

# **KENDRIYA HINDI SANSTHAN, AGRA**

**(KENDRIYA HINDI SIKSHAN MANDAL, AGRA)**

## **INFORMATION REQUIRED TO FURNISH FOR PREPARATION OF MANUALS UNDER THE RIGHT TO INFORMATION ACT, 2005.**

1.	The particulars of its organization functions and duties.	<p>1. The name of the Society is the Kendriya Hindi Shikshan Mandal registered under the Society Act Xxi of 1860</p> <p>2. The registered office of the Mandal will be situated at Agra. It Regional centres are viz Delhi, Hyderabad, Dimapur, Mysore, Guwahati and Shillong.</p> <p>3. The objects for which the Mandal is established are:</p> <p>(i) To establish and to carry on the administration and management of the Central Institute of Hindi, i.e. Kendriya Hindi Sansthan, Agra hereinafter called the Sansthan.</p> <p>The Funtions of the Mandal are:</p> <p>(a) To improve the standards of, teaching of Hindi at various levels, to train Hindi teachers, to provide for the advanced study of Hindi language and literature and comparative linguistics of different Indian languages in relation to Hindi, to organize research in the teaching of the subject, to formulate, undertake, and facilitate such courses as are conducive to the development and propagation of Hindi as an all India language as envisaged in Art.351 of the Constitution.</p> <p>(b) To establish, supervise, and control hostels for the residence of the students:</p> <p>(c) To hold examinations and grant diplomas:</p> <p>(d) To prepare suitable text books at various levels:</p> <p>(e) To undertake and provide for publication of journals and periodicals in furtherance of its object:</p> <p>(f) To subscribe or to become a member or to co-operate or to amalgamate with any other association or institute whose objects are similar and also to affiliate institutes with similar objects:</p> <p>(g) To institute and award fellowships, scholarships, prizes and medals in accordance with the rules and bye-laws adopted from time to tome:</p> <p>(h) To obtain or accept subscriptions, donations, grants, gifts, devices, bequests, and trusts from any person, corporation or Institution:</p> <p>(i) To sell, manage, transfer, exchange, mortgage, demise, dispose of, or otherwise deal with any property, belonging to the Mandal, provided however, that no immovable property of the Mandal shall be transferred disposed of in any manner what so ever without the approval of the Central Government:</p> <p>(j) To borrow and raise moneys with or without security or on the security of a mortgage: charge or hypothecate or pledge over all or any of the properties belonging to the</p>
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2.	Powers & Duties of Officers/Employees	<p>Mandal:</p> <p>(k) To invest and deal with any moneys of the Mandal not immediately required for any of its objects in such manner as may be determined from time to time by the Mandal:</p> <p>(l) To draw, make accept, endorse and discount cheques, notes and or/other negotiable instruments.</p> <p>In order to fulfill the above-mentioned objectives, the following departments have been established in the Headquarter of the Central Institute of Hindi:</p> <p>(i) The Department of Teacher Education.</p> <p>(ii) The Department of Teacher Material Production</p> <p>(iii) The Department of Research and Language Development.</p> <p>(iv) The Department of Hindi Teaching for Foreigners.</p> <p>(v) The Department of Correspondence Education.</p> <p>(vi) The Department of Pragmatic Hindi and Language Expansion.</p> <p>(vii) The Department of Information and Language Technology.</p> <p>(viii) The Department of P.G. Diploma (Evening Courses)</p> <p><b>1. Chairman, Hon'ble, Minister of HRD :</b> (as per schedule of points given in MOA, Ruls &amp; bye Laws )</p> <p><b>I. Administrative</b></p> <p>(a) to appoint in a temporary capacity without going through the procedure prescribed in Bye-law No. 8</p> <p>(i) Lecturers upto a period of one year only.</p> <p>(b) To sanction leave</p> <p><b>II. Financial</b></p> <p>(a) to re-appropriate funds from one unit of appropriation to another – full provided;</p> <p>(i) The total sanctioned allotment under the main head is not there by exceeded;</p> <p>(ii) That such re-appropriation shall not have the effect of involving the Mandal in the following years on the same item.</p> <p>(b) to write off in-recoverable value of stores i.e. within rules, Subject to a maximum of Rs. 5000/- in each case provided .</p> <p>(i) The loss is not due to theft.</p> <p>(ii) It does not disclose a defect of system or serious negligence on the part of any employee of the Mandal.</p> <p>(c) To sanction advances for purchase of conveyances and other advances- full as per rules to the Director.</p> <p><b>Director/Secretary</b></p> <p>As per provision of MOA Bye Laws 16, The Director shall be the Administrative and Academic head of the Institute and shall be responsible for its proper functioning. Without prejudice to the generality of this provision he shall perform duties and exercise powers as set forth in part 2 of the Schedule of Powers appended to these Bye-laws.</p> <p>(a) to convene meetings of the Mandal and the Governing Council and all other Committees appointed by them.</p>
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- (b) to issue notices of meetings of the Mandal and Governing Council and other committees appointed from time to time.
- (c) to prepare the agenda for the meetings of the Mandal, Governing Council and other Committees.
- (d) to prepare and maintain minutes of the meeting of the Mandal, the Governing Council and other Committees.

