

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 organizes 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 ;

(ix) Directory Of Officials :

Teaching Staff:

Sr. No.	Name	Designation
1	Dr.Karan Singh	PROFESSOR
2	Dr.Jyoti Yadav	PROFESSOR
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

Non-Teaching Staff

Sr. No.	Name	Designation
1	Ms.Pooja Yadav	Computer Instructor
2	Sh.Ashwani kumar	Computer L.A.
3	Sh.Akshay Kumar	Peon
4	Sh.Narender Kumar	L.A.
5	Sh Rajeev kumar	Library Attendant
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
14	Mr. Sahil	Peon
15	Mr. Sandeep kumar	Peon
16	Mr. Kuldeep Singh	Peon
17	Mr. Rahul	Peon
18	Mr. Parveen Kumar	Peon

(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+10,000GP
2	Associate Professor	37,400-69,100+9,000GP
3	Assistant Professor	15,600-39,100+6,000GP
4	Extension lecture	57,700/-PERMONTH (FIXED)
5	Deputy Superintendent	9300-34800+3600GP
6	Assistant Superintendent	9300-34800+3600GP
7	Computer Instructor	35,400/-PERMONTH (FIXED)
8	Computer L.A.	19,900/-PERMONTH (FIXED)
9	Clerk	5200-20200+1900GP
10	L.A.	5200-20200+1900GP
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 2024-2025.

BUDGET AVAILABILITY REPORT

Head of Account	Obj Code	Description	Amount Allocated	Cumulative Expenditure	Balance Amount
2202-03-001-99-98-12-P-01-R-V	01	Salary	700000	234859	465141
2202-03-001-99-98-12-P-01-R-V	03	Dearness Allowances	350000	106561	243439
2202-03-001-99-98-12-P-01-R-V	04	Travel Expenses	25000	21745	3255
2202-03-001-99-98-12-P-01-R-V	05	Office Expenses	796664	65906	730758
2202-03-001-99-98-12-P-01-R-V	69	Contractual Service	450000	214170	235830
2202-03-001-99-98-12-P-01-R-V	92	Energy Charges	300000	173026	126974
Scheme Total:			2621664	816267	1805397
2202-03-103-99-51-12-P-01-R-V	01	Salary	13400000	11163752	2236248
2202-03-103-99-51-12-P-01-R-V	02	Wages	3163600	2624975	538625
2202-03-103-99-51-12-P-01-R-V	03	Dearness Allowances	6700000	5367158	1332842
2202-03-103-99-51-12-P-01-R-V	04	Travel Expenses	75000	49085	25915
2202-03-103-99-51-12-P-01-R-V	05	Office Expenses	162651	0	162651
2202-03-103-99-51-12-P-01-R-V	24	Material and Supply	150000	146391	3609
2202-03-103-99-51-12-P-01-R-V	69	Contractual Service	3320000	2669201	650799
2202-03-103-99-51-12-P-01-R-V	70	Leave Travel Concession	767856	767856	0
Scheme Total:			27739107	22788418	4950689
2202-03-105-90-51-12-P-01-N-V	34	Other Charges	30000	0	30000
Scheme Total:			30000	0	30000
2202-03-105-92-51-12-P-01-N-V	24	Material and Supply	56810	51023	5787
2202-03-105-92-51-12-P-01-N-V	86	Training	56828	26828	30000
2202-03-105-92-51-12-P-01-N-V	87	Honorarium	45000	7700	37300
Scheme Total:			158638	85551	73087
2202-03-105-93-51-12-P-01-N-V	24	Material and Supply	2484	0	2484
2202-03-105-93-51-12-P-01-N-V	87	Honorarium	3500	0	3500
Scheme Total:			5984	0	5984
2202-03-105-99-51-12-P-01-N-V	87	Honorarium	10000	0	10000
Scheme Total:			10000	0	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 off acilities available 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.	Nameand Address	Designation
1	Dr. Jyoti Yadav, AssociateProfessor, GCW, Pali	SPIO
2	Dr. Karan Singh, Principal,GCW,Pali	FirstAppellateAuthority

(xvii) Such other information as may be prescribed; and there after update these publications every year ;

Not available

