

1. B Function and duties of each unit of office (1 to 2 pages)

S.No.	Unit/Section	Functions performed
1	Principal	Supervision
2	Teaching Staff	Teaching
3	Office Staff	
	a. Head Clerk	Service book, GPF Pass book, Leave Senction
	b. Accountant	Salary Bill, Payment of Bill
	c. Student Section	
	I Clerk	TC & Character Cerificate
		Fees Collection
		Scholarship
4	IGNOU	Conduct of degree, diploma & certificate courses

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

S. No.	Name	Designation	Remuneration (In Rs.)	Duties
1	Dr. N.K. Soni	Principal (IGNOU Co- Ordinator)	56770-32523-10000	Supervision & Administrative Work
2	GEETA DUBEY	P. ECONOMICS	51070-31146-10000	Teaching
3	PRADEEP KUMAR SANGHVI	P. ZOOLOGY	49640-30416-10000	Teaching
4	SURESH CHANDRA JAIN	P. COMMERCE	52550-31901-10000	Teaching
5	JAGDISH CHANDRA SINHA	P. POLITICAL SCIENCE	46440-28784-10000	Teaching
6	ANJANA SOLANKI	P. HINDI	14812-4065-8495	Teaching
7	GOPAL BHURIYA	A.P.HINDI	24230-15927-7000	Teaching
8	GOURI SOLANKI	A.P.HINDI	15600-11016-6000	Teaching
9	PRADEEP KATARA	A.P.HINDI	21400-13974-6000	Teaching
10	SAIDA MEHRA	A.P.HINDI	15600-11016-6000	Teaching
11	DINESH KATARA	A.P.ENGLISH	15600-11016-6000	Teaching
12	RAVINDER SINGH	A.P.HISTORY		Teaching
13	DILIP KUMAR RATHORE	A.P.HISTORY	15600-11016-6000	Teaching
14	RAK SINGH AJNAR	A.P.ECONOMICS	27530-17100-6000	Teaching
15	MANJULA GIRWAL	A.P.POLITICAL SCIENCE	47780-28958-9000	Teaching
16	SMT. SANJOO GANDHI	A.P.POLITICAL SCIENCE	38800-24378-9000	Teaching
17	J.S.BHURIYA	A.P.SOCIOLOGY	47780-28958-9000	Teaching
18	PREMSINGH DAVER	A.P.GEOGRAPHY	19810-13163-6000	Teaching
19	RAJENDRA PARMAR	A.P.COMMERCE	22220-14392-6000	Teaching
20	KRISHNA CHANDRA KOTHARI	A.P.CHEMISTRY	51250-30728-9000	Teaching
21	KAVITA THAKUR	A.P.CHEMISTRY	15600-11016-6000	Teaching
22	MADHAW SINGH CHOUHAN	A.P.CHEMISTRY	15600-11016-6000	Teaching
23	SUNIL KUMAR SIKARWAR	A.P.CHEMISTRY	15600-11016-6000	Teaching
24	KIRAN KUMAR SADHAV	A.P.BOTANY	25040-16850-8000	Teaching
25	ANJANA THAKUR	A.P.BOTANY	15600-11016-6000	Teaching
26	SOHAN SINGH CHOUHAN	A.P.BOTANY	15600-11016-6000	Teaching
27	SHREE KANT SHAH	A.P.GEOLOGY		Teaching

