiatives. The synergy derived from circumstances of its genesis still inspires and promotes its vision for future.

The University has three Campuses distantly located from each other:-

1. Birla Campus, Srinagar Garhwal with its extension at Chauras Campus.
2. B. Gopal Reddy (BGR) Campus, Pauri (Garhwal).
3. Swami Ram Teerth (SRT) Campus, Badshahithaul, Tehri (Garhwal).

In all three campuses of the University, the undergraduate, post-graduate and research programmes are being offered in different disciplines.

- 1. Birla Campus, Srinagar Garhwal with its extension at Chauras Campus** Garhwal University (renamed after Hemvati Nandan Bahuguna Garhwal University in 1989), established in 1973, is situated at Srinagar Garhwal. The University has its Administrative Office at Srinagar Garhwal. It was upgraded as a Central University in 2009 by the Central Universities Act, 2009. Srinagar is located at 30.22°N 78.78°E.[1] in district Pauri of Uttarakhand state at the left bank of

Alaknanda river, one of the major tributary of river Ganga. It has an average elevation of 560 metres(1,837 feet), which is the widest valley in the Garhwal hills.

### **How to Reach Srinagar:**

#### **By Road:**

The road distance from Rishikesh to Srinagar via Devprayag is about 107 Km along the Delhi Niti National Highway, it is reached by national highway NH58. It is the last city on the plains of Uttarakhand.

#### **By Railway:**

The nearest railway stations are at Rishikesh 107 Km and Kotdwara 142 Km. Haridwar railway junction, 132 km Srinagar Garhwal is the best option, as it has train connections to most of the major cities of India and is, therefore, the rail head for Srinagar Garhwal.

#### **By Air:**

The nearest airport is the Jolly Grant Airport (Dehradun), which is 126 km (84 mile) away from SrinagarGarhwal.

#### **Climate:**

Srinagar is the hottest place in the Garhwal hills in summers as it is located at low elevation of just 560 meter and the temperature reaches 45 °C during May to July. It has chilly winters and the temperature can fall to 2 °C in December and January.

## **2. B. Gopal Reddy (BGR) Campus, Pauri (Garhwal)**

Pauri campus was established as a Government Degree College in 1971 with 7 undergraduate courses (Hindi, Sanskrit, English, Economics, Political Science, Geography and History). In the year 1972, the undergraduate courses in science subjects were also introduced (Zoology, Botany, Chemistry, Physics and Maths).

In 1973 the Government of Uttar Pradesh created two new Universities (Kumaun and Garhwal). In 1974 the college was recognized as Post graduate college by admitting PG courses in 3 subjects (Hindi, Economics and Geography). Law classes began in the campus during 1976 (LL.B.). In 1977 a new subject Home Science was started at degree level and four other subjects were elevated as Postgraduate (Political Science, History, English and Maths).

During the year 1977, the campus was declared as B. Gopal Reddy (BGR) Campus of Garhwal University. During 1984 to 1991, all the science subjects were allowed to be taught in PG courses

(Zoology, Botany, Chemistry and Physics). During 2003-2006 four self-financed vocational courses, Journalism, PG Diploma in Tourism, Yoga and LL. M. were started in the campus. The research work was also started in each department from time to time since 1977. It is 30 Km from Srinagar Garhwal on the way to Kotdwara.

### **3. Swami Ram Tirth (SRT) Campus, Badshahithaul, Tehri (Garhwal)**

Hemvati Nandan Bahuguna Garhwal University Swami Ramtirth Campus Badshahithaul has the distinction of its being one of its first colleges of the district. It was opened as Govt. Degree College in the year 1969 and was named after the great saint Swami Ram Tirth. The batch of twenty-one students took the distinction of being students of B.A. Courses of Agra University. Gradually Swami Ram Tirth Degree College pioneered by offering courses in Arts, Science, Commerce, Education and Law.

As the years rolled on, it became one of the Constituent Colleges of Garhwal University and is now addressed as S.R.T. Campus, Badshahithaul. More new disciplines and courses were added to keep up pace with the rapidly changing trends of the modern world. The campus is now full-fledged institution offering courses in Arts, Science, Commerce, Education and Law streams. Besides, a number of professional courses are also offered.

