

डॉ.बाआंमवि/उकेंउ/२००८/

दिनांक:- २९.१०.२००८

मा. जिल्हाधिकारी,  
जिल्हाधिकारी कार्यालय,  
उस्मानाबाद.

**विषय:-** माहितीच्या अधिकार अधिनियम २००५ मधील कलम ४ खालील  
बार्बीवरील माहिती.

**संदर्भ:-** आपले पत्र क्रमांक २००८/केंमाअ/अभिलेखकक्ष/कावि/५०६.  
दि. १२.१२.२००८

महोदय,

वरील संदर्भिय विषयान्वये सविनय सादर की, माहितीचा अधिकार अधिनियम २००५ मधील कलम ४ नुसार या कार्यालयातील खालील अधिकाऱ्यांचे पदनिर्देशीत करून त्यांचे फलक कार्यालयाच्या दर्शनी ठिकाणी लावण्यात आलेले आहेत.

- |                        |                        |
|------------------------|------------------------|
| १) श्री. मंझा गणेश रा. | सहाय्यक माहिती अधिकारी |
| २) डॉ. आर. व्ही. दापके | माहिती अधिकारी         |
| ३) डॉ. दिपक मुळे       | अपिलीय अधिकारी         |

वरीलप्रमाणे या पत्रासोबत २ सी. डी. आपल्या माहितीस्त सादर.

संचालक  
उपकेंद्र उस्मानाबाद

**RIGHT TO INFORMATION ACT, 2005**

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
SUB-CENTRE, OSMANABAD.**

**Manual- I**

**Particulars of Organisation, functions and duties [ (Section-4 (1)(b)(i)]**

1. **Aims and objectives of the organisation.**

To conduct the academic post-graduate courses approved by UGC & AICTE. Create knowledge & propagate to the society. Conduct research activity.

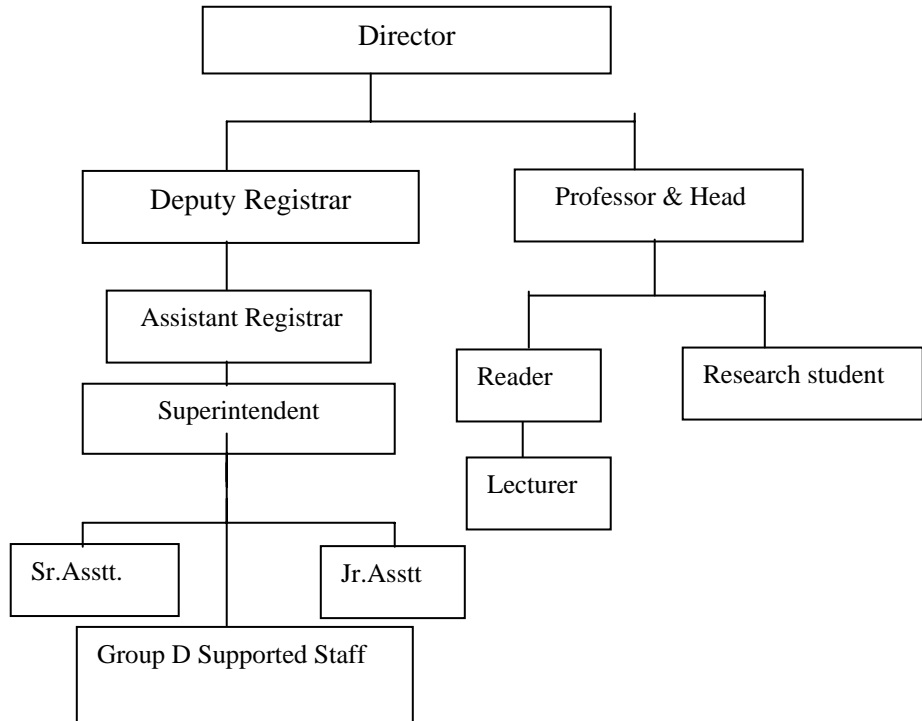
2. **Mission/Vision**

Identify talent in the society promote them, motivate them, & enhance there knowledge level. Provide central instrumentation centre to the researchers.

3. **Brief History and back-ground for its establishment**

This is sub centre of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. Establish on 16 th August 2004.

4. **Organisation charts**



5. **Allocation of business**

Sr. No.	Name of the Department	Duration of course	Eligibility for admission
1	Water & land management	02	Science graduate
2	English	02	Any graduate
3	Biotechnology	02	Science graduate
4	Microbiology	02	Science graduate
5	Chemistry	02	Science graduate
6	Education	01	B. Ed. graduate

6. **Duties to be performed to achieve the mission**

To achieve the mission we are conducting, workshop, seminar & research activity like Avishkar .

