

CENTRAL UNIVERSITY OF HIMACHAL PRADESH
Po Box 21-Dharamshala, District Kangra, Himachal Pradesh - 176215
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Email: vc.cuhimachal@gmail.com; website: www.cuhimachal.ac.in

**F. No. 1-1/CUHP/GA/
12 June, 2011**

To

All Members of Executive Council

Sub: *Minutes of the 2nd Meeting of the Executive Council-Reg.*

Sir,

Kindly find attached herewith the Minutes of the 2nd Meeting of the Executive Council of the Central University of Himachal Pradesh held on 11 June, 2011 at 5.00 PM at the Camp Office of the Central University of Himachal Pradesh, Dharamshala, District Kangra.

It is requested that comments on the Minutes, if any, may please be sent by email at (vc.cuhimachal@gmail.com) or by post, at the earliest. If no comments are received, within ten days, the Minutes shall be taken as confirmed.

Thanking you,

Yours faithfully,

Dr. K.D. Lakhanpal
Registrar,
Central University of Himachal Pradesh

Encl: As above.

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

MINUTES

of

3rd Meeting of the Executive Council

held on 11th June, 2011 at 5:00 PM

**Venue: Camp Office, Central University of Himachal Pradesh
Dharamshala, District Kangra, Himachal Pradesh**

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3rd Meeting of the Executive Council

held on 11th June, 2011 at 5:00 PM

Venue: Dharamshala, District Kangra, Himachal Pradesh

MINUTES

The 3rd Meeting of the Executive Council of the Central University of Himachal Pradesh was held on 11th June 2011 at 5:00 PM in the Camp Office of the University at Dharamshala.

1. The following members were present:

1. Prof. Furqan Qamar	Chairman
Vice Chancellor	
2. Shri R.D. Sahay	Member
(representative of the Secretary, DoHE, MHRD, GOI)	
3. Prof. A.N. Rai	Member
Vice-Chancellor, Mizoram University	
4. Prof. N. Sathyamurthy	Member
Director, IISER, Mohalli	
5. Prof. D.T. Khathing	Member
Vice-Chancellor, Central Univ. of Jharkhand	
6. Dr. D.S. Rathore	Member
Former Vice-Chancellor HP Krishi Vishvavidyalaya	
7. Prof. S.P. Singh	Member
Former Vice-Chancellor, HNB Garhwal University	
8. Shri B.R. Dhiman	Special Invitee
Finance Officer	
9. Dr. K.D. Lakhanpal	Secretary
Registrar	

2. Dr. Shrikant Baldi, Prof. S.P. Thyagarajan, Prof. Pritam Singh and Prof. V.S. Vyas, could not attend the meeting due to their prior commitments and unavoidable reasons and were granted leave of absence:

3. The Vice Chancellor extended a warm welcome and expressed his thanks to each one of them for sparing their valuable time to attend this meeting. The Vice-Chancellor intimated that he is happy to inform the Hon'ble members that the first Registrar and first Finance Officer of the Central University of Himachal Pradesh have joined as such.

After this, the Agenda items were taken up for discussion.

Item No. 3.1 Confirmation of the minutes of the 2nd meeting of the Executive Council held on 13.02.2011.

The minutes of the 2nd meeting of the Executive Council held on 13.02.2011, were confirmed.

Item No. 3.2 To place before the Executive Council the Report about the action taken on the decisions of its 2nd meeting held on 13.02.2011.

The report about the action taken on the decisions of 2nd meeting of the Executive Council held on 13.02.2011, was noted, as per Annexure 3.2A.

ITEMS FOR REPORTING AND RATIFICATION

Item No. 3.3 To report the action taken by the Vice-Chancellor to designate Prof. Yoginder Verma as Special Officer (Development) and grant him additional pay in addition to vehicle facility.

For the smooth running of the academic and development work the following working arrangements was made in partial modification of the arrangements made earlier:

1. Professor Yoginder Verma to be designated as Special Officer (Development) in addition to his own duties as Professor, HOD and Dean, and shall attend all the developmental activities. In addition, (i) he will look after the general administration and recruitment work till the Registrar joins the University, (ii) and he will also act as Controller of Examinations till the post of COE is filled up and (iii) and act as Coordinator TAB Shahpur.

Prof. Verma shall be entitled for the use of University vehicle for journeys in connection with university work and also for additional pay @ 10% of his Basic Pay + GP under the provision of FR 49 of FR&SR Part I, for discharging the duties of Special Officer (Development).

2. Prof. Arvind K. Agrawal, shall cease to look after the academic, examination and other work assigned to him. He shall however, be Head of the Departments and Dean of the School as already notified.

Prof. Yoginder Verma relinquished the charge of General Administration and Recruitment as per Sr. No. 1 (i) as Dr. K.D. Lakhanpal joined as Registrar on 01.04.2011. The other arrangement remains unchanged.

The Executive Council ratified the action taken by the University to designate Prof. Verma as Special Officer (Development) and assigning him the duties as Controller of Examination and as Dean Incharge of TAB Shahpur. The Executive Council also approved the grant of 10% of his pay as honorarium for additional work assigned to him till the filling up of the post of Controller of Examination on regular basis.

Item No. 3.4 To report the action taken by the Vice-Chancellor for Appointment of Sh. P.N.Malotia, Consultant (Finance).

Sh. P.N. Malotia a retired Deputy Accountant General rank officer having vast experience and professional knowledge in the field of finance, accounting and auditing. The University being in its initial stage, it is felt to engage him as Consultant for a period of 3 months @ Rs. 33,400/-. His services will be mainly utilized for developing accounting/finance related regulations/procedures and also to do other work assigned to him by the Finance Section.

The Executive Council ratified the action taken.

ITEMS FOR CONSIDERATION AND DECISION

Item No. 3.5 To place before the Executive Council the proposal to nominate its members on Selection Committee for the post of Controller of Examination and Librarian.

The posts of Controller of Examinations and Librarian have been advertised by the University in Jan., 2011. The Statute 18(2) provides that the Selection Committee for appointment to the posts in Column 1 of the Table below shall consist of the Vice-Chancellor, a nominee of the Visitor and the persons specified in the corresponding entry in Column 2 of the said table:

TABLE

1	2
Controller of Examinations	(i) Two members of the Executive Council nominated by it. (ii) One person not in the service of the University nominated by the Executive Council
Librarian	(i) Two persons not in the service of the University who have special knowledge of the subject of the Library Science for Library Administration nominated by the Executive Council (ii) One person not in the service of the University nominated by the Executive Council.

The Executive Council authorised the Vice-Chancellor to nominate its members on Selection Committee on its behalf.