28	VEER SINGH MAIDA	A.P.MATHEMATICS	15600-11016-6000	Teaching
29	SUNEEL KUMAR UJLE	A.P.PHYSICS	15600-11016-6000	Teaching
30	DAVENDRA KUMAR WARWADE	A.P.PHYSICS	15600-11016-6000	Teaching
31	RANJANA RAWAT	A.P.ZOOLOGY	15600-11016-6000	Teaching
32	REENA GANAVA	A.P.ZOOLOGY	15600-11016-6000	Teaching
33	RITA GANAVA	A.P.ZOOLOGY	15600-11016-6000	Teaching
34	PRAVEEN CHANDRA SINGH RATHORE	Cleark Gread-02	12480-7793-2800	Service book, GPF Pass book, Leave Section, Salary Bill, Payment of Bill
35	ARUNA LANDGE	Cleark Gread-03	10520-6589-2400	Fees Collection, janbhagidari
36	AJAY BAIRAGI	Cleark Gread-03	8370-5493-2400	Currant Information
37	KALU SINGH CHOUHAN	Cleark Gread-03	3050-2333-1525	Scholarship & Fees Collection
38	AKSHAYA TRIVEDI	Lab Technician	15820-9700-3200	Lab Maintenance
39	ALPESH KUMAR BARIYA	Lab Technician	7740-5171-2400	Lab Maintenance
40	KARAN SINGH BHURIYA	Lab Technician	9830-6237-2400	Lab Maintenance
41	LAL SINGH BAMNIYA	Lab Technician	15300-9231-2800	Lab Maintenance
42	PAWER SINGH MEDA	Lab Technician	15300-9231-2800	Lab Maintenance
43	ABHAY SINGH THAKUR	Lab Attendant	8510-5258-1800	Lab Work
44	ANIL KUMAR SHUKLA	Lab Attendant	9030-2100-5676	Lab Work
45	MANISH AHERIYA	Lab Attendant	7890-4942-1800	Lab Work
46	RAMLAL DAMAR	Lab Attendant	6950-4463-1800	Lab Work
47	USTAM MARKO	Lab Attendant	5860-3907-1800	Lab Work
48	ANGUR BALA SINGAR	Peon	6330-3891-1300	Office Work
49	DULESINGH CHOUHAN	Peon	7400-4488-1400	Office Work
50	GAJRAJ SINGH CHOUHAN	Peon (Chowkidar)	7130-4299-1300	Security
51	MAINAVATI PADIYAR	Peon	7440-4508-1400	Office Work
52	RAMESH MAKHODIYA	Peon	7440-4508-1400	Office Work
53	SHAKUNTALA CHOUHAN	Peon	6190-3820-1300	Office Work
54	MOHAN SINGH MAKHODIYA	Peon	8030-5013-1800	Office Work
55	SAKRA CHOUHAN	Peon (Chowkidar)	6880-3681-1300	Security
56	DINESH VERMA	Farras	5960-3703-1300	Washing
57	RAJENDRA SINGH RANAWAT	Gardner (Mali)	7440-4508-1400	Garden maintenance
58	KALA BAI BHATIYA	Gasman	6860-4162-1300	Chemistry lab work
59	DEEPAK BASOD	Sweeper	6360-3449-1300	Office work

3. Decision making process in graphic form (one page) U/S 4,1 (b) (iii) :-

Initiating the file dealing staff and the section → LDC III → Accountant → Head cleark → Principal

Channels officers Handling the file at each level → principal → Head cleark → Accountant → LDC III

Decision making Authority → Principal

Supervisory Authority → Additional Director Indore

Officer to whom Accountable → Commissioner Higher Education, Bhopal

4. Time norms U/S 4.1 (b) (iv)

- A- Transfer Certificate – on the same day of receipt of complete application with no dues certificate.
- B- Character certificate – after issuing of TC
- C- Payment of scholarship – After sanction from competent authority.
- D- Pay bills- after passing of pay bills form treasury
- E- Admission – within 15 days form the Declaration of Qualifying exam.

5. List of acts etc. U/S 4.1 (b) (v)

According to Department of higher Education Govt. of M.P. Bhopal.

6. Statement of various categories of document U/S 4.1 (b) (vi)

S. No.	Name Of Document	Nature and content of documents	Duration of Records
1	Service Book	Records of individual	From date of joining
2	GPF Passbook	GPF Deduction	From date of joining
3	Pay bill Register	Salary Data	From January 1987
4	Vouchers Of Expenditure	Regarding Expenditure	From 01-08-1987

7.1 Structure of consultative committees in which public representatives are members including

1	Name of the Committee	Janbhagidari Samiti
2	Copy of the orders/circulars for information	Enclosed
3	Functions	To approved the work related with the institutional development
4	Members	Enclosed

5	Duties and Responsibility	Taking the decision and fulfill intuitional requirement
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8. Name of board - U/S 4.1 (b) (viii)