Initially, the institution was established in old Tehri town at the confluence of the rivers- the Bhagirathi and the Bhilangana. Due to the construction of Tehri Hydro- Electric dam the campus was shifted to its new campus at Badshahithaul in the year 1998.

SRT Campus Badshahithaul, is located 85 Kms from Srinagar Garhwal in district Tehri of Uttarakhand State and situated at the height of about 5000 meter above the main sea level. The present campus of Badshahithaul is spread in 25 acres of land surrounded by splendours of nature amidst oak, cedar and pine trees, approachable from all parts of the district. It is located at a short distance of 03 Km from Chamba, and 8 Km from New Tehri Town. Chamba is an important town on Delhi-Gangotri national highway, which is well connected by road with Haridwar (85 Km), Dehradun (105 Km) and Rishikesh (60 Km), the nearby railway stations. The nearest airport from the campus is Jollygrant, which is at a distance of 80 kms.

Besides, conventional courses under different streams of studies the University has introduced some regionally relevant courses that are of importance for the region, in particular and mountains in general.

**The details of the Departments and HoDs are available on the website under the tab Schools-**

<https://www.hnbgu.ac.in/home>

## **Manual 2- 1.2 Power and duties of its officers and employees [Section 4(1) (b) (ii)]**

### **1.2.1 Powers and duties of officers (administrative, financial and judicial)**

The powers and duties of its officers and employees are prescribed according to the university statutes and ordinances. The information is available on <https://www.hnbgu.ac.in/ordinances>

### **1.2.2 Power and duties of other employees**

The powers and duties of its officers and employees are prescribed according to the university statutes and ordinances. The information is available on <https://www.hnbgu.ac.in/ordinances>

### **1.2.3 & 1.2.4 Rules/ orders under which powers and duty are derived and Exercised**

<https://www.hnbgu.ac.in/ordinances>

### **1.2.5 Work allocation**

As per the requirements of the University.

## **Manual 3- 1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]**

### **1.3.1 Process of decision making Identify key decision making points**

Decisions are taken in accordance with the provisions of the Act/ Statutes/Ordinances/Academic Rules & Regulations/Policies, Rules etc. of the University/Instructions received from MoE/UGC and the decisions taken by University Court/Executive Council/Academic Council/Finance Committee from time to time and procedures/practices of the University. Policy matters are decided at the level of Vice-Chancellor/Executive Council/Academic Council/Finance Committee of the University.

The information is available on <https://www.hnbgu.ac.in/ordinances>

### **1.3.2 Final decision making authority**

<https://www.hnbgu.ac.in/executive-council>

### **1.3.3 Related provisions, acts, rules etc.**

<https://www.hnbgu.ac.in/ordinances>

### **1.3.4 Time limit for taking a decisions, if any**

Decisions for routine matters are taken in a time bound manner.

### **1.3.5 Channel of supervision and accountability**

Channel of supervision is as per the organization structure of the University and every employee is accountable for duties from time to time.

#### **Manual 4- 1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]**

It contains the Norms set by the University as per statutes and ordinances for the discharge of its functions. The same are available on <https://www.hnbgu.ac.in/ordinances> and the time limit for achieving the targets are according to the academic calendar. The information can be accessed through the link [https://www.hnbgu.ac.in/sites/default/files/2023-09/Prospectus%20-2023-24\\_0.pdf](https://www.hnbgu.ac.in/sites/default/files/2023-09/Prospectus%20-2023-24_0.pdf)

##### **1.4.1 Nature of functions/ services offered**

The University is actively engaged in Teaching and Research activities.

##### **1.4.2 Norms/ standards for functions/ service delivery**

As per the Act/guideline of UGC and ministry of Education.