Item No. 3.6 To place before the Executive Council proposal to nominate its members for Planning and Monitoring Board of the University.

As per provision of Statutes 41, the Planning and Monitoring Board of the University is likely to be constituted in the near future. The following provision exists under Statutes 41(2)(c):

“Three experts, known for their expertise/special interests in planning and development of higher education, to be nominated by the Executive Council.”

The Executive Council authorised the Vice-Chancellor to nominate its members on Planning and Monitoring Board of the University, on its behalf. The Executive Council, however, observed that in future, the university should come up with proposal/panel of names, in all such cases.

Item No. 3.7 To place before the Executive Council proposal for adoption of Central Services (Medical Attendance) Rules, 1944.

At present, the University does not have its own Medical Attendance Rules. Hence it is proposed that till such rules are framed, the Central Services (Medical Attendance) Rules, 1944 as amended from time to time may be approved to be adopted.

The Ordinance 39 regarding CUHP (Medical Attendance) Rules 2011 have been framed by the University which are being placed before the Executive Council through the Finance Committee vide item No. 3.12. Hence the item stands withdrawn having become redundant.

Item No. 3.8 To place before the Executive Council the UGC observation on Regulation for the conduct of the Business of the Executive Council (Annexure 3.8A).

The Regulations for the conduct of the Business of the Executive Council were notified as approved by the EC vide item No. of its 1st meeting held on 24.7.2010. The UGC vide its letter No. 52-3/2010(CU) dated 8.2.2011 has examined the regulations for the conduct of the Business of the Executive Council and has made the following observations:

Regulation	Suggestion of UGC
Point No. 13 The quorum for the meeting of the Executive Council shall be as prescribed vide Statue 11. Provided that is a meeting of the Executive Council is adjourned for want of quorum, no quorum shall be necessary at the next meeting for the transaction of the business which was listed for the adjourned meeting.	The quorum for the meeting of the Executive Council shall be as prescribed vide Statute 11. Provided that if a meeting is adjourned for want of quorum, the next meeting for transaction of the business may be started only after the required quorum.

<p>Point No. 23 The decisions recorded in the minutes shall be implemented by the university and action so taken shall be reported to the Executive Council in its next meeting.</p>	<p>Where financial implication is involved, the same may be placed first in the Finance Committee and then before the Executive Committee and the decision recorded in the Executive Committee meeting shall be implemented by the University after obtaining prior approval of the concerned Statutory Authority Funding Agency, where it is needed.</p>
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The Executive Council reviewed the Regulation No.1 and decided that Point No.13 be deleted from the Regulation and contents renumbered. As regards Point No.23, the Executive Council agreed to the extent that all matters having financial implications need to be placed first before the Finance Committee and then be brought before the Executive Council and the Regulation be modified accordingly.

Item No. 3.9 To place before the Executive Council the Draft Ordinance No. 38 – CUHP Right to Information Rules, 2011 (Annexure 3.9A).

As per provision of Section 28(2), every authority is required to frames its own rules under RTI Act 2005 for the implementation of the RTI Act. Accordingly, the said rules entitled “CUHP Right to Information Rules 2011” have been framed.

The Executive Council considered and approved the ‘CUHP Right to Information Rules, 2011’as per Ordinance 38 (Annexure 3.9A) with the observation that Rule 5(1)(4)(a) should be as under:

“for information provided in electronics media – Rs.50/- per CD etc.”

Item No. 3.10 To place before the Executive Council the Results Framework Document (RFD).

The Ministry of Human Resource Development had made it compulsory to prepare Results Framework Document (RFD) for the year 2011-12. Accordingly Central University of Himachal Pradesh has made efforts to frame this document. The document is placed before the Executive Council in the meeting.

The Executive Council considered and approved the RFD documents of the university for the year 2009-10, 2010-11 and 2011-12 with its appreciation for bringing out a comprehensive document.

Item No. 3.11 To place before the Executive Council the recommendations of the Building Committee made in its 1st meeting held on 11.06.2011 (Annexure 3.11A).

The 1st meeting of the Building Committee is scheduled to be held on 11.06.2011. The recommendations/minutes of the said meeting shall be placed before the Executive Council on the spot.

The recommendations of the Building Committee have been first considered by the Finance Committee. The Executive Council considered and approved the recommendations of the Building Committee while considering the recommendations of the Finance Committee under item No.3.12.

Item No. 3.12 To place before the Executive Council the recommendations of the Finance Committee made in its 2nd meeting held on 11.06.2011 (Annexure 3.12A).

The 2nd meeting of the Finance Committee is scheduled to be held on 11.06.2011. The recommendations/minutes of the said meeting shall be placed before the Executive Council on the spot.

The Executive Council considered and approved the recommendations made by the Finance Committee as contained in the minutes of its 2nd meeting held on 11.06.2011 (as per Annexure 3.12A).

Item No.3.13(S)To place before the Executive Council the recommendations of the Selection Committee made in its meeting held on 10.06.2011 (Annexure 3.13A).

The meeting of the Selection Committee for the post of Deputy Registrar, Assistant Registrar, Section Officer, Internal Audit Officer (on deputation basis) and Personal Assistant is scheduled to be held on 10.06.2011. The recommendations/minutes of the said meeting shall be placed before the Executive Council on the spot.

The Executive Council considered and approved the recommendations made by the Selection Committee dated 10.06.2011 for different posts, as under and decided that the appointments (other than those on deputation basis) shall be on probation for a period of two years and they shall only be regularised on the satisfactory completion of their probation period:

I. Deputy Registrar

Names of the candidates recommended:

- 1. Shri Mayank Narayan Singh**
- 2. Shri Vivek Sood**

Names of the candidates in the wait list(panel)

-Nil-

II. Assistant Registrar

Names of the candidates recommended:

-None found suitable-

III. Internal Audit Officer (on deputation basis)

Names of the candidates recommended:

1. Shri Sat Paul Singh

Names of the candidates in the wait list(panel)

1. Shri Padam Singh Kanwar

IV. Section Officer

Names of the candidates recommended:

1. Shri Hem Raj

2. Shri Rajeev Rajput

Names of the candidates in the wait list(panel)

-Nil-

V. Personal Assistant

Names of the candidates recommended:

-None found suitable-

The meeting ended with a vote of thanks to the Chair.

Dr. K.D. Lakhanpal
Registrar
Central University of Himachal Pradesh

Countersigned

(Prof. Furqan /Qamar)
Vice-Chancellor - Chairman

Action Taken Report (ATR) on the decisions of the 2nd meeting of Executive Council held on 13.02.2011.