**I. Administrative**

- (a) To organize courses of study within the frame work of the aims and objectives of the institute- full
- (b) To select participants in each session and to make all necessary arrangements for their boarding lodging and discipline- full
- (c) To supervise the conduct and work of the Institute staff and for that purpose to exercise such disciplinary control as may be necessary- full
- (d) (i) To sanction all kinds of leave to members of the staff- full within the prescribed limits.  
(ii) To record entries in the Service Book and Character Rolls - full
- (e) To arrange at his discretion outside visits for the session members to educational centers in India for educational and observative purpose – full within the prescribed budget.
- (f) To act as controlling officer in respect of journeys performed by the members of the staff and act as his own controlling officer in respect of the journeys performed by him in connection with the affairs of the Mandal and Sansthan/Institute- full
- (g) To permit, at his discretion, in special cases and for reasons in writing, officers and members of the staff to draw actual expenses incurred by them while on tour- full subject to the prescribed rules.
- (h) To appoint staff in regular capacity following procedure prescribed in Bye-law No. 8 (h) or in temporary capacity as in 8 (i) – full in the case of posts falling under groups III (A), III (B) and IV.

**II. Financial**

- (a) To prepare budget estimates- full
- (b) To re-appropriate funds from one unit of appropriation to another- full provided the expenditure for which re-appropriation is made, is within his competence and does not commit the Mandal to further outlay in coming years.
- (c) Subject to availability fo budget provision, and estimates as approved by the Mandal.
  - (i) To disburse salaries and allowances and stipends to the employees of the Mandal, trainees, and other persons engaged in the programmes of the Sansthan/Institute- full
  - (ii) To incur expenditure of a contingent or miscellaneous nature- full
- (d) (i) To write off losses - Rs. 1000/- in each case of loss of stores, cash and stamps not due to theft, fraud or negligence  
(ii) writing off unserviceable stores and other articles and disposing them in accordance with rules- full
- (e) To open bank accounts in the name of the Mandal in such banks as are approved by the Governing Council and to operate the account, that is to say-
  - (i) Pay in all money received by the Institute and for that purpose endorse all cheques, drafts, bills, etc- full
  - (ii) To draw cheques in the name of the Mandal- full
- (f) To take action on urgent matters including incurring of expenditure in anticipation of sanction of the Governing Council in urgent cases.
  - (i) The step does not involve expenditure on a new service.
  - (ii) The approval of the Chairman is obtained.
  - (iii) The metter is reported to the Governing Council at its next meeting.
- (g) To sanction increments, T.A. and other advances like advances for purpose of conveyances, festival advances etc. to employees of the Sansthan/Institute according to rules- full