##### **1.4.3 Process by which these services can be accessed**

The admission process is defined in the Prospectus of the University [https://www.hnbgu.ac.in/sites/default/files/2024-06/Prospectus%202024-25\\_1.pdf](https://www.hnbgu.ac.in/sites/default/files/2024-06/Prospectus%202024-25_1.pdf)

##### **1.4.4 Time-limit for achieving the targets**

The targets are achieved as per the academic calendar of the University.

##### **1.4.5 Process of redress of grievances**

<https://hnbgu.samarth.ac.in/index.php/pgportal/grievance-public/public>

[https://www.hnbgu.ac.in/sites/default/files/2023-09/Grievance%20committee-%20new\\_0.pdf](https://www.hnbgu.ac.in/sites/default/files/2023-09/Grievance%20committee-%20new_0.pdf)

[https://www.hnbgu.ac.in/sites/default/files/2023-09/Grievance%20Committee-teaching%20%26%20non-teaching\\_0.pdf](https://www.hnbgu.ac.in/sites/default/files/2023-09/Grievance%20Committee-teaching%20%26%20non-teaching_0.pdf)

[https://www.hnbgu.ac.in/sites/default/files/2023-09/Rule-%20grievance%20Committee%20of%20EC\\_0.pdf](https://www.hnbgu.ac.in/sites/default/files/2023-09/Rule-%20grievance%20Committee%20of%20EC_0.pdf)



## **Manual 5- 1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]**

### **1.5.1 Title and nature of the record/ manual /instruction**

Various categories of Govt. Orders, UGC rules, regulations, instructions, manuals etc. are mentioned below which are under the control or used by the Employees of the Garhwal University for discharging its functions:-

1. UGC Regulations
2. The Central Universities Act-2009.
3. Statutes of HNB Garhwal University as made under Section-24 of the Central Universities Act 2009.
4. Ordinances of the University made under Section-25 of the Central Universities Act-2009.
5. Regulations of the University made under Section-26 of the Central Universities Act-2009.
6. Reservation policies of the Govt. of India as applicable to Employees of Central Govt. of India.
7. Terms and Conditions of service of University Teachers under Ordinance 27.
8. Syllabus of various courses runs by the University for UG and PG level.
9. General Financial Rules (GFR) as applicable to the Central University and Govt. sectors.
10. Fundamental Rules and Supplementary Rules of Government of India as applicable to the University.

### **1.5.2 List of Rules, regulations, instructions manuals and records**

<https://www.hnbgu.ac.in/manuals-of-hnbgu>

[https://www.hnbgu.ac.in/sites/default/files/2024-06/Prospectus%202024-25\\_1.pdf](https://www.hnbgu.ac.in/sites/default/files/2024-06/Prospectus%202024-25_1.pdf)

<https://www.hnbgu.ac.in/ordinances>

### **1.5.3 Acts/ Rules manuals etc.**

It contains the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions. The details can be accessed on the university website through the link <https://www.hnbgu.ac.in/ordinances> and the relevant notifications and circulars issued from time to time are available at <https://www.hnbgu.ac.in/notification-circulars>

### **1.5.4 Transfer policy and transfer orders**

<https://www.hnbgu.ac.in/sites/default/files/2024-06/Transfer%20Policy%20Transfer%20Orders.pdf>

## **Manual 6- Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]**

It contains a statement of the categories of documents that are held or under its control. The details are available at <https://www.hnbgu.ac.in/ordinances> and the relevant information as per provisions under Central University Act 2009 and university ordinances are available at the link <https://www.hnbgu.ac.in/sites/default/files/2019-11/Ordinance- the-officer-of-the- university-the-registrar.pdf>

### **1.6.1 Categories of documents**

This manual lists the documents held by the Institute such as Service Register, Pay Ledger, GPF Register, Confidential Reports, Cash Book, Annual Reports, Agenda/Minutes of Executive Council Meetings (<https://www.hnbgu.ac.in/executive-council>), Agenda/Minutes of Academic Council Meetings (<https://www.hnbgu.ac.in/index.php/academic-council>), Agenda/Minutes of Finance Committee (<https://www.hnbgu.ac.in/index.php/finance-committee>) Consumable & Non-consumable Stock Registers, Inward & Dispatch Register, Attendance Register, Hostel/Guest House Room occupancy, etc. The decisions of Executive Council/Academic Council/Finance Committee are always uploaded on the University website. Each Department/Centre/Section at the University holds different categories of document relating to the work allocated to them by the competent authority as per Rules. Custodians of these documents/categories are the respective Deans, HoDs, Section Incharges.