Item No.	Item	Decision Taken	Action taken																																																								
Item 2.1	Confirmation of the minutes of the 1st meeting of the Executive Council held on 24.7.2010.	The Executive Council noted the information	No action required.																																																								
Item 2.2	To place before the Executive Council the Report about the action taken on the decisions of its 1st meeting held on 24.7.2010.	The Executive Council noted the information	No action required.																																																								
Item 2.3	<p>Appointment of Faculty on contract basis. The University has started its academic programmes from the current academic session. The faculty positions as approved by the UGC have been created. But since the filling up of these positions on regular basis was not possible immediately, the university advertised and made the following appointment on contract basis for a period of six months by constituting local selection committee, as per the provisions in the Statutes.</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Candidate</th> <th>Subject</th> <th>Date of Joining</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Ms. Manpreet Arora D/O Sh. Surinder Singh Arora</td> <td>Management</td> <td>8.10.2010</td> </tr> <tr> <td>2.</td> <td>Dr.(Ms) Aditi Sharma D/O Sh. R.C. Sharma</td> <td>Management</td> <td>14.10.2010</td> </tr> <tr> <td>3.</td> <td>Sh. Ashish Nag S/O Sh. Yugal Kishore Nag</td> <td>Management</td> <td>13.10.2010</td> </tr> <tr> <td>4.</td> <td>Sh. Sanjay Kumar Thakur S/O Sh. S.S. Thakur</td> <td>Management</td> <td>28.10.2010</td> </tr> <tr> <td>5.</td> <td>Sh. Manoj Kumar Chaudhary S/O Sh. Ramsewak Chaudhary</td> <td>Management</td> <td>11.10.2010</td> </tr> <tr> <td>6.</td> <td>Rajesh Kumar S/O Sh. Charan Das</td> <td>Management</td> <td>12.10.2010</td> </tr> <tr> <td>7.</td> <td>Dr. Amit Mahajan S/O Sh. Arun Mahajan</td> <td>Mathematics</td> <td>8.10.2010</td> </tr> <tr> <td>8.</td> <td>Dr. Susheel Kumar S/O Sh. Bishan Dutt Sharma</td> <td>Mathematics</td> <td>8.10.2010</td> </tr> <tr> <td>9.</td> <td>Ms. Shruti Sharma D/O Sh. Mukesh Sharma</td> <td>English</td> <td>11.10.2010</td> </tr> <tr> <td>10.</td> <td>Dr. Khem Raj S/O Sh. Karam Chand</td> <td>English</td> <td>13.10.2010</td> </tr> <tr> <td>11.</td> <td>Sh. Shabab Ahmad S/O Sh. Shamim Ahmad</td> <td>Social Work</td> <td>13.10.2010</td> </tr> <tr> <td>12.</td> <td>Sh. Upmesh Kumar S/O Sh. Misri Singh</td> <td>Social Work</td> <td>15.10.2010</td> </tr> <tr> <td>13.</td> <td>Sh. Nimmala Karunakar S/O Sh. Nimmala Ashok</td> <td>Library Science</td> <td>21.10.2010</td> </tr> </tbody> </table>	Sr. No.	Name of the Candidate	Subject	Date of Joining	1.	Ms. Manpreet Arora D/O Sh. Surinder Singh Arora	Management	8.10.2010	2.	Dr.(Ms) Aditi Sharma D/O Sh. R.C. Sharma	Management	14.10.2010	3.	Sh. Ashish Nag S/O Sh. Yugal Kishore Nag	Management	13.10.2010	4.	Sh. Sanjay Kumar Thakur S/O Sh. S.S. Thakur	Management	28.10.2010	5.	Sh. Manoj Kumar Chaudhary S/O Sh. Ramsewak Chaudhary	Management	11.10.2010	6.	Rajesh Kumar S/O Sh. Charan Das	Management	12.10.2010	7.	Dr. Amit Mahajan S/O Sh. Arun Mahajan	Mathematics	8.10.2010	8.	Dr. Susheel Kumar S/O Sh. Bishan Dutt Sharma	Mathematics	8.10.2010	9.	Ms. Shruti Sharma D/O Sh. Mukesh Sharma	English	11.10.2010	10.	Dr. Khem Raj S/O Sh. Karam Chand	English	13.10.2010	11.	Sh. Shabab Ahmad S/O Sh. Shamim Ahmad	Social Work	13.10.2010	12.	Sh. Upmesh Kumar S/O Sh. Misri Singh	Social Work	15.10.2010	13.	Sh. Nimmala Karunakar S/O Sh. Nimmala Ashok	Library Science	21.10.2010	The Executive Council noted the information	No action required.
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Item 2.4	<p>Appointment of Shri R.R. Dhiman, as Consultant for preparation of proposal/case for FCA clearance of land. A meeting regarding FCA clearance in respect of identified land for the establishment of Central University of Himachal Pradesh at Dharamshala and Dehra, was held with the Chief Conservator of Forests, Dharamshala in the Chamber of the Vice-Chancellor wherein Chief Conservator of Forests, Dharamshala, OSD Admn. and OSD Acad and the Dy. Registrar CUHP were present. In the said</p>	The Executive Council noted and ratified the decisions taken by the Vice Chancellor.	No action required.																																																								