<p><b>III. Disciplinary</b> To impose all penalties laid down in the General Terms and Conditions of Service – full, in the case of posts for which he is appointing authority subject to the right of appeal to Governing Council by the person penalized.</p> <p><b>IV. General</b> To exercise power in respect or other matters - Same as those applicable to a Head of the Deptt. Under Govt. of India.</p> <p><b>Registrar (Bye laws 17 of MOA)</b> The Registrar shall be a whole-time officer and shall perform such duties concerning academic and Administrative affairs of the Mandal as may be assigned to him by the Director. The following works being done presently -</p> <ol style="list-style-type: none"> <li>01. Senior most officer to perform duties as assigned by the Director/Secretary time to time.</li> <li>02. Exercises control both in regard to movement of file, dispatch of business and maintenance of discipline.</li> <li>03. Disposes of receipts of all letters and putting them on the relevant files with due examination at his own level or submitted by section officers.</li> <li>04. Submits important matters to Director/Secretary of Sansthan for further orders.</li> <li>05. VIP references.</li> <li>06. Helping and advising the staff.</li> <li>07. Management and coordination of the work.</li> <li>08. Maintenance of order and discipline.</li> <li>09. Examination and scrutinizing of receipts and record of registers etc. as per directives of the Director/Secretary.</li> <li>10. Responsible for efficient and expeditious disposal of work and checks on delays.</li> <li>11. Supplying of factual information of a non-classified nature.</li> <li>12. Enquiry Committees and Reports.</li> <li>13. Review Committees and Reports.</li> <li>14. Selection Committees.</li> <li>15. Authorization, Nominations.</li> <li>16. Vigilance, PIO.</li> <li>17. Parliamentary Committees.</li> <li>18. Staff Car.</li> </ol> <p><b>Deputy Registrar</b></p> <ol style="list-style-type: none"> <li>01. Shares the responsibilities of Registrar.</li> <li>02. Incharge of Administrative Section, Stores, Building Maintainance etc.</li> <li>03. Supervision relating to issue of administrative matters</li> <li>04. Looks after Manual of Office Procedures.</li> <li>05. Permission for entry and outgoing of materials.</li> <li>06. Purchasing.</li> <li>07. Campus keeping.</li> <li>08. Ministry References.</li> <li>09. Judicial Matter.</li> </ol> <p><b>Librarian</b></p> <ol style="list-style-type: none"> <li>01. Keeping of Libraries up-to-date according to current norms.</li> <li>02. Purchasing and subscribing of Books, Magazines as per need of the staff under the approval and sanction of Director/Secretary.</li> <li>03. Chief advisor to the Director/Secretary for maintainance and uplifting of standard of Libraries of the centres.</li> <li>04. Framing and execution of rules for better use of library as per suggestion of faculty members and under the approval of</li> </ol>
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		<p>Director/Secretary.</p> <p>05. Distribution of work within his section and maintainance of discipline among staff.</p> <p><b>Publication Manager</b></p> <p>01. Chief Personnel looking after Printing, Publication, Distribution and sale of books as per rules, suggestions and guidelines given by Director/Secretary.</p> <p>02. Quality Control of Publications.</p> <p>03. Participation in Book-Fair within the instructions.</p> <p>04. Fixation of Prices of books under the consultation of Director/Secretary.</p> <p>05. Distribution of work within his section and maintainance of discipline among staff.</p> <p><b>Accounts Officer</b></p> <p>01. To keep minute details of accounts of Mandal and get it audited every year from A.G., U.P. and to submit it to the Govt.</p> <p>02. To control income and expenditure as per budget allocations.</p> <p>03. To communicate the Heads of Deptt., Regional Directors, Scheme Coordinators about allocations for respective Deptts., Centres and schemes and collect information from them, regarding the expenditures on monthly basis.</p> <p>04. To prepare relevant documents for release of funds by the Ministry.</p> <p>05. To prepare Demand Notes for release of fund and to issue proper receipts for the funds received.</p> <p>06. To prepare proper documents for payments and receipts as per Financial rules.</p> <p>07. To evolve valid mechanism for checking of bills, verifying rates.</p> <p>08. To suggest Director/Secretary in complicated Financial matters and relevant solutions.</p> <p>09. Distribution of work within his section and maintainance of discipline among staff.</p> <p>10. Disbursement of Salary, Wages of Employees and Temporary staff.</p> <p>11. Disbursement of Medical bills.</p> <p>12. Release of Advances : Housing, Car under the sanction of Director/Secretary.</p> <p>13. Release of Pensions.</p> <p>14. Matters related to Arrears.</p> <p>15. Relization of Income Tax from the Salary bill of employees.</p> <p>16. Scholarships : Subsidies.</p> <p>17. Over Time.</p> <p>18. G.I.S.</p> <p>19. L.I.C.</p> <p>20. GPF, CPF.</p> <p>21. Honorarium.</p> <p>22. T.A. Bills &amp; Advances.</p> <p>23. Accounts of Centre.</p> <p>24. A.G., U.P.</p> <p>25. Auditing.</p> <p><b>Administrative Officer (Admn.)</b></p> <p>01. Disposes of receipts of all letters and pulling them on the relevant files for further action.</p> <p>02. Submission of cases for further orders.</p> <p>03. Keeping of Personal Files initiating movement of files.</p> <p>04. Attending personal matters of staff related to Service delivery and initiating action accordingly.</p> <p>05. Matter related to vacancies, advertisement of vacant post, keeping of records etc.</p>