1. Admission committee
2. Anti raging committee
3. Disciplinary committee
4. Student union committee
5. UGC committee
6. Purchasing committee
7. Semester cell committee

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.
1	Dr. N.K. Soni	Principal (IGNOU Co- Ordinator)	Govt.PG. college jhabua. Phone 243349
2	GEETA DUBEY	P. ECONOMICS	Govt.PG. college jhabua. Phone 243349
3	PRADEEP KUMAR SANGHVI	P. ZOOLOGY	Govt.PG. college jhabua. Phone 243349
4	SURESH CHANDRA JAIN	P. COMMERCE	Govt.PG. college jhabua. Phone 243349
5	JAGDISH CHANDRA SINHA	P. POLITICAL SCIENCE	Govt.PG. college jhabua. Phone 243349
6	ANJANA SOLANKI	P. HINDI	Govt.PG. college jhabua. Phone 243349
7	GOPAL BHURIYA	A.P.HINDI	Govt.PG. college jhabua. Phone 243349
8	GOURI SOLANKI	A.P.HINDI	Govt.PG. college jhabua. Phone 243349
9	PRADEEP KATARA	A.P.HINDI	Govt.PG. college jhabua. Phone 243349
10	SAIDA MEHRA	A.P.HINDI	Govt.PG. college jhabua. Phone 243349
11	DINESH KATARA	A.P.ENGLISH	Govt.PG. college jhabua. Phone 243349
12	RAVINDER SINGH	A.P.HISTORY	Govt.PG. college jhabua. Phone 243349
13	DILIP KUMAR RATHORE	A.P.HISTORY	Govt.PG. college jhabua. Phone 243349
14	RAK SINGH AJNAR	A.P.ECONOMICS	Govt.PG. college jhabua. Phone 243349
15	MANJULA GIRWAL	A.P.POLITICAL SCIENCE	Govt.PG. college jhabua. Phone 243349
16	SMT. SANJOO GANDHI	A.P.POLITICAL SCIENCE	Govt.PG. college jhabua. Phone 243349
17	J.S.BHURIYA	A.P.SOCIOLOGY	Govt.PG. college jhabua. Phone 243349
18	PREMSINGH DAVER	A.P.GEOGRAPHY	Govt.PG. college jhabua. Phone 243349
19	RAJENDRA PARMAR	A.P.COMMERCE	Govt.PG. college jhabua. Phone 243349
20	KRISHNA CHANDRA KOTHARI	A.P.CHEMISTRY	Govt.PG. college jhabua. Phone 243349
21	KAVITA THAKUR	A.P.CHEMISTRY	Govt.PG. college jhabua. Phone 243349
22	MADHAW SINGH CHOUHAN	A.P.CHEMISTRY	Govt.PG. college jhabua. Phone 243349
23	SUNIL KUMAR SIKARWAR	A.P.CHEMISTRY	Govt.PG. college jhabua. Phone 243349
24	KIRAN KUMAR SADHAV	A.P.BOTANY	Govt.PG. college jhabua. Phone 243349
25	ANJANA THAKUR	A.P.BOTANY	Govt.PG. college jhabua. Phone 243349
26	SOHAN SINGH CHOUHAN	A.P.BOTANY	Govt.PG. college jhabua. Phone 243349
27	SHREE KANT SHAH	A.P.GEOLOGY	Govt.PG. college jhabua. Phone 243349