	meeting it was felt that FCA clearance is a huge work where information from several quarters has to be obtained, compiled and document to be prepared for which services of a consultant shall have to be hired. Accordingly Shri R.R. Dhiman, a Retired Officer from HP Forest Services was engaged as Consultant for a period of three months @ Rs.26,000/- per month plus Rs.10,000/- on account of typing charges etc.																										
Item 2.5	<p>Appointment of Shri S.C. Uppal, as Consultant (Library) for the establishment of Library.</p> <p>The University has started the academic programmes and as such a need was felt to have an experienced and qualified person who could help for the establishment of library at the Temporary Academic Building at Shahpur (HP). Therefore, Shri S.C. Uppal, an Ex-Librarian having vast experience of rendering professional services in different universities has been engaged as Consultant (Library) for the establishment of Library at TAB for a period of three months @ Rs.22,000/- p.m.</p>	The Executive Council noted and ratified the decision taken by the Vice Chancellor.	No action																								
Item 2.6	<p>Constitution of adhoc building committee</p> <p>The Ordinance No.19 as approved by the Academic Council and Executive Council provides for Building Committee of the University. Keeping in view the fact that the posts of Registrar and Finance Officer have not yet been filled and that the university does not have as yet the Planning and Monitoring Board, etc. etc., the Building Committee could not be constituted.</p> <p>A necessity had arisen to get the survey of the university land conducted and to have the Master Plan of the University. In this behalf a necessity was felt to have the opinion and advice from the technical personnels. Therefore, pending the constitution of the Building Committee, an Adhoc Building Committee has been constituted as under:</p> <p>Constitution</p> <table border="1"> <tr> <td>1.</td> <td>The Vice-Chancellor, Central University of Himachal Pradesh, Dharamshala</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Er. D.C. Chauhan, Executive Engineer, HPPWD Division, Dharamshala</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>The Director, NIT, Hamirpur or his representative</td> <td>Member</td> </tr> <tr> <td>4.</td> <td>Sh. Ashwani Kumar Sharma, Architect, CSK HPKV, Palampur, H.P.</td> <td>Member</td> </tr> <tr> <td>5.</td> <td>Sh. L.M. Mastana, Architect, O/O Chief Engineer, HPPWD, Kangra at Dharamshala</td> <td>Member</td> </tr> <tr> <td>6.</td> <td>The OSD (Admin), Central University of Himachal Pradesh</td> <td>Member</td> </tr> <tr> <td>7.</td> <td>The OSD (Acad.), Central University of Himachal Pradesh</td> <td>Member</td> </tr> <tr> <td>8.</td> <td>The Deputy Registrar, Central University of Himachal Pradesh</td> <td>Member Secretary</td> </tr> </table> <p>Terms of Reference</p> <p>The above Ad-hoc Building Committee shall render guidance for :-</p> <ol style="list-style-type: none"> advise the University for undertaking site survey of the land at the campuses of the University; advise the University for zoning of the campuses and preparation of the Master Plan of the University; 	1.	The Vice-Chancellor, Central University of Himachal Pradesh, Dharamshala	Chairman	2.	Er. D.C. Chauhan, Executive Engineer, HPPWD Division, Dharamshala	Member	3.	The Director, NIT, Hamirpur or his representative	Member	4.	Sh. Ashwani Kumar Sharma, Architect, CSK HPKV, Palampur, H.P.	Member	5.	Sh. L.M. Mastana, Architect, O/O Chief Engineer, HPPWD, Kangra at Dharamshala	Member	6.	The OSD (Admin), Central University of Himachal Pradesh	Member	7.	The OSD (Acad.), Central University of Himachal Pradesh	Member	8.	The Deputy Registrar, Central University of Himachal Pradesh	Member Secretary	The Executive Council noted and ratified the decision taken by the Vice Chancellor. Executive Council, however desired that the Building Committee be constituted as per the Ordinance.	No action. The Building Committee has been accordingly constituted and notified [Annexure-3.2A(i)]
1.	The Vice-Chancellor, Central University of Himachal Pradesh, Dharamshala	Chairman																									
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8.	The Deputy Registrar, Central University of Himachal Pradesh	Member Secretary																									

	<ul style="list-style-type: none"> c) advise the University for undertaking Environmental Assessment Study of the campuses of the University; d) finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc; e) undertake any other assignment given to it by the Vice-Chancellor. 		
Item 2.7	<p>Arrangements for starting of the academic programmes.</p> <p>In order to make necessary arrangements to start the academic programmes at TAB Shahpur, within the available means, manpower and infrastructure the following arrangements have been made w.e.f. 1st September, 2010 in the interest of university work:</p> <ol style="list-style-type: none"> 1. Dr. Y.S. Verma, initially taken on deputation as OSD (Admn.), has been also designated as Professor of Management. He was further appointed as Dean, School of Business & Management Studies and School of Mathematics, Computer and Information sciences, by the Vice-Chancellor in exercise of the powers vested in him under Statute 5(1) and Head of the Departments falling under these schools. He has also been assigned the duties to look after the general administration, recruitment and developmental works, in addition to his duties as Professor & Head and Dean, till the first Registrar of the University joins. 2. Dr. A.K. Agrawal, initially taken as OSD (Acad), has been designated as Professor of Social Work. He was further appointed as Dean, School of Social Sciences and Humanities & Languages by the Vice-Chancellor in exercise of the powers vested in him under Statute 5(1) and Head of the Departments falling under these schools. He has also been assigned the duties to look after the work Academic related work e.g. Admissions, examinations, admission tests, library, students welfare activities and the business of Academic Council, Executive Council, Boards of Studies, Curriculum Development Committees, etc. in addition to his duties as Professor and Dean, till the first Registrar/Controller of Examination, of the University joins. 3. Shri B.R. Dhiman, initially taken on deputation as Deputy Registrar has also been designated as OSD (Finance) in addition to his own duties. He has further been authorised to act as Controlling Officer for TA and medical claims, till the first Finance Officer of the University joins. <p>The above arrangement has been made without any financial benefits. The above officers would continue to draw salary in their present pay band and grade pay. In addition, they have been allowed the use of University vehicle for journeys in connection with university work.</p>	The Executive Council noted and ratified the decision taken by the Vice Chancellor.	No action

Item 2.8	<p>Identification and Appointment of Project Management Consultant</p> <p>It is also proposed that the University may simultaneously start the process of identification and appointment of Project Management Consultant (PMC) for the development of both the campuses of the University. If approved, the University may approach and initiate discussion for determining the scope of work and terms & conditions of engagement including the consultancy fee and content of the MOU to be signed with the PMC.</p>	The Executive Council considered and approved the proposal for engaging RITES Ltd. As PMC, as recommended by the Finance Committee.	RITES Ltd. have been called to give presentation before the Building Committee on 11.6.2011. The minutes of Building Committee are placed before the Executive Council separately
Item 2.9	<p>To place before the Executive Council the recommendations of the Academic Council made in its 2nd meeting held on 11.2.2011 (Annexure 2.9A).</p>	The Executive Council considered and approved the recommendations made by the Academic Council as contained in the minutes of its 2 nd meeting held on 11.2.2011	No action
Item 2.10	<p>To place before the Executive Council the recommendations of the Finance Committee made in its 1st meeting held on 12.2.2011(Annexure 2.10A).</p>	The Executive Council considered and approved the recommendations made by the Finance Committee as contained in the minutes of its 1st meeting held on 12.2.2011	No action
Item 2.11 (T)	<p>To place before the Executive Council the proposal for taking the services of Prof. Yoginder S. Verma and Prof. Arvind K. Aggrawal, on deputation for a period of one year.</p> <p>The services of Prof. Yoginder S. Verma from H.P. University, Shimla and Prof. Arvind K. Aggrawal, from Rajasthan University, were taken on deputation for a period of one year as Officers on Special Duty. These officers joined as such on 22.5.2010 and 1.6.2010, respectively. These Officers have already been working as Professors in their parent Universities. In order to make necessary arrangements to start the academic programmes at TAB Shahpur, within the available means, manpower and infrastructure, Prof.</p>	The Executive Council approved the appointment of (i) Prof. Y.S. Verma and (ii) Prof. Arvind K. Agrawal, on deputation, as Professor in Management and Social Work, respectively,	The parent Departments were accordingly requested to extend the deputation period accordingly and the extension has been received