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|  | <p>06. Purchasing, Stores, Distribution, Information regarding Manual.</p> <p>07. Keeping records of service related orders of employees.</p> <p>08. Recording, indexing and weeding out of files.</p> <p>09. Campus-duties, Hiring of Labour Acquiring, Hiring and maintainance of records and valuable documents related to property of Mandal.</p> <p>10. Security, Communication, Hostel related matters.</p> <p>11. Relationship with other Govt. organization i.e. Employment Exchange, Water Supply Deptt., Electricity Supply Deptt., Post Office.</p> <p>12. Holidays.</p> <p>13. Matter related to Reservation.</p> <p>14. Employment rules, Pay Commission, Revision of Pay, Pay Commission Report.</p> <p>15. Allotment of Rooms and Residential Accomodation.</p> <p>16. Authorization of Doctors, Contractors.</p> <p>17. Matters related to Public Facilities (Telephone etc. Bank, Post Office, Intercom, Water Purification).</p> <p>18. GPF, CPF.</p> <p>19. General Transport : Bus, Metador.</p> <p><b>Administrative Officer (Acad. &amp; Exams.)</b></p> <p>(i) a. Admission Process of Students for all courses.</p> <p>b. Registration of Students.</p> <p>c. Scholarships.</p> <p>d. Academic Council, Curriculum and Syllabi.</p> <p>e. Extension Lectures, Special Lectures.</p> <p>f. Deputation of Academic Staff for Academic Purposes.</p> <p>g. Reports : Monthly, Quarterly, Yearly.</p> <p>h. Opening of New Centres.</p> <p>i. Academic Programmes of Centres.</p> <p>j. Certificates of Attendance for Short-term Courses.</p> <p>k. Memorandum of Understanding.</p> <p>l. Annual Action Plan.</p> <p>m. Targets, Achievements and Performance Reports of Schemes.</p> <p>n. Planning and Execution of Plans.</p> <p>o. All India competitions.</p> <p>p. Matters related to Affiliated Colleges, Research Affiliations.</p> <p>q. Nabard &amp; other Banks Programmes.</p> <p>r. Seminars and Work-shops.</p> <p>s. Recognition of courses.</p> <p>t. NCTE.</p> <p>u. University Matters.</p> <p>v. Academic Enquiries.</p> <p>w. Review reports of Academic Matters.</p> <p>x. Advertisements (Admissions)</p> <p>y. Records of Deputation of Trainees.</p> <p>z. Arrangement of Temporary Faculty.</p> <p>aa. Academic Projects.</p> |
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	<p>(ii) a. Conducting all types of Exams.  b. Examiners Panel.  c. Paper-setting, Moderation, Printing and Distribution.  d. Keeping of all records related to Exams.  e. Examinations – bills.  f. Mark-sheets, Tabulation-sheets, Examiners Comments.  g. Preparation of Certificates &amp; Diplomas for examination based courses.  h. Velidictory Functions.  i. Special Matters (Elegibility etc.)</p> <p><b>Office Superintendent/Office Assistant</b></p> <p>01. Work as unit incharge under the orders and supervision of Administrative officers and control their unit.  02. See whether all facts as are open to check and submitted by subordinates have been correctly stated.  03. Point out any mistakes or mis-statements of the facts.  04. Draw attention where ever necessary to precedents or rules and regulations on the subject.  05. Put up the Guard File, if necessary and supply other relevant facts and figures.  06. Bring out clearly the question under consideration and suggest a course of action where ever possible.  07. Confidential Matters.</p> <p><b>Upper Division Clerk</b></p> <p>01. Cashiership  02. Store-Incharge  03. Sub-section-Incharge  04. Auditing or Preparation of Account.  05. File-keeping.  06. Record keeping.</p> <p><b>Lower Division Clerk</b></p> <p>01. DTP – Course Material, Official Notes, Copying.  02. Diary – Despatch.  03. Entries, Enlisting.  04. Preparation of a New File.</p> <p><b>Head of Deptts. (Academic)</b></p> <p>01. To Prepare, Design, Initiate Academic programmes – suitable to the functions of their Department and to execute them with the approval of the Director/Secretary and within the Budget allocations.  02. To distribute work among the academic staff placed under them and fix accountability.  03. To allot work to administrative staff placed under them and to report about their performance.</p> <p><b>Regional Directors</b></p> <p>1. To prepare, Design, initiate academic programme suitable to the region concerned and execute them with the approval of the Director/Secretary and within the budget allocation.</p> <p>02. To perform as D.D.O. and administrative Head of the Regional Centres within the power authorized to them by the Director/Secretary.  03. To apprise Director/Secretary about the regional requirements and to work for regional development with permission from Director/Secretary.  04. To distribute work among the academic and administrative staff placed under them and to report about their performance.</p>