### **1.6.2 Custodian of documents/categories**

The Registrar is the custodian of administrative records. The custodian for records of the Departments are concerned Head of the Departments.

**Manual 7- Boards, Councils, Committees and other Bodies constituted as part of the Public Authority  
[Section 4(1)(b)(viii)]**

**1.7.1 Name of Boards, Council, Committee etc.**

Court, Councils, Committees, Faculties, Departments, Boards etc. under the University

- University Court.
- Executive Council.
- Academic Council.
- Finance Committee.
- Faculties and Departments.
- Purchase Committee
- Board of Studies.
- Schools.

**1.7.2 Composition**

The detailed information about the regulation and formation of aforesaid are mentioned in Statutory bodies (Executive Council, Academic Council, Finance Committee, their minutes), Central University Act-2009, Ordinances, Schools and other important links on official website of the University, [www.hnbgu.ac.in](http://www.hnbgu.ac.in) under the head Administration, Statutory body, Schools etc.

**1.7.3 Dates from which constituted**

Information available as referred above.

**1.7.4 Term/ Tenure**

As per the Act/Statutes and Ordinances.

**1.7.5 Powers and functions**

<https://www.hnbgu.ac.in/ordinances>

**1.7.6 Whether their meetings are open to the public?**

Meetings are open to the members only.

**1.7.7 Whether the minutes of the meetings are open to the public? 1.7.8 Place where the minutes if open to the public are available?**

Yes. Links are as follows-

<https://www.hnbgu.ac.in/executive-council>

<https://www.hnbgu.ac.in/finance-committee>

<https://www.hnbgu.ac.in/academic-council>

#### **1.7.8 Place where the minutes if open to the public are available?**

The minutes / proceedings of the Executive Council are available at link

<https://www.hnbgu.ac.in/executive-council>

The minutes / proceedings of the Finance Committee are available at link

<https://www.hnbgu.ac.in/finance-committee>

The minutes / proceedings of the Academic Council are available at link

<https://www.hnbgu.ac.in/academic-council>

**Manual 8- Section 4(1)(b)(viii): 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 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.**

This manual lists the constitution and names of incumbents of the following committees: Executive Council, Finance Committee, Academic Council. The agenda and minutes of the meetings are open to the public and are available at the institute website as detailed below:

- Members of the Executive Council and Minutes of meeting (till date) uploaded on the University website (<https://www.hnbgu.ac.in/executive-council>).
- Members of the Finance Committee and Minutes of meeting (till date) uploaded on the University website (<https://www.hnbgu.ac.in/index.php/finance-committee>).
- Members of the Academic Council and Minutes of meeting (till date) uploaded on the University website (<https://www.hnbgu.ac.in/academic-council>).
- Members of the Grievance Redressal Committee of the University uploaded on the website ([https://hnbgu.ac.in/sites/default/files/2023-09/Grievance%20Committee-teaching%20%26%20non-teaching\\_0.pdf](https://hnbgu.ac.in/sites/default/files/2023-09/Grievance%20Committee-teaching%20%26%20non-teaching_0.pdf)).
- Members of the Anti-Ragging Squad and Anti-Ragging Committee of the University uploaded on the website (<https://www.hnbgu.ac.in/sites/default/files/2024-06/Anti%20Ragging%20Committee.pdf>).
- Members of the IQAC Cell of the University uploaded on the website (<https://www.hnbgu.ac.in/iqac-members>).
- Members of the Internal Complaints Committee of the University uploaded on the website (<https://www.hnbgu.ac.in/sites/default/files/2023-06/INTERNAL%20COMPLAINTS%20COMMITTEE.pdf>).

