RATNAKAR GAIKWAD, IAS   **D.O.No.DDG-PA/1005/RTI**
Director General   **Dt.02.10.2005**
                                                                               Gandhi Jayanti

      Right to Information Act is a major initiative and a paradigm shift in Public policy. Yashada became an active partner and catalyst in this major initiative after the Government of Maharashtra promulgated Maharashtra Right to Information Act 2002. The Government of India has now promulgated Right to Information Act 2005, which will come in force from midnight of 12th October 2005. On this occasion of Gandhi Jayanti, I take the privilege of publishing the basic information about Yashada as envisaged under sec.4 (1) (b) of the Act.
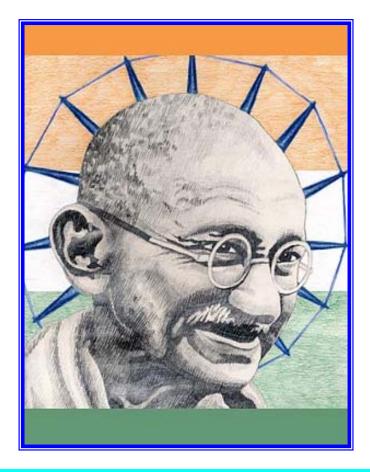

      Yashada has already designed and disseminated the templates for sue-motu publication and has also published the users-guide to facilitate the citizens as well as other public bodies. This compilation of information will go a long way in ushering the culture of openness as desired in the preamble of the RTI Act 2005.

                                                   Yours

                                                   (Ratnakar Gaikwad)

The Real 'Swaraj' will come not by the acquisition of authority by a few but by the acquisition of capacity by all to resist authority when abused.

– Mahatma Gandhi

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

PROACTIVE DISCLOSURE UNDER SECTION 4(1)(B) OF RIGHT TO INFORMATION ACT 2005

Raj Bhavan Complex, Baner Road, Pune 411007 (Maharashtra, India)

Phone No.020-25608000, Fax 020-25608100
E-mail yashada@vsnl.com Website : www.yashada.org

YASHADA' INITIATIVES
TOWARDS
RIGHT TO INFORMATION

Yashada is the apex training institute of Maharashtra Government. Human resource development has traditionally been one of Maharashtra's major strengths. The importance of evolving sound and responsive administrative systems was realised as far back as 1963 when the Administrative Staff College (ASC) was established in Mumbai. The ASC was relocated at Pune in 1984 and renamed "Maharashtra Institute of Development Administration" (MIDA). MIDA, constituted as an autonomous society under the Societies Registrations Act, 1860, was to serve as the apex body for promoting and developing modern management practices and was to function as the nodal state level training institute in the field of development administration. Aptly enough, it was renamed, "Yashwantrao Chavan Academy of Development Administration" (**YASHADA**) in 1990, as a tribute to the pioneering spirit of the late Shri Y. B. Chavan, former Chief Minister of Maharashtra & Deputy Prime Minister of India, who had inspired the setting up of the ASC.

Our mission is to enable equitable and sustainable development by promoting people-centered good governance. We achieve this by bringing together practical knowledge, applied research, appropriate technology and innovative training of public administrators, community-based organizations and people's representatives.

Right to Information Act is major initiative and paradigm shift in Public Policy. Yashada became an active partner and catalyst in this major initiative after the Government of Maharashtra promulgated Maharshtra Right to Information Act 2002. Yashada has established a cell for Right to Information. The cell believes in the value -

"आ नो भद्राः क्रतवो यन्तु विश्वतः"
ऋग्वेद

"Let noble thoughts come to us from all directions"- Rigveda

The vision of the Cell is

CREATING THRIVING INFORMED CIVIL SOCIETY

The mission of the cell is

The Right to Information Cell at YASHADA shall facilitate the process of dissemination of information under the Right to Information Act, by propagating and providing solutions to make all the institutes covered under the Act more transparent and accountable for the ultimate public good.

The Cell shall also provide a common platform for information givers and seekers, as well as offering action research and consultancy back up to Government and other organizations on a continual basis.

OBJECTIVES

- To conduct training programmes.
- To undertake Action Research and utilize the research findings for strengthening the legal and operational framework for the Right to Information
- To design and produce booklets, videos, television programmes for public sensitization and awareness building.
- To hold workshops, seminars, conferences, etc., at the local, regional, national and international levels
- To facilitate a process of meaningful dialogue and negotiations among various stakeholders
- To document and build up a collection of the representative and generic case studies.
- To create a repository of all available knowledge on the Right to Information, with specific focus on Maharashtra.
- To explore the ways of utilizing information communication technology
- To identify problem areas and find out solutions

For better implementation of Right to Information
Achievements of the cell

- Constituted a Peer Group to guide the Cell. It consists of experts like , Shri. Satyaranjan Sathe, Shri. U. C. Sarangi IAS and Shri. Prakash Kardale.
- Up to 4000 officers trained in training programmes conducted specially for Right to Information Act
- Published a handbook under Maharashtra Right to Information Act 2002
- Prepared and disseminated templates under section 4 of the Right To Information Act 2005
- Prepared a user's Guide under Right To Information Act 2005
- Facilitated the preparedness for RTI in Government of India and in many other states like Gujarath, Uttaranchal, Meghalaya and Central Government organizations.

Proactive Publication of Information under section 4 of Right to Information Act 2005

The cell in Yashada believes that the citizen must get as much information as possible without asking for it. A common man will certainly get all the information about the working of any organization if it has been elaborately published under section 4 of the Act. Yashada is pleased to publish this information on the stipulated date on its website. This information is also available for inspection in the office of Assistant Registrar and Public Information officer Yashada.

YASHADA
Address: Yashwantrao Chavan Academy of Development Administration, Raja Bhavan complex, Baner Road, Aundh, Pune 411007
Telephone: 91-02-25608000, 91-02-25608147,
91-02-25608118
Fax: 91-20-25608100
E-mail: rtiyashada@gmail.com
Website: www.yashada.org

YASHADA Right To Information Act 2005

PRO-ACTIVE Disclosure under Section 4(1)(b)

- From the Director General, YASHADA

- Introduction

i. The particulars of organisation, functions and duties

ii. The powers and duties of officers and employees

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

iv. The norms set by it for the discharge of its functions

v. The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions

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

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 administration, thereof

viii. A statement of the boards, councils and other bodies - Minutes

ix. A directory of officers and employees

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

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

xii. The manner of execution of subsidy programmes, including amount allocated and the details of beneficiaries of such programmes

xiii. Particulars of receipts of concessions, permits or authorisations granted by it

xiv. Details in respect of the information, available to or held by it, reduced in an electronic form

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

xvi. The names, designations and other particulars of the Public Information Officers

xvii. Such other information as may be prescribed

xviii. List of routine decisions/important policies which you force will affect public and Prepare list of issues in which administrative and quasi judicial decisions are generally taken

- Information about applications received and information given under RTI Act at YASHADA

Section 4 (1)(b) (i)

The particulars of functions & duties in the office of *YASHADA*

Name of the office – *Yashwantrao Chavan Academy of Development Administration*

Address – *Raj Bhavan Complex, Baner Road, Pune 411 007.*

Head of the Office – *Shri Ratnakar Gaikwad, Director General*

Parent Govt. Dept. - *General Administration Department, Govt. of Maharashtra*

Reporting to which authority - *General Administration Department, Govt. of Maharashtra*

Jurisdiction – *Geographical – Maharashtra / Functional _ Maharashtra*

*Mission - *"Our mission is to enable equitable and sustainable development by promoting people-centered good goverence.*

We achieve this by bringing together practical knowledge, applied research appropriate technology and innovative training of public administrators community-based organizations and people's representatives"

Objectives - *YASHADA is a composite training institute having a dual role as an Administrative Training Institute and a State Institute of Rural Development. The objectives of YASHADA are as follows:*

- *To promote modern management science as a major instrument for development of economic and social activities of the State Government, Zilla Parishads and other institutions and organizations of the State Government.*
- *To develop managerial skills, organizational capability, leadership and decision-making ability for development planning and efficiency in implementation of policies, programmes and projects.*
- *To carry on operational and policy-oriented research, to evolve ideas and concepts appropriate to the local, state and national environment and to formulate policy alternatives.*
- *To serve as the apex institute for the collection and dissemination of information regarding development administration.*
- *To foster, assist and support individuals, organizations and institutions in the use of management science.*

- *To provide consultancy services in development and public administration.*
- *To function as the nodal State-level training institute in the field of development administration.*

FUNCTIONS OF THE SOCIETY

04. In order to achieve the above objectives, the institute may engage itself in such types of Programmes and activities, and in such subjects, and for the benefit of such subjects, and for the benefit of such persons, areas, and sectors of activity as are exemplified hereunder -

   a) Programmes and Activities:
   (i) Training programmes of short and long duration's including seminars, workshops, and conferences, as a means of continuing education for practicing managers, administrators, and scientific and technical cadres;
   (ii) Policy oriented and operational research;
   (iii) Consultancy and Extension Services; and
   (iv) Publication and production of training aids.

   (b) Subjects and Areas of Activities :
   (i) The programmes may cover all concepts., principles and techniques related to management in Government.
   (ii) The programmes may cover all functionaries of the Departments of Government of Maharashtra as well as, teachers and practitioners of management in Boards, Corporations and other public sector undertakings in all sectors such as, business and industry; commerce and trade; financial and industrial development; banking; insurance; co-operatives; agriculture and rural development forestry; fisheries and animal husbandry; irrigation and power; energy; transportation and communication; education and health services; entrepreneurial development; mass media; tourism and public relations; legal systems; police administration; taxation; urban systems; environment habitat; public works; roads and buildings; appropriate technology; non-organised, decentralised sectors of economic, social and political activity. especially, persons from institutions, bodies and organisations concerned with the use of knowledge in management.

05. The Society may:
   (i) Plan, sponsor and undertake research - policy research for the evaluation and formulation of public policies and assessment of the impact of policies and operations research to improve efficiency and productivity at the unit levels;
   (ii) Assist public and private organisations to improve their administration and management' through consultancy and by extension services, organising conferences, seminars, workshops, exhibitions, meetings, discussions etc.;
   (iii) Publish research papers, treatises, periodicals, books and other literature to disseminate up-to- date information relating to management practices;
   (iv) Evolve and prescribe standards of proficiency, and award diplomas, certificates, medals, and other prizes and distinctions to persons trained in the Institute, as well

as, confer distinctions on persons rendering outstanding contribution to the cause of management in Government,

(v)   Institute and award scholarships, visiting fellowships, stipends, loans and other financial assistance to suitable and deserving students and scholars;

FUNCTIONS OF THE SOCIETY

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(iv)   Evolve and prescribe standards of proficiency, and award diplomas, certificates, medals, and other prizes and distinctions to persons trained in the Institute, as well

Section 4(1)(b)(i)

as, confer distinctions on persons rendering outstanding contribution to the cause of management in Government,

(v)   Institute and award scholarships, visiting fellowships, stipends, loans and other financial assistance to suitable and deserving students and scholars;

(vi)   Produce, establish and maintain libraries of books, documentation centres, teaching aids, audio-visual presentations, including video films etc.

(vii)   Form affiliations, accept partnership and other classes of professional or technical membership;

(viii)   Establish collaborative linkages with educational and professional institutions in any part of the world, having similar objectives, by exchange of faculty and scholars, by the conduct, of joint research and training programmes and generally in such a manner as may be conducive to the development of common professional objectives;

(ix)   Function generally as the apex institution of Maharashtra State to provide training and services, to set standards of proficiency, and to recommend management inputs in all aspects of public administration and productivity in various organisations, agencies, and institutions;

(x)   Establish, administer, supervise and maintain regional branches or institutions at suitable places in Maharashtra; and

(xi)   Do such other deeds and acts as are conducive or incidental to the achievement of all or any of the above objectives.

06.   The Institute shall consist of residential campus as well as non-residential centres. It shall be open to persons of either sex, of whatever race, creed, caste, class or region. The Board of Governors may make special provisions for the advancement of Scheduled Castes, Scheduled Tribes and socially and educationally backward classes of citizens in accordance with the relevant provisions of the Indian Constitution.

Details of Services provided / duties – ***To impart training, provide consultancy, undertake research work, undertake projects, publish case studies, books.***

Physical Assets – Statement of lands & buildings –

   DETAILS OF YASHADA AREA

A) Old Plot	42416.92. mtr	10.482 Acre	10.19.28 Guntha
B) Add New Plot	4722.28 Sq Mts	1.17 Acre	1.6 Guntha
TOTAL	**47139.2 Sq.Mtr**	**11.652** Acre	
C) Residential Area	13740.35 Sq Mtr	3.39 Acre	

Section 4(1)(b)(i)
Section 4(1)(b)(iv)
   10

SR.No

A+B   YASHADA CAMPUS

A	1	Academic Block (Class Room 1 to 8) (Ground + one floor)	1046.40 Sq.Mtr
	2	Lazim Hall (Gr.Floor)	917.00 Sq Mtr
	3	Shammee Hostel . (Ground to 2 floor)	512.00 Sq Mtr
	4	Durva 1 (Gr + 2 floor)	660.00 Sq Mtr
	5	Durva 2 - do -	571.31 Sq Mtr
	6	Jublee Hostel (Ground to 2 & Dormetory)	356.80 Sq Mtr
	7	Canteen	1085.00 Sq Mtr
	8	Library (Ground + 1st floor)CDM control room Receiption CIT & SIUD	1125.00 Sq Mtr
	9	Misc	
	10	(a) Hon DG Bunglow (New)	494.50 Sq Mtr
		(b) - do - (Old)	140.00 Sq Mtr
		(c) Driver Rest Room	33.50 Sq Mtr
		(d) Generator Room	23.40 Sq Mtr
		(e) Utility Quarters	110.40 Sq Mtr
		(f) Passage & Misc (Steps, Campus,Estate office & Bank etc)	2425.00 Sq Mtr

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Total   9500.31 Sq Mtr

(g) Open Space Garden,
      Road, Parking etc.   27179.89 Sq.Mtr.

	11	Admin. Building	2900.24 Sq.Mtr
	12	MDC Building	5390.525 Sq.Mtr
	13	Auditorium Building	1730.68 Sq.Mtr
	14	Main Gate	46.8 Sq.Mtr
	15	Duplex Bunglow	390.8 Sq Mtr

TOTAL AREA   47139.25 Sq Mtr

Section 4(1)(b)(i)

SR.NO	C-RESIDENTIAL AREA	
1	Bakul & Chafa Building	1237 Sq.Mtr
2	Transit & Staff Quarter	679.94 Sq.Mtr
3	Open Space	<u>11823.41 Sq.Mtr</u>
	Total Area	13740.35 Sq.Mtr

Organisations structural Chart at each level-Give linkage of jurisdiction & Address, Tel. No.s & Office Timings –

1. *Orgonogram (As mentioned below)*
2. *Address : Raj Bhavan Complex, Baner Road, Pune 411 007.*
3. *Phone : 25608000   4. Office Timings : 9.30 am to 5.15 pm*

Weekly holidays - *Saturdays (2nd , 4th) & Sundays.*
 Specific Service Timings :
 Library Services : From Monday   to Friday 9.00 am to 10.00 pm
                           On Saturday from 9.00 am to 5.15 pm.

 Dispensary : Morning 8.30 am. To 10.00 am
                     Evening 4.00 pm. To 7.00 pm.
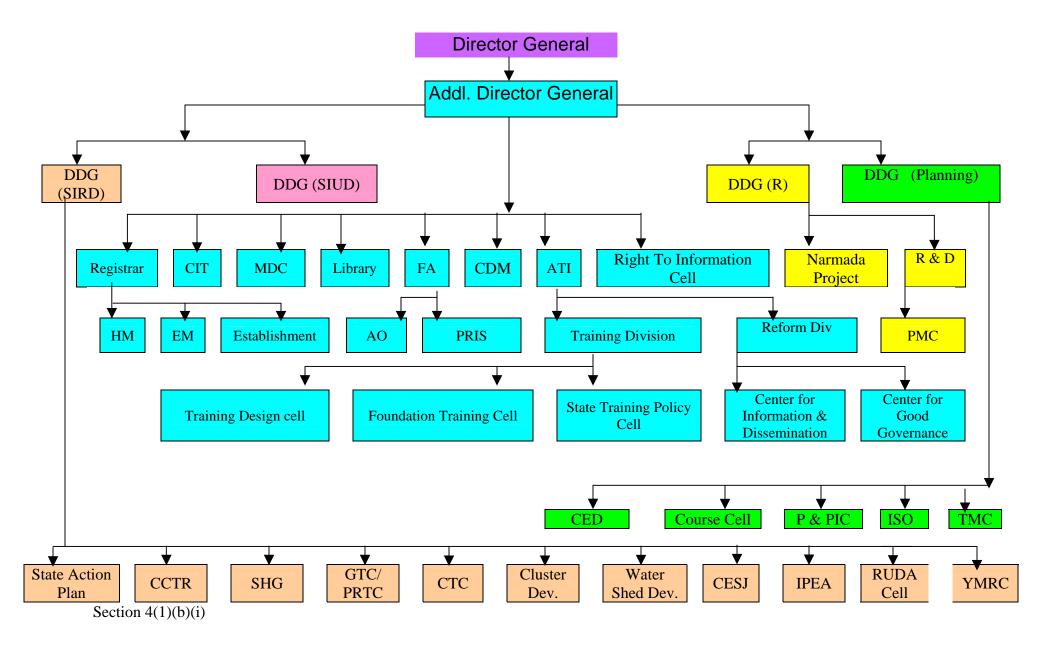
<u>***Recreation***</u>

 Yoga *: Morning 6.00 am To 7.00 am &   Evening 5.00 pm to 5.45 pm.*

Swimming : Morning : 7.00 am To 8.00 am & Evening :   6.00 pm To 6.45 pm

Gym. : Evening : 5.15 pm to 6.45 pm

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                              Director General
                                    |
                          Addl. Director General
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- Director General
- Addl. Director General

DDG (SIRD) | DDG (SIUD) | DDG (R) | DDG (Planning)

Registrar | CIT | MDC | Library | FA | CDM | ATI | Right To Information Cell | Narmada Project | R & D

HM | EM | Establishment | AO | PRIS | Training Division | Reform Div | PMC

Training Design cell | Foundation Training Cell | State Training Policy Cell | Center for Information & Dissemination | Center for Good Governance

CED | Course Cell | P & PIC | ISO | TMC

State Action Plan | CCTR | SHG | GTC/ PRTC | CTC | Cluster Dev. | Water Shed Dev. | CESJ | IPEA | RUDA Cell | YMRC

Section 4(1)(b)(i)

Section 4 (1)(b) (ii) format A

The powers of officers & employees in the office of *YASHADA*

A

Sr. No.	Designation	Powers – Financial	Under which legislation/rules/ orders /GRs./circulars	Remark
	Board of Governors	All financial powers are vested with the BoG for the following purposes. i) Capital Expenditure ii) Non-recurring Expenditure iii) Recurring Expenditure	Vide Para 11 of the minutes of the First meeting of the BoG	
	Executive Committee	To incur expenditure on day-to-day activities – Per Item a) Capital expenditure upto Rs. 15.00 lakhs. b) Non-recurring expenditure upto Rs. 12.00 lakhs. c) Recurring 08 lac expenditure upto	BoG (xxviii) dt. 3/11/2000 Agenda Item No. 06	
	Director General	For incurring expenditure on day-to-day activities of Academy (like action research projects, award of fellowships, consultancy jobs, preparation of audio-visual presentations, preparation of training software promoting documentation such as books, maps, case studies, reference material, purchase of training material etc., besides arranging maintenance, contracts for mess, gardens, hostels, office machines etc.)	1st BoG Agenda Item No. 7 read with Para 11 of the Minutes. Also BoG, Dated 24/12/1994 & 3/11/2000	a) Capital expenditure upto Rs. 6.00 lacs. b) Non-recurring expenditure upto Rs. 6.00 lacs c) Recurring expenditure upto Rs. 6.00 lacs
		Director General		
		To exercise all the financial	1st BoG Para 11 of the	To the

Sr. No.	Designation	Powers – Financial	Under which legislation/rules/ orders /GRs./circulars	Remark
		powers delegated to the Heads of Departments on various items.	Minutes	extend delegated to the heads of departments
		Appointment of a Contractor for housekeeping services of the hostel etc.	1st EC Dated 12/8/1986 Para 15 of the Minutes	Only after calling for offers from various agencies / individual
		Appointment of a Contractor for handling development maintenance of YASHADA garden.	1st EC Dated 12/8/1986 Para 16 of the Minutes	Only after calling for offers from various agencies / individual
		Fixation of course fee per partcipation per day, in respect of courses not included in the calender but sponsored by the other department / public undertakings exclusively for their officers.	1st EC Dated 12/8/1986 Para 17 of the Minutes	Normally Rs. 300/- with an authority to levy higher charges where he feels it necessary.
		Power to reimburse travel expenses to the guest faculty on actual basis.	1st E.C. Dated 12/8/1986 Para 18 of the Minutes	Full powers Not exceeding Air fare
		Power to present mementos and sanction expenditure on entertainment of guests of the institute according to the importance of each occasion, at his discretion.	1st EC, Dated 12/8/1986 Para 20 of the Minutes	Full Powers
		To grant temporary advance / loan of small amounts to the IAS Probationers for genuine purposes on account reasons like non receipt of LPC, clearance from A. G. etc.	2nd EC Para 12 of the Minutes	Full Powers

Section 4(1)(b)(v)

B

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
	Board of Governors	A) the BoG is fully authorised to look after the "Management, Supervision and Control of the Institute."	**Under Sr. No. 7** of the MoA	
		B) **Full powers** are vested with BoG under **Rule No. 10 of MoA** "To appoint committees and delegate to them powers as may deem necessary and expedient."	**Rule No. 10 of MoA**	
		C) **Full powers** are vested with BoG under **Rule 11 of MoA** "To create new classes of membership for specific period and fill them by co-option of members'.	**Rule 11 of MoA**	
President, BoG				
		To nominate two secretaries to Govt. to be the members of the board.	(i) 09 (vi)	
		Power to commence special meetings for urgency or matter of special importance.	(ii) 21	
		Power to preside every meeting of the board.	(iii) 27	
		Power to invite any person other than a member to attend a meeting of the board.	(iv) 28	
		Power to exercise a casting vote in case of dispute and equality of votes.	(v) 29	
		Power to circulate any urgent matter for approval of the members (to be reported in the next meeting)	(vi) 30	
		Power to take decision in a case or matter of urgency to be recorded to be so in writing and	(vii) 31	

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
		to report it for satisfaction by the board in its next meeting.		
		Power to nominate one member on Executive Committee a) from amongst head of State Government Directorates in Pune. b) One representative of a sister training institute. c) Two representatives from non-government organisations related to the activities of the society. d) One expert on financial matters of the institute.	(viii) 35	
		To delegate powers and functions to the Executive Committee	(ix) 43	
	Executive Committee & Its Chairman			
		a) Full Powers to "Preside over the meetings of the Executive Committee" under Rule 39 of MoA.	Rule 39 of MoA.	
		b) Full Powers to "Exercise a second casting vote in case of dispute and equality of votes" under Rule 40 of MoA.	Rule 40 of MoA.	
		c) Full Powers to "Delegate any of its powers to the Chairman of the Executive Committee" under Rule 44 of MoA.	Rule 44 of MoA.	
		d) Full Power to "Refer any question or matter of sufficient importance to justify such reference to the decision of the President". (The decision of the President shall be binding on the	Rule 45 of the MoA.	