7. **Details of Service rendered**

Provide quality education to the society.

8. **Citizens interaction**

Through activity covers under adult education & refreshers & orientation course conducted by University.

9. **Postal address of the main office attached/Sub-ordinate office/field units etc.**

Head Office - Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.  
Sub-centre - Dr. Babasaheb Ambedkar Marathwada University, sub-centre, Osmanabad.

10. **Map of Office location**

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11. **Working hours both for office and public** Office functions between 10.20 AM to 06.00 PM with a lunch break between 2.00 PM to 2.30 PM. On all working days as per Govt. Calendar printed and published by the Government of Maharashtra for each calendar year. However Officer and employees are available to dispose off the day's assignment up to an extended hour as per requirement.

12. **Public interaction if any**

Public interaction is mainly for admission of external courses.

13. **Grievance redress mechanism.**

Performed between working hours on priority basis.

**Manual- 2**  
**Powers and duties of Officer and employees. (Section 4(1)(b)(ii))**

**Powers and duties of Officers and Staff.**

Sl.No	Designation of post.	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Officer in charge Director	Over all supervision	yes	yes	Guide	Work as Team leader.
2	Deputy Registrar	Assist to Director	yes	yes	Motivate to subordinate	Delivery of received letters to the concerned sections
3	Assistant Registrar	Assist to Dy. Registrar	yes	yes	Motivate to subordinate	Delivery of received letters to the concerned sections
4	Superintendent	Assist to Asstt Reg.				Supervision of class III & IV.
4	Sr.Asstt.					Preparation of Draft , Inspection Note
5	Jr. Asstt					Issue, Despatch, Type writing and Misc.nature of work.
7	Peon (Class IV)					Delivery of Daks and misc. works.

**Manual-3**  
**Procedure followed in decision-making process (Section 4(1)(b)(iii))**

Sl.No.	Activity	Level of action	Time frame
1	Letter received	Central Receipt	Instantly
2	Marginal order	Relating to allotted subject	Same day
3	Application	Head of Office	Same day
4	Parliament and Assembly Question	Director	Same day

**Manual-4**  
**Norms set for the discharge of functions (Section 4(1)(b)(iv))**

As per University Act -1994.

**Manual-5**  
**Rules, regulations, instructions, manuals and records for discharging functions (Section 4(1)(b)(v))**

University Act -1994 & time to time guidelines given by Management Council.

**Manual 6**  
**A statement of the categories of documents that are held by it for under its control (Section 4(1)(b)(vi) )**

Sl.No.	Nature of records	Details of information available	Unit/Section where available	Retention period , where available
<p>The file index register for each calendar year sub-divided in to collection and file numbers are available in the branch for two previous years and the older ones are available at University sub centre, their storing period depends upon its clarification Class –A, Class-B, Class-C, .</p>				

**Manual 7**

**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 of implementation (Section 4(1)(b) vii)**

Research project & lecture series.

**Manual 8**

**A statement of Boards, council, committees and other bodies constituted (Section 4(1)(b)(viii))**

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1	M.C.	Design statues & Ordinance	Senate	Change Offer energy	05 years	No	Yes	quarterly	

**Manual 9**

**Directory of Officers and employees (section 4(1)(b) (ix))**

Directory

Sl.No.	Name	designatio n	Office Phone number	E.Mail address
1	2	3	4	5
1	Dr. A. S. KHARAT	professor	9823555705	
2	Dr. A. M. DESHMUKH	professor	9822079782	
3	Dr. U. S. MURUMKAR	Reader	9423137092	
4	Shri. R. M. PANDAV	Reader	9422706699	
5	Dr. R. B. CHOUGULE	Lecturer	9423717774	
6	Dr. S. D. DELEKAR	Lecturer	9890291575	
7	Shri. J. A. KULKARNI	Lecturer	9822759709	
8	Shri. G. D. KOKANE	Lecturer	9421357782	
9	Shri. R. M. KHOBRAGADE	Lecturer	9860661816	
10	Shri. N. P. PATIL	Lecturer	9890515474	
11	Dr. S. S. PATHAK	Lecturer	9850568411	
12	Shri. P. P. DIXIT	Lecturer	02442-225497	
13	Shri. U. S. GAWALI	Lecturer	9764220737	
14	Miss. A. S. CHAVAN	Lecturer	9423168242	
15	Shri. J. S. SHINDE	Lecturer	9860809408	
16	Shri. G. R. MANZA	Dy. Reg.	9421684134	
17	Shri. G. G. CHALLAWAR	Sr. Asstt.	02472-251800	
18	Shri. S. S. RAYALWAR	Jr. Asstt.	9370090453	