In addition to statutory committees, the institute follows a practice of constituting committees on issues pertaining to stake holders or representations by stake holders to examine. Decision follows the recommendations of the committees. The minutes of Executive Council/Academic Council and Finance Committee are uploaded in the University website and thus open to all. The meetings are open only for members.

**Manual 9- Directory of its officers and employees.**

**1.8** The Directory of university officers and employees is available at <https://www.hnbgu.ac.in/university-authorities> and <https://www.hnbgu.ac.in/phonebook>

## **Manual 10- Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]**

**1.9.1** The information regarding monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations is available at [https://www.hnbgu.ac.in/sites/default/files/2024-](https://www.hnbgu.ac.in/sites/default/files/2024-06/Details%20of%20Employee%20with%20Basic%20Pay.pdf)

[06/Details%20of%20Employee%20with%20Basic%20Pay.pdf](https://www.hnbgu.ac.in/sites/default/files/2024-06/Details%20of%20Employee%20with%20Basic%20Pay.pdf)

### **1.9.2 System of compensation as provided in its regulations**

Employees are entitled for Children Education Allowance, TA, Medical, Gratuity as per the rules of the University and Government of India.

## **1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]**

<https://www.hnbgu.ac.in/index.php/rti-list-of-officers>

### **1.11 No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))**

#### **1.11.1 No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings**

NIL

#### **1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings**

NIL

### **1.12 Programmes to advance understanding of RTI (Section 26)**

#### **1.12.1 Educational programmes**

The University has provided the information about the RTI Cell in its prospectus for students. Also during the orientation/induction programme, they are informed about the procedure for seeking the information.

#### **1.12.2 Efforts to encourage public authority to participate in these programmes**

The University made available the information about the RTI Act on the University website. Besides this, the signages about the CPIOs under RTI Act are placed on the prominent places of the University.

#### **1.12.3 Training of CPIO/APIO**

One day workshop on RTI Act 2005 on 15<sup>th</sup> December 2021- Jitendra Dimri, Nodal Officer RTI.

#### **1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned**

The University updates and publishes the guidelines on RTI at regular intervals. It was last updated on 01.07.2024

#### **1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]**

<https://www.hnbg.ac.in/sites/default/files/2024-06/Transfer%20Policy%20Transfer%20Orders.pdf>



**Manual 11- Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]**

**2.1.1 Total Budget for the public authority (FY 2023-24)**

| <b>S. No.</b> | <b>Head</b> | <b>Sanctioned Budget (Rs in Lakhs)</b> |
|---------------|-------------|--|
| 1             | OH-31       | 4474.00                                |
| 2             | OH-35       | 728.00                                 |
| 3             | OH-36       | 12500.00                               |

**2.1.2 Budget for each agency and plan & programmes**

Details are available on the annual accounts of the University.

**2.1.3 Proposed expenditures**

The expenditures are made as per the availability of the budget. Head wise expenditures are available in the annual accounts of the University.

**2.1.4 Revised budget for each agency, if any**

The total available budget is mentioned at 2.1.1.

**2.1.5 Report on disbursements made and place where the related reports are available**

<https://www.hnbgu.ac.in/annual-report-accounts>

**2.2 Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)**

**2.2.1 Budget**

There is no separate budget for tours. It is met out from the general budget.

**2.2.3 Information related to procurements-**

<https://www.hnbgu.ac.in/index.php/tender>

**Manual 12- Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**

**2.3 The information regarding manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes-**

The university does not operate subsidy programmes.

**2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]**

The University does not allocate the non-discretionary grant.

**Manual 13- Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]**

2.5 The University extends training facilities to needy students on a very low course fee. The wards of the University employees are extended concessional fee in the University. In addition, concessions/exemptions from application fee are given as per Gol Rules to reservation category candidates (SC/ST/PwD) and women in each recruitment advertisement at the University. During Admission Process, concessions in Minimum Marks Required to qualify to apply for Admission Process of Masters Programme are allowed to SC/ST candidates as per University guidelines.