Section 4(1)(b)(v)

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
		committee. Such decision to be reported to the Executive Committee in its next meeting.) under Rule 45 of the MoA.		
Executive Committee				
		To prepare and execute details plans and programmes for the establishment and development of the MIDA for carrying on its administration and management.	(i) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To receive Grants-In-Aid and accept other grant of money, gifts, donations, securities, negotiable instruments and other forms of assistance from the State Govt. and GoI and from other sources, Indian and Foreign, Government and Private and enter into any agreement or agreements for receiving such assistance which are not inconsistent or in conflict with or repugnant to the objectives and purposes of the institute; provided that in respect of external sources of assistance; prior approval of the State Govt. or the GoI shall be obtained.	(ii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To impose recover fees and charges for the services rendered by the Institute, raise moneys and funds as deemed fit and necessary to the purposes and objectives of the Institute.	(iii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To keep custody of and expand the funds and moneys; invest deal with appropriate, account for such funds and moneys and manage the income and properties movable and immovable according to the	(iv) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
		resolutions passed by the BoG.		
		To receive, acquire, take over and hold movable and immovable property of any kind by mans of purchase, transfer, hire, lease, gift, donation or other lawful means from government, public or private bodies or individuals, construct, build, alter, improve, maintain, repair, equip or furnish any building, develop lands and executive works necessary or convenient for purposes of the Institute and suitably manage and deal with property of any kind in the best interests and for purpose of the institute. Provided that no movable properties costing more than Rs.1 lakh and no immovable properties shall be transferred by sale, mortgage or otherwise without prior sanction of the Board of Governors.	(v) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To enter into agreements, contracts with national and international organisations, foundations and research institutions and other agencies, for the development of sectors and undertaking projects on their behalf for training and development and research in the fields of management. Provided that in respect of arrangements with foreign governments or international organisations, prior approval of the State Govt. or Govt. of India as the case may be, shall be obtained.	(vi) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To pay all preliminary or	(vii) 1st BoG / Agenda	

Section 4(1)(b)(v)

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
		incidental cost, charges and expenses incurred in the promotion, formation, establishment and registration of the Society.	Item No. 7 read with Para 11 of the Minutes	
		To prescribe, approve norms and guidelines for the conduct of courses of study, training and for undertaking research and consultancy in purusance of the objectives enunciated in the Memorandum of Association.	(viii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To recommend to the Board of Governors the grant of diplomas, certificates, distinctions and prizes to students and participants, who have successfully completed the prescribed courses of study and training.	(ix) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To institute and award fellowships, scholarships, stipends, freeships, loans and other forms of financial assistance to students to facilitate their study.	(x) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To approve the nomination of faculty for courses of higher studies training and teaching assignments, for participation in conferences, visiting fellowships etc. in India and abroad under such terms and conditions as may be laid down by the Board of Governors in this behalf provided that for tours outside India prior approval of the Board of Governors shall be obtained.	(xi) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To provide for and supervise the residence, health amenities, discipline and the general well being of the students.	(xii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To produce, print, publish, issue,	(xiii) 1st BoG / Agenda	

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
		acquire and circulate books, papers, periodicals, exhibits, films, slides, pamphlets and other audio-visual material dealing with or having a bearing upon the activities and programmes of the institute.	Item No. 7 read with Para 11 of the Minutes	
		Create academic, administrative, technical and other posts (other than the Director) in accordance with the resolutions passed by the Board of Governors.	(xiv) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To appoint, retain, engage for the time being professional and technical advisor, consultants, experts to work to further objectives and programmes of the institute and to pay them such honorarium, fees, remuneration or compensation as may be deemed fit and commensurate with performance, as fixed by the Board of Governors from time-to-time.	(xv) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To invite scholars and eminent professionals from any part of the country to take advantage of the facilities offered by the institute may benefit by their knowledge, wisdom and expertise.	(xvi) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To visit and depute officers of the Institute to participate in programmes, projects, workshops, seminars, conferences etc. in any part of the country.	(xvii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To establish Contributory fund and Gratuity Scheme, Welfare Fund and other Financial	(xviii) 1st BoG / Agenda Item No. 7 read with Para 11 of the	

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
		assistance schemes for the benefit and welfare of the Staff of the institute and their families under the overall guidance of the Board of Governors and / or its committees.	Minutes	
		To prepare annual reports, financial statements of accounts, financial estimates of the Institute and submit them for the approval of the Board, approve expenditure within the limits of sanctioned budget according to the Bye-laws and regulations framed in this behalf.	(xix) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To appoint sub-committee for the disposal of any business of the institute or for rendering advice in any matter pertaining to the conduct of the affairs of the institute and to delegate to such committee such powers as it may deem necessary and expedient.	(xx) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To enter into agreement for an on behalf of the institute with any Government or authority, municipal, local or otherwise, and to obtain from such authority and rights, privileges, concenssions, fiduciary or otherwise, that the institute may deem necessary and desirable to obtain and to carry out, exercise and comply with such arrangements, rights, privileges, concessions.	(xxi) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To sue and defend all legal proceedings on behalf of the Institute.	(xxii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		to make, frame and adopt, under the overall guidance of the	(xxiii) 1st BoG / Agenda Item No. 7	

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
		Board of Governors and its Committees, Rules, Bye-laws and Regulations for the proper and effective administration and management of the affiars of the institute and amend, vary add or rescind such Rules, Bye-laws and Regulations from time-to-time as may be deemed necessary. Such Bye-laws or Regulations may provided for matters such as : Norms and guidelines for the conduct of courses of study and training and standards of proficiency. Norms and procedures for admission of students; Leavy of fees, commissions, and charges for service, Maintenance of Accounts, Audit and other Financial Regulations regarding custody and operation of funds; Budgeting; Recruitment; Discipline and Coe of Conduct; Maintenance of Library Purchase and maintenance of stores, stocks and ledgers; Delegations of Powers : Such other matters as may be necessary.	read with Para 11 of the Minutes	
		To all other lawful acts as may be appropriate, and necessary for the achievement of any or all of the objectives of the institutes.	(xxiv) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To Executive Committee is authorised to appoint persons to various posts, equivalent to pay scales of Class-II level in government.	(xxv) 1st BoG / Agenda Item No. 4 (ii)	

Section 4(1)(b)(v)

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
		While approving Recruitment Rules of teaching non teaching posts BoG has empowered the Executive Committee to amend Recruitment Rules whenever necessary.	(xxvi) BoG (xviii) dated 9/12/1993 Agenda Item No. 12	
		While approving service rules the BoG has empowered the Executive Committee to amend the service rules whenever necessary.	(xxvii) BoG xvii dated 21/11/92 Agenda Item No.11	
**Director General**
		To exercise all the powers delegated to the heads of departments under Government	1st BoG Para 11 of the Minutes	To Extent delegated to the Heads of Departments
		To increase the period of probation in respect of newly recruited employees. Powers to reduce the Probationary period not delegated.	3rd EC Para 2(1) (D) of the Minutes	**Full powers**
		Creation of post, minimum of the payscale of which is not more than Rs.500/- Not exceeding three months.	3rd EC Para 2(3) (B) of the Minutes	Full powers
		To waive the condition of one months notice or recovery of pay thereof in case of resignation of YASHADA employees	3rd EC Para 2(3) (C) of the Minutes	Full powers
		To appoint retired employees of Government or other institutions / organizations to posts in MIDA equivalent to the Class-III and Class-IV posts under Government No exceeding two years.	3rd EC Para 2(3) (E) of the Minutes	Full powers
		Empowering D. G. to make appointments on contractual basis for senior faculty positions.	BoG XIX Dt. 24/12/94 Agenda Item No. 11	For 1 year
		To relax the provision of any rule after recording in writing, however such cases should be brought to the notice of	YASHADA Service Rule 27:01	

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/ orders/GRs./circulars	Remark
		Executive Committee		
		The Director YASHADA is authorised to appoint persons with pay scales equivalent to Clause III and IV levels in government.	1st BoG Agenda Item No. 4 (iii)	
		To sign the instruments of orders, agreements, contracts etc. on behalf of MIDA to give effect to the decisions of the Board of Governors and the various committees. To the extend approval by BoG and various committees.	2nd BoG Agenda Item No. 7	Full powers
		To accommodate additional courses, adjust existing courses or make variations in the training calender as and when it becomes necessary.	1st BoG Agenda Item No. 9 Para 13 of the Minutes	Full powers
		Opening a account in one of the Banks in the city area and also investing surplus funds in the fixed deposits. In a selected bank or Maharashtra State Co-operative bank, its subordinates or any other public sector undertakings following the procedure prescribed by the Charity Commissioner.	6th EC Agenda No. 6 of the Minutes	Full powers

Section 4(1)(b)(v)

FINANCIAL POWERS

The delegation of powers for purchase of stores is as follows.

- **Up to Rs. 5,000/-**: - Respective OIC/DDG's

- Above Rs. 5,000/- & less than Rs. 50,000/- through purchase committee & Addl.DG

- Above 50,000/- & up to Rs. 1,00,000/- thorough purchase committee & Addl. DG   after obtaining the views of accounts department

- Rs 1,00,000/- to 6,00,000/- through purchase committee DG after obtaining the views of financial advisor & Addl. DG

- Rs. 6,00,000/- to 10,00,000/-executive committee

- Above Rs. 10,00.000/- BOG

Section 4 (1)(b) (ii) format B

The duties of officers & employees in the office of YASHADA

Sr. No.	Designation	Duties	Under which Act / rules	Remark
		See List (Annexure 2)		

Section 4(1)(b)(v)

JOB CHART OF REGISTRAR

Establishment

Appointment process of Class I to Class IV employees on regular basis as well as
    contractual and deputation
Departmental examination
Court cases
Compilation of confidential reports
Seniority list
Promotion process
Disciplinary action process
Roster
Increment & Overtime

Purchase/Maintenance

Purchase procedure
Stores procedure
To supervise vehicle maintenance, garden, conservancy, security, housekeeping,
    inward outward, records etc.

MISC.
1. Protocol VIP/VVIP visits

Financial Powers

To sanction salary bills.
To sanction upto Rs.50,000/- for non recurring expenditure

Any other work entrusted by Director General, Addl. Director General

सहायक निबंधक यांच्या कामाचा तक्ता

अ क्र	कामाचे स्वरूप
	प्रशासन विभागांतर्गत किरकोळ रजा, बदली रजा मंजूरी व LTC स्वग्राम सवलत मंजूरी.
	वाहनचालक व सर्वसाधारण परिचारक यांना अतिकालीक भत्ता मंजूरी.
	रु.५०००/- च्या आतील देयकांना मंजूरी. (कोटेशन न मागविता) तसेच दर करार झालेली देयके पारित करणे.
	सर्व प्रकारच्या Imprest चे समायोजन तसेच वाहनाच्या इंधनासाठी / बाहेरच्या दौ-यासाठी घेतलेल्या अग्रिमाचे समायोजन.
	कार्यालयीन कामाबाबत शासनाशी पत्र व्यवहार.
	अतिरिक्त कार्यभाराचे वेतन मंजूरी नंतर अदा करण्याचे अधिकार.
	दूरध्वनी व विद्युत देयके पाणीपुरवठा देयके पारित करणे.
	विभागीय परीक्षा, न्यायालयीन प्रकरणे , नियमित वेतनवाढ , बिंदुनामावली, खरेदी विषयक बाबी, घर बांधणी अग्रीम, उत्सव अग्रीम, संगणक अग्रीम, वाहन खरेदी अग्रीम यावर पर्यवेक्षण करणे
	माहितीच्या अधिकार नियम २००२ अन्यये माहिती अधिकारी म्हणुन काम पहाणे व प्राप्त झालेल्या अर्जाबाबत आवश्यक ती कार्यवाही करणे.
	वरीष्ठांनी वेळोवेळी सांगीतलेली इतर कामे.

सहायक निबंधक
निबंधक

JOB CHART

Typing of all daily programmes hold in YASHADA.
To take & give appointments.
To take dictation, type it out. To see the daily tapal.
Handling of all official and personal correspondence files.
Correspondence of all officers' Confidential Reports and updation of CR files.
To take/give telephone messages and connect the required telephone number to DG.
Updation of all lists of telephone numbers.
To take minutes of all various meetings and updation of relevant files.
To book tickets. Taking/settling advances of ticket booking. Preparing the TA bills.
Filing the papers in concerned files.
To take entry of all files as per File Movement Register
To maintain the Tapal Register
To maintain and update the Fax Register
To check the e-mails daily.
All other work entrusted by DG from time to time.

(Kanchan Thorat)
Stenographer (Selection Grade) &
PA to Hon'ble Director General
YASHADA, Pune

Job Chart of Shri. Shilanath Jadhav, Associate Professor & Coordinator, Training Monitoring Cell, **Planning Division.**

Training Management related Functions:

Scrutiny of the files for approval of Training Program as per the prescribed procedure

Scrutiny of Course Directors & Evaluation Reports and submit comments for
Improvements & appreciation.

Analyse the Feed Back Data received from Participant.

Conduct Training Course and lectures

Circulate Faculty Training Program, Invite nominations, and recommend faculty
names for undergoing Training.

SEVAARTH Project Related Functions

To extend domain knowledge to NIC for software Development.

To conduct on the Job and Out reach training

To attend Sevaarth Project related meeting with Secretary Information Technology
Director Information Technology

Dr. Bharat Bhushan
Deputy Director General (Planning)

Section 4(1)(b)(v)

प्रशिक्षण
प्रशिक्षण कालदर्शिका तयार करणे
DoPT ला पुरकृत प्रशिक्षण कार्यक्रमांची माहिती कळविणे
कालदर्शिका महाराष्ट्र शासन व इतर विभागांना पाठविणे
प्रशिक्षण कार्यक्रमांच्या वेळोवेळी होणा-या बदलांबाबत नोंद घेऊन त्याप्रमाणे कार्यवाही करणे
महाराष्ट्र शासनाकडुन ऐनवेळी काही महत्त्वाचे कार्यक्रम आयोजित करणेबाबत आदेश आल्यास त्यांची अंमलबजावणी करणे
शासन व इतर संस्थांकडुन सुचविण्यात आलेले पुरस्कृत प्रशिक्षण कार्यक्रमांचे आयोजन करणे
Daily attendance report submitted to DDG & DG
प्रशिक्षणाशी निगडीत कामे
प्रशिक्षण कक्ष वाटप
आठवड्याच्या सुरुवातीचा Nominated/ Attended माहिती देणे
प्रत्येक आठवड्याची निवास परिस्थिती । शिल्लक खोल्या तक्ता तयार करणे (गरजेनुसार)
प्रशिक्षण कार्यक्रमांची शासनास/ BoG / EC ला माहिती देणे
Participants - Nominated/ Attended ²ÖÖ²ÖŸÖ ´ÖÖ×ÆüŸÖß †¤Ëüµ ÖÖ¾ÖŸÖ šêü¾Ö Öê
यशदा सुविधा भाडेतत्वावर देणेबाबत
यशदाबद्दल माहिती देणे
Information about RDD courses/ Related Courses
प्रशिक्षण कार्यक्रमांसाठी आलेल्या नामांकनाचे वर्गीकरण करुन यशदातील सत्र संचालकांकडे पाठविणे
इतर कामे
प्रशिक्षण कार्यक्रमांतील व्याख्यात्यांच्या मानधनाबाबत निर्णय घेणे व इतर विभागांनी विचारणा केली तर त्याप्रमाणे कळविणे
ISO Work
Computerisation of Course Cell
S O Files
Policy Circular/ Office Orders
Vipassana Training
General/ Miscellaneous

Dr. Bharat Bhushan
Deputy Director General (Planning)

Job Description Format

Name: Mr. Mukund Rathi.

Job Title: Assistant Professor, SIUD

Job Objectives: To conduct training for officials/non-officials for capacity building and provide support to urban local bodies and for good government through research government projects on consultancy in certain crucial areas in Urban Sector.

Principal responsibilities: 1) To plan, design, conduct and organize training design.

2) To undertake research/consultancy project in
   Urban governance.

3) To administer Office

Reports to be submitted: 1) Monthly performance Report

2) Course completion Report

3) Evaluation Reports of course conducted

4) Study report of research/consultancy

Reporting to: Director (SIUD)

Immediate Subordinates: Ms. Shubhangi Shitole
Course Assistant

Key Result Areas: 1) Property Taxation Policy

2) Rainwater Harvesting

3) Organisational improvement in Municipal bodies.

4) To associate in joint projects of other YASHADAcenters/cells.

(Mukund Rathi)
Assistant Prof. SIUD

Job Description Format

Name:	Mr. V. W. Deshpande
Job Title:	Additional Director, SIUD
Job Objectives:	To conduct training for officials/non-officials for capacity building and provide support to urban local bodies and for good government through research government projects on consultancy in certain crucial areas in Urban Sector.
Principal responsibilities:	1) To plan, design, conduct and organize training design. 2) To undertake research/consultancy project in Urban governance. 3) To administer Office
Reports to be submitted:	1) Monthly Performance Report 2) Course Completion Report 3) Evaluation Reports of course conducted 4) Study report of research/consultancy
Reporting to:	Director (SIUD)
Immediate Subordinates:	Ms. Manisha Shitole Course Assistant
Key Result Areas:	Finance and Management of Urban Infrastructure
Consultancy Project	MIHAN. Planning of 4500 HA of land near Nagpur

(V.W. Deshpande)
Additional Director SIUD

Job Description Format

Name:	Mr. Ashok Londhe
Job Title:	Course Assistant, SIUD
Job Objectives:	1) To assist superiors for conduct of various types of research studies like Case studies, Field studies and Evaluation Studies including collection, analysis and interpretation of data.
	2) To maintain the reference files for paper cuttings and other.
Principal responsibilities:	1) Training Management Related Functions:.

        a) To maintain the Course Files

        b) To maintain the advance registers and settlement of accounts of advance of courses.

Preparation of evaluation report.

Other course related work as per the requirement

To maintain Resource Person's Directors.

To maintain the various records in connection to above functions.