28	VEER SINGH MAIDA	A.P.MATHEMATICS	Govt.PG. college jhabua. Phone 243349
29	SUNEEL KUMAR UJLE	A.P.PHYSICS	Govt.PG. college jhabua. Phone 243349
30	DAVENDRA KUMAR WARWADE	A.P.PHYSICS	Govt.PG. college jhabua. Phone 243349
31	RANJANA RAWAT	A.P.ZOOLOGY	Govt.PG. college jhabua. Phone 243349
32	REENA GANAVA	A.P.ZOOLOGY	Govt.PG. college jhabua. Phone 243349
33	RITA GANAVA	A.P.ZOOLOGY	Govt.PG. college jhabua. Phone 243349
34	PRAVEEN CHANDRA SINGH RATHORE	Head Cleark	Govt.PG. college jhabua. Phone 243349
35	ARUNA LANDGE	Cleark	Govt.PG. college jhabua. Phone 243349
36	AJAY BAIRAGI	Cleark	Govt.PG. college jhabua. Phone 243349
37	KALU SINGH CHOUHAN	Cleark	Govt.PG. college jhabua. Phone 243349
38	AKSHAYA TRIVEDI	Lab Technician	Govt.PG. college jhabua. Phone 243349
39	ALPESH KUMAR BARIYA	Lab Technician	Govt.PG. college jhabua. Phone 243349
40	KARAN SINGH BHURIYA	Lab Technician	Govt.PG. college jhabua. Phone 243349
41	LAL SINGH BAMNIYA	Lab Technician	Govt.PG. college jhabua. Phone 243349
42	PAWER SINGH MEDA	Lab Technician	Govt.PG. college jhabua. Phone 243349
43	ABHAY SINGH THAKUR	Lab Attendant	Govt.PG. college jhabua. Phone 243349
44	ANIL KUMAR SHUKLA	Lab Attendant	Govt.PG. college jhabua. Phone 243349
45	MANISH AHERIYA	Lab Attendant	Govt.PG. college jhabua. Phone 243349
46	RAMLAL DAMAR	Lab Attendant	Govt.PG. college jhabua. Phone 243349
47	USTAM MARKO	Lab Attendant	Govt.PG. college jhabua. Phone 243349
48	ANGUR BALA SINGAR	Peon	Govt.PG. college jhabua. Phone 243349
49	DULESINGH CHOUHAN	Peon	Govt.PG. college jhabua. Phone 243349
50	GAJRAJ SINGH CHOUHAN	Peon	Govt.PG. college jhabua. Phone 243349
51	MAINAVATI PADIYAR	Peon	Govt.PG. college jhabua. Phone 243349
52	RAMESH MAKHODIYA	Peon	Govt.PG. college jhabua. Phone 243349
53	SHAKUNTALA CHOUHAN	Peon	Govt.PG. college jhabua. Phone 243349
54	MOHAN SINGH MAKHODIYA	Chowkidar	Govt.PG. college jhabua. Phone 243349
55	SAKRA CHOUHAN	Chowkidar	Govt.PG. college jhabua. Phone 243349
56	DINESH VERMA	Farras	Govt.PG. college jhabua. Phone 243349
57	RAJENDRA SINGH RANAWAT	Gardner (Mali)	Govt.PG. college jhabua. Phone 243349
58	KALA BAI BHATIYA	Gasman	Govt.PG. college jhabua. Phone 243349
59	DEEPAK BASOD	Sweeper	Govt.PG. college jhabua. Phone 243349

10. Monthly remuneration and compensation (to be linked with treasury data bank) U/S 4.1 (b) (x)

S. No.	Name	Remuneration (In Rs.)	Compensation
1	Dr. N.K. Soni	56770-32523-10000	Telephone
2	GEETA DUBEY	51070-31146-10000	Nil
3	PRADEEP KUMAR SANGHVI	49640-30416-10000	Nil
4	SURESH CHANDRA JAIN	52550-31901-10000	Nil

