

Disclosure Under Section 4(1)(b) of Right To Information Act, 2005

4(1) (b)

i. **The particulars of its organization, functions and duties;**

Organisation

Government College for Women, Pali is a Government institution under the Department of Higher Education, Haryana. The college is affiliated with Indira Gandhi University, Meerpur, Rewari. It is situated in village Pali, District Rewari, Haryana-123102. The college has—non-teaching staff members and ---teaching staff members including technical staff.

Functions and Duties

The institute performs following functions:

1. It imparts education to U.G. students in all the three streams viz. Arts, Commerce and Science (N.M.)
2. It organises various co-curricular activities through its various cells such as Women Cell, N.S.S. etc.

ii. **the powers and duties of its officers and employees:**

The teaching staff members take lectures as per syllabus and workload norms of the affiliating university/Higher Education department, Haryana.

The non-teaching staff members perform ministerial duties and other functions as per need of the institution.

iii. **the procedure followed in the decision making process, including channels of supervision and accountability:**

Sr. No.	Channel of Supervision
1	Principal
2	College Council comprising 05 senior most Assistant/Associate Professors
3	Teaching staff members
4	Deputy Superintendent (vacant)
5	Assistant Superintendent (vacant)
6	Clerks, L.A.s
7	Peon, Chowkidar etc.

(iv) the norms set by it for the discharge of its functions;

The guidelines framed by the Department of Higher education, Haryana on various subjects are kept in view while processing the proposals.

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Instructions issued by the Department of Higher Education, Haryana on the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions are held in records as per rules.

(vi) a statement of the categories of documents that are held by it or under its control

Guidelines/instructions issued from time to time and Instructions on academic matters are held by the institute.

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Members of the public are not involved in the formulation of its policy or implementation thereof except as members of Alumni association, Anti-Sexual harassment cell.

(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 ;

Not applicable.

(xi) a directory of its officers and employees ;

Teaching Staff:

Sr. No.	Name	Designation
1	Dr. Karan Singh	ASSOCIATE PFOFFESSOR
2	Dr. Jyoti Yadav	ASSOCIATE PFOFFESSOR
3	Ms. Neelu Kishnani	ASSISTANT PROFESSOR
4	Sh. Pramod Kumar	ASSISTANT PROFESSOR
5	Ms. Anshu	ASSISTANT PROFESSOR
6	Sh. Ravi Kant	ASSISTANT PROFESSOR
7	Ms. Seema Rani	ASSISTANT PROFESSOR
8	Dr. Sujan Singh	ASSISTANT PROFESSOR
9	Sh. Hawa Singh	ASSISTANT PROFESSOR
10	Dr. Yogita Yadav	ASSISTANT PROFESSOR
11	Ms. Roshni	ASSISTANT PROFESSOR
12	Sh. Sundeep Kumar	ASSISTANT PROFESSOR
13	Dr. Ritu	EXTENSION LECTURER
14	Ms. Vinita	EXTENSION LECTURER
15	Sh. Sandeep Kumar	EXTENSION LECTURER

Non-Teaching Staff

Sr. No.	Name	Designation
1	Sh. Narender Kumar	L.A.
2	Sh. Jitender Kumar	Peon

Sr. No	Head of Account	Obj Code Description	Amount Allocated
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3	Sh. Akshay Kumar	Peon	
4	Ms. Pooja Yadav	Computer Instructor	
5	Sh. Ashwani kumar	Computer L.A.	
6	Sh. Lokesh Kumar	Clerk	
7	Ms. Nisha	L.A.	
8	Ms. Sunita Devi	Peon	
9	Ms. Ramrati	Sweeper	
10	Sh. Jitender Kumar	Chowkidar	
11	Sh. Hansraj	Chowkidar	
12	Sh. Dharmender Kumar	Driver	
13	Sh. Hariram	Conductor	

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations ;

The officers/staff are in the following pay scale :

Sr. No.	Designation	Pay-scale
1	Principal	37, 400-69, 100+10, 000 GP
2	Associate Professor	37, 400-69, 100+9, 000 GP
3	Assistant Professor	15, 600-39, 100+ 6, 000 GP
4	Extension lecture	57, 700/- PER MONTH (FIXED)
5	Deputy Superintendent	9300-34800+3600GP
6	Assistant Superintendent	9300-34800+3600GP
7	Computer Instructor	35, 400/- PER MONTH (FIXED)
8	Computer L.A.	19, 900/- PER MONTH (FIXED)
9	Clerk	5200-20200+1900GP
10	L.A.	5200-20200+1900 GP
11	Peon	5200-20200+1300GP
12	HKRN Employees	As per rates fixed by HKRN

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made ;

Budget allocation for the year 2022-2023.

Budget Head	Allocation
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1.	2202-03-001-99-98-12-P-01-R-V	01	Salary	2000000
2.	2202-03-001-99-98-12-P-01-R-V	02	Wages	1359600
3.	2202-03-001-99-98-12-P-01-R-V	03	Dearness Allowances	700000
4.	2202-03-001-99-98-12-P-01-R-V	04	Travel Expenses	15000
5.	2202-03-001-99-98-12-P-01-R-V	05	Office Expenses	596399
6.	2202-03-001-99-98-12-P-01-R-V	34	Other Charges	194500
7.	2202-03-001-99-98-12-P-01-R-V	67	Medical Reimbursement	0
8.	2202-03-001-99-98-12-P-01-R-V	69	Contractual Service	1300000
9.	2202-03-001-99-98-12-P-01-R-V	92	Energy Charges	300000
10.	2202-03-001-99-99-12-P-01-R-V	88	Computerisation (IT)	730000
11.	2202-03-103-98-51-12-P-01-N-V	01	Salary	12388704
12.	2202-03-103-98-51-12-P-01-N-V	02	Wages	442400
13.	2202-03-103-98-51-12-P-01-N-V	03	Dearness Allowances	3910240
14.	2202-03-103-98-51-12-P-01-N-V	04	Travel Expenses	30000
15.	2202-03-103-98-51-12-P-01-N-V	24	Material and Supply	2000000
16.	2202-03-103-98-51-12-P-01-N-V	67	Medical Reimbursement	100000
17.	2202-03-103-98-51-12-P-01-N-V	69	Contractual Service	2000000
18.	2202-03-103-98-51-12-P-01-N-V	70	Leave Travel Concession	183573
19.	2202-03-105-90-51-12-P-01-N-V	34	Other Charges	10000
20.	2202-03-105-92-51-12-P-01-N-V	24	Material and Supply	83200
21.	2202-03-105-92-51-12-P-01-N-V	87	Honorarium	40000
22.	2202-03-105-99-51-12-P-01-N-V	34	Other Charges	23436
23.	2202-03-105-99-51-12-P-01-N-V	87	Honorarium	10000

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;

S.C. Stipend

B.C. Stipend

(xiii) (particulars of recipients of concessions, permits or authorizations granted by it ;)

Not applicable

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form ;

Not applicable

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use ;

The college office is open from 9.00 am to 4.00 pm daily.

(xvi) the names, designations and other particulars of the Public Information Officers ;

Sr. No.	Name and Address	Designation
1	Dr. Jyoti Yadav, Associate Professor, GCW, Pali	SPIO
2	Dr. Karan Singh, Principal, GCW, Pali	First Appellate Authority

(xvii) such other information as may be prescribed; and thereafter update these publications every year ;

Not available