**Manual 10**

**The monthly remuneration received by each of the officers and employees,  
including the system of compensation as provided in the regulations (section  
4(1)(b)(x))**

Sl.No.	Name and	designation	Pay scale
1	2	3	4
1	Dr. A. S. KHARAT	professor	16400-450-22400
2	Dr. A. M. DESHMUKH	professor	12000-420-18300
3	Dr. U. S. MURUMKAR	Reader	12000-420-18300
4	Shri. R. M. PANDAV	Reader	12000-420-18300
5	Dr. R. B. CHOUGULE	Lecturer	10000-325-15200
6	Dr. S. D. DELEKAR	Lecturer	8000-275-13500
7	Shri. J. A. KULKARNI	Lecturer	8000-275-13500
8	Shri. G. D. KOKANE	Lecturer	8000-275-13500
9	Shri. R. M. KHOBRAGADE	Lecturer	8000-275-13500
10	Shri. N. P. PATIL	Lecturer	8000-275-13500
11	Dr. S. S. PATHAK	Lecturer	8000-275-13500
12	Shri. P. P. DIXIT	Lecturer	8000-275-13500
13	Shri. U. S. GAWALI	Lecturer	8000/-
14	Miss. A. S. CHAVAN	Lecturer	8000-275-13500
15	Shri. J. S. SHINDE	Lecturer	8000-275-13500
16	Shri. G. R. MANZA	Dy. Reg.	10650-325-15850
17	Shri. G. G. CHALLAWAR	Sr. Asstt.	4000-100-6000
18	Shri. S. S. RAYALWAR	Jr. Asstt.	3050-75-4590

**Manual 11**

**The Budget allocated to each agency (Section 4(1)(b) (xi))**

Major Head	Activites to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
1	2	3	4	5	6
CHB Remuneration	Remuneration	150000	150000	30000	146772
Service water & Eletricity	Management of water & Eletricity	120000	120000	30000	95538
Security	Security	250000	250000	--	250000
Con. labours	Payment of con. labours	300000	300000	--	227480
Examination expend	Examination	150000	150000		Nil

**Manual 12**

**The manner of execution of subsidy programme (Section 4(1)(b)(xii))**

List of institutions given subsidy

Sl.No.	Name and address of the institution	Purpose for which subsidy provided	No.of beneficiaries	Amount of subsidy	Previous year utilization progress	Previous year achievements.
Not administered						

List of individuals given subsidy

Sl.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No.of time subsidy given in past with purpose.
Not administered					

**Manual 13**

**Particulars of recipients of concessions, permits or authorizations granted (Section 4(1)(b) (xiii))**

List of beneficiaries.

Sl. No.	Name and address of the beneficiary	Nature of concession/permit/authorization provided	Purpose for which granted	Scheme and Criterion for selection	No. of time similar concession given in past with purpose.
Not Administered					

**Manual 14**

**Information available in an electronic form (Section 4(1)(b)(xiv))**

Details of information

Sl.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end date base
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the official website [www.bamu.net](http://www.bamu.net)



2. All records/documents are made available to public in any official working hours.

**Manual 15**

**Particulars of facilities available to citizens for obtaining information (section 4(1)(b)(xv))**

Facilities available for obtaining information.

Yes.

**Library**

Catalogue and Issues Register maintained by the Librarian cum-Jr.Clerk.

**Manual 16**

**Designation and other particulars of Public Information Officers (Section 4(1)(b)(XVI))**

Officer incharge Gen & Misc. is designated P.I.O. of Collectorate.

List. of First Appellate Authority/ P.I.O/ A.P.I.Os as follows:-

1	Dr. B. A. M. University, A'bad	Dr. Deepak Muley	Registrar-cum- First Appeal Authority	0240-2403334 (O)	
2	Dr. B. A. M. University, sub – centre, Os'bad	Dr. R. V. Dapke	Director-cum-Public Information Officer	9420257777	
3	Dr. B. A. M. University, sub – centre, Os'bad	Shri. G. R. Manza	Dy. Registrar-cum- Asstt. Public Information Officer	9421684134	

**Manual 17**

**Other information as may be prescribed (Section 4(1)(b)(XVII))**

All the information as prescribed shall be collected, tabulated compiled and provided in the form of manual as and when executed entrant received.