	<p>Verma was designated as Professor of Management and Prof. Aggrawal, was designated as Professor of Social Work and they were further appointed as Deans of the respective Schools. Their appointments on deputation were made against the posts of Officers on Special Duty which were provided by the UGC immediately after the establishment of the University. But, while providing teaching and non-teaching and academic position, the UGC has withdrawn the positions of the OSDs. However, on withdrawal of the positions of OSDs, their salary has been drawn against the posts of Registrar and Finance Officer, till the filling up of these positions. It is for the kind information of the Executive Council that the posts of first Registrar and first Finance Officer were advertised and the interviews have also been held and these posts are likely to be filled up shortly.</p> <p>As soon as the positions of Registrar and Finance Officer are filled up these officers shall have either to be repatriated to their parent Department or some other arrangements have to be made. As is in the knowledge of the Executive Council, the University has started the Academic programmes but the posts of Professors, Associate Professors and Assistant Professors, though advertised, have not been filled up till date. At present there are only 13 Assistant Professors that too on short term contractual basis and as such there are no teaching faculty available on senior positions.</p> <p>It is, therefore, proposed that as soon as the positions of Registrar and Finance Officer are filled, Prof. Verma and Prof. Aggrawal may be approved to be taken on deputation as Professor of Management and Professor of Social Work, respectively, from the date(s) of joining of the Registrar and Finance Officer, for a period of one year or till the filling up of the posts of Professors in these disciplines, whichever is earlier, so that the academic programmes of the university could be run smoothly.</p>	<p>with effect from 1st March, 2011, for a period of one year or till the regular selections are made, whichever is earlier.</p>	<p>from respective parent departments.</p> <p><u>[Annexure-3.2(ii)]</u></p>
<p>Item 2.12 (T)</p>	<p>To place before the Executive Council the proposal for taking the services of Dr. H.R. Sharma, as Professor of Economics, on deputation for a period of one year.</p> <p>It is brought to the kind knowledge of the Executive Council, that the University has started the Academic programmes from the current year. But the posts of Professors, Associate Professors and Assistant Professors, though advertised, have not been filled up till date. At present there are only 13 Assistant Professors that too on short term contractual basis and as such there are no teaching faculty available on senior positions.</p> <p>Since the filling up of the posts may take time, it is, proposed that Dr. H.R. Sharma, who has been presently working as Professor in the Department of Agricultural Economics, Extension Education and Rural Sociology, CSK Himachal Pradesh Krishi Vishvavidalaya, Palampur, may be taken on deputation as Professor of Economics, for a period of one year or till the filling up of the post of Professor</p>	<p>The Executive Council approved the appointment of Dr. H.R. Sharma, as Professor of Economics, on deputation, for a period of one year from the date of joining or till the regular selections are made, whichever is earlier.</p>	<p>The incumbent has joined the University on deputation.</p>

	in this discipline, whichever is earlier, so that the academic programmes of the university could be run smoothly.																																																										
Item 2.13 (T)	<p>To place before the Executive Council the proposal for taking the services of Dr. Inder Vir Malhan, as Professor of Library and Information Sciences, on deputation for a period of one year.</p> <p>It is brought to the kind knowledge of the Executive Council, that the University has started the Academic programmes from the current year. But the posts of Professors, Associate Professors and Assistant Professors, though advertised, have not been filled up till date. At present there are only 13 Assistant Professors that too on short term contractual basis and as such there is no teaching faculty available on senior positions.</p> <p>Since the filling up of the posts may take time, it is, proposed that Dr. Inder Vir Malhan, who has been presently working as Professor DLIS, Dean Faculty of Social Sciences and Director, Academic Staff College, University of Jammu (J&K, may be taken on deputation as Professor of Library and Information Sciences, for a period of one year or till the filling up of the post of Professor in this discipline, whichever is earlier, so that the academic programmes of the university could be run smoothly.</p>	The Executive Council approved the appointment of Dr. Inder Vir Malhan, as Professor of Library and Information Sciences, on deputation, for a period of one year from the date of joining or till the regular selections are made, whichever is earlier.	The incumbent has joined the University on deputation.																																																								
Item 2.14 (T)	<p>To place before the Executive Council the proposal for granting extension in Contractual appointment of following Assistant Professors:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Candidate</th> <th>Subject</th> <th>Date of Joining</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Ms. Manpreet Arora D/O Sh. Surinder Singh Arora</td> <td>Management</td> <td>8.10.2010</td> </tr> <tr> <td>2.</td> <td>Dr.(Ms) Aditi Sharma D/O Sh. R.C. Sharma</td> <td>Management</td> <td>14.10.2010</td> </tr> <tr> <td>3.</td> <td>Sh. Ashish Nag S/O Sh. Yugal Kishore Nag</td> <td>Management</td> <td>13.10.2010</td> </tr> <tr> <td>4.</td> <td>Sh. Sanjay Kumar Thakur S/O Sh. S.S. Thakur</td> <td>Management</td> <td>28.10.2010</td> </tr> <tr> <td>5.</td> <td>Sh. Manoj Kumar Chaudhary S/O Sh. Ramsewak Chaudhary</td> <td>Management</td> <td>11.10.2010</td> </tr> <tr> <td>6.</td> <td>Sh.Rajesh Kumar S/O Sh. Charan Das</td> <td>Management</td> <td>12.10.2010</td> </tr> <tr> <td>7.</td> <td>Dr. Amit Mahajan S/O Sh. Arun Mahajan</td> <td>Mathematics</td> <td>8.10.2010</td> </tr> <tr> <td>8.</td> <td>Dr. Susheel Kumar S/O Sh. Bishan Dutt Sharma</td> <td>Mathematics</td> <td>8.10.2010</td> </tr> <tr> <td>9.</td> <td>Ms. Shruti Sharma D/O Sh. Mukesh Sharma</td> <td>English</td> <td>11.10.2010</td> </tr> <tr> <td>10.</td> <td>Dr. Khem Raj S/O Sh. Karam Chand</td> <td>English</td> <td>13.10.2010</td> </tr> <tr> <td>11.</td> <td>Sh. Shabab Ahmad S/O Sh. Shamim Ahmad</td> <td>Social Work</td> <td>13.10.2010</td> </tr> <tr> <td>12.</td> <td>Sh. Upmesh Kumar S/O Sh. Misri Singh</td> <td>Social Work</td> <td>15.10.2010</td> </tr> <tr> <td>13.</td> <td>Sh. Nimmala Karunakar S/O Sh. Nimmala Ashok</td> <td>Library Science</td> <td>21.10.2010</td> </tr> </tbody> </table> <p>The University has started its academic programmes from the current academic session. The faculty positions as approved by the UGC have been created. But since the filling up of these positions on</p>	Sr. No.	Name of the Candidate	Subject	Date of Joining	1.	Ms. Manpreet Arora D/O Sh. Surinder Singh Arora	Management	8.10.2010	2.	Dr.(Ms) Aditi Sharma D/O Sh. R.C. Sharma	Management	14.10.2010	3.	Sh. Ashish Nag S/O Sh. Yugal Kishore Nag	Management	13.10.2010	4.	Sh. Sanjay Kumar Thakur S/O Sh. S.S. Thakur	Management	28.10.2010	5.	Sh. Manoj Kumar Chaudhary S/O Sh. Ramsewak Chaudhary	Management	11.10.2010	6.	Sh.Rajesh Kumar S/O Sh. Charan Das	Management	12.10.2010	7.	Dr. Amit Mahajan S/O Sh. Arun Mahajan	Mathematics	8.10.2010	8.	Dr. Susheel Kumar S/O Sh. Bishan Dutt Sharma	Mathematics	8.10.2010	9.	Ms. Shruti Sharma D/O Sh. Mukesh Sharma	English	11.10.2010	10.	Dr. Khem Raj S/O Sh. Karam Chand	English	13.10.2010	11.	Sh. Shabab Ahmad S/O Sh. Shamim Ahmad	Social Work	13.10.2010	12.	Sh. Upmesh Kumar S/O Sh. Misri Singh	Social Work	15.10.2010	13.	Sh. Nimmala Karunakar S/O Sh. Nimmala Ashok	Library Science	21.10.2010	The Executive Council considered and approved the proposal for extending the service contract of the above teachers by another period of six months or till the filling up of these posts on regular basis, whichever is earlier.	The services of the teachers have been extended on contractual basis for further period of six months and they have joined accordingly.
Sr. No.	Name of the Candidate	Subject	Date of Joining																																																								
1.	Ms. Manpreet Arora D/O Sh. Surinder Singh Arora	Management	8.10.2010																																																								
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	<p>regular basis was not possible immediately, the university advertised and made the above appointments on contract basis for a period of six months by constituting local selection committee, as per the provisions in the Statutes. As is evident from the above table, these teachers joined between 8th to 28th Oct. 2010 and accordingly, their service contract shall terminate on April 8-28, 2011. Though the posts of Assistant Professors have been advertised on regular basis, yet the filling up these posts may take time.</p> <p>It is, therefore proposed that their service contract may be extended by another period of six months or till the filling up of these posts on regular basis, whichever is earlier, so that the academic programmes of the university could be run smoothly.</p>		
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Central University of Himachal Pradesh