<https://www.hnbgu.ac.in/annual-report-accounts>

**2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]**

CAG paras are contained in Annual accounts <https://www.hnbgu.ac.in/annual-report-accounts>

**3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]**

**3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens**

It contains the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of the University's policy or implementation thereof. The University's Website (<https://www.hnbgu.ac.in/>) provides a channel for interactive communication for consultation with the members of the public in relation to the formulation of its policy and its implementation.

The details are available at <https://www.hnbgu.ac.in/ordinances>

The policies and resolutions of the Executive Council, Finance Committee and Academic Council are available at the link <https://www.hnbgu.ac.in/ordinances>

**3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]**

The website of the University is in open domain and is accessible to all.

**Manual 14- Section 4(1)(b)(xiv): Details in respect of the information, available to or held by it, reduced in an electronic form.**

### **3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**

The website of the University is in open domain and is accessible to all. Information manual/handbook available in Electronic format and also in the printed form.

### **3.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)]**

Information manual/handbook available on the University website in Electronic format and printed format can be obtained from the office of CPIO.

### **3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]**

#### **3.5.1 List of materials available Free of cost**

The entire information related to various ordinances, Act, Statutes, Prospectus etc. available on the website is free of cost.

#### **3.5.2 List of materials available at a reasonable cost of the medium**

The hard copy of the documents mentioned at 3.5.1 can be obtained by paying reasonable fee as per the provisions of RTI Act.

### **4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]**

English. Hindi version is under preparation and will be uploaded soon.

### **4.2 When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]**

01/07/2024

### **4.3 Information available in electronic form [Section 4(1)(b)(xiv)]**

Information available on the website is accessible in electronic form <https://www.hnbggu.ac.in/>

## **Manual 15- Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]**

### **4.4.1 Name & location of the facility**

<https://www.hnbgu.ac.in/right-to-information>

### **4.4.2 Details of information made available**

<https://www.hnbgu.ac.in/right-to-information>

### **4.4.3 Working hours of the facility**

9.30 am to 6 pm

### **4.4.4 Contact person & contact details (Phone, fax email)**

Jitendra Dimri

Nodal Officer & CPIO

RTI Cell, Administrative Block

Hemvati Nandan Bahuguna Garhwal University Srinagar garhwal

Pin-246174, Distt- Pauri Garhwal (Uttarakhand) Mob- 9713187486

## **4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii)**

### **4.5.1 Grievance redressal mechanism**

[https://www.hnbgu.ac.in/sites/default/files/2023-09/Grievance%20committee-%20new\\_0.pdf](https://www.hnbgu.ac.in/sites/default/files/2023-09/Grievance%20committee-%20new_0.pdf)

<https://www.hnbgu.ac.in/sites/default/files/2023-09/Rule->

[%20grievance%20Committee%20of%20EC\\_0.pdf](https://www.hnbgu.ac.in/sites/default/files/2023-09/Rule-%20grievance%20Committee%20of%20EC_0.pdf)

<https://www.hnbgu.ac.in/sites/default/files/2024-06/Anti%20Ragging%20Committee.pdf>

### **4.5.2 Details of applications received under RTI and information provided**

<https://www.hnbgu.ac.in/sites/default/files/2024-06/4th%20Quarterly%20return%20JAN%20->

[%20MAR.pdf](https://www.hnbgu.ac.in/sites/default/files/2024-06/4th%20Quarterly%20return%20JAN%20-%20MAR.pdf)

### **4.5.3 List of completed schemes/ projects/ Programmes**

<https://www.hnbgu.ac.in/rti-notification-circular>

### **4.5.4 List of schemes/ projects/ programme underway**

<https://www.hnbgu.ac.in/rti-notification-circular>

### **4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and**

## **period of completion of contract**

<https://www.hnbgu.ac.in/tender>

## **4.5.6 Annual Report**

<https://www.hnbgu.ac.in/annual-report-accounts>

## **4.5.7 Frequently Asked Question (FAQs)**

<https://rtionline.gov.in/faq.php>

## **4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]**

<https://www.hnbgu.ac.in/sites/default/files/2024-06/4th%20Quarterly%20return%20JAN%20-%20MAR.pdf>