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<p>3. Procedures followed during the decision making process, including chains of supervision and accountability.</p> <p>4. The Norms set by the public authority for the discharge of its functions</p> <p>5. Rules/Regulations/Instructions/Manuals/Records held by or under its control used by its employees for discharging its functions.</p> <p>6. Statement of categories of documents held by or under the control of the public authority</p>	<p>05. To perform duty as Regional Head as authorized time-to-time by Director/Secretary of the Mandal.</p> <p><b>Decision involved are of two categories</b></p> <p>01. Those involving day to day business are carried on as per the rules and regulations already under practice. Sanctioning of leave, increments, promotions, appointments, hiring of services are done as per the guide-line given by Government rules and the structures available in Sansthan.</p> <p>02. Those involving launching of new schemes or special programmes – Section officers, Heads of the Deptts., Regional Directors submit proposals, their proposals are scrutinized by the Director/Secretary’s with an eye on the nature of work and funds available and the decision is taken.</p> <p><b>The Sansthan has two types of setups :</b></p> <p>01. Academic setup – for Academic Setup UGC’s rules and regulations are followed wherever these are insufficient the norms of NCERT or other language Institutes are adopted.</p> <p>02. Administrative and Financial Setup – For this Setup norms of Government of India are followed. As Sansthan is an Autonomous Organization having a complex Setup, some time it is bound to prepare its own norms under the approval of Finance Committee, Governing Council and Ministry of H.R.D.</p> <p><b>Rules/Regulations/Instructions/Manuals-</b></p> <p>(i) Memorandum of Association Rules &amp; Bye Laws</p> <p>(ii) Fundamental Rules and Supplementary Rules – Part – I, II, III, IV and Vth</p> <p>(iv) CCS (Pension) Ruls</p> <p>(v) Staff Car Rules</p> <p>(vi) Medical Attendance Rules</p> <p>(vii) CCS (CCA) Rules</p> <p>(viii) CCS (Conduct) Rules</p> <p>(ix) General Provident Fund Rules</p> <p>(x) Leave Travel Concession Rules</p> <p>(xi) Children’s Educactional Assistance.</p> <p>(xii) Genral Financial Rules</p> <p>(xiii) Delegation of Financial Powers Rules</p> <p>(xiv) Central Treasury Rules</p> <p>(xv) Central Government Account (Receipts and Payments) Rules</p> <p>(xvi) Reservations and Concessions for SCs and STs, OBC etc.</p> <p>(xvii) Manual off Office Procedure and so on.</p> <p>(xviii) Prospectus and Rules for admission to the students and courses</p> <p><b>Records held by its employees-</b></p> <p>01. Confidential Reports of its employees.</p> <p>02. Reports submitted by Internal Committees.</p> <p>03. Details of Audited Account and Audit Reports</p> <p>04. Annual Reports of the Mandal.</p> <p>05. Reports of Regional Centre’s and Academic departments.</p> <p>06. Aggrement files for buildings hired on rent for Delhi, Hyderabad, Mysore, Guwhati, Shillong, Centres</p>
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7.	Particulars of any arrangement that exists for consultation with, or representation by, members of the public in relation to the formulation of policy in, or in the administration of, the public authority.	<p>Kendriya Hindi Sikshan Mandal, it's Governing Council, Finance Committee and Academic Council are constituted as per provision of the Memorandum of Association. These are comprises official and non-official Members. These members are actively involved in the decision making process.</p> <p>Besides above, the involvement of State Government/NGO's and experts of the education fields also effected the decision making process.</p>
8.	A statements listing all Boards/Councils/Committees/Other bodies Constituted by two or more persons that are part of or that have been established for the purpose of advising, the public authority, and whose meetings are open to the public, or the minutes of whose meetings are available for public inspection..	<ul style="list-style-type: none"> <li>01. The Governing Council</li> <li>02. The Mandal</li> <li>03. Finance Committee</li> <li>04. Academic Council</li> <li>05. Selection Committee</li> <li>06. Examiner's Committee</li> <li>07. Purchase committee</li> <li>08. Building maintenance committee.</li> </ul>
9.	A directory of their public servants, from the level of the head of the department or his/her equivalent and below.	Given in annexure – I
10.	The monthly remuneration received for each position, including the system of compensation as established in regulations.	Please see annexure- II