5	JAGDISH CHANDRA SINHA	46440-28784-10000	Null
6	ANJANA SOLANKI	14812-4065-8495	Null
7	GOPAL BHURIYA	24230-15927-7000	Null
8	GOURI SOLANKI	15600-11016-6000	Null
9	PRADEEP KATARA	21400-13974-6000	Null
10	SAIDA MEHRA	15600-11016-6000	Null
11	DINESH KATARA	15600-11016-6000	Null
12	RAVINDER SINGH		Null
13	DILIP KUMAR RATHORE	15600-11016-6000	Null
14	RAK SINGH AJNAR	27530-17100-6000	Null
15	MANJULA GIRWAL	47780-28958-9000	Null
16	SMT. SANJOO GANDHI	38800-24378-9000	Null
17	J.S.BHURIYA	47780-28958-9000	Null
18	PREMSINGH DAVER	19810-13163-6000	Null
19	RAJENDRA PARMAR	22220-14392-6000	Null
20	KRISHNA CHANDRA KOTHARI	51250-30728-9000	Null
21	KAVITA THAKUR	15600-11016-6000	Null
22	MADHAW SINGH CHOUHAN	15600-11016-6000	Null
23	SUNIL KUMAR SIKARWAR	15600-11016-6000	Null
24	KIRAN KUMAR SADHAV	25040-16850-8000	Null
25	ANJANA THAKUR	15600-11016-6000	Null
26	SOHAN SINGH CHOUHAN	15600-11016-6000	Null
27	SHREE KANT SHAH		Null
28	VEER SINGH MAIDA	15600-11016-6000	Null
29	SUNEEL KUMAR UJLE	15600-11016-6000	Null
30	DAVENDRA KUMAR WARWADE	15600-11016-6000	Null
31	RANJANA RAWAT	15600-11016-6000	Null
32	REENA GANAVA	15600-11016-6000	Null
33	RITA GANAVA	15600-11016-6000	Null
34	PRAVEEN CHANDRA SINGH RATHORE	12480-7793-2800	Null
35	ARUNA LANDGE	10520-6589-2400	Null
36	AJAY BAIRAGI	8370-5493-2400	Null
37	KALU SINGH CHOUHAN	3050-2333-1525	Null
38	AKSHAYA TRIVEDI	15820-9700-3200	Null
39	ALPESH KUMAR BARIYA	7740-5171-2400	Null
40	KARAN SINGH BHURIYA	9830-6237-2400	Null
41	LAL SINGH BAMNIYA	15300-9231-2800	Null
42	PAWER SINGH MEDA	15300-9231-2800	Null
43	ABHAY SINGH THAKUR	8510-5258-1800	Null
44	ANIL KUMAR SHUKLA	9030-2100-5676	Null
45	MANISH AHERIYA	7890-4942-1800	Null
46	RAMLAL DAMAR	6950-4463-1800	Null
47	USTAM MARKO	5860-3907-1800	Null
48	ANGUR BALA SINGAR	6330-3891-1300	Null
49	DULESINGH CHOUHAN	7400-4488-1400	Null
50	GAJRAJ SINGH CHOUHAN	7130-4299-1300	Null
51	MAINAVATI PADIYAR	7440-4508-1400	Null
52	RAMESH MAKHODIYA	7440-4508-1400	Null
53	SHAKUNTALA CHOUHAN	6190-3820-1300	Null
54	MOHAN SINGH MAKHODIYA	8030-5013-1800	Null
55	SAKRA CHOUHAN	6880-3681-1300	Null
56	DINESH VERMA	5960-3703-1300	Null
57	RAJENDRA SINGH RANAWAT	7440-4508-1400	Null

58	KALA BAI BHATIYA	6860-4162-1300	Nil
59	DEEPAK BASOD	6360-3449-1300	Nil

11. Annual Budget allocation and expenses statement (to be linked with treasury data bank) U/S 4.1 (b) (xi)

-----Copy Enlosed-----

12. Programmers and beneficiaries U/S 4.1 (b) (xii)

S.No.	Name of the Programe	Administrative Department	No. of beneficiaried
1	Book bank for SC/St Students	UGC	All SC / St Students
2	NSS	DAVV Indore	237
3	NCC	23 MP Battalion Ratlam	107
4	IGNOU	New Delhi	

13. List of the recipients ant nature of concession U/S 4.1 (b) (xiii)

Scholarship to all SC/ST/OBC students (Approximate 1971 Students)

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

S.No.	Categories	Hard Copy	Electronic Fom
1	Budget	Hard Copy	Electronic Fom
2	Admission List Classwise	Hard Copy	Electronic Fom

15. Facilities available (library, public counter etc) to citizen for information. U/S 4.1 (b) (xv)

----Nil----

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

Name	Dr. N.K. Soni
Designation	Principal
Tel. No.	07392-243349
E.Mail	hescpgcjha_mp@gov.in
Place of work and Address	Govt.PG College Jhabua
Contact hours for public	02.00 PM to 04.00 PM Every working Days

17. Any others information U/S 4.1 (b) (xvii)

----Nil----