POST BOX – 21, DHARAMSHALA, DISTRICT KANGRA – 176215, H.P.
PHONE NO. 01892-229330, 229573, FAX NO. 01892-229331

No: 3-5/CUHP/GA/2010/97-104

Dated: 11.4.2011

OFFICER ORDER

In supersession to this office order No. 3-5/CUHP/GA/2010-898-907 dated 28.09.2010, the Vice-Chancellor is pleased to constitute in accordance with Ordinance 19 a **University Building Committee** under Section 28(1) (0) of the Central Universities Act 2009 consisting of the following members :-

- | | | |
|-----|---|------------------|
| 1. | The Vice-Chancellor, Central University of Himachal Pradesh, Dharamshala | Chairman |
| 2. | Superintending Engineer, CPWD, Central Division, Madhopur (Sh. R.R. Verma) | Member |
| 3. | A member of Planning & Monitoring Board (To be constituted as yet) | Member |
| 4. | The Finance Officer, Central University of Himachal Pradesh, Dharamshala | Member |
| 5. | A representative of User Department | Member |
| 6. | Two teachers of the University not below the rank of Professor nominated by Vice-Chancellor | Members |
| | (i) Prof. Y. S. Verma | |
| | (ii) Prof. Arvind Agrawal | |
| 7. | The Director, NIT Hamirpur, H.P. | Member |
| 8. | University Engineer | Member |
| 9. | OSD/DR/AR in charge of the Development | Member |
| 10. | The Registrar, Central University of Himachal Pradesh, Dharamshala | Member-Secretary |

Terms of Reference

The above Building Committee shall :

- Be responsible for finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other Funding Agencies, and for proper utilization of the Grants received from the UGC etc;
- Be responsible for the maintenance and upkeep of the University Buildings;
- Assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Executive Council.
- Exercise all such powers, as delegated to it by the Executive Council from time to time and
- Constitute one or more Sub Committees to look after any of the functions and responsibilities assigned to it.

Sd/-
Registrar

Endst.No.Even.

Dated: 11.4.2011

A copy of the above is forwarded to the following for information and necessary action: -

- All the members of the Building Committee.
- The Chief Engineer, CPWD, North Zone-I, Kendriya Sadan CPWD, Sector 9-A, Chandigarh.
- The PS to Vice-Chancellor, Central University of Himachal Pradesh, Dharamshala.
- Guard File.

Sd/-
Registrar

Photocopies of the extension letters of the parent departments of Prof. Y.S. Verma and Prof. Arvind Agrawal

Fax sent by :

24-05-11 11:51 Pg: 1/1

UNIVERSITY OF RAJASTHAN
JAIPUR

CENTRAL UNIVERSITY OF HIMACHAL PRADESH
DHARMASHALA, KANGRA
Diary No. 9174
Dated 25/5/11

No. Estt. U/2011/4940

Dated : 24/5/11

OFFICE ORDER

In continuation to this office order No. Estt-I/2010/18357 dated 26.05.2010, the Vice-Chancellor is pleased to grant extension in leave without pay for one more year to Dr. Arvind Agrawal, Professor, University Deptt. of Sociology from 01.06.2011 by retaining his lien on the post of Professor in this University as permissible under rule No. 31(i) of Ord. 358, so as to enable him to continue his services at Central University of Himachal Pradesh, Dharmashala, Kangra.

Registrar

No. Estt. I/2011/4941-4945

Dated : 24/5/11

Copy forwarded for information and necessary action to the following:

1. The Head, Deptt. of Sociology, UOR, Jaipur.
2. Dr. Arvind Agrawal, Professor, Central University of Himachal Pradesh, Dharmashala, Kangra.
3. The Registrar, Central University of Himachal Pradesh, Dharmashala, Kangra.
4. The CF&FA, UOR, Jaipur.

