

RIGHT TO INFORMATION ACT
2005

M A N U A L
(SERIAL No. 6 OF THE RTI ACT 2005)

Regarding

A statement of the categories of documents that are held by it or under
its control

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

Manual under 'Right to Information Act-2005' – Information regarding record being maintained in the Central Offices of the University

I. REGISTRAR'S OFFICE

Establishment Branch

1.	Personal files of Deans/Directors/Officers/Head of Departments/ and ministerial staff.
2.	Duplicate AP & AR files of Professors, Associate Professors, Assistant Professors and equivalent.
3.	Recruitment files and roster register.
4.	Files regarding departmental examinations in Accounts for teachers and ministerial staff.
5.	Seniority lists of various categories of employees.
6.	Confidential Report files of Superintendents/AOs/AOs and equivalent staff.

Academic Branch

1.	Application forms of students.
2.	Programme of work of post-graduate students.
3.	Registration cards of all students.
4.	Semester reports of all students.
5.	Correspondence files regarding appointment of external examiner, sending of thesis and holding the <i>viva voce</i> examination of PG students.
6.	Result notification, PDC, Transcript of academic record and degrees/ certificates.

Miscellaneous. Branch

1.	Agenda items and proceedings of the Board of Management.
2.	Agenda items and proceedings of the Academic Council.
3.	Correspondence files regarding University Convocation.
4.	Gold medals, medals, certificates, plaques and citations.
5.	Memorandum of Understanding with foreign universities/various institutions.

6.	Institution of various scholarship/fellowships.
7.	Conferment of honorary degrees.
8.	Annual report of the University.

II. **COMPTROLLER'S OFFICE**

Fund Branch

1.	CPF/GPF/Pension deduction vouchers duly pre-audited.
2.	CPF/GPF/Pension Ledgers.
3.	Investment registers and FDRs and other instruments relating to investment.
4.	CPF/GPF nominations of employees.
5.	University-level cash book and record relating to receipt and payment thereof.
6.	Record relating to Group Insurance scheme-1984.
7.	Record relating to EPF/EPS accounts of employees of Ladhawal farm.
8.	Issuance of pension payment orders to the retired employees and accounts, thereof.

Accounts Branch

1.	Original record relating to pre-audited vouchers relating to all the schemes being operated in the university.
2.	Record relating to bank accounts of State Bank of India and Bank of Baroda, PAU Campus, including bank ledgers.
3.	Counter foils of cheques issued against the pre-audited vouchers.
4.	Audited vouchers of income realized under all the schemes being operated in the university and maintenance of ledgers, thereof.
5.	Original contingent vouchers and register relating to University Administration, NP-1 and other Miscellaneous schemes under the control of Comptroller.
6.	Maintenance of master copy of temporary advance registers, year-wise/department wise.
7.	Amendments pertaining to PAU Account Code and instructions issued from time-to-time.

Pay Branch

1.	Original record like ECR, service books, personal files, CPF Pass books, CPF/GPF advance registers, confidential report files of the staff working under University administration NP-1 and other schemes in operation in the Comptroller's office.
2.	TA and honorarium to the outside experts.

Inspection Branch

1.	Original record regarding audit objections/audit para etc. issued by the A.G. Party/Deputy Controller (LA), PAU Ludhiana/Internal Audit.
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Budget Branch

1.	Budget estimates.
2.	Grant-in-aid received from State Agriculture – Non-plan, Plan, ICAR, Miscellaneous., UGC, revolving fund schemes and PL-480, Kandi project.
3.	Receipts and expenditures of funds

Store Purchase Organization

1.	Rules and instructions regarding purchase procedure.
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III. DIRECTOR OF RESEARCH

1.	Recruitment files (Group B to D of technical staff) of research schemes
2.	Personal files (ministerial and technical staff) working in research scheme.
3.	Record of personal files of the teachers.
4.	Service books (original/duplicate), CPF, GPF pass books of teaching and non-teaching staff of the Directorate.
5.	ECR's w.ef. 1984-85 onwards (pertaining to Directorate).
6.	Budget registers, fixed medical allowance registers, recovery registers, GIS Registers etc.
7.	Record of retiree (Pension case/files).
8.	Purchase cases, audit requisitions, inspection notes, audit objections, A.G. party objections, memo objections, audition cases etc. Theft cases and miscellaneous cases/ miscellaneous information etc.
9.	SNE of non-plan schemes
10.	Record pertaining to ICAR research schemes.
11.	Record relating to budget matters of ICAR research projects.
12.	Record relating to RAC items and agenda.
13.	Records relating to miscellaneous. UGC, CSS, testing PL-480, NAIP and Foreign aided projects.
14.	Record relating to memorandum of understanding, consultancy and patent cases.

15.	Annual progress and assessment reports of teachers and duplicate confidential report files of non-teaching staff.
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IV. DIRECTOR OF EXTENSION EDUCATION

1.	Maintaining of record of establishment of teaching and non-teaching staff on extension side working in various schemes.
2.	Maintaining the account of the kisan melas/cash book relates to the revolving fund scheme and day-to-day payments.

V. DIRECTOR STUDENTS' WELFARE

1.	Meeting of PAU Sports and Youth Activities Council.
2.	Award of Sports scholarships.
3.	Annual Athletic meets of PAU.
4.	Record of Mess Accounts.
5.	Record of Hostel securities.
6.	Record of allotment of the students.
7.	Maintenance of accounts of amalgamated fund, hostel fund and Red Cross fund.

VI. DEAN, POST-GRADUATE STUDIES

1.	Resident Instruction Committee meetings.
2.	PG Committee meetings.
3.	Deans' Committee meetings.

VII. DEAN, COLLEGE OF HOME SCIENCE

VIII. DEAN, COLLEGE OF BASIC SCIENCES AND HUMANITIES

IX. DEAN, COLLEGE OF AGRICULTURAL ENGINEERING

X. DEAN, COLLEGE OF AGRICULTURE

1.	Service books, personal files, CPF and GPF pass books, salary record of all the teaching and non-teaching staff.
2.	Confidential reports of non-teaching staff and AP & AR of teaching staff.
3.	Personal files and records of the students.

XI. ESTATE OFFICER-CUM-CHIEF ENGINEER

1.	Record relating to construction/repair/renovation of buildings
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2.	Record relating to allotment of residential quarters, reservation of guest houses etc.
3.	Land record of the University

XII. LIBRARY

1.	Service books, personal files, CPF and GPF pass books, salary record of the teaching and non-teaching staff, cash book.
2.	Confidential reports of non-teaching staff and AP & AR of teaching staff.
3.	Accession Register, withdrawal register, Periodical check record (Kardex), Overdues & fines Register, library membership register.