To perform other duties whenever asked by DG or HoD

Reports to be submitted:	1) Course Advance Settlement
	2) Course Performa of Course Conducted
	3) Evaluation Reports of course conducted
	4) Monthly MIS Report
Reporting to:	Shri S.U. Ingole, Associate Professor (SIUD)

(Ashok Londhe)
Course Assistant

वसतिगृह व्यवस्थापक यांची कर्तव्य व जबाबदाऱ्या

१. आहरण व संवितरण अधिकारी म्हणून देण्यात आलेले वित्तीय व प्रशासकीय अधिकार उपयोग आणून वसतिगृह प्रमुख म्हणून कार्य करणे.

२. वसतिगृहासंबंधीचा सर्व पत्र व्यवहार पाहणे.

३. मा. महासंचालक, उपमहासंचालक, निबंधक व वार्डन यांचे मार्गदर्शनानुसार वसतिगृहाचे कामकाज पाहणे.

४. प्रशिक्षणार्थींची भोजनाची व राहण्याची व्यवस्था करणे.

५. वसतिगृहातील कामकाजावर (स्वयंपाक गृह, भोजन व्यवस्था, वसतिगृह स्वच्छता इ.) देखरेख ठेवणे.

६. वसतिगृहाचे वातावरण शांततापूर्ण, सुरळीत, निरोगी आणि आल्हाददायक राहील याकडे लक्ष देणे.

७. प्रशिक्षणार्थींमध्ये शिस्त राहणे तसेच वसतिगृहातील स्वच्छतेची काळजी घेणे.

८. वसतिगृहांची अचानकपणे विशेषतः रात्रीच्या वेळी पाहणी करणे.

९. वसतिगृहातील आजारी प्रशिक्षणार्थींच्या वैद्यकीय उपचाराची व्यवस्था करणे.

१०. वसतिगृहातील व भोजनगृहातील मागणी व पुरवठा यावर परिणामकारक नियंत्रण ठेवणे.

११. वसतिगृहातील हिशेबाच्या नोंदवह्या अद्ययावत ठेवणे.

१२. दररोज लागणारा आवश्यक शिधा कोठडीतून काढून घेणे व त्याचा हिशेब शिलकेसह शिधा वाटप रजिस्टरमध्ये लिहिणे.

१३. वरिष्ठांनी वेळोवेळी सोपविलेली इतर कामे करणे.

JOB DESCRIPTION FORMAT

NAME : **Dr. K. S. Nair**

JOB TITLE : Deputy Director General (Research), Chairman, RDC, Director, ATI & Head YMRC

JOB OBJECTIVES :

To develop to its optimal potential, the RDC, ATI and YMRC at YASHADA

To develop and monitor the training quality of YASHADA

To develop and monitor research quality of YASHADA

To develop and monitor Sponsored Project in YASHADA

To develop and monitor media productions of YASHADA

PRINCIPAL RESPONSIBILITIES:

To provide clear vision and concrete plan of action for RDC, ATI & YMRC

To develop effective training research team and infrastructure at RDC, ATI & YMRC

To build the image and establish the credibility of RDC, ATI & YMRC

REPORTS TO BE SUBMITTED:

Annual Reports of RDC, ATI & YMRC

Reports of research project & Sponsored Projects.

REPORTING TO : Director General, YASHADA

IMMEDIATE SUBORDINATES: Associate Professors, Assistant Professors & Research Officers in RDC

KEY RESULT AREAS:

Development of Training

Development of Research

Development of Projects

Development of Media Products and Publications

Section 4(1)(b)(v)

JOB DESCRIPTION FORMAT

NAME : **Ajay Pithe**

JOB TITLE : Training Manager, Elimination of Child Labour Project

JOB OBJECTIVES : To assist the Elimination of Child Labour Project

PRINCIPAL RESPONSIBILITIES :

   To assist Course Director for organizing the training programme

   Follow up with various nominating authorities for nomination for the course

   To supervise the project accounts; to look after the financial work

   To assist for administrative work

   Various assignments assigned by the Deputy Director General (Research) by time to
      time

REPORTS TO BE SUBMITTED: International Labour Organization (ILO), New Delhi

REPORTING TO: Prof. K. S. Nair, Deputy Director General (Research)

                 Shri. Shashikant Waidande, Assistant Professor, ILO Project

                 Dr. Minal Narawane, Assistant Professor, ILO Project

IMMEDIATE SUBORDINATES: Research Assistant

KEY RESULT AREAS: -

JOB DESCRIPTION FORMAT

NAME : **Ajit Karpe**

JOB TITLE : Research Assistant, Narmada Rehabilitation Project

JOB OBJECTIVES : Anchoring the Narmada Rehabilitation Project

PRINCIPAL RESPONSIBILITIES:

   Research Assistance to RDC Project

   Working on Monitoring and Evaluation of Narmada Project : Primary as well as Secondary data collection of Sardar Sarovar (Narmada) Rehabilitation Project from Nandurbar District of Maharashtra, Interpretation and analysis etc.

   Field Visit to Submergence as well as Resettled Villages of Project Site

   Assistance in preparation of Narmada Resettlement Data Software as well as GIS

   Cross-verification of data of PAPs of Collectoriate and actual field data of PAPs, Data entry of PAPs in Software

   Preparation of Review Meetings of the Project

   Assistance in Preparation of evaluation and monitoring of PAPs inception report of Narmada Project

REPORTS TO BE SUBMITTED:

Relief & Rehabilitation Secretariate, Mantralaya, Mumbai, GoM

REPORTING TO: Prof. K. S. Nair, Deputy Director General (Research)
                Mr. Sumedh Gurjar, OIC-Project Monitoring Cell

IMMEDIATE SUBORDINATES: -

KEY RESULT AREAS: -

JOB DESCRIPTION FORMAT

NAME : **Alka Somvanshi**

JOB TITLE : Research Assistant, Elimination of Child Labour Project

JOB OBJECTIVES : To assist the Elimination of Child Labour Project

PRINCIPAL RESPONSIBILITIES :

    To assist the Elimination of child Labour Courses Conduct

    Child Right Cell Module Proof reading & correction of drafts

    Indexing of Evaluation Reports – ToT & CBP

    Compilation of Articles on Child Labour

    Type setting of reports for send to all Districts

    Child Labour CDs Collection

    I will take the Child Labour Course ICE breaking session

    I will contact to course faculty & collection to child right articles

    With help to Vinay Kulkarni & Ajay Pithe

    All other work as given by the Project Director & Assistant Professor form time to
        time

REPORTS TO BE SUBMITTED: International Labour Organization (ILO), New Delhi

REPORTING TO: Prof. K. S. Nair, Deputy Director General (Research)

                 Shri. Shashikant Waidande, Assistant Professor, ILO Project

                 Dr. Minal Narawane, Assistant Professor, ILO Project

IMMEDIATE SUBORDINATES: -

KEY RESULT AREAS: -

Research & Documentation Centre (RDC)

The short-term objectives of R& D Centre are to support YASHADA faculty's research on the key issues on development and to undertake professional sponsored research projects in the field of development. Through the above, the Centre aims at achieving the following objectives in the long run:

To facilitate the necessary policy reform in the State through formulating research based policy recommendations.

To create a systematic and verified documentation on developmental issues for effective planning, monitoring and evaluation of the Development process.

To enhance the quality and effectiveness of training of Development Administration personnel in the State by feeding the research findings into the training process.

To disseminate crucial developmental information to all sections of society through effective use of publications and audio – visual and electronic media.

To enhance the research capabilities of the in-house faculty through internal training sessions in scientific research methods and research consultation.

To identify projects for conducting sponsored research assignments and consulting opportunities, to negotiate the terms of reference for such projects, and to execute such projects with the help of internal and external experts and other requisite resources.

Research & Documentation Centre (RDC) has the following units.

Key Result Area (KRA) Programme

Project Monitoring Cell (PMC)

YMRC (please refer to YMRC manual)

Key Result Area (KRA) Programme

In this programme thirteen Social and Developmental issues have been identified to document their present status and to recommend key interventions. This Programme is essentially a team endeavour. KRA Programme has a strong orientation to teamwork and

consultative-participatory activities. KRA Programme is guided by specific needs, challenges and priorities in each area. KRA is a cyclic process of research, action, and evaluation.

The KRA Programme was initiated with the following Objectives:

To document the **present status** of key issues in the State, and to make a **diagnostic analysis** of the existing gaps and problems

Based on the above, to formulate **intervention plans** including critical **policy prescriptions** for bridging the gaps and correcting the problems

To continuously **monitor** the progress of interventions and assess their **impact**

To undertake **capacity building of stakeholders** and to facilitate an **interface dialogue** for effective convergence of their roles and activities

To develop **resource centres** or **knowledge repositories** on key issues through a continuous cyclical process consisting the above.

Accordingly the cell initiates and guides the KRA teams to prepare ISRs, plan interventions, conduct action research projects and document the research findings. A broad strategic process is followed to ensure uniformity of activities across all thirteen areas identified. (A faculty member from R&D Centre is appointed to co-ordinate the KRA functioning) The process consists of the following step.

Process:

Formation of Peer Group

A peer group consisting of YASHADA faculty-members with relevant background and expertise is formed to anchor the particular KRA

Formation of Core Group

The core group consists of, besides peer group members, eminent thinkers, experts, researchers, NGO functionaries from the society at large, who are an established authority on particulars issues.

Identification of Stakeholders

The stakeholders are individuals or institutions who are involved in, and who affect or get affected by, the issues in question. For most issues, the spectrum of stakeholders is very broad, and includes from citizens' representatives, voluntary groups / agencies, Governmental agencies, private sector enterprises, etc.

Review of literature

Attempt is made to compile every available piece of literature such as Government statistics & reports, independent research literature, popular writings and books reflecting societal views on the issue at hand, international reports, and content analysis of newspaper clippings.

Workshops of Stakeholders

The Literature review is followed by workshops of stakeholders, which helps in catching their first-hand impressions and perceptions about the present scenario of various issues.

Formulation of Interim Status Report (ISR)

On the basis of review of literature, consultation with stakeholders, field visits, etc., an interim status report is prepared providing a diagnostic analysis of the gaps and problems in particular areas. ISR also contains concrete policy prescriptions for the Government, and an intervention plan in terms of training, capacity building, action research, etc., to pursue the issue.

7. **Implementation of Intervention Plan and Follow Up of Policy Prescriptions**

This is the most crucial phase of KRA, where implementation of proposed interventions is attempted at through collaborative effort of YASHADA faculty and various stakeholders including public functionaries.

8. **Preparation of Annual Action Taken Report (ATR)**

Action taken report is not merely a report on the interventions made, but is also an analysis of problems in their monitoring, their impact observed in the field, continuing gaps and problems, need for further review and analysis, etc.

Forms and Format

1.ISR Format

Reference Documents

KRA Booklet

ISR

Action Taken Report

4. Policy Recommendations

Project Monitoring Cell – (PMC)

YASHADA's sponsored projects are prestigious, professional assignments commissioned by the State Government, Central Government as well as the National & International Donor Agencies. These assignments are of varied nature and involve Action Research, Process Documentation, Monitoring & Evaluation, Policy Advocacy, Capacity Building, etc. Sponsored Projects play an important role in establishing the institute's credibility and visibility as a professional solution provider in the field of development administration. They are also a major source of resource mobilization for YASHADA. The Project Monitoring Cell serves as the Central Co-ordination Unit for all the sponsored projects. The projects are handled by different Centres/ Streams in YASHADA depending on their domain expertise.

Objectives

To inventorise the need and opportunity for undertaking sponsored projects.

To identify specific sources of commissioning and funding of sponsored projects.

To develop systematic proposals for sponsored projects and do the necessary follow up for getting the approval and funding from the concerned agencies.

To formulate designs and plans of implementation of the approved projects and to delegate such projects to suitable Centres / faculty members of YASHADA.

To provide active consultation and support to the concerned Centres / faculty members throughout implementation of the project, and to monitor quality of implementation and output.

Identify synergies between the sponsored projects and the training programmes / faculty research projects, so as to pool together the relevant information, knowledge and insights.

To evolve a strategy for widely disseminating the findings of sponsored projects.

Process:

1. To identify opportunities for developing sponsored projects.

To formulate proposals /other documents as required for procuring funding from suitable donor agencies.

To carry out the follow up with donor agencies for approval of projects and release of funds.

Upon approval, to prepare a plan of execution of projects and to procure the human resources and infrastructure as approved by the donor agency.

To execute the project and to formulate progress reports/interim reports as required by the donor agency.

To complete the execution of project, formulate the completion report, ensure the release of full amount of project funds, facilitate the preparation of financial accounts, and properly close the project.

Forms & Formats

1. **As provided by donor agencies from time to time for preparation of project proposals, reports, etc.**

Reference Documents

Project Files

Project Proposals / ToRs

Project Reports

Plans of Project Implementation

Section 4(1)(b)(v)

JOB DESCRIPTION FORMAT

NAME : Dr. Minal Narawane

JOB TITLE : Assistant Professor

JOB OBJECTIVES :

To conduct 10 Training Programmes related to RDC

To deliver 80 teaching sessions

To edit & Publish four journals of YASHADA YASHAMANTHAN

To collect data, analysis and presentation for different Research Projects

PRINCIPAL RESPONSIBILITIES :

KRA coordination

To work as Course Director for Training Programmes as assigned by DDG(R)

To plan & carry out data collection, analysis of data

To coordinate various activities of INDUS Project under the guidance of DDG (R)

To perform all the other duties as assigned by Director, DDG(R)

Prepare various manuscripts for publication

Support research activities at RDC

REPORTS TO BE SUBMITTED :

Reports related to Courses conducted

Reports related to Elimination of Child Labour Project

Any other reports / project proposal as and when required

REPORTING TO : Deputy Director General (Research)

IMMEDIATE SUBORDINATES : Course Associate, Training Manager & Project Assistant of Child Labour Project

KEY RESULT AREAS :

Elementary Education

Child Labour eradication in Maharashtra

Capacity Building / research work

Section 4(1)(b)(v)

JOB DESCRIPTION FORMAT

NAME : Nidhi Malik

JOB TITLE : Consultant, Functional Review Project

JOB OBJECTIVES : Anchoring the Functional Review Project

PRINCIPAL RESPONSIBILITIES :

Coordination with the Consultants for timely submission of reports

Project coordination, payment release and academic and conceptual inputs

Detailed review and editing of chapters submitted by the consultants and feedback and suggestions for improvements; facilitation of revisions as and when designed by any of the consultants

Organising Monthly Review Meetings to keep in touch with the progress of the consultants and discuss common issues of their respective departments

Organising Validation Workshops after every stage

Preparation of Interim and Final Reports to the Ford Foundation

Coordination for submission of Draft and Final Reports

REPORTS TO BE SUBMITTED :

Final report to Ford Foundation

Final recommendation report for 17 depts. to Maharashtra Govt.

17 reports on selected departments to the Maharashtra Government

REPORTING TO : Deputy Director General (Research)

IMMEDIATE SUBORDINATES : -

KEY RESULT AREAS : -

JOB DESCRIPTION FORMAT

NAME : Pradnya Dasarwar

JOB TITLE : Research Officer, Project Monitoring Unit

JOB OBJECTIVES : To develop and maintain documentation of projects of RDC for their review, monitoring and effective execution

PRINCIPAL RESPONSIBILITIES:

To document the monitoring of the finances and the activities of the projects from the inception to the completion

To Facilitate review to identify the gaps in the effective progress of a projects

To facilitate corrective actions for the effective completion of the projects

REPORTS TO BE SUBMITTED: Various reports for monitoring and review as evolved from time to time

REPORTING TO : Deputy Director General (Research)
Office in charge, PMU

IMMEDIATE SUBORDINATES: Research Assistants, Database Operators and other junior staff working on sponsored projects from time to time

KEY RESULT AREAS:

Effective documentation of the progress of the projects

Effective monitoring of the projects

Appropriate corrective steps

Section 4(1)(b)(v)

JOB DESCRIPTION FORMAT

NAME : Ramprasad Pole

JOB TITLE : Research Assistant, Right to Information Cell

JOB OBJECTIVES :

> To coordinate training programmes, workshops, seminars and conferences etc. at the local, regional, national and international levels

> To provide Administrative support to Right To Information Cell and Administrative Training Institute

> To provide assistance to Research projects in RDC.

> To document a collection of the representative and generic case studies

PRINCIPAL RESPONSIBILITIES :

To coordinate the training, research & field activities of the Centre

To manage the database and initiate thematic research and documentation activities

Preparation of appropriate reports as per requirement

To assist the Think Tank Meetings and Workshop

To coordinate Peer Group Meeting

To do all those activities entrusted by DDG (A) and DDG (R)

REPORTS TO BE SUBMITTED:

REPORTING TO: Smt. Kishori Gadre (Additional Director, ATI)
Prof. K. S. Nair, Deputy Director General (Research)

IMMEDIATE SUBORDINATES: -

KEY RESULT AREAS: -

JOB DESCRIPTION FORMAT

NAME : Shri Ravindra Patil

JOB TITLE : Project Coordinator, Centre for Community Managed Programming (CCMP)

JOB OBJECTIVES :

- To undertake policy advocacy at the state level for institutionalizing community managed programming

- To work out appropriate budgetary allocations to facilitate District Convergence Plan

- Facilitating generation of District Plan of Action for Development

- To arrange for various workshops at YASHADA, Pune and at District level

- To regularly monitor the execution and quality of work done by the subordinates

PRINCIPAL RESPONSIBILITIES :

- To coordinate & facilitate the training, research & field activities of the Centre

- To manage the database and initiate thematic research and documentation activities

- To arrange Training of Trainers at YASHADA, Pune and establish a cadre of trainers at district level

- Management of funds for the Centre and preparation of appropriate reports as per requirement.

REPORTS TO BE SUBMITTED :

- Plan of implementation & Training Modules

- Progress Reports and financial reports

- Reports to be submitted to the donor/commissioning agency

Section 4(1)(b)(v)

REPORTING TO : Deputy Director General (Research)

IMMEDIATE SUBORDINATES : Database Operator and project staff

KEY RESULT AREAS :

Institutionalize micro planning methodology for Generative planning and Rural Development

To ensure Village Community participation in development efforts.

JOB DESCRIPTION FORMAT

NAME : Shashikant Waidande

JOB TITLE : Assistant Professor

JOB OBJECTIVES :

To conduct Training Programmes related to Elimination of Child Labour Project

To deliver 90 teaching sessions

To edit & Publish four journals of YASHADA YASHAMANTHAN

To collect data, analysis and presentation for different Research Projects on Child Labour

PRINCIPAL RESPONSIBILITIES :

To work as Course Director for Training Programmes as assigned by DDG(R)

To plan & carry out data collection, analysis of data

To provide clear vision, supervision, editing & publishing of YASHADAs bimonthly 'YASHAMANTHAN' journal under the guidance of the editorial board

To coordinate various activities of INDUS Project under the guidance of DDG (R)

To perform all the other duties as assigned by Director, DDG(R)

Prepare various manuscripts for publication

Support research activities at RDC

REPORTS TO BE SUBMITTED :

Reports related to Courses conducted

Reports related to Elimination of Child Labour Project

Any other reports / project proposal as and when required

Section 4(1)(b)(v)

REPORTING TO : Deputy Director General (Research)

IMMEDIATE SUBORDINATES : Project Assistant, Research Assistants, Training Manager
of Child Labour Project

KEY RESULT AREAS :

Women & Child Development

Child Labour

JOB DESCRIPTION FORMAT

NAME : Sheetal Kachare

JOB TITLE : PA – DDG (R)

JOB OBJECTIVES :

Secretarial assistance to DDG(R)

Organization and maintenance of the office of DDG(R)

PRINCIPAL RESPONSIBILITIES:

Taking dictations from DDG(R) and carrying out typing

Dispatch & Maintaining records / files

Arrangement of Meetings held in RDC

Any other activities entrusted by DDG(R)

REPORTS TO BE SUBMITTED: Presenting necessary documents whenever asked for by DDG(R)

REPORTING TO : Prof. K. S. Nair, Deputy Director General (Research)

IMMEDIATE SUBORDINATES: Peon in the office of DDG(R)

KEY RESULT AREAS: Improved administration of the office of DDG(R)

Section 4(1)(b)(v)

JOB DESCRIPTION FORMAT

NAME : Sonali Madikunt

JOB TITLE : Research Assistant in Centre for Community Managed Programming (CCMP), RDC

JOB OBJECTIVES : **Create a database for Microplanning and dissemination of the reports generated to the NGO working in the field of Microplanning.**

PRINCIPAL RESPONSIBILITIES :

Preparations of survey sheets and finalize the software for the database by coordinating with the software programmers, CIT

Maintaining the record of data send by NGO to the Centre

Maintaining records/files and accounts of the CCMP

To assist the Project Coordinator, CCMP

To do all those activities entrusted by DDG(R)

REPORTS TO BE SUBMITTED : **Reports on work entrusted by Project Coordinator, CCMP**

REPORTING TO : Shri Ravindra Patil, Project Coordinator CCMP

IMMEDIATE SUBORDINATES :   -

KEY RESULT AREAS :   -

JOB DESCRIPTION FORMAT

NAME : Sumedh Gurjar

JOB TITLE : Assistant Professor & OIC- Project Monitoring Unit

JOB OBJECTIVES :

Under the overall direction of Deputy Director General (Research)

To generate sponsored projects at RDC

To work out suitable arrangements for delegation of sponsored projects

To regularly monitor the execution and quality of sponsored projects

PRINCIPAL RESPONSIBILITIES:

To develop proposals for sponsored projects at RDC

To do the necessary follow up for getting the proposals sanctioned

To prepare a plan of implementation of such projects

To identify suitable persons or institutes within or outside YASHADA for partial or total delegation of such projects and to issue the necessary ToR

To call for regular reports on the progress of such projects and to scrutinize such reports, so as to monitor the effectiveness and quality of their implementation and to ensure their timely completion.