Dy. Registrar (Estt.I)

No. 4-83/77- HPU (Estt.) Vol-II - 3424
HIMACHAL PRADESH UNIVERSITY
'ESTABLISHMENT BRANCH'



Dated: Shimla-5, the

To

✓
The Deputy Registrar,
Central University of H.P.,
PO Box:21, Dharamshala,
Distt. Kangra, H.P.-176215.

H.
3/5/2011
Registrar
So. Registrar
4/05

27 APR 2011

Subject: Appointment of Prof. Yoginder S. Verma on deputation basis.

Sir,

I am to refer to your letter No.3-3/CUHP/Estt/2010/2408 dated February 21, 2011 on the above cited subject and to convey the approval of the Vice-Chancellor of this University to the extension of period of deputation/foreign service of Dr. Yoginder Singh Verma, Professor, University Business School, HPU with the Central University of Himachal Pradesh against the post of Professor of Management in the pay band of Rs. 37400-67000 +10000 AGP for a further period beyond 22.5.2011 to 28.2.2012 or till the post of Professor of Management is filled up by the Central University of H.P., whichever is earlier on the same terms and conditions as already conveyed vide letter of even number dated 21st May, 2010.

Yours faithfully,

REGISTRAR

27 APR 2011 Dated:

Endst. No. Even.

Copy to:-

1. Dr. Yoginder Singh Verma , Professor of Management, Central University of Himachal Pradesh, Distt. Kangra. H P-176215.
2. The Director, IMS, HPU, Shimla-5.
3. The Dean of Studies, HPU, Shimla-5.
4. The Finance Officer, HPU, Shimla-5.
5. The Dy. Controller, LAD, HPU, Shimla-5.
6. The Internal Audit Officer, HPU, Shimla-5.
7. The Dy. Registrar(Admn./Acad.), HPU, Shimla-5.
8. The Spl. P. S to V. C/ Sr. P. S to Registrar, HPU, Shimla-5.
9. Guard file.

REGISTRAR

UGC letter regarding Regulations for the conduct of the Business of the Executive Council

UNIVERSITY GRANTS COMMISSION
BAHAUDDIN SHAH ZAFAR MARG
NEW DELHI-110002

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली - 110 002

February, 2011
- 8 FEB 2011

UNIVERSITY OF HIMACHAL PRADESH
Dharamshala Distt. Kangra
Himachal Pradesh - 176 215

Dharamshala Distt. Kangra
Himachal Pradesh - 176 215


Subject : Regulations for the conduct of the Business of the Executive Council.

Sir,

With reference to your Notification No.1-1/CUHP/GA/2010/473-77 dated 1.9.2010 on the subject mentioned above, I am directed to inform you that the matter has been examined in the UGC office and the view/comments of the UGC on the Regulations for the conduct of the Business of the Executive Council is as under:-

Regulation	Suggestion of UGC
Point No.13 The quorum for the meeting of the Executive Council shall be as prescribed vide Statute 11. Provided that if a meeting of the Executive Council is adjourned for want of quorum, no quorum shall be necessary at the next meeting for the transaction of the business which was listed for the adjourned meeting.	The quorum for the meeting of the Executive Council shall be as prescribed vide Statute 11. Provided that if a meeting is adjourned for want of quorum, the next meeting for transaction of the business may be started only after the required quorum.
Point No.23 The decisions recorded in the minutes shall be implemented by the university and action so taken shall be reported to the Executive Council in its next meeting.	Where financial implication is involved, the same may be placed first in the Finance Committee and then before the Executive Committee and the decision recorded in the Executive Committee meeting shall be implemented by the University after obtaining prior approval of the concerned Statutory Authority Funding Agency, where it is needed.

Therefore, you are requested to incorporate the above mentioned observations in the Regulations for the conduct of the Business of the Executive Council

Yours faithfully,

(A.B. Bhatt)
Section Officer

DRAFT ORDINANCE NO: 38
RIGHT TO INFORMATION RULES 2011
Under Section 28(2); Statute 12(2)(xx)

1. **Short title and commencement:** These rules may be called the “Central University of Himachal Pradesh Right to Information Rules, 2011.”
2. **Definitions:** (1) In these rules unless the context otherwise requires.-
 - (a) ‘Act’ means the Right to Information Act, 2005;
 - (b) ‘Form’ means a form appended to these rules;
 - (c) ‘Section’ means section of the Act;
 - (d) “Appendix’ means appendix appended to the rules.(2) Words and expressions used but not defined in these rules, shall have the same meaning as assigned to them in the Act respectively.
3. **Application for seeking information:** (1) Any person seeking information under the Act shall make an application in Form ‘A’ to the Public Information Officer accompanied by fee prescribed in rule 5 and the Public Information Officer shall duly acknowledge the receipt thereof and shall enter the particulars in Part I of the Application Register maintained for the purpose in Appendix I.
 - (2) Except in the case of an applicant who is determined by the State Government as being below poverty line, the application shall be accepted only if it is accompanied by payment of the requisite application fees as specified in rule 5. A separate application shall be made in respect of each subject and in respect of each year to which the information relates.
 - (3) When the information sought for is ready and requires payment of additional fee, if any, the Public Information Officer shall communicate to the applicant the fact in Form ‘B’ specifying the additional fee to be paid, on his address given in the application. The particulars of information being supplied shall be entered in Part II of the Application Register.
 - (4) When the information is ready the Public Information Officer will inform the applicant in Form ‘C’.
 - (5) Any information supplied under sub rule (4) shall be in the language available in the office record.
4. **Inspection of record:** (1) Any person who seeks to inspect the record before making an application under Section 4 shall make application in form D for the purpose indicating the record to be inspected.
 - (2) An Inspection Register shall be maintained with the Public Information Officer in form given in Appendix-II and details of the application and inspection shall be recorded therein.
 - (3) During inspection the applicant shall not take photographs etc. of the record/document.

(4) Except if inspection of the record is disallowed under section 8 and 9 of the Act, Public Information Officer shall allow the inspection on payment of the requisite fee prescribed in rule 5.

5. **Charging of fee :** (1) Except in the case of persons who are below poverty line as determined by the State Government, the Public Information Officer shall charge the fee for supply of information at the following rates, namely:

1. A request for obtaining information under sub-section (1) of Section 6 shall be accompanied by an application fee of Rs.10.00 by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Orders payable to the Finance Officer, Central University of Himachal Pradesh at Dharamshala.