## **4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]**

<https://www.hnbgu.ac.in/sites/default/files/2024-06/Parliamentry%20Question%20Replies%202023.pdf>

## **5.1.1 Name & details of Current CPIOs & FAAs**

Current FAAs- Prof R C Dimri, HNBSGU

Current CPIO- Jitendra Dimri, Deputy Registrar, HNBSGU

Previous FAA- Prof Y.P. Sundriyal

Previous CPIO- Dr H. M. Azad

## **5.1.2 Details of third party audit of voluntary disclosure –**

(a) Dates of audit carried out FY 2021-22- 23<sup>rd</sup> September 2022 FY 2022-23 25<sup>th</sup> September 2023

(b) Report of the audit carried out [https://www.hnbgu.ac.in/sites/default/files/2023-09/TP\\_AuditedReport\\_HNBSGU\\_SrinagarGarhwal\\_2022-23\\_0.pdf](https://www.hnbgu.ac.in/sites/default/files/2023-09/TP_AuditedReport_HNBSGU_SrinagarGarhwal_2022-23_0.pdf)

## **5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers**

Jitendra Dimri, Deputy Registrar, Date of Appointment- 14/06/2023

**5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure** - (a) Dates from which constituted, (b) Name & Designation of the officers

<https://www.hnbggu.ac.in/sites/default/files/2024-06/Adobe%20Scan%2018-Jun-2024%20%281%29.pdf>

**5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI** - (a) Dates from which constituted, (b) Name & Designation of the Officers

<https://www.hnbggu.ac.in/sites/default/files/2024-06/Office%20Order%201.pdf>

**6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information**

Website of the University <https://www.hnbggu.ac.in/>

**6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ**

The University is in the process of obtaining STQC.

**Manual 16- Section 4(1)(b)(xvi): The names, designations and other particulars of the Central Public Information Officers (CPIOs) and First Appellate Authority (FAA).**

The information regarding the names, designations and other particulars of the Central Public Information Officers (CPIOs) and First Appellate Authority (FAA) is available at <https://www.hnbgu.ac.in/rti-list-of-officers>



**Manual 17- Section 4(1)(b)(xvii):** Such other information as may be prescribed.

Details of the manual are described with the respective PDF file, which are available on the official website of the University: [www.hnbgu.ac.in](http://www.hnbgu.ac.in)

1. The person seeking information may apply on a plain paper giving particulars of information being sought, his/her signature and correct address for communication
2. A request for obtaining information under sub-section-(1) of Section-6 shall be accompanied by an application fee of rupees ten by way of cash receipt from Cash Counter of HNB Garhwal University or by demand draft or bankers' cheque or Indian Postal Order payable to Registrar/CPIO, HNB Garhwal University, Srinagar(Garhwal), Uttarakhand, India.
3. For providing the information under sub-section-(1) of Section-7, the fee shall be charged by way of cash against proper receipt or by demand draft of bankers cheque or Indian Postal Order payable to Registrar/CPIO, HNB Garhwal University, Srinagar (Garhwal), Uttarakhand, India at the following rates:
  - (a) Rupees two for each page (in A4 or A3 size paper) created or copied;
  - (b) Actual charges or cost price of a copy in larger size paper
  - (c) Actual cost or price for samples or models; and
  - (d) For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).
4. For providing the information under sub-section-(5) of Section-7, the fee shall be charged by way of cash against proper receipt or demand draft or bankers cheque or Indian Postal Order payable to Registrar/CPIO, HNB Garhwal University, Srinagar(Garhwal), Uttarakhand, India at the following rates:
  - (a) For information provided in diskette/CD or floppy, rupees fifty per diskette/CD or floppy.
  - (b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy of extracts from the publications.

**Contact-**

Right to Information Cell (RTI-Cell),

Hemvati Nandan Bahuguna Garhwal University, Srinagar Garhwal-246174,Uttarakhand (India)

Telephone No.: 01346-297233

E-Mail: [oincharge\\_rti@yahoo.com](mailto:oincharge_rti@yahoo.com)