11.	Information concerning the budget assigned to each agency, including all plans, proposed expenditures and reports on disbursement.	Please see annexure - III
12.	The design and execution of subsidy programs, including the amounts allocated to them, criteria for access, implementation details and beneficiaries.	No subsidies programme is run by the Institute
13.	All concessions, permits or authorizations granted, with their recipients specified.	The following concessions are given by the Institutes to the students and participants : 01. Hindi teachers training programme for which scholarship is given to regular trainees. 02. TA/DA is provided to the participating teacher-trainees for attending short-term courses. 03. Air fare and scholarships are provided to foreign learners of Hindi. 04. Awards to distinguished Hindi scholars – Every year Sansthan awards 15 scholars comprising two foreign scholars also. The awardees are selected by a committee constituted by the Hon' Ministers of HRD.
14.	All information available to the public authority in electronic form or capable of being reduced to electronic form, which is not exempt under this Act, subject to availability of resources.	The Informations regarding Kendriya Hindi Sansthan has been provided in Electronic form on the internet (www,hindi.nic.in)
15.	The details of facilities available to citizen for obtaining information including if the public authority maintains a library or reading room that is available for public use, a statement of the fact including details of the address and hours of opening of the library or reading room; and	The facilities for obtaining information to citizens will be provided as per Right to information Act 2005. The Library/reading room of the Sansthan is presently meant only for employees and students. The important information are displayed on the notice board . The Library/Reading room opens during office hours i.e. 9:30 am to 5:30 pm.
16.	The name, designation and other particulars of the Public Information Officer.	(i) Dr. Chandra Kant Tripathi, Registrar and Public Information Officer Kendriya Hindi Sansthan, Hindi Sansthan Marg, Agra- 282005 Tel. No. 2530159 (O), 2530955 (R)
17.	Such other information as	Nil Please

	<p>prescribed by the appropriate government or Information Commissioner from time to time which would promote transparency across public authorities or in specific public authorities, as appropriate, on the basis that it shall be a constant endeavor of public authorities to take steps to provide as much information to the public suo moto at regular intervals through various means of communication so that the public have minimum resort to the use of this Act to obtain information.</p>	