To report to donor agencies about the progress of projects

REPORTS TO BE SUBMITTED:

Proposal for Sponsored Projects

Plan of implementation including ToRs, if any.

Internal reports of the progress of projects

Reports submitted to the donor/commissioning agency

REPORTING TO : Deputy Director General (Research)

Section 4(1)(b)(v)

IMMEDIATE SUBORDINATES: Research Officers, Research Assistants and other
as appointed form time to time on the sponsored projects

KEY RESULT AREAS:

Creation of Sponsored Projects

Effective delegation, execution and monitoring of such projects

Satisfactory reporting to the donor / commissioning agencies

JOB DESCRIPTION FORMAT

NAME : Suresh Bhapkar

JOB TITLE : Course Assistant, Narmada Rehabilitation Project

JOB OBJECTIVES : Working on Narmada Rehabilitation Project

PRINCIPAL RESPONSIBILITIES:

Working on Monitoring and Evaluation of Narmada Project : Primary as well as Secondary data collection of Narmada Rehabilitation Project from Nandurbar District of Maharashtra

Field Visit to Submergence as well as Resettled Villages of Project Site

Assistance in preparation & Query generation of Narmada Resettlement Data Software as well as GIS

Cross-verification of data of PAPs of Collectoriate and actual field data of PAPs, Data entry of PAPs in Software

Preparation of Review Meetings of the Project

REPORTS TO BE SUBMITTED:

Relief & Rehabilitation Secretariate, Mantralaya, Mumbai, GoM

REPORTING TO: Prof. K. S. Nair, Deputy Director General (Research)
Mr. Sumedh Gurjar, OIC-Project Monitoring Cell

IMMEDIATE SUBORDINATES: -

KEY RESULT AREAS: -

Section 4(1)(b)(v)

JOB DESCRIPTION FORMAT

NAME : **Vinay Kulkarni**

JOB TITLE : Research Assistant, Elimination of Child Labour Project

JOB OBJECTIVES : To assist the Elimination of Child Labour Project

PRINCIPAL RESPONSIBILITIES :

To assist Assistant Professor, Child Right Cell for preparation and printing of all material related Elimination of child Labour Project.

To prepare all material, training work e.g. Certificate, Reliving Report and other course related documents.

All other work as given by the Project Director & Assistant Professor from time to time.

REPORTS TO BE SUBMITTED: International Labour Organization (ILO), New Delhi

REPORTING TO: Prof. K. S. Nair, Deputy Director General (Research)

Shri. Shashikant Waidande, Assistant Professor, ILO Project

Dr. Minal Narawane, Assistant Professor, ILO Project

IMMEDIATE SUBORDINATES: -

KEY RESULT AREAS: -

Job Chart of Shri Kiran Kulkarni, Asstt. Professor, ATI

Job Title	Course Coordinator for Satara Project
Job Objectives	To conduct training for all the government employees working in Satara District.
Principal Responsibilities	To do Training Need Analysis and design cadre specific training modules. Conduct, organize training and tie up necessary logistic support To coordinate with district administration To send reports to DoPT and coordinate with YASHADA for taking necessary support for conducting trainings under the Jagruti Project. To make and collect relevant audio-visual material which can be used for training purposes. To make reading material for cadres based on their job chart. To prepare Computer Based Training (CBT) module. To do all these tasks under the overall guidance of DDG (Devpt.).
Reports to be submitted	Report to DoPT, GoI Monthly performance Report to YASHADA.

(Kiran Kulkarni)
Asstt. Professor

(V. Radha) *IAS*
DDG (Devpt.)

Section 4(1)(b)(v)

Job Chart of Smt. Poonam Mehta, Asstt. Professor, ATI

Job Title	Course Coordinator for Satara Project
Job Objectives	To conduct training for all the government employees working in Satara District.
Principal Responsibilities	To do Training Need Analysis and design cadre specific training modules. Conduct, organize training and tie up necessary logistic support To coordinate with district administration To send reports to DoPT and coordinate with YASHADA for taking necessary support for conducting trainings under the Jagruti Project. To make and collect relevant audio-visual material which can be used for training purposes. To make reading material for each cadre based on their job chart. To prepare Computer Based Training (CBT) module. To do all these tasks under the overall guidance of DDG (Devpt.).
Reports to be submitted	Report to DoPT, GoI Monthly performance Report to YASHADA.

(Poonam Mehta)
Asstt. Professor

(V. Radha) *IAS*
DDG (Devpt.)

Job Chart of Shri Ravikant Ghodichor, Research Officer, ATI

Job Title	Course Coordinator for Satara Project
Job Objectives	To conduct training for all the government employees working in Satara District.
Principal Responsibilities	To do Training Need Analysis and design cadre specific training modules. Conduct, organize training and tie up necessary logistic support To coordinate with district administration To send reports to DoPT and coordinate with YASHADA for taking necessary support for conducting trainings under the Jagruti Project. To make and collect relevant audio-visual material which can be used for training purposes. To make reading material for each cadre based on their job chart. To prepare Computer Based Training (CBT) module. To do all these tasks under the overall guidance of DDG (Devpt.).
Reports to be submitted	Report to DoPT, GoI Monthly performance Report to YASHADA.

(Ravikant Ghodichor)
Research Officer

(V. Radha) *IAS*
DDG (Devpt.)

Job Chart of Smt. Swati Kulkani, Research Assistant, ATI

Job Title	Course support team member

Job Objectives	To assist the course coordinators in the Satara in all activities, namely,
	
	    Logistic support for conducting the training
	    Infrastructure ex. Class rooms
	    Making available Audio-Visual and other relevant material
	    Transport arrangements for guest lecturers, master trainers, trainers and sometimes even of trainees.
	    To help in the TNA and DoT under the guidance of coordinators.
	    To do necessary administrative work, relating to conduct of training, like settlement of accounts relieving letters to participants etc.
	    To do any other activity necessary to do successful conduct of training as per the instructions of the coordinators.

Principal Responsibilities	To maintain course files To draw and settle advances To maintain various records in connections with the project.
Reports to be submitted	Course Advance Settlement.

(Swati Kulkarni)
Research Assistant

(V. Radha) *IAS*
DDG (Devpt.)

Job Chart of Shri Ananta Pore, Course Assistant, ATI

Job Title	Course support team member

Job Objectives	To assist the course coordinators in the Satara in all activities, namely,
	    Logistic support for conducting the training
	    Infrastructure ex. Class rooms
	    Making available Audio-Visual and other relevant material
	    Transport arrangements for guest lecturers, master trainers, trainers and sometimes even of trainees.
	    To help in the TNA and DoT under the guidance of coordinators.
	    To do necessary administrative work, relating to conduct of training, like settlement of accounts relieving letters to participants etc.
	    To do any other activity necessary to do successful conduct of training as per the instructions of the coordinators.

Principal Responsibilities	1.To maintain course files 2.To draw and settle advances 3.To maintain various records in connections with the project.
Reports to be submitted	1.Course Advance Settlement.

(Ananta Pore)
Course Assistant

(V. Radha) *IAS*
DDG (Devpt.)

Section 4(1)(b)(v)

Job Chart of Smt. Ragini Sawant, Research Assistant, SIUD

Job Title	Course support team member

Job Objectives	To assist the course coordinators in the Satara in all activities, namely,
	
	    a) Logistic support for conducting the training Infrastructure ex. Class rooms
	    ii) Making available Audio-Visual and other relevant material
	    iii) Transport arrangements for guest lecturers, master trainers, trainers and sometimes even of trainees.
	    b) To help in the TNA and DoT under the guidance of coordinators.
	To do necessary administrative work, relating to conduct of training, like settlement of accounts relieving letters to participants etc.
	To do any other activity necessary to do successful conduct of training as per the instructions of the coordinators.

Principal Responsibilities	1. To maintain course files 2. To draw and settle advances 3. To maintain various records in connections with the project.
Reports to be submitted	1.Course Advance Settlement.

(Ragini Sawant)
Research Assistant

(V. Radha) *IAS*
DDG (Devpt.)

Job Chart of Smt. Anita Jadhav

Job Title	Course support team member

Job Objectives	To assist the course coordinators in the Satara in all activities, namely,
	
	Logistic support for conducting the training
	   i)Infrastructure ex. Class rooms
	   ii)Making available Audio-Visual and other relevant material
	   iii)Transport arrangements for guest lecturers, master trainers, trainers and sometimes even of trainees.
	To help in the TNA and DoT under the guidance of coordinators.
	To do necessary administrative work, relating to conduct of training, like settlement of accounts relieving letters to participants etc.
	To do any other activity necessary to do successful conduct of training as per the instructions of the coordinators.

Principal Responsibilities	1. To maintain course files 2. To draw and settle advances 3. To maintain various records in connections with the project.
Reports to be submitted	1. Course Advance Settlement.

(Anita Jadhav)

(V. Radha) *IAS*
DDG (Devpt.

Work allocation in the publication cell
Core Staff

	YMRC	(Publication Cell)
Sr. No	**Name and Title**	**Duties**
1	DDG (Res.) & Hod, YMRC	Policy formulation and strategic planning to achieve the objectives of YMRC Overall supervision and direction of YMRC Activity Production of multimedia training modules Any other duties assigned by the DG
2	Assistant Professor (Publication) & OIC, Publications Cell	Publication of Quarterly Journal in English Publication of internal documents like annual Report, brochures etc. Commissioning publications from internal and external sources Overseeing the reprographics contracts Budgeting and reporting- Publications Supervision over publication stock, sale and distribution. Any other duties assigned by the DDG (R) / Hod, YMRC
3	Assistant Publications Officer	Marketing and Sales (Including records, receipts, follow up etc.) Liaison with Press, Radio and TV Arrangement for Publication of News Items/ Articles and Radio/ TV Programme. Processing of all purchases, printing orders, bills etc. Assisting in the production of Marathi Quarterly Journal and all other commissioned publication/ Assisting in all communication and follow-up with commissioned authors- both internal and external Any other duties assigned by the DDG (R) / Hod, YMRC
4	Course Associate/ Publications Assistant	Typesetting, design, layout of YASHADA's journals, Annual Report, ATC, brochures etc Compilation of material from external sources, and its design and layout Maintenance/ updating of subscription lists Maintenance of records, inventory for

YMRC (Publication Cell)		
Sr. No	Name and Title	Duties
		Computer hardware, software, peripherals, consumables Maintenance of files dealing with publication Any other duties assigned by the DDG (R) / HoD, YMRC

YMRC (Audio-Visual Cell)		
Sr. No	Name and Title	Duties
1	DDG (Res.) & Hod, YMRC	Policy formulation and strategic planning to achieve the objectives of YMRC Overall supervision and direction of YRRC Activity Production of multimedia training modules Any other duties assigned by the DG
2	Research Officer & OIC, Audio-Visual Cell	Overall supervision on Audio-Visual Cell Production f media training modules Supervision on film production
3	Audio- Visual Officer	Video documentation of training sessions, best practices, case-studies etc. To coordinate with Doordarshan in the production of programmes on development and governance issues To network with the public and private mass media, the DGIPR etc. Identification of resources to provide YASHADA with state-of-the-art and audio-visual facilities To make the necessary purchases, and streamline inventory in these articles Budgeting the reporting- audio- visuals.
4	Assistant Audio-Visual	Care and maintenance of A-V Equipment Care and maintenances of AV Classroom/theatre Assistance in Press Conferences/

Section 4(1)(b)(v)

YMRC (Audio-Visual Cell)		
Sr. No	**Name and Title**	**Duties**
		Events Establishing and maintaining a video library of entertaining and education feature films documentaries Ware, software, peripherals, consumables Maintenance of files dealing with AV equipment

Job Description Format

Job Title	PA to Dy. Director General (Development) & Steno (Higher Grade)
Job Objectives	To assist the DDG in day to day work
Principal Responsibilities	Taking dictation and typing Maintaining personal files Attending & connecting phone calls & giving messages Maintaining File Movement & Tapal Movement Registers Making Daily/Weekly programmes Taking & giving appointments Booking tickets for tour Taking advance for tour Preparing TA bills & settling the advances ny other work given by DDG(D)

(Smt. Y Y Naik)
PA to DDG (D)

(V. Radha) *IAS*
DDG (Devpt.)

Job Chart of Master Plan Manager and Planning Manager, YASHADA

Training and Management related Functions:

To assist Course Director for the under mentioned Training course related activities:

Preparation of Course Material/ Meeting Material

Planning and implementation of
To identify relevant articles and research papers;
To seek approval of HoD for the set of selected articles/ material
To prepare master copies of the articles, video Documentation etc
Sequence the articles / material, To make required number of copies
To send them for binding; and
To process the bills charged by Printing Contractor in this regard

Preparation of Resource Persons Directory (RPD)

To draft and upgrade RPD related to assigned department/ centre of the Academy
To circulate the RPD whenever needed.

Research Related Functions

To assist the superiors for conduct of various types of Research studies like Case studies, Field Studies and Evaluation Studies.

To assist in Collection, Analysis and Interpretation of Data

Administration Related Functions

To maintain various records in connection to above functions

To supervise and guide Course Assistants and Course Associates whenever asked by HoD

To perform other duties whenever asked by HoD.

Dr. Bharat Bhushan
Deputy Director General (Planning)

Job Chart of Mrs. Swati Kamat, Research Assistant, Centre for Environment and Development, YASHADA

Training Management related Functions:

To assist Course Director for the under mentioned Training course related activities:

Preparation of Course Material:

To identify relevant articles and research papers;
To seek approval of HoD for the set of selected articles
To prepare master copies of the articles
To put the articles in required sequence and number the pages
To make required number of copies
To send them for binding; and
To process the bills charged by Printing Contractor in this regard

Preparation of Evaluation Report:

To analyse the data contained in the evaluation questionnaires
To draft the Course Directors Report (CDR)
To submit the CDR for approval
To make and circulate copies of CDR

Preparation of Resource Persons Directory (RPD)

To draft and upgrade RPD related to assigned department/ centre of the Academy
To circulate the RPD whenever needed.

Research Related Functions

To assist the superiors for conduct of various types of Research studies like Case studies, Field Studies and Evaluation Studies.
To assist in Collection, Analysis and Interpretation of Data

Administration Related Functions

To maintain various records in connection to above functions
To supervise and guide Course Assistants and Course Associates whenever asked by HoD
To perform other duties whenever asked by HoD.

Dr. Bharat Bhushan
Deputy Director General (Planning)

Section 4(1)(b)(v)

Job Chart of Pandurang Gadekar, Research Assistant, Centre for Environment and Development, YASHADA

Training Management related Functions:

To assist Course Director for the under mentioned Training course related activities:

Preparation of Course Material:

To identify relevant articles and research papers;

To seek approval of HoD for the set of selected articles

To prepare master copies of the articles

To put the articles in required sequence and number the pages

To make required number of copies

To send them for binding; and

To process the bills charged by Printing Contractor in this regard

Preparation of Evaluation Report:

To analyse the data contained in the evaluation questionnaires

To draft the Course Directors Report (CDR)

To submit the CDR for approval

To make and circulate copies of CDR

Preparation of Resource Persons Directory (RPD)

To draft and upgrade RPD related to assigned department/ centre of the Academy

To circulate the RPD whenever needed.

Research Related Functions

To assist the superiors for conduct of various types of Research studies like Case studies, Field Studies and Evaluation Studies.

To assist in Collection, Analysis and Interpretation of Data

Administration Related Functions

To maintain various records in connection to above functions

To supervise and guide Course Assistants and Course Associates whenever asked by HoD

To perform other duties whenever asked by HoD.

Dr. Bharat Bhushan
Deputy Director General (Planning)

Job Chart of CCTR

Ser No	Name and Title	Duties
	Shri C. K. Patil Research Officer	**Training Management related functions.** To contact C&R Office, Divisional Joint registrar, DDR for nominations of courses of Co-op. sector. To follow up with authorities for obtaining nominations. To prepare course schedule. To prepare reading material. To remain in contact with course Directors. To observe the ongoing courses and advice/assist the course Directors for contacting speakers/alternative speakers. To ensure that all the reading material in provided to participants in all courses of DCCB, UCB, CCS, APMC & BLVAS. To procure books/reading material for distribution to participants as part of training material **Research Related function** To prepare project proposals under the guidance of HoD/DC. To plan & carry out research projects. Administrative related function. Any other Administrative work assigned by controlling office.

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सहकार प्रशिक्षण व संशोधन केंद्र
प्रशिक्षण सत्र आणि इतर करावयाच्या कामाचा तपशिल

क्र.	कर्मचा-याचे नांव व हुद्दा		कारावयाची कामे
१.	श्री नेताजी आगलावे सत्र सहयोगी		दुग्ध संघ संबंधीचा पत्रव्यवहार
			साखर कारखाने संबंधीचा पत्रव्यवहार
			संशोधन व प्रकल्प संबंधीचा पत्रव्यवहार
			राज्या बाहेरील प्रशिक्षण सत्र संबंधीचा पत्रव्यवहार
			दुग्ध संध व साखर संबंधीत टी एन ऐ
			सहकार प्रशिक्षण व संशोधन केंद्रातील अधिकारी यांच्या प्रशिक्षण सत्रांचे सत्र सहाय्यक म्हणून काम पहाणे.
			आय एस ओ प्रमाणे अद्यायावत रेकॉर्ड ठेवणे
			वेळोवेळी सोपविण्यात येणारी कामे.
२.	श्रीमती वैशाली गोसावी सत्र सहयोगी		जिल्हा मध्यवर्ती सहकारी बँका - अधिकारी/पदाधिकारी व जिल्हा मध्यवर्ती सहकारी बँक-संचालक संबंधीचा पत्रव्यवहार
			सहकारी पतसंस्था संबंधीचा पत्रव्यवहार
			रिफ्रेशर - डी डी आर संबंधीचा पत्रव्यवहार
			जिल्हा मध्यवर्ती सहकारी बँका - अधिकारी/पदाधिकारी, जिल्हा मध्यवर्ती सहकारी बँका - संचालक, पतसंस्था व रिफ्रेशर - डी डी आर संबंधीत टी एन ऐ
			सहकार क्षेत्रातील आयोजित केलेल्या सर्व प्रशिक्षण सत्रांची प्रशिक्षण शुल्काबाबतची माहिती अद्यावत ठेवणे व जिल्हावार व संस्थावार दरमहा मा. महासंचालक यांना अहवाल सादर करणे.
			नव्याने सुरू करण्याच्या विषयांचा पत्रव्यवहार
			सहकार प्रशिक्षण व संशोधन केंद्रातील अधिकारी यांच्या प्रशिक्षण सत्रांचे सत्र सहाय्यक म्हणून काम पहाणे.
			आय एस ओ प्रमाणे अद्यायावत रेकॉर्ड ठेवणे
			वेळोवेळी सोपविण्यात येणारी कामे.

३.	श्री जयसिंग थोरात सत्र सहाय्यक		सहकार प्रशिक्षण व संधोधन केंद्राच्या वार्षिक कालदर्शिके संबंधीचा पत्रव्यवहार
			नागरी सहकारी बँका - अधिकारी/पदाधिकारी व नागरी सहकरी बँका - संचालक संबंधीचा पत्रव्यवहार
			नागरी सहकारी बँका - अधिकारी/पदाधिकारी व नागरी सहकरी बँका - संचालक संबंधीत टी एन ऐ
			Advisory Board संबंधीचा पत्रव्यवहार
			BoG Meeting संबंधीचा पत्रव्यवहार
			ISO संबंधीचा पत्रव्यवहार
			Policy Circulars/Standing Orders
			सहकार क्षेत्रातील आयोजित केलेल्या सर्व प्रशिक्षण सत्रांच्या उपस्थितीची माहिती अद्यावत ठेवणे.
			सहकार क्षेत्रातील आयोजित केलेल्या सर्व प्रशिक्षण सत्रांचे व्याख्यात्यांचे मुल्यमापन संबंधित व्याख्याते व मा. सहकार आयुक्त यांना दरमहा कळविणे तसेच व मा. महासंचालक यांना सादर करणे.
			सहकार प्रशिक्षण व संशोधन केंद्रातील अधिकारी यांच्या प्रशिक्षण सत्रांचे सत्र सहाय्यक म्हणून काम पहाणे.
			आय एस ओ प्रमाणे अद्यायावत रेकॉर्ड ठेवणे.
			वेळोवेळी सोपविण्यात येणारी कामे.
३.	श्री संग्राम इंदुलकर सहाय्यक		सहकार कक्षाचे टपाल स्विकारणे व संबंधिताना देणे.
			मुव्हमेंट, अवेट रजिस्टर अद्यावत ठेवणे.
			तज्ञ लेखकांची महत्वाच्या विषयाची पुस्तके व वाचन साहित्य यांची नोंद ठेवणे.
			कृषि उत्पन्न बाजार समिती संबंधीत पत्रव्यवहार
			जनरल पत्रव्यवहार व मिटींग बाबतचा पत्रव्यवहार
			सहकार क्षेत्रातील प्रशिक्षणार्थींची जिल्हावार व संस्थावार माहिती अद्यावत ठेवणे.
			सहकार क्षेत्रातील आयोजित केलेल्या सर्व प्रशिक्षण सत्रांच्या प्रशिक्षणार्थी प्रतिनिधी यांची माहिती अद्यावत ठेवणे
			विभागातील स्टेशनरीची नोंद ठेवणे.
		७.	आय एस ओ प्रमाणे अद्यायावत रेकॉर्ड ठेवणे.

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		८.	वेळोवेळी सोपविण्यात येणारी कामे.

ESTATE SECTION : JOB CHART

1. Estate Manager (Projects)

1. Preparation of plans and estimates for new construction projects and maintenance related works in the campus not executed through consultants and contractors.
2. Monitoring all construction works planned or Executed through consultants or contractors.
3. Preparation of budgetary forecast for civil, electrical and water supply projects for Yashada.
4. Planning and execution all civil, electrical and water supply maintenance works for Yashada.
5. To exercise budgetary control over ongoing work in co-operation with accounts.
6. To ensure uninterrupted Electric and water supply services to YASHADA on regular basis.
7. To supervise all Estate staff and allot them duties.

Reporting officer – Additional Director General.

2. Deputy Engineer : (Civil works of Maintenance) Shri Shitole

To look after all civil maintenance work in YASHADA campus as well as
    Residential Quarters .
To look after all annual maintenance contracts.
Preparation of plans and estimates for minor construction works and
    maintenance related works in the campus executed through Estate Manager.
To ensure uninterrupted water supply services to YASHADA on regular basis.
Execution of project as per drawing & design as well as ensure quality of work.
To supervise Carpenter, Plumber and allot them duties.
To purchase the emergency material regarding civil works.
Enlist the agencies for appropriate maintenance work.
To look after all emergency works as instructed by Estate Manager.

Reporting officer – Estate Manager

Senior Clerk (Shri Nikam)
1. To assist Estate Manager in administrative work.
2. To check correctness of Approx estimate of work, prepare noting/drafting and obtain Administrative sanction.
3. To call quotation/Tender and issue work order after Administrative approval.
4. To check correctness of bills, prepare noting and submit through Estate Manager to Registrar/Account Officer for payment.
5. Submission of files regarding allotment of accommodation.
6. Submission of all files through Estate Manager.

Reporting Officer : **Estate Manager**

Clerk (Shri Chougule , MESCO)

1. Maintenance of files.
2. Typing work of Estate Section
3. Preparing of white and blue form
4. Entry of item/stores in Dead Stock Register & Consumable articles register.
5. Preparation and submission of all types of reports/information as & when required by Adm. Department.
6. Attend incoming telephone calls and pass on messages to concerned individuals in the absence of Estate Manager.
7. Maintenance of following Registers :-
   (a) Incoming Dak Register
   (b) Progress reports Register
   (c) File Register
   (d) File/MB Document movement Register
   (e) Work Sheet Register
   (f) Await Register
   (g) Six Bundle Systems
8. Preparation of the following :-
   (a) Tender Notice/Advertise for paper/Tender documents/issue of Tender
   (b) Comparative statement
   (c) Work Order
   (d) Tender documents
9. Any other duty assigned by Estate Manager

Reporting Officer : Senior Clerk

Junior Engineer (Civil) : Shri Namdeo Bhosale

1. To assist Estate Manager in all work
2. To supervise Maintenance & minor works
3. To get work done from Petty cash.
4. To write Measurement book in respect of civil minor works.
5. Managing status including diesel
6. To issue of gate pass to all workers

Reporting Officer : Estate Manager

Junior Engineer (Electrical) Shri Bhise

1. Handle all Electric works in Estate and assist Estate Manager with regards to Electrical works in campus.
2. Handle overall maintenance works of Electrical nature.
3. Keep records & maintain all the Generators for keeping the optimum level of operations of Gen Sets with the AMC Agencies and electrical staff.
4. To supervise all the electrical major & minor works.
5. To supervise all related staff effectively.
6. Preparation of Estimates for the Electrical small works.
7. Schedule preventive maintenance of batteries/Gen Set as and when as a schedule work.
8. Taking measurements for the works completed and entry of the same in Measurement books for the electrical works.
9. Follow up regarding various new electrical works in progress in Yashada campus.
10. Timely preparation of future plans for development of Electrical systems and installations.
11. Managing HT bills and Electricity consumption records.
12. Implement and improvise systems to reduce energy consumption.
13. Handle Energy audit.
14. Propose and Execute solar lighting system.

Reporting Officer : Estate Manager

Electrician (Shri Anna Gaikwad)

1. To attend to all Electrical Complaints of Yashada Complex & Residential Quarters of officers and staff pertaining to maintenance.
2. To start the Generator during power failure of M.E.D.B. and maintain Diesel and Generators record.
3. To look after Electrical Distribution System in respect of Electrical faults.
4. To work on instructions from Electrical Engineer/Estate Manager as per requirements of the institute.
5. To maintain stock of Diesel for Gen Set at all times.
6. HT Bills- Submission of cheque to Maharashtra Elect Distribution Board every month.
7. To look after general repairs of fans pumps & general complaints of all Hostels/MDC/Admin etc.

Reporting Officer : Junior Engineer (Electric)

Plumber (Shri. Yeole)

1. To supply water daily at Hostel, Administrative building& officers, staff's Residential quarters.
2. To supply water at garden & check repair works of water supply.
3. To paid water supply bill at Municipal Corporation.
4. To watch & supervise drainage work of Yashada.
5. To take reading of water meter.
6. To supervise plumbing work.
7. To look after water pumps & its repair.
8. To attend complaints of water coolers & Acqua guards.
9. To watch cleaning of water storage tanks at quarterly basis.
10. To look after solar system & its repair works.
11. To supply water for construction works at Yashada.

Reporting Officer : Deputy Engineer (Maintenance)

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Carpenter (Shri Sitaram Dhongade)

To attained all carpentry maintenance works .

To look after general repairs of doors, windows in YASHADA campus as well as residential quarters.

Reporting Officer : Deputy Engineer (Maintenance)

JOB DESCRIPTION FORMAT

NAME: Shri. I.B. Bagwan

JOB TITLE: Accounts Officer

JOB OBJECTIVES:

To ensure maintenance of accounts of YASHADA and monitor receipts. To examine the
expenses incurred on various items before admitting them for payment and to get the
deficiencies corrected, rectified .

Before admitting the adjustment account of advances, examine and get the deficiencies
cleared/complied with.

To monitor the financial position in the context of availability of funds, expected receipts and
expenditure incurred as also expected to be incurred as regards YASHADA's main
activity and also the various projects for which the funds have been specifically
received.

To classify the receipts as well as expenses pertaining to the various regular courses as also
sponsored courses and the projects with YASHADA.

To monitor and expedite the receipt of funds   from the State as well as the Central Government
in conjunction with various authorities in YASHADA.

To attend to Audit.

  PRINCIPAL RESPONSIBILITIES:
        To carry out the decisions taken by the higher authorities in regard to the financial
            policies.
        To monitor classification of receipts and expenditure in regard to various projects
            sponsored courses and general account of YASHADA.
        To recover and pay various taxes as per laws and to file various returns to the proper
            authorities and work regarding to that e.g. compliance to statutory audit etc.
        To comply with the objections raised by the concurrent audit and statutory audit.

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Processing proposals regarding appointment of Internal Auditor, Statutory Auditor, and Chartered Accountant for preparation of accounts and related matters

Annual Maintenance Contract for Tally ees 6.03 software of accounting.

To invest and to disinvest surplus funds into time deposits and make proposals as per requirement.

To comply with decisions of Board of Governors, Executive Committee and Investment Committee pertaining to Finance, Accounts, and Audit.

Overall control on the accounts branch with Budget, Pay & Allowances, Contingent and Medical Expenses, the Cash & Compilation section.

To issue branch circulars.

REPORTS TO BE SUBMITTED

Submission of monthly expenditure statement, periodical budget, annual budget, annual plan and utilization certificates to General Administration Department & Rural Development Department of State Government

Submission of utilization certificate to various department of Central Government from whom YASHADA received grants.

REPORTING TO:

Financial Adviser

IMMEDIATE SUBORDINATES:
Assistant Accounts Officer.
Assistant (cash)
Senior Grade Clerk (Pay & allowances)
Senior Grade Clerk (Cont. & Medical Bills, advances etc.)

KEY RESULT AREAS
Maintenance and finalization accounts.
Advances settlement
Scrutiny of various claims.

JOB DSCRIPTION FORMAT

NAME: Smt. S.B. Phapale

JOB TITLE: Assistant Accounts Officer

JOB OBJECTIVES

Under the overall direction of Accounts Officer.

1.   To ensure and maintenance of records in lieu of budgetary grants   supported by State Government under General Administration Department and Rural Development Department.

2.   To monitor the expenses against the funds received from the State as well as the Central Government under various departments.

PRINCIPAL RESPONSIBILITIES:

Preparation of Annual Budget, Annual Plan.

Preparation of Monthly Expenditure Statement, Management Information System reports.

Preparation of Utilization Certificates for onward submission to respective department of State as well as Central Government.

Preparation of budgetary grant bills and their submission to the district treasury for onward passing.

To maintain grants watch register, advance watch register and investments register and make scrutiny of advances sanctioned

Preliminary compliance to the audit objections raised by concurrent audit and statutory audit by collecting information from respective section.

Correspondence with the government on the various subjects and information called from time to time.

Preparation and submission of work bills (R.A.Bills) with due scrutiny to the higher authorities and maintain work details register.

To take action on the correspondence from the administration branch on various subjects concerning to States and Central civil service rules and its submission to the Accounts Officer.

Scrutiny of the official letters, documents etc. (Tapal) received in accounts branch and its distribution to various desks of the branch.

Correspondence with the Accountant General and G.A.D., G.o.M. regarding leave salary and pension contribution of the officers on deputation.

Any other work other than the above as entrusted by the Accounts Officer from time to time

Section 4(1)(b)(v)

REPORTS TO BE SUBMITTED

Submission of monthly expenditure statement, periodical budget, annual budget, annual plan and utilization certificates to General Administration Department & Rural Development Department of State Government

Submission of utilization certificate to various department of Central Government from whom YASHADA received grants.

REPORTING TO:

Accounts Officer.

IMMEDIATE SUBORDINATES:

Not applicable.

KEY RESULT AREAS

Not applicable.

JOB DESCRIPTION FORMAT

NAME: Shri. K .R. Kadam

JOB TITLE: Assistant

JOB OBJECTIVES

Under the overall direction of Accounts Officer.

To ensure the accounts functioning by way of financial

transactions.

To classify the receipts and monitor the expenses on various courses and

The projects with the help of actual receipts recorded in the receipt books

and the concerned registers.

PRINCIPAL RESPONSIBILITIES:

- To receive cash   as well as cash documents (for e.g., D.D., cheque, pay orders etc.) and issue receipts on behalf of Director General, YASHADA.
- To make payments and advances to the concern as per sanction.
- Maintain cashbook and monitor receipts as well as expenses.
- Withdrawal of cash as per requirement from the bank and credit the amount received into the respective bank account.
- To maintain cheque register, update it, write cheque on receipt of passed vouchers and issue cheques in view of payment due.
- To keep cheque books and receipt books in safe custody.
- To maintain separate account of receipts book issued to other sections.
- To send demand drafts to the respective Accountant Generals in lieu of deduction of G.P.F. contribution.
- To credit challans against deduction of G.I.S., Profession Tax, reovery of advances, CPF, Income Tax and Works Contract Tax.
- Any other work other than the above as entrusted by the Accounts Officer from time to time

REPORTS TO BE SUBMITTED

Not Applicable

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REPORTING TO:

Accounts Officer.

IMMEDIATE SUBORDINATES:

Not applicable.

KEY RESULT AREAS

Not applicable.

JOB DESCRIPTION FORMAT

NAME: Shri. Swapnil S. Suray

JOB TITLE: Senior Grade Clerk

JOB OBJECTIVES

Under the overall direction of Accounts Officer.

1. To keep up with the financial administration by way of proper maintenance of pay and allowances.

2. To participate in tax recovery schedule of State and Central Government through deduction of various taxes such as Income Tax, Profession Tax etc.

PRINCIPAL RESPONSIBILITIES:

1. To prepare monthly pay bills of the staff along with various schedules, pay slips, etc.
2. To maintain registers regarding various recoveries of the staff members . This includes recovery of bank loan, L.I.C., GSLIS H.B.A., conveyance advance, computer advance, personal advance, C.P.F. and G.P.F. advance etc.
3. To prepare challans against the deductions of G.I.S., H.B.A., vehicle advance, computer advance, Income Tax, C.P.F., G.P.F advances.
4. To draw payment of the officials on contract basis.
5. To prepare overtime bills of the office staff.
6. To prepare arrears bills of the office staff.
7. To maintain salary register having individual details of pay and allowances.
8. To prepare festival advance bills with due entries in salary register.
9. Correspondence regarding pay and allowances of the officers on transfer, preparation of L.P.Cs. and correspondence regarding the same.
10. To prepare annual budget for pay and allowances pertaining to both the departments of State Government viz.G.A.D., R.D.D.
11. To prepare traveling allowance – calculations thereto.
12. Computation of Income Tax in respect of office staff, preparation of form No. 16 and 24 required to be submitted under the provision of Income Tax Act. Correspondence regarding the same.

Any other work other than the above as entrusted by the Accounts Officer from time to time.

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REPORTS TO BE SUBMIT

> Not applicable.

REPORTING TO:

Accounts Officer.

IMMEDIATE SUBORDINATES:

Not applicable.

KEY RESULT AREAS

> Not applicable.

JOB DESCRIPTION FORMAT

NAME: Shri K.M. Mangalwedhekar

JOB TITLE: Senior Grade Clerk

JOB OBJECTIVES

Under the overall direction of Accounts Officer.

To monitor the expenses by way of keeping minimum level of expenditure for on the items of office expenditure.

PRINCIPAL RESPONSIBILITIES:

To scrutinse and prepare medical bills of office staff as laid down in YASHADA service rules and the revised orders from time to time.

2. To maintain register of medical claims.

To prepare vouchers for medical claims of office staff and take due entries in the concerned register.

To submit special cases regarding the hospitalization of the patients to the hospitals other than the specific hospitals recommended vide service rules and revised orders thereon for the approval of Director General.

To scrutinse contingent expenditure bills received from various sections of YASHADA and prepare vouchers thereon for onward sanction of the competent authority.

To maintain grant watch register having bill amounts for facilitation of monthly compilation of accounts.

To scrutinize the advance adjustment bills for training sessions , workshops and seminars . To see whether the expenditure incurred is as per standard norms and verified by the concurrent authorities such as Director General, O.I.C. , Course Director as applicable.

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To scrutinize vehicle advance adjustment bills as per standard norms, and enter the amounts into the grant watch register.

To intimate the officers and staff members in case of delay in submitting advance adjustment bills.

Any other work other than the above as entrusted by the Accounts Officer from time to time.

REPORTS TO BE SUBMITTED
Not applicable

REPORTING TO:

Accounts Officer.

IMMEDIATE SUBORDINATES:

Not applicable.

KEY RESULT AREAS

Not applicable.

आस्थापना एक संकलन हाताळत असलेल्या कामाचा तक्ता

अ.क्र.	नस्तीचा विषय
०१.	संस्थेमध्ये विविध प्रकारच्या नेमणूकाबाबतचे सर्व कामे
०२.	संस्थेतील अधिकारी कर्मचारी यांची पदोन्नती प्रकरणे हताळणे बाबतची सर्व कामे
०३	संस्थेतील अधिकारी कर्मचारी यांच्या अंतर्गत बदल्या करणेबाबतची कामे
०४	संस्थेतील अधिकारी कर्मचारी यांची सेवाज्येष्ठता यादी प्रसिध्द करण्याबाबतची सर्व

	कामे
०५	संस्थेतील अधिकारी कर्मचारी यांना आगावू वेतनवाढ देण्याबाबत आवश्यक असलेली सर्व कामे
०६	संस्थेतील अधिकारी कर्मचारी यांना अतिरिक्त कार्यभार सोपविण्याबाबतची कामे
०७	घर बांधणी अग्रीम, वाहन खरेदी अग्रीम, शैक्षणिक अग्रीम, उत्सव अग्रीम, संगणक खरेदी अग्रीम इ अग्रीमे प्रदान करणेबाबतची सर्व कामे
०८	विभागीय चौकशीबाबतची सर्व कामे
०९	संस्थेविरुध्द चालू असलेली न्यायालयीन प्रकरणाबाबतची सर्व कामे
१०.	संस्थेतील कर्मचा-याच्या विभागीय परीक्षाबाबतची सर्व कामे
११.	संस्थेतील वर्ग ३ व वर्ग ४ यांचे गोपनीय अहवालाबाबतची सर्व कामे
१२	संस्थेतील अधिकारी कर्मचारी यांचे भत्ते निश्चित करण्याबाबतची कामे
१३	संस्थेतुन निवृत्त होणा-या अधिकारी कर्मचारी यांना निवृत्तीवेतनाचा लाभ मिळण्याबाबतची कामे
१४	संस्थेतील अधिकारी कर्मचारी यांच्या मानधनाबाबत
१५	संस्थेतील अधिकारी कर्मचारी यांच्या प्रशिक्षण दौ-याबाबतची आवश्यक ती कामे
१६	संस्थेतील अधिका-याच्या परदेश दौ-याबाबतची आवश्यक ती कामे
१७.	अंदाजपत्रक माहीती पुरविणे
१८.	लेखापरीक्षणाबाबतची माहिती पुरविणे
१९	शासनाला नियतकालीके पाठविणे
२०.	नियामक मंडळ बैठकीसाठी आवश्यक ती मदत करणे
२१.	कार्यकारी समिती बैठकीसाठी आवश्यक ती मदत करणे
२४.	विविध विषयावरील परिपत्रके काढणे
२५	इतर संस्थेबरोबर असलेला पत्रव्यवहार
२६.	संकीर्ण पत्रव्यवहार
२७	अभिलेख विभागाकडे नस्त्या पाठविण्याची कामे
२८	अनुभव, ना हरकत प्रमाणपत्र देण्याबाबत
अ.क्र.	**नस्तीचा विषय**
२९	संस्थेतील अधिकारी कर्मचारी यांच्या राजीनामा, कार्यमुक्ती बाबतची सर्व कामे
३०	राष्ट्रिय दिन/महाराष्ट्र दिन/चव्हाण जयंती /पुण्यतिथी याबाबतची सर्व कामे
३१	नवीन पदे निर्मींतीसाठी आवश्यक असणारी सर्व कामे
३२	शासनास गोपनीय पत्र व्यवहार करण्यासाठीचे कामे
३३	संस्थेतील अधिकारी कर्मचारी वैद्यकिय खर्चाबाबतची सर्व कामे
३४	यशदा वर्धापन दिनाबाबतची कामे

Section 4(1)(b)(v)

३५	अधिकारी व कर्मचारी यांच्या अडी अडचणी/अन्यायाबाबतची कामे
३६	विविध पदांचे सेवा नियम तयार करण्याबाबतची कामे
३७	मा सहायक निबंधक, निबंधक, अतिरिक्त महासंचालक व मा महासंचालक यांनी वेळोवेळी सांगितलेली सर्व कामे

(सुनिल धापटे)

निबंधक

दिनांक - ५/७/२००८

प्रशासन विभाग
आस्थापना-२ संकलन

जॉब चार्ट

(१) हजेरीपट-

कर्मचा-यांचे सकाळचे ९.३० चे हजेरीपट

कर्मचा-यांचे सकाळचे ९.४१ ते ११.०० विलंब हजेरीपट तपासणे व निबंधकांकडे दोन्ही हजेरीपट
   स्वाक्षरीसाठी सादर करणे.

 (२) रजा- सर्व प्रकारच्या रजा उदा.किरकोळ (नैमित्तीक)/बदली, अर्जीत, परिवर्तीत, असाधारण, प्रसुती रजा,
   स्वग्राम/रजा प्रवास सवलत, अभ्यास रजा इत्यादी

(३) वेतनवाढ - प्रतिनियुक्तीवरील अधिकारी यांच्या विभागाशी वेतनवाढीबाबत पत्रव्यवहार, यशदातील अधिकारी
   व कर्मचारी यांच्या टिप्पणी तयार करुन वेतनवाढप्रमाणाद्वारे वेतनवाढी काढणे व लेखाशाखेस
   पाठविणे

(४) सेवापुस्तक - आवश्यक त्या सर्व नोंद उदा. नेमणूकी, विलंबित, अर्जित/परिवर्तीत रजा, वेतनवाढ, बदली,
   प्रत्येक वर्षात जमा होणारी रजा लेखा इत्यादी वेळोवेळी सेवापुस्तकात घेणे.

(५) दैनंदिन अहवाल- लेखाशाखेस प्रत्येक महिन्यातील कर्मचा-यांची दैनंदिन उपस्थिती अहवाल वेतन
   काढण्यासाठी कळविणे.

(६) अतिकालिक भत्ता- सर्वसाधारण परिचारक यांचे प्रत्येक महिन्यातील ज्यादा/सुटटीच्या दिवशी केलेल्या कामाचे
   अतिकालिक भत्ता काढणे

वैयक्तिक नस्ती - यशदातील प्रतिनियुक्तीवरील अधिकारी/कर्मचारी, स्थायी अधिकारी, कर्मचारी यांच्या रजा
   नस्ती ठेवल्या जातात.

निवड नस्ती तयार करणे - प्रत्येक वर्षाची निवड नस्ती तयार केली जाते सदर नस्तीमध्ये सर्व प्रकारचे टपालाद्वारे
   मिळणारे कागद नस्तीमध्ये ठेवल्या जातात, उदा. कार्यभार हस्तांतरण, बदली,
   कार्यालयात अंतर्गत विभागातील अधिकारी, कर्मचारी यांची बदली आदेश, नेमणूकी,
   घरबांधणी अग्रीम, वाहन अग्रीम, वाहनचालकांचे अतिकालिक भत्ता इत्यादी.

   वरीलप्रमाणे आस्थापना-२ संकलनाचा जॉब चार्ट माहितीसाठी सादर करण्यात येत आहे.

(सौ. सुनंदा रणदिवे)
   वरिष्ठ लिपीक

निबंधक, यशदा

Work allocation in the publication cell

Core Staff

YMRC (Publication Cell)		
Sr. No	Name and Title	Duties
1	DDG (Res.) & Hod, YMRC	Policy formulation and strategic planning to achieve the objectives of YMRC Overall supervision and direction of YMRC Activity Production of multimedia training modules Any other duties assigned by the DG
2	Assistant Professor (Publication) & OIC, Publications Cell	Publication of Quarterly Journal in English Publication of internal documents like annual Report, brochures etc. Commissioning publications from internal and external sources Overseeing the reprographics contracts Budgeting and reporting- Publications Supervision over publication stock, sale and distribution. Any other duties assigned by the DDG (R) / Hod, YMRC
3	Assistant Publications Officer	Marketing and Sales (Including records, receipts, follow up etc.) Liaison with Press, Radio and TV Arrangement for Publication of News Items/ Articles and Radio/ TV Programme. Processing of all purchases, printing orders, bills etc. Assisting in the production of Marathi Quarterly Journal and all other commissioned publication/ Assisting in all communication and follow- up with commissioned authors- both internal and external Any other duties assigned by the DDG (R) / Hod, YMRC
4	Course Associate/ Publications Assistant	Typesetting, design, layout of YASHADA's journals, Annual Report, ATC, brochures etc Compilation of material from external sources, and its design and layout Maintenance/ updating of subscription lists Maintenance of records, inventory for Computer hardware, software, peripherals, consumables Maintenance of files dealing with publication Any other duties assigned by the DDG (R) / HoD, YMRC

JOBCHART – PURCHASE DESK

No	Activity	Time Frame	Responsibility
1	Receive indent		
2	Classify item intended : Consumable Non Consumable		PUR Sr. Clerk
3	Arrange meeting of Purchase Committee		
4	Call for quotation, tender or purchase from the approved vendors as per the rule depending up on the cost of the item		
5	Prepare a comparative statement and put up to competent authority		
6	Issue purchase order as approved		
7	Receive material as ordered		
8	Enter in the dead stock registrar for non consumable and consumable registrar for consumables		
9	Process the bill		
10	Handover to the intender		

खरेदी संकलाचा वरील प्रमाणे जॉबचार्ट आपले माहितीसाठी सादर करण्यात येत आहे.

खरेदी संकला   निबंधक
वरीष्ठ लिपिक

एमएनटी संकलन - जॉबचार्ट

Section 4(1)(b)(v)

JOBCHART – MNT DESK

No	Activity	Time frame	Responsibility
01	Prepare a file and obtain remarks about earlier on going contractor for his services from the concern	3 months before expiring the on going contract	MNT. Sec. clerk
02	Put up for new or revise the contract as per the remarks		
03	Obtain administrative approval		
04	Call for tenders / quotations	As per GR 2 Jan 1992	
05	Complete tender procedures per GR 2 Jan 1992		
06	Issue order to the concern party as per GR 2 Jan 1992		
07	Prepare agreement as prescribed	15 days before the commencement of contract	
08	Process file work related to indusial contract & bills of contractors after receipt from dispatch.	Within seven days from receipt of bill	

एमएनटी संकलनाचा वरील प्रमाणे जॉबचार्ट आपले माहितीसाठी सादर करण्यात येत आहे.

निबंधक

The Job Chart
S. M. More, Course Assistant,
SIRD, YASHADA

<u>Training Management Related Functions</u>:

To assistant assigned Course Directors for organizing and conduct of assigned training courses. (This involves performance of under mentioned activities):
Obtaining Nominations:-

> To draft, type and make copies of the letters to be sent to nominating authorities; and
> To despatch the letters

Corresponding with Nominees:

> To draft, type and make copies of the letters to be sent to nominating authorities; and
> To despatch the letters

Preparing Course Schedule:

> To type the course schedule drafts;
> To make and distribute the copies.

Corresponding with Resource Persons:

> To draft, type and make copies of the letters to be sent to resource persons; and
> To despatch the letters.

Corresponding for Administrative Services:-

To draft CD's Circulars and notes and fill various formats to be sent to various service provider sections of the Academy.
To make arrangements for the despatch of these to various sections.

Section 4(1)(b)(v)

Conducting Course:-

To register participants and distribute the stationery items and reading materials.
To receive and attend resource persons and provide them course related materials and information.
To facilitate resource persons for conduct of their sessions.
To make payments to resource persons.
To attend participants legitimate needs.
To prepare course completion certificates and relieving reports for the participants.

Settling Administrative Matters:-

To despatch participant's relieving reports.
To despatch mess service utilisation slips.
To return balance stock of stationery items.
To return books and videocassettes.
To deposit with the library the reading material.
To send information to course cell.
To settle course advance account.
To maintain course file.

Administration Related Functions:

To maintain course files, resource person's directory and various records related to training courses.

To submit to the superiors the records and registers for scrutiny.

To register and deposit the records with the record room.

The Job Chart of Smt. Sunita Chimbalkar, Course Assistant, SIRD, YASHADA
Training Management Related Functions

To Assistant assigned Course Directors for organising and conduct of assigned training courses
(This involves performance of under mentioned activities)

Pre-Course Activities:
- To make TNA for the course
- To take approvals from TMC through HoD for the TNA, tentative time table, reading material
- Correspondence for nominations with concerned nominating authorities/departments and constant follow-up for nominations.
- Correspondence with nominees
- Correspondence with resource persons & take confirmation for lectures.
- To prepare course timetable, course budget, course advance and take approvals for necessary administrative matters from HoD and D.G.
- To prepare copies of reading material.
- To prepare office note and other administrative services work related to course and distribute to all concerned academic sections.

Course Conduct Activities:
- Organizing classroom – training sessions, to registration of participants.
- Fulfilling participants learning needs and other legitimate expectations.
- Assisting resource persons to contribute effectively and fulfilling there legitimate needs.
- Organising co-curricular and extra curricular activities.
- Ensuring the delivery of administrative services.
- Recording course proceedings and feed back from participants and resource persons; and
- Maintaining the records required during the after the course conduct (i.e. reliving letter, course completion certificate etc.)

Post Course Activities:
- Dispatching participants relieving reports.
- Dispatching mess services consumption slips.
- Returning balance stock of stationery items, book and videocassettes and library course related reading material.
- Sending information to course cell, and
- Settlement of course advance account
- Preparing evaluation report and course director report.
- To maintain course file

Other work:
- Computer typing of all correspondence for GTC/PRTC, NGOs, Recurring Non-recurring proposal, Progress Report, Quarterly Report, Annual Report, MoRD, GoI, NIRD etc.
- Other work given by Course Director from time to time.
- To perform all other duties as assigned by HoD and Director General.

JOB CHART

Section 4(1)(b)(v)

NAME-   SMT JAYASHREE TADELKAR

JOB TITLE   -   **Research Officer**

JOB OBJECTIVES   -   1. To conduct minimum 15 training Programme
        To deliver 80 Teaching sessions
        To collect data, analysis and presentation for
                Different Research Projects.

PRINCIPAL REPONSIBILITIES:-   1. To work as Course Director for training
                Programmes as assigned by Director, SIRD
    To plant & carry out data collection, analysis of data.
    To perform all the other duties as assigned Director, SIRD
                (A detail about courses research study & other
                projects is attached)

REPORT TO BE SUBMITTED   -   Reports related to Courses conducted

REPORTING TO   -   Director, SIRD

IMMEDIATE SUBORDINATES   **- Course Associate, SIRD**

KEY RESULT AREAS   **- 1. Employment and Self employment**

                                 2. Tribal Sub Plan

The Job Chart for Course Associate
Smt. Rajani Gholap, SIRD, YASHADA

Training Management Related Functions:

To Assistant assigned Course Directors for organising and conduct of assigned training courses (This involves performance of under mentioned activities)

Obtaining Nomination:
> To draft, type and make copies of the letters to be sent to nominating authorities; and
> To dispatch the letters

Corresponding with Nominees:
> To draft, type and make copies of the letters to be sent to nominating authorities; &
> To dispatch the letters

Preparing Course Schedule:
> To type the course schedule drafts;
> To make and distribute the copies

Corresponding with Resource Persons;
> To draft, type and make copies of the letters to be sent to resource person; and
> To dispatch the letter

Corresponding for Administrative Services;
> To draft CD's Circular and notes and fill various formats to be sent to various service provider
>   sections of the Academy.
> To make arrangements for the dispatch of these to various sections

Conducting Course:
> To register participants and distribute the stationery items and reading materials
> To receive and attend resource persons and provide them course related materials and information
> To facilitate resource persons for conduct of their sessions
> To make payments to resource persons
> To attend participants legitimate needs
> To prepare course completion certificates and relieving reports for the participants

Settling Administrative Matters:
> To dispatch participant's relieving reports
> To dispatch mess service utilisation slips
> To return balance stock of stationery items
> To return books and video cassettes
> To deposit with the library the reading material
> To send information to course cell
> To settle course advance account
> Course Evaluation
> To maintain course file

Section 4(1)(b)(v)

Administration Related Function:

    To maintain course files, resource persons directory and various records related to training courses

    To submit to the superiors the records and registers for scrutiny

    To register and deposit the records with the record room.

The Job Chart
Dr. D.B. Rane, Associate Professor

Training Management Related Functions :

To remain in close contact with relevant executives (particularly Training Coordinators) of Government, Semi-Government and Non-Government organizations and identify the training needs of prospective trainees of the Academy.

To draft Training Course Profiles (TCPs) of assigned courses.

To function as a Course Director for the training courses as assigned in the YASHADA's Annual Training Calendar (ATC) and the circulars issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management as described in the Training Manual of YASHADA. These activities to be performed with the help of a Course Assistant/Course Associate and or a Research Assistant are as briefly described below:

To correspond with nominating authorities and obtaining nominations,

To correspond with nominees and ensure attendance,

To prepare course schedule and ensure resource persons' contribution

To prepare reading material;

To correspond with various service provider agencies of the Academy for ensuring the administrative arrangements;

To conduct the training programme, this means performance of following tasks:

> Organizing classroom training sessions
> Fulfilling Participants legitimate learning and other needs
> Facilitating resource persons for conduct of their sessions
> Organizing co-curricular and extra-curricular activities
> Ensuring the delivery of administrative services in a coordinated manner
> Recording course proceedings and feedback from participants and resource persons
> Maintaining records required for administrative purpose

To settle administrative matters

To prepare and distribute course evaluation reports

To maintain analyse and classify the records related to training courses

Direct Training Related Functions:

To engage in the various courses of the Academy and other institutions the classroom sessions on topics related to own expertise.

To write research papers/articles and case studies on topics related to the assigned training courses.

Research Related Functions:

To prepare under the guidance of HoD/DG the project proposals and obtain financial assistance.

To plan and carry out research projects including Field Studies, Evaluation Studies and the studies related to Identification of Training Needs etc.

Administration Related Functions:

To exercise supervisory control over the Course Assistants, Course Associates, Research Assistants, Research Officers and Assistant Professors under administrative jurisdiction.

To check the records maintained by them and provide them the guidance for their official duties.

To perform responsibilities of a Head of Department whenever needed. This may include functions like establishing a department or centre and obtaining financial assistatnce.

To perform all the other duties as assigned by HoD/DG

The Job Chart of Shri. B. P. Bahirat, Research Assistant, SIRD.

Training Management Related Functions:

To assistant assigned Course Directors for organizing and conduct of assigned training courses. (This involves performance of under mentioned activities):

Obtaining Nominations:
Corresponding with Nominees:
Preparing Course Schedule:
Corresponding with Resource Persons:
Corresponding for Administrative Services:
Conducting Course:
Settling Administrative Matters.

Administration Related Functions:

To maintain course files, resource person's directory and various records related to Training courses.
To submit to the superiors the records and registers for scrutiny.
3) To register and deposit the records with the record room.
4) Maintenance of files regarding GTC and PRTC
5) Correspondence   of State Action Plan related   to GTC and PRTC
6) Correspondence with NGOs concerned related to SAP
7) Computer typing of all correspondence

Training Related Function

1) To assistant assigned course director for organizing assigned training Course.
2) To draft, type and make copies of the letters to be sent to nominating authorities.
To dispatch the letters.
Corresponding the nominees.
Corresponding with resources persons
Corresponding for Administrative services
Conducting course
     - To facilitate resources persons for conduct of their session.
     - To prepare course completion   certificates and reliving Reports for the Participants.

To assist superiors for conduct of various studies, like case studies, Field Studies Evaluation studies.
To perform all other duties as assigned by Director SIRD and course Director.

The Job Chart of Shri. P. D. Bhat, Research Assistant SIRD

Section 4(1)(b)(v)

Training Management Related Functions:

To assistant assigned Course Directors for organizing and conduct of assigned training courses. (This involves performance of under mentioned activities):

Obtaining Nominations:

Corresponding with Nominees:

Preparing Course Schedule:

Corresponding with Resource Persons:

Corresponding for Administrative Services:

Conducting Course:

Settling Administrative Matters

Administration Related Functions:

To maintain course files, resource person's directory and various records related to Training courses.

To submit to the superiors the records and registers for scrutiny.

To register and deposit the records with the record room.

Record keeping of files regarding State Action Plan :
(Zilla Parishad and Panchayat Samiti)

Correspondence of State Action Plan
with MoRD,GoI / RDD,GoM / NIRD.

Recurring – Non-recurring Proposal of SIRD and
quarterly report of SIRD.

Progress report /Annual report of SIRD.

To assist superiors for conduct of various types studies like Case Studies, Field Studies and Evaluation Studies.

Computer typing of all office correspondence.

To assist superiors for conduct of various studies, like case studies, Field Studies Evaluation

To perform all other duties as assigned by Director SIRD.

The Job Chart of Shri V. S. Patil Assistant SIRD

To maintain inward and outward registers.

To maintain file Movement Register.

To maintain the Stock register.

To maintain of SIRD files.

To maintain dead stock registers.

Computer typing of all office correspondence.

To perform all other duties assigned by Director SIRD.

Section 4(1)(b)(v)

The Procedure followed in the decision-making process, including channels of supervision & accountability in the office of <u>YASHADA</u>

NAME OF ACTIVITY –
Related Provisions -
Name of the Act / Acts-
Rules -
Govt. Resolutions -
Circulars -
Office Orders -

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. Day1/ Day16 etc.	Authority Responsible for that activity	Remarks

Note: Under 4(1)(b)(iii)

For every function, service, duty, power, to be exercised, there is a set of procedure defined by Act, Rules, Government Resolutions, Circulars, Orders, and Conventions. Publish the procedure for each function, service, duty, and power to be exercised. For this purpose the public authority may have to collate, relate & formalise the procedure taking into considerations various provisions mentioned above.

e.g. – What will be the procedure for casework? How the dates of hearing are given? Will there be a chronological disposal? Is there any priority for certain cases?

e.g. – Procedure for distribution of subsidies/concessions/ selection of beneficiary should be specified. Will it be on quota basis? On lot basis? Or chronological. Will have to be published.

Section 4(1)(b)(ii)

e.g. – Procedure for writing notes for specified repetitive functions may be formalised & published.

In every procedure many levels of employees are involved. Specify roll & responsibility of each employee involved in the procedure.

TRAINING RELATED ACTIVITIES

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
1.	Prepare file for the course and course profile	D-90			CD and CA	
2.	Identify nominating authorities and Prepare list of their address	D-90			CD	
3.	Identify Training Needs and Design of Training	D-90 to D-70		01 & 02	CD	
4.	Seek advice from TMC and approval from DDG (P) & DG	D-70 to D-60		03	CD	
5.	Intimate as per format to the Course Cell (through LAN) that they have initiated the process as per D – 90/ D – 60 & that they are going to conduct the course as per schedule (Course Cell Circular dated 10/5/2004)	D-60th Day		O4	CD	
Obtaining Nominations						
6.	1.Draft the letters requesting nomination of officers with prescribed designations 2.Send soft copy of 'requesting nomination' to CIT for publishing on YASHADA website 3.Receive Correspondence from Nominating Authorities	D-60 to D-30+			CA CD	
Correspondence with Nominees						
7.	Prepare list of participants with name and addresses	D-30 to D-10			CA	
8.	Send letter to nominated officers				CA	
9.	Send soft copy of accepted nominations to CIT for publishing on web. Receive Correspondence from Nominated officers				CD	
Design course schedule						
10.	Prepare course schedule /timetable on the basis of approved design in	D-60 to D-40			CD	

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No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
	the tabular form					
	Correspondence with resource persons					
11.	Send letter to resource persons	D-40 to			CD	
12.	Finalise the course schedule	D-10			CD	
	Identify and compilation of reading materials					
13.	Identify reading materials for the course as suggested by TMC. Ensure that Course structure and course material are synchronized and there is no disruption of flow. All PPTs and PPT slides are made part of the reading material	D-60 to D-30			CD	
	Duplicating and binding of reading materials					
14.	Prepare cover pages and content for the reading materials.	D-30 to D-05			CA	
15.	Print desired copies of reading materials				CA	
	Administrative Arrangement					
16.	Prepare budget and seek approval of the authority for cash advances	D-10 to D-1			CD	
17.	Obtain stationery required for the course				CA	
18.	Apply for cash advance					
19.	Confirm the classroom				CD	
20.	Prepare office note and send it to all concerned persons				CA	
21.	Confirm the faculty				CD	
22.	Check classroom and name plates etc.	D-1			CA	
	Conducting training programme					
23.	Registration of participants	D to D+5			CA	
24.	Inform DoPT by fax if Training Programme is sponsored by DoPT					
25.	Meet classroom requirements like duster, writing pens, LCD, computer etc.	D to D+5				

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
26.	Distribute reading materials before the course begins.				CA	
	Do the course introduction. Course structure and objectives to be clearly outlined at the beginning of the course. It should be clearly mentioned that 'Continual Improvement' is a permanent objective of the Academy. All participants should be properly introduced.				CD	
27.	Receive faculty				CD	
28.	Offer honorarium				CA	
29.	Appoint Participants Representatives				CD	
30.	Administer evaluation / feedback forms				CD	
31.	Prepare certificate				CA	
32.	Prepare relieving report				CA	
33.	Ensure return of library books				CA	
	Settling administrative matters					
34.	Prepare course expenses statement	D+5 to D+20				
35.	Settle advance taken				CA	
	Prepare evaluation report					
36.	Prepare course expenses statement	D+5 to D+20			CA	
37.	Prepare CDs report for course				CD	
38.	Send evaluation report to TMC and DDG (P) for information				CD	
39.	Provide course information Proforma to course cell				CA	
40.	Arrange file properly and send for preservation in a booklet form				CA	

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<p align="center">**PURCHASES RELATED ACTIVITIES**</p>

1.   Item less than Rs. 5,000/- (Single purchase) such items to be directly purchased from co-opt. Stores or from the market directly.

2.   Item costing up to Rs/ 50,000/- by calling 3 quotations

3.   Item costing more than 50,000/- to be purchased by inviting tenders.

POWERS

1.   The delegation of powers for purchase of stores is as follows.

- **Up to Rs. 5,000/-**: - Respective OIC/DDG's

- Above Rs. 5,000/- & less than Rs. 50,000/- through purchase committee & Addl. DG

- Above 50,000/- & up to Rs. 1,00,000/- thorough purchase committee & Addl. DG after obtaining the views of accounts department

- Rs 1,00,000/- to 6,00,000/- through purchase committee DG after obtaining the views of financial advisor & Addl. DG

- Rs. 6,00,000/- to 10,00,000/-executive committee

- Above Rs. 10,00.000/- BOG

CONTRACT

- **Fixing of Quantity Contract / Rate Contract shall be done as per existing Govt. procedure laid down in**

GR dated 2nd January 1992 & manual of office procedure for purchase of stores for Govt. depts. (CSPO)

Time Frame for Purchase Activity

Sr No	Activity	Time frame
01	Receipt of Demand / Indent	D – 45 days
02	Scrutiny of papers	D – 30 days
03	Classification	D – 30 days

Sr No	Activity	Time frame
04	News Paper advertisement	D – 21 days
05	Receipt of Sealed tender	Day (D)
06	Opening of tender/ Technical bids & Commercial bids	D + 1 day
07	Comparative Statement	D + 1 day
08	Award of works	D + 7 days
09	Issue work order	D + 8 days
10	Receive Goods Services	As per terms in tender say R
11	Entry in dead stock register	R + 1
12	Payment to party	R + 7

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Norms set for discharge of its functions in the office of _YASHADA_

ORGANISATIONAL TARGETS (Annual)-

Sr. No.	Function / Activity	Units to be covered	Financial Targets in Rs.	Remarks

Norms Set by YASHADA for the Discharge of its functions

Indicator Id	Indicator Name	Target	Target Marks	Target period	Responsible Person
Accounts					
4.01	Number (Advances Given)	-	5	-	I B Bagwan
4.02	Amount (Rs)	-	-	-	I B Bagwan
4.03	No. of settlement of Adv.)	100%	-	Monthly	I B Bagwan
4.04	Amount (Rs.) (Settlement od Adv.)	-	-	-	I B Bagwan
4.05	Number (Bills Received)	-	5	-	I B Bagwan
4.06	Amount (Rs) (Bills received)	-	-	-	I B Bagwan
4.07	Number (Bills Cleared)	100%	-	Monthly	I B Bagwan
4.08	Amount (Rs.)(Bills Cleard)	-	-	-	I B Bagwan
CIT					
6.01	No. of software Application Development	6	2	Yearly	Shekhar Teke
6.02	Consultancies(Nos)	12	1	Yearly	Shekhar Teke
6.03	IT projects (Nos)	10	1	Yearly	Shekhar Teke
6.04	Internet Uptime	100%	1	Yearly	Sandip B Chavan
6.05	Total PC's	-	-	-	Sandip B Chavan
6.06	Working PC's	100%	1	Yearly	Sandip B Chavan

Indicator Id	Indicator Name	Target	Target Marks	Target period	Responsible Person
6.07	Functional Complaints	-	-	-	Sandip B Chavan
6.08	Complaints Received	-	-	-	Sandip B Chavan
6.09	Complaints Attended	-	-	-	Sandip B Chavan
Establishment					
10.01	Filling Of Vacant Post (Nos)	10	-	-	Y D Bhosale
10.02	Personal Files (Nos)	10	-	-	Y D Bhosale
10.03	Confidential Reports	10	-	-	Y D Bhosale
10.04	Annual Increment (nos)	10	-	Yearly	Y D Bhosale
10.05	Seniority List (Nos)	10	-	-	Y D Bhosale
10.06	Renewal Of Contracts (Nos)	10	-	-	Y D Bhosale
Estate					
7.01	No. of Complaints Attended	100%	2.0	Weekly	Estate Manager
7.02	No. of Classrooms Inspected	100%	0.5	Weekly	Estate Manager
7.03	No. of Office Rooms Inspected	100%	0.5	Monthly	Estate Manager
7.04	No. of Hostel Rooms Inspected	100%	0.5	Monthly	Estate Manager
7.05	No. of Residential Quarters Inspected	100%	0.5	Monthly	Estate Manager
7.06	No. of Kitchen Inspections	100%	0.5	Weekly	Estate Manager
7.07	No. of Dinning Hall Inspections	100%	0.5	Weekly	Estate Manager
Internal Administration					
5.01	Maintenance Of service Books	100%	1.00	Yearly	Y D Bhosale
5.02	Maintenance Of CRs	100%	1.00	Yearly	Y D Bhosale
5.03	Appointments & Roaster	100%	1.00	Yearly	Y D Bhosale
5.04	Vehicle Maintenance	100%	1.00	Daily	Y D Bhosale
5.05	Contracts	100%	1.00	Yearly	Y D Bhosale
Library					

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Indicator Id	Indicator Name	Target	Target Marks	Target period	Responsible Person
8.01	Purchased	1000	2	Yearly	Manoj Kulkarni
8.02	Gratis	-	-	-	Manoj Kulkarni
8.03	Repository	-	-	-	Manoj Kulkarni
8.04	Guest Membership	100	2	Yearly	Manoj Kulkarni
8.05	Paticipants	-	-	-	Manoj Kulkarni
8.06	Check In	6000	-	Yearly	Manoj Kulkarni
8.07	Check out	6000	2	Yearly	Manoj Kulkarni
Meetings					
9.01	Numbers	1	4	Yearly	Dr Bharat Bhushan
9.02	Action points	-	-	-	Dr Bharat Bhushan
9.03	Numbers	2	2	Yearly	Dr Bharat Bhushan
9.04	Action points	-	-	-	Dr Bharat Bhushan
9.05	Numbers	12	2	Yearly	Dr Bharat Bhushan
9.06	Action points	-	-	-	Dr Bharat Bhushan
9.07	Numbers	12	2	Yearly	Dr Bharat Bhushan
9.08	Action points	-	-	-	Dr Bharat Bhushan
Projects					
1.27	YASHADA Initiatives - CF	1	-	-	A B Savant
1.28	YASHADA Initiatives - New	1	-	-	A B Savant
1.29	Sponsored - CF	1	-	-	A B Savant
1.3	Sponsored - New	1	-	-	A B Savant
1.31	Committed	1	-	-	A B Savant
1.32	Received	1	-	-	A B Savant
R & D					
2.01	Individual Faculty reasearch	10	-	-	Dr K S Nair
2.02	KRA Research	10	-	-	Dr K S Nair
2.03	Sponsored Projects	10	-	-	Dr K S Nair
2.04	Project Related training	10	-	-	Dr K S Nair
Research					
1.23	YASHADA Initiatives - CF	2	-	-	A B Savant
1.24	YASHADA Initiative - New	2	-	-	A B Savant
1.25	Sponsored - CF	2	-	-	A B Savant

Indicator Id	Indicator Name	Target	Target Marks	Target period	Responsible Person
1.26	Sponsored - New	2	-	-	A B Savant
TMC					
12.01	TMC	0	0	-	Shilanath E Jadhav
12.02	TMC	0	0	-	Shilanath E Jadhav
Training Programmes					
1.01	YASHADA Residential-YP	10	30	-	Amol Bamishte
1.02	YASHADA Non-Residential-YP	10	30	-	Amol Bamishte
1.03	OutReach-YP	10	30	-	Amol Bamishte
1.04	YASHADA Residential-SP	10	30	-	Amol Bamishte
1.05	YASHADA Non-Residential-SP	10	30	-	Amol Bamishte
1.06	OutReach-SP	10	30	-	Amol Bamishte
1.07	YASHADA Residential-YP	10	30	-	Amol Bamishte
1.08	YASHADA Non-Residential-YP	10	30	-	Amol Bamishte
1.09	OutReach-YP	10	30	-	Amol Bamishte
1.1	YASHADA Residential-SP	10	30	-	Amol Bamishte
1.11	YASHADA Non-Residential-SP	10	30	-	Amol Bamishte
1.12	OutReach-SP	10	30	-	Amol Bamishte
1.13	National	10	30	-	A B Savant
1.14	State	10	30	-	A B Savant
1.15	Nominated	10	30	-	A B Savant
1.16	Attended	10	30	-	A B Savant
1.17	Own Courses	80	30	-	Amol Bamishte
1.18	Other Courses	80	30	-	Amol Bamishte
1.19	Number of Study Tours	80	30	-	A B Savant
1.2	Above 3.5	10	30	-	A B Savant
1.21	3.0 to 3.5	10	30	-	A B Savant
1.22	Below 3.0	10	30	-	A B Savant

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Indicator Id	Indicator Name	Target	Target Marks	Target period	Responsible Person
1.33	Week-end Programmes	10	30	-	Amol Bamishte
11.01	Training Mandays	10	-	-	Sudhir S Supekar
11.02	Hostel Mandays(Bed days)	10	-	Yearly	Prasad R Acharya
YMRC					
3.01	News Letters (Nos)	24	1	Yearly	R M Vaswani
3.02	Journals Published (Nos)	8	2	Yearly	R M Vaswani
3.03	Books (Nos)	6	2	Yearly	R M Vaswani
3.04	TV Programmes (Nos)	6	2	Yearly	R M Vaswani
3.05	Radio Programmes (Nos)	24	1	Yearly	R M Vaswani
3.06	Films/ Slides Shows (Nos)	12	1	Yearly	R M Vaswani
3.07	Subscription (Rs)	-	-	-	R M Vaswani
3.08	Ashwattha	10000	0.5	Yearly	R M Vaswani
3.09	Yashamanthan	100000	0.5	Yearly	R M Vaswani

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Time limits for the activities of the Academy for discharge of its functions

Time frame for each activity –

Sr. No.	Activity	No. of Days required for completion	Authority Responsible	Authority for Grievance redressal in case of failure.

TRAINING RELATED ACTIVITIES

No.	Activities	Expected Date	Actual Date	Form No	Responsi bility	Remark
1.	Prepare file for the course and course profile	D-90			CD and CA	
2.	Identify nominating authorities and Prepare list of their address	D-90			CD	
3.	Identify Training Needs and Design of Training	D-90 to D-70		01 & 02	CD	
4.	Seek advice from TMC and approval from DDG (P) & DG	D-70 to D-60		03	CD	
5.	Intimate as per format to the Course Cell (through LAN) that they have initiated the process as per D – 90/ D – 60 & that they are going to conduct the course as per schedule (Course Cell Circular dated 10/5/2004)	D-60th Day		O4	CD	
Obtaining Nominations						
6.	1.Draft the letters requesting nomination of officers with prescribed designations 2.Send soft copy of 'requesting	D-60 to D-30+			CA CD	

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
	nomination' to CIT for publishing on YASHADA website 3.Receive Correspondence from Nominating Authorities					

Correspondence with Nominees

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
7.	Prepare list of participants with name and addresses	D-30 to D-10			CA	
8.	Send letter to nominated officers				CA	
9.	Send soft copy of accepted nominations to CIT for publishing on web. Receive Correspondence from Nominated officers				CD	

Design course schedule

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
10.	Prepare course schedule /timetable on the basis of approved design in the tabular form	D-60 to D-40			CD	

Correspondence with resource persons

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
11.	Send letter to resource persons	D-40 to D-10			CD	
12.	Finalise the course schedule				CD	

Identify and compilation of reading materials

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
13.	Identify reading materials for the course as suggested by TMC. Ensure that Course structure and course material are synchronized and there is no disruption of flow. All PPTs and PPT slides are made part of the reading material	D-60 to D-30			CD	

Duplicating and binding of reading materials

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
14.	Prepare cover pages and content for the reading materials.	D-30 to D-05			CA	
15.	Print desired copies of reading materials				CA	

Administrative Arrangement

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
16.	Prepare budget and seek approval of the authority for cash advances	D-10 to D-1			CD	
17.	Obtain stationery required for the course				CA	
18.	Apply for cash advance					
19.	Confirm the classroom				CD	

No.	Activities	Expected Date	Actual Date	Form No	Responsi bility	Remark
20.	Prepare office note and send it to all concerned persons				CA	
21.	Confirm the faculty				CD	
22.	Check classroom and name plates etc.	D-1			CA	
	Conducting training programme					
23.	Registration of participants	D to D+5			CA	
24.	Inform DoPT by fax if Training Programme is sponsored by DoPT					
25.	Meet classroom requirements like duster, writing pens, LCD, computer etc.	D to D+5				
26.	Distribute reading materials before the course begins. Do the course introduction. Course structure and objectives to be clearly outlined at the beginning of the course. It should be clearly mentioned that 'Continual Improvement' is a permanent objective of the Academy. All participants should be properly introduced.				CA CD	
27.	Receive faculty				CD	
28.	Offer honorarium				CA	
29.	Appoint Participants Representatives				CD	
30.	Administer evaluation / feedback forms				CD	
31.	Prepare certificate				CA	
32.	Prepare relieving report				CA	
33.	Ensure return of library books				CA	
	Settling administrative matters					
34.	Prepare course expenses statement	D+5 to				
35.	Settle advance taken	D+20			CA	
	Prepare evaluation report					
36.	Prepare course expenses statement	D+5 to			CA	
37.	Prepare CDs report for course	D+20			CD	
38.	Send evaluation report to TMC and DDG (P) for information				CD	

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No.	Activities	Expected Date	Actual Date	Form No	Responsi bility	Remark
39.	Provide course information Proforma to course cell				CA	
40.	Arrange file properly and send for preservation in a booklet form				CA	

PURCHASES RELATED ACTIVITIES

4. Item less than Rs. 5,000/- (Single purchase) such items to be directly purchased from co-opt. Stores or from the market directly.

5. Item costing up to Rs/ 50,000/- by calling 3 quotations

6. Item costing more than 50,000/- to be purchased by inviting tenders.

POWERS

2. The delegation of powers for purchase of stores is as follows.

- **Up to Rs. 5,000/-**: - Respective OIC/DDG's

- Above Rs. 5,000/- & less than Rs. 50,000/- through purchase committee & Addl.DG

- Above 50,000/- & up to Rs. 1,00,000/- thorough purchase committee & Addl. DG after obtaining the views of accounts department

- Rs 1,00,000/- to 6,00,000/- through purchase committee DG after obtaining the views of financial advisor & Addl. DG

- Rs. 6,00,000/- to 10,00,000/-executive committee

- Above Rs. 10,00.000/- BOG

CONTRACT

- **Fixing of Quantity Contract / Rate Contract shall be done as per existing Govt. procedure laid down in**

GR dated 2nd January 1992 & manual of office procedure for purchase of stores for Govt. depts. (CSPO)

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Time Frame for Purchase Activity

Sr No	Activity	Time frame
01	Receipt of Demand / Indent	D – 45 days
02	Scrutiny of papers	D – 30 days
03	Classification	D – 30 days
04	News Paper advertisement	D – 21 days
05	Receipt of Sealed tender	Day (D)
06	Opening of tender/ Technical bids & Commercial bids	D + 1 day
07	Comparative Statement	D + 1 day
08	Award of works	D + 7 days
09	Issue work order	D + 8 days
10	Receive Goods Services	As per terms in tender say R
11	Entry in dead stock register	R + 1
12	Payment to party	R + 7

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The rules / regulation related with the functions of *YASHADA*

Sr. No.	Subject as indicated in the notification	Rule No. & Its year	Remarks if any
1	MEMORANDUM OF ASSOCIATION	1986	Annexure 5 A
2	Service Rules	1992	Annexure 6
3	Recruitment Rules	2004	Annexure 7
4	Policy Circulars	2003-05	Annexure 8
5	Departmental Exam.	1998	Annexure 9
6	HBA rules	1997	
7	ISO Manuals • Apex • Client Oriented Process • Management Oriented Process • Support Oriented Process	2005	Annexure 10 Annexure 11 Annexure 12 Annexure 13

MEMORANDUM OF ASSOCIATION

TITLE:

01. The name of the Society shall be Maharashtra Institute of Development Administration, Pune.

REGISTERED OFFICE:

02. The registered office of the Society shall be at Pune 411007.

OBJECTIVES OF THE SOCIETY:

03. The objects for which the Society is established are :

    (i)   to promote modem management science. as a major instrument for development of economic and social activities of the State Government, Zilla Parishads, and other institutions and organisations of the State Government;

    (ii)   to develop managerial skills, organisational capability, Leadership and decision making ability for development planning and efficiency in implementation of policies, programmes and projects;

    (iii)   to carry on operational and policy oriented research, to evolve ideas and concepts appropriate to the local, State and national environment, and to formulate policy alternatives;

    (iv)   to serve as the apex institute for the collection and dissemination of information regarding development administration;

    (v)   to forster, assist and support individuals, organisations and institutions in the use of management science;

    (vi)   to provide consultancy service in developmental and public administration, and;

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vii)   to function as the nodal State level training institute in the field of development administration

FUNCTIONS OF THE SOCIETY

04. In order to achieve the above objectives, the institute may engage itself in such types of Programmes and activities, and in such subjects, and for the benefit of such subjects, and for the benefit of such persons, areas, and sectors of activity as are exemplified hereunder -

a) Programmes and Activities:
  (i) Training programmes of short and long duration's including seminars, workshops, and conferences, as a means of continuing education for practicing managers, administrators, and scientific and technical cadres;
  (ii) Policy oriented and operational research;
  (iii) Consultancy and Extension Services; and
  (iv) Publication and production of training aids.

(b) Subjects and Areas of Activities :
  (i) The programmes may cover all concepts., principles and techniques related to management in Government.
  (ii) The programmes may cover all functionaries of the Departments of Government of Maharashtra as well as, teachers and practitioners of management in Boards, Corporations and other public sector undertakings in all sectors such as, business and industry; commerce and trade; financial and industrial development; banking; insurance; co-operatives; agriculture and rural development forestry; fisheries and animal husbandry; irrigation and power; energy; transportation and communication; education and health services; entrepreneurial development; mass media; tourism and public relations; legal systems; police administration; taxation; urban systems; environment habitat; public works; roads and buildings; appropriate technology; non-organised, decentralised sectors of economic, social and political activity. especially, persons from institutions, bodies and organisations concerned with the use of knowledge in management.

05. The Society may:
  (i) Plan, sponsor and undertake research - policy research for the evaluation and formulation of public policies and assessment of the impact of policies and operations research to improve efficiency and productivity at the unit levels;
  (ii) Assist public and private organisations to improve their administration and management' through consultancy and by extension services, organising conferences, seminars, workshops, exhibitions, meetings, discussions etc.;
  (iii) Publish research papers, treatises, periodicals, books and other literature to disseminate up-to- date information relating to management practices;
  (iv) Evolve and prescribe standards of proficiency, and award diplomas, certificates, medals, and other prizes and distinctions to persons trained in the Institute, as well as, confer distinctions on persons rendering outstanding contribution to the cause of management in Government,
  (v) Institute and award scholarships, visiting fellowships, stipends, loans and other financial assistance to suitable and deserving students and scholars;

  (vi) Produce, establish and maintain libraries of books, documentation centres, teaching aids, audio-visual presentations, including video films etc.
  (vii) Form affiliations, accept partnership and other classes of professional or technical membership;
  (viii) Establish collaborative linkages with educational and professional institutions in any part of the world, having similar objectives, by exchange of faculty and

scholars, by the conduct, of joint research and training programmes and generally in such a manner as may be conducive to the development of common professional objectives;

(ix) Function generally as the apex institution of Maharashtra State to provide training and services, to set standards of proficiency, and to recommend management inputs in all aspects of public administration and productivity in various organisations, agencies, and institutions;

(x) Establish, administer, supervise and maintain regional branches or institutions at suitable places in Maharashtra; and

(xi) Do such other deeds and acts as are conducive or incidental to the achievement of all or any of the above objectives.

06. The Institute shall consist of residential campus as well as non-residential centres. It shall be open to persons of either sex, of whatever race, creed, caste, class or region. The Board of Governors may make special provisions for the advancement of Scheduled Castes, Scheduled Tribes and socially and educationally backward classes of citizens in accordance with the relevant provisions of the Indian Constitution.

GOVERNING BODY:

07. Subject to the Rules of the Society, the management, supervision and control of the affairs of the Society shall vest in the board of Governors.

08. The names, addresses and occupations of the first members of the Board of Governors are

Sr. No	Name, Address & Occupation	Designation	**Age**
01	Shri B.G.Deshmukh Chief Secretary to the Government of Maharshtra, Mantralaya. BOMBAY	President	57 yrs
02	Shri P. Subramanyam Secretary Rural Development Department Mantralaya, BOMBAY	Member	45 yrs
03	Shri S.S. Tinaikar Secretary Rural Development Department Mantralaya, BOMBAY	Member	54 yrs.
04	Dr. Madhav Godbole Secretary Finance Department Mantralava BOMBAY	Member	49 yrs.
05	Shri P.V.Nayak Secretary General Administration Department Mantralaya, BOMBAY	Member	53 yrs.

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Sr. No	Name, Address & Occupation	Designation	**Age**
06	Dr. V.G.Bhide Vice Chancellor University of Pune, PUNE	Member	60 yrs.
07	Shri Anil Kumar Lakhina Director, MIDA, PUNE	Member	38 yrs.

09. We, the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society under the Societies

Registration Act XXI of 1860 and hold ourselves responsible to manage the affairs of the Society as per the Rules, a copy of which, duly certified to be a true copy by three members of the Board of Governors is filed herewith along with this Memorandum of Association.

This Sixteenth day of the month of May in the year of one thousand Nine Hundred and Eighty Six,

Sr. No	Name	Occupation	*Address*	Designation	Age
01	Shri. B. G. Deshmukh	Government Service	Chef Secretary to Govt. of Maharashtra, Bombay	President	57 yrs
02	Shri P Subramanyam	Government service	Secretary Kura Development Department Mantralaya Bombay	Member	45 yrs
03	Shri S. S. Tinaikar	Government Service	Secretary Rural Development Department Mantralaya, Bombay	Member	54 yrs.
04	Dr. M D Godbole	. Government Service	Secretary Finance Department Mantralaya, Bombay	Member	49 yrs.
05	Shri P V Nayak	Government Service	Secretary, General Administration Department Mantralaya, Bombay	Member	53 yrs,

Sr. No	Name	Occupation	*Address*	Designation	Age
06	Dr. V G Bhicie	Educationist	Vice Chancellor University of Pune, Pune	Member	60 yrs
07	Shri A K Lakhina	Government Service	Director MIDA Pune	Member	38 yrs,

In the Presence of :
1. Shri S. S. Salgaonkar,
   Joint Director,
   MIDA, Pune.
2. Shri G .L. Kale
   Administrative Officer MIDA, Pune

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MAHARASHTRA INSTITUTE OF DEVELOPMENT ADMINISTRATION
RULE S

SHORT TITLE:

01. These Rules may be called the "Rules of the Maharashtra Institute of Development Administration, Pune."

DEFINITIONS:

02. In these Rules and the Memorandum of Association, unless the subject or context otherwise requires:

(i) 'Act' means the -Societies Registration Act XXI of 1860.

(ii) 'Institute' means the Maharashtra Institute of Development Administration Pune.

(iii) 'Board' means the Board of Governors of the Institute.

(iv) 'Committee' means the Executive Committee of the Institute.

(v) 'President' means the President of the Board of Governors for the time being of the Institute.

(vi) 'Chairman' means the Chairman of the Executive Committee for the time being of the Institute.

(vii) 'Secretary' means the Secretary for the time being of the Institute.

(viii) 'State Government' means the Government of Maharashtra.

(ix) 'Financial Year' means the budget year commencing on the 1st April and ending on the 31st March following for which Budget is prepared.

PATRONS OF THE INSTITUTE:

03 The following shall be the Patrons of the Institute.

Chief Minister ……. Chief Patron

Minister for Rural Development……. Patron

Minister of State General Administration Patron

AUTHORITIES OF THE INSTITUTE:

04. The authorities of the Institute shall be :

(i) The Board of Governors

(ii) The Executive Committee and

(iii) Such other authorities as may be constituted by the Board of Governors or the Executive Committee

OFFICERS OF THE INSTITUTE:

05 The following shall be the officers of the Institute, namely

(i) The Director;

(ii) The Secretary; and

(iii) Such other officers as may be appointed by the Board of Governors or the Executive Committee from time to time.

GENERAL BODY AND MEMBERSHIP:

06 The members of the Board of Governors shall constitute the General Body of the Institute and shall consist of not less than seven (07) members.

ROLL OF MEMBERS:

07. The institute shall maintain a register of members giving their names, occupations and addresses and every member shall sign the register. Every change of address shall be notified to the Secretary.

BOARD OF GOVERNORS:

08 Subject to the other provisions of these Rules, the management, supervision and control of the Institute shall vest in the Board of Governors.

09 The composition of the Board of Governors shall be as follows

   (i) Chief Secretary to the Government of Maharashtra (ex- officio):

   PRESIDENT

   (ii) Secretary, lncharge of Training, General Administration Department.' Government of Maharashtra, Bombay (ex-officio)

   (iii) Secretary, Planning Department, Government of Maharashtra, Bombay (ex-officio)

   (iv) Secretary, Rural Development Department, Government of Maharashtra, Bombay (ex-officio)

   (v) Secretary, Finance Department, Government of Maharashtra, Bombay (ex-officio)

   (vi) Two Secretaries to Government of Maharashtra to be nominated by the President of the Board.

   (vii) vice-chancellor, University of Poona (ex-officio)

   (viii) Two eminent persons to be nominated by the Government of Maharashtra to represent the interests of the sectors such as :

   Agriculture and Rural Development (including Forestry, Fisheries and Animal Husbandry) business and industry; Commerce and Trade; Banking and Insurance, Public Utilities, such as, Transport, Energy and Communications; Public Works, Irrigation, Social Welfare; Tourism; Public Relations; Regulatory Services, such as, Revenue, Legal, Police, Income Tax, Sales Tax and Civil Supplies; Municipal Bodies; Urban Systems; Environment and Habitat.

   Note:- The selection of these persons shall be based not on their official position, but on their recognised achievements and contribution to the development of public administration and management systems in the concerned sectors.

   (ix) Two persons to be nominated by the State Government from amongst well-known professionals in the field of Management Science;

   (x) One member of the Faculty of MIDA to be nominated by the President.

   (xi) Director of a reputed national Institute of Research & Training to be nominated by the State Government; and

   (xii) Director of the Institute (ex-officio).

10. The Board of the Governors shall appoint Committees of the members for such purposes as administration and finance, training and programming, and recruitment and delegate to such Committees and the Executive Committee such powers, and authorise them to perform such functions as it may deem necessary and expedient. Such delegation or authorisation may be made subject to such conditions as the Board may think fit to impose.

11. The Board of Governors may create new classes of membership from time to time for such specific periods, and fill them by co-option of such members, as it deems desirable and necessary in the interest of the Institute.

TENURE OF NOMINATED MEMBERS:

12. The tenure of the nominated members of the Board shall be three years

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13 When a person, including the President, is a member of the Board by virtue of his office he shall cease to be such member when he relinquishes the said office and the vacancy so arising shall be filled in by his successor in that office. Such member shall, however, be eligible for re-nomination in another vacancy, if any, on the Board.

CESSATION OF MEMBERSHIP:

14. Notwithstanding anything contained in these Rules, a member of the Board shall cease to be such member if during his tenure of office he resigns or becomes insolvent or is otherwise unable or incompetent to hold office, or his membership is terminated by the State Government.

15. The State Government may terminate the membership of any person appointed on the Board of Governors for such reasons as his incapacity to discharge the duties insolvency etc.

RESIGNATION:

16. A member of the Board, other than ex-officio member, may resign his membership by a letter addressed to the President of the Board and such resignation shall take effect from the date of its acceptance by the President

CASUAL- VACANCIES:

17. Any casual vacancy arising on the Board by resignation, death or otherwise, may be filled by appointment or nomination of a member by the State Government or the President as the case may be and the member so appointed or nominated shall hold office for the remainder of the tenure of that Board.

18. The Board of Governors shall function notwithstanding any vacancy on the Board and any defect in the appointment or nomination of any of its members, and no act or proceedings of the Board shall be invalidated, nullified or called in question merely by reason of the existence of any vacancy on the Board or by reason of any defect in the appointment or nomination of any its members.

MEETINGS OF THE BOARD:

19. Subject to the provisions of the Act, the, Board of Governors shall meet at least once a year.

ANNUAL GENERAL MEETING:

20. The President of the Board of Governors shall convene Annual General Meeting within four months of the close of the financial year.
> (i) to receive and consider the annual report and audited accounts of the Institute for the proceeding financial year.
> (ii) to appoint auditors and fix their remuneration;
> (iii) to review progress of work during the year ended and consider and approve generally the budget demands and programmes for the ensuing year; and
> (iv) to discuss any other business as may be necessary

SPECIAL MEETINGS:

21. The President of the Board may convene special meetings of the Board to consider any matter of special importance or urgency or on the written requisition of not less than Six members of the Board, specifying the purpose for which the meeting is proposed to be called.

VENUE OF THE MEETING:

22. Meeting of the Board shall ordinarily be held at Pune; provided. However, that meeting may be held at any other place as may be expedient or necessary.

NOTICE OF THE MEETING:

23. Every meeting of the Board shall be convened by notice issued under the hand of the Secretary or any other Officer of the Institute so authorised by the board in this behalf.

24. Every notice calling for a meeting of the Board shall be issued to every member not less than fifteen days before the day scheduled for the meetings, except in the case of special meeting, when the notice shall be issued at least Five days before the day fixed for the

meeting. A summary of business to be transacted at the annual and other meetings shall be communicated to the members at least seven days before the day of the meeting except that in the case 'of Special Meetings it should be circulated at least three days before the meeting.

25. The accidental omission to give notice to or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

QUORUM :

26. Seven members present in person shall constitute the quorum for any meeting of the Board; provided that, if a meeting is once adjourned for want of quorum a subsequent meeting called on the basis of the same agenda shall not be required to form a quorum.

PRESIDING OFFICER:

27. The President shall ordinarily preside at all meetings of the Board. In the absence of the President, the members present shall choose one Member from amongst themselves to preside over the meeting.

INVITATION TO ATTEND A MEETING:

28 The President may invite any person other than a member of the Board to attend a meeting of the Board, but such persons shall not be entitled to vote at the meeting.

VOTING:

29 In any case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. Every member present at the meeting including the President shall have one vote and if there be an equality or votes, the President of the meeting shall have casting vote.

VOTING BY CIRCULATION:

30. Any business which is of an urgent nature and which cannot be held over till the next meeting of the Board may be transacted by circulation among all members of the Board and any resolution so circulated and approved by a majority of the members of the Board shall be as effective and binding as if such resolution had been passed at a meeting of the Board; provided that any business so transacted shall be reported at the next meeting of the Board.

EMERGENCY POWERS OF THE PRESIDENT :

31. Where the matter is of such urgency that a decision thereon cannot await the convening of a Special Meeting or voting by circulation, the President may for reasons to be recorded in writing take a decision thereon. Such decision shall be placed before the next meeting of the Board for ratification.

SERVICE OF NOTICE:

32. A notice may be served upon any member of the Board in person or by post addressed to such member at the address mentioned in the roll of members. Any notice so served by post shall be deemed to have been served two days after it was posted.

EXECUTIVE COMMITTEE :

33. Subject to the overall supervision and policy directions of the Board of Governors and its Committees, the Executive Committee shall be responsible for the management, administration and control of the affairs of the Institute and its income and properties in accordance with these Rules, and the Regulations, orders and instructions made from time to time and shall have, and exercise, powers which may be necessary, incidental, conducive or expedient for the said purpose.

COMPOSITION OF THE EXECUTIVE COMMITTEE:

34. The Executive Committee shall be composed of not more than seven members including the Director who shall be the Chairman of the Committee

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35 The composition of the Committee shall be as follows

    (i) Director (ex-officio)

    (ii) One member to be nominated by the President from among the Heads of State Government Directorates in Pune

    (iii) The Deputy Secretary, incharge of training, Rural Development Department, Bombay

    (iv) One representative of a sister training institution to be nominated by the President.

    (v) Two representatives from non-governmental organisations related to the activities of the Society to be nominated by the President; and

    (vi) One expert on financial matters of the Institute to be nominated by the president

TENURE OF THE COMMITTEE :

36. The term of office of the 'Executive Committee' shall be three years; provided that a Committee whose term has expired shall continue until the successor Committee is constituted.

RESIGNATION:

37. A member of the Committee, other than an ex-officio member may resign his membership by a letter addressed to the President through the Chairman and such resignation shall take effect from the date of its acceptance.

MEETINGS OF THE COMMITTEE:

38. The Executive Committee shall meet not less than four times in a calendar year, provided that not more than four months shall elapse between any two meetings of the Committee. The meetings of the Committee shall ordinarily be held at Pune; provided, however, that a meeting may be held at any other place as may be expedient or necessary.

39. Every meeting of the Committee shall be presided over by the Chairman Four member of the Committee, including the Chairman, present in person shall constitute a quorum at any meeting of the Committee.

40. In case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion the majority shall prevail. Every member present at the meeting including the Chairman shall have one vote and if there be an equality of votes, the Chairman of the meeting shall have a second casting vote.

41. Every meeting of the Committee shall be convened by notice issued under the hand of the Secretary or any other officer of the Institute so authorised in this behalf. Every notice calling for a meeting shall set the date, time and venue of the meeting and shall be issued to every member not less than fifteen days before the day scheduled for the meeting, provided that for transacting urgent matters, the Chairman may convene a meeting with seven days' notice. A summary of the business to be transacted at the meeting shall be communicated to the members not less than seven days before the day of the normal meeting, and three days in the case of a meetings convened with shorter notice. The accidental omission to give notice to, or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

42. Any business of an urgent nature may be carried out by circulation among all members of the Committee and any resolution so circulated and approved by a majority of the members of the Executive Committee shall be as effective and binding as if such resolution had been passed at meeting of the Committee; provided that any business so transacted shall be reported at the next meeting of the Committee.

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE :

43 The Board of Governors may delegate, from time to time, such powers and functions to the Executive Committee as are considered necessary and expedient.

CHAIRMAN OF THE EXECUTIVE COMMITTEE:

44. The Executive Committee may by resolution delegate to its Chairman any of its powers as deemed necessary, fit and expedient for the efficient and expeditious conduct of the business of the Institute.

45. The Chairman may refer any question or any matter, which in his opinion is of sufficient importance to justify such a reference, to the decision of the President and the decision of the President shall be binding on the Committee. Such matters shall be reported to the Committee at its next meeting

DIRECTOR OF THE INSTITUTE:

46. The Director of the Institute shall be the Academic Head and the Chief Executive of the Institute, and shall be appointed by the State Government on such terms, remuneration, and conditions of service as may be decided by the state Government.

47. The Director shall have all such powers as may be delegated to him by

the Board of Governors and the Executive Committee. The Director shall be Chairman of the, Executive Committee.

48. As the Academic Head and the Chief Executive of the Institute, the Director shall be responsible for the proper administration and conduct of the academic affairs of the Institute.

SECRETARY:

49. An Officer of the Institute shall be appointed as the Secretary of the Institute by the Board of Governors. He shall function as the ex -officio Secretary of the Board of Governors, the Executive Committee, and such other Committees and sub-Committees as may be constituted by the Board of Governors and the Executive Committee respectively.

50. The Secretary shall be responsible for
   (a)   the issue of notices of meetings of the Board, the Executive Committee and the committees of the Board and sub-committees of the Executive Committee;
   (b) maintenance of the records of the meetings and their circulation to members;
   (c) maintenance of the register of the Roll of Member of the Society and
   (d) performance of such other duties as may be assigned by the Director of the Institute from time to time.

FUNDS, ACCOUNTING AND AUDIT:

51 The funds of the Institute shall consist of.
   Grant-in-aid received from the State Government and Government of India
   Donations and contributions from other sources.
   Other incomes and receipts.

52. The Institute shall maintain books, accounts, and other related records in such from and in such manner' as may be necessary and prescribed in consultation with the auditors of the Institute and in accordance with the By-laws and financial rules framed in this behalf The accounts of the Institute shall be audited annually by the Auditors appointed for the purpose and the audited Statement of Accounts shall be submitted, along with the annual report, at the Annual General Meeting for the consideration and approval of the Board. After approval of the audit report by the Board, it shall be submitted to Government and issued along with the annual report to members of the Board, Government and other concerned.

SUITS BY AND AGAINST TIIE INSTITUTE: --

53. Subject to the provisions of the Act the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

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REMUNERATION TO TIIE MEMBERS OF THE BOARD/ EXECUTIVE COMMITTEE:

54. The Members of the Board of the Governors or the Executive Committee or any Committees of the Board or the Executive Committee shall not be entitled to any remuneration from the Institute for their services such as members, but they shall be paid such travelling and daily allowance as may be provided in the By-laws to be made in this behalf for journeys; for attending meetings, or in connection with other business of the Institute

OTHERS:

55. Amendments to the Memorandum and Rules may be made with the prior approval of the State Government, by the Board of Governors at its Annual General Meeting or Special Meeting by a simple majority after giving a minimum of ten days' notice of the proposed amendment(s) in writing to the members of the Board

56. The Society shall not transfer or dispose off any immovable property and movable property exceeding rupees one lakh without the prior approval of the State Government.

57. The Government shall have the right to issue any general or specific directives on any matters of policy concerning the affairs of the Society, and such directives shall be binding on the Society.

58. The Board shall have the power to dissolve, with the prior approval of the State Government, the Society for appropriate reasons. In such an event, the corpus and the management of the Society would vest in the State Government.

LIST OF MEMBERS:

59. A list of persons who are members within the meaning of Section 15 of Societies Registration Act, 1860 will be maintained in the form of Schedule VI to the Societies Registration (Maharashtra) Rules 197 [vide Rule 15 thereof

CHANGE IN NAME OR OBJECTS:

60. If a change is desired in the name or the object of the Societies or if two or more Societies are to be amalgamated, the procedure laid down in Section 12 or 12A of Societies Registration Act, 1860 will be followed.

DISSOLUTION:

61. If the Society is to be dissolved procedure laid down in Section 13,14 of the Societies Registration Act, 1860 will be followed.

62. We, the following members of the Board of Governors hereby certify that the above is a true and correct copy of the Rule framed and adopted by the said Institution.

SERVICE RULES

1.01   These rules may be called' YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, SERVICE RULES 1992.

1. 02   These rules shall come into operation on the day of 1ST March 1992.

1. 03   These rules shall apply to all the employees of YASHADA subject to the following conditions :

a)   Unless otherwise there is a specific mention to that effect the persons who are appointed under specific contract shall be governed by the contract conditions.

b)   The persons, who are in the employment of Government of Maharashtra or State Public Sector Undertaking or any other teaching institution, and whose services have been temporarily loaned to YASHADA, in whose case the terms and conditions under which their services have been loaned shall prevail.

2.01   DEFINITIONS

In these rules the following words and expressions used shall have the meaning as shown against each of them :

a)   YASHADA means Yashwantrao Chavan Academy of Development Administration.

b)   Administrative, Officer means person holding the charge of Administrative Officer of YASHADA for the time being.

c)   Basic Pay means the pay in the time scale including the stages beyond the maximum of the time-scale of the post which is admissible to an employee on account of his appointment to that post.

d)   Senior Level Posts shall include the post of Director, and of all other officers the pay scales of which start with Rs. 2200/- and above.

e)   Middle Level Posts shall include the posts other which than Senior Level posts the

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pay scales of start with Rs.2000/- and above.

(f)   Lower Middle Level Posts :- posts shall include the posts not included in (d), (e) and (g).

g)   Lower Level Posts shall include all posts, maximum basic pay of which is not more than the Rs.1210/-.

h)   Committee means the Executive Committee of YASHADA.

i)   Director means the Director of YASHADA.

j)   Efficiency Bar means a stage in the time scale at which the efficiency of the employee is to be reviewed before allowing him further increment.

k)   Employee means a person appointed to a post on the establishment of YASHADA. (where the employee has been referred to as male the provisions of the rules concerned shall be applicable mutatis mutandis to female, employee also)

l)   Family means and includes the employee, his spouse, his dependent children and his dependent parents, brothers and sisters if they are residing with the employee and if their individual income from all sources does not exceed Rs.1000/- per month.

m)   Government means the Government or Maharashtra.

n)   Non-teaching Posts means posts, whose duties do not include teaching. They shall include the Administrative Officer, Accounts Officer, Estate Manager and all the staff members not specifically treated as teaching employees.

o)   Other Backward Classes means the Classes declared as Such by the Government.

p)   Pay means basic pay and special pay sanctioned for specific additional work and responsibility.

q)   Resignation means voluntarily leaving the service of YASHADA by an employee before attaining the age of compulsory retirement or before completion of the term of his probation or contractual appointment, as the case may