2. 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 or bankers cheque or Indian Postal Orders payable to the Finance Officer, Central University of Himachal Pradesh at Dharamshala at the following rates:

- (a) Rs. two for each page (in A-4 or A-3 size paper)
- (b) actual charge 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 Rs. 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 by demand draft or bankers cheque or Indian Postal Orders payable to the Finance Officer, Central University of Himachal Pradesh at Dharamshala at the following rates:

- (a) for information provided in diskette or floppy – Rs.50/- per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or Rs.two per page of photocopy for extracts from the publication

(2) Every page of information to be supplied shall be duly authenticated giving the name of the Applicant (including below poverty line status if that is the case), and shall bear the dated signatures and seal of the concerned Public Information Officer supplying the information.

(3) Fees/ Charges shall be deposited in the University Account under the sub-head “ Receipt under Right to Information Act, 2005”. Accruals into this head of account may be utilized for furthering the purposes of the Act, including purchase of equipment and consumables, providing training to staff etc.

6. **Procedure in appeals before the Appellate Authorities:** (1) Contents of appeal - The Memorandum of appeal to the Appellate Authority/Commission shall contain the following information, namely:-

- (i) name and address of the appellant;
- (ii) name and address of the Public Information Officer against the decision of whom the appeal is preferred;
- (iii) particulars of the order including number, if any, against which the appeal is preferred;

-
- (iv) brief facts leading to the appeal
 - (v) if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Public Information Officer to whom the application was made;
 - (vi) prayer or relief sought;
 - (vii) grounds for the prayer or relief;
 - (viii) verification by the appellant; and
 - (ix) any other information which the Commission may deem necessary for deciding the appeal.
- (2) The appellant shall submit four copies of the memorandum of appeal for official purpose.
- (3) Every appeal made to the Appellate Authority/Commission shall be accompanied by the following documents, namely:
- (i) self attested copies of the Orders or documents against which the appeal is being preferred;
 - (ii) copies of documents relied upon by the appellant and referred to in the appeal; and
 - (iii) an index of the documents referred to in the appeal.
- (4) When the Appellate Authority/ Commission may calls for the record, it shall in any case return the original record within 10 days after retaining an authenticated copy if required.
- (5) On the date of hearing or on any other day to which hearing may be adjourned, the parties shall put their appearance before the Appellate Authority/ Commission. If the appellant fails to appear on such date, the Appellate Authority/Commission may in its discretion either dismiss the appeal or decide the matter ex-parte on merits
- (6) The appellant shall not, except by leave of the Appellate Authority /Commission, urge or be heard in support of any ground of objection which has not been set forth in the memorandum, but the Appellate Authority /Commission, in deciding the appeal, need not confine itself to the grounds of objection set forth in the memorandum:
- Provided that the Appellate Authority/ Commission shall not rest its decision on any ground other than those specified in memorandum, unless the party likely to be affected thereby, has been given, an opportunity of being heard by the Appellate Authority/ Commission.
- (7) The Commission may frame regulations in respect of its day-to-day proceedings.

Form 'A'
[See rule-3 (1)]

**APPLICATION FOR INFORMATION UNDER
THE RIGHT TO INFORMATION ACT 2005**

To

The Public Information Officer
(Name of the Department from which the information is sought)

(a) Subject matter of the information

(b) Period to which the information relates.
Month & year

(c) Description of the information required

(d) File No. if available

(e) Whether the applicant claims exemption
as below poverty line family, if yes, attach proof

(f) Original Treasury Challan No

amount and date of depositing

application fee under rule 4 be attached.

Applicant

Name_____

Address_____

Telephone No._____

Form 'B'
[See rule 3(3)]

From

Designation of the
Public Information Officer
[Department_____]

To

(Name of the applicant)
Address of the applicant.

Reference: Application No _____ Dated _____ received on _____

Subject:

Sir,

Please refer to your above referred application. The information required by you consists of ____ pages and printed publication cost Rs ----- . The additional fee for supplying this information to you is Rs. _____. In case you desire the information to be sent to you by post, an additional amount of Rs. _____ will need to be deposited.

2. You are required to deposit the aforesaid amount of the additional fee with the undersigned personally or through IPO/Bank draft in favour of the Finance Officer, Central University of Himachal Pradesh payable at Dharamshala (HP).

3. If you are not satisfied with the amount of additional fee levied, you have a right to prefer appeal to _____ (Appellate Authority) within a period of 30 days.

Public Information Officer

Tel No.

Form 'C'
[See rule 3(3) & 6(i)]

From

Designation of the
Public Information Officer
[Department _____]

To

(Name of the applicant)
Address of the applicant.

Reference: Application No. _____ dated _____ received on _____

Subject:

Sir,

Please refer to your above referred application.

2. The information required by you is ready. You are directed to collect the information from the office of the undersigned on any working day of the week during 12.00 to 3.30 p.m.

Public Information Officer

Telephone No.

Form 'D'
[See rule-4 (1)]

APPLICATION FOR INSPECTION
UNDER THE RIGHT TO INFORMATION ACT 2005

To

The Public Information Officer
(Name of the Department from which the inspection is sought)

(a) Subject matter of the information

(b) Period to which the information relates.

Month & year

(c) Description of the information required

(d) File No. if available

(e) Whether the applicant claims exemption

as below poverty line family, if yes, attach proof

amount and date of depositing

application fee under rule 4 be attached.

Applicant

Name _____

Address _____

Telephone No. _____

Form 'E'
[See rule 3(3)]

From

Designation of the
Public Information Officer
[Department_____]

To

(Name of the applicant)
Address of the applicant.

Reference: Application No _____ Dated _____ received on _____

Subject:

Sir,

Please refer to your above referred application. The information required by you consisting ____ pages is enclosed herewith.

3. If you are not satisfied with the information so supplied, you have a right to prefer appeal to _____ (Appellate Authority) within a period of 30 days.

Public Information Officer

Tel No.

REGISTER OF APPLICATIONS FOR INFORMATION

UNDER THE RIGHT TO INFORMATION ACT 2005

PART-I

Sl No.	Name & full postal address of the applicant	Whether below poverty line (BPL)	Date of receipt of application	Tentative date on which the record would be ready	Mode by which the information is sent	IPO/BD No. and date	Signature of PIO
1	2	3	4	5	6	7	8

PART-II

Actual date when the information is ready	Number of actual pages	Amount of additional fee	Signature of applicant with date in token of receipt if the information is delivered in person or if the information is sent by post its particulars and date	Signature of PIO
9	10	11	12	13

INSPECTION REGISTER

UNDER THE RIGHT TO INFORMATION ACT 2005

Sl. No	Name & full postal address of the applicant	Whether below poverty line (BPL)	Subject matter of information	Particulars of record to be inspected	Time taken From____ to_____	Amount Of Fee charged	Signature of applicant	Particulars of fee charged By PIO	Signature of PIO
1	2	3	4	5	6	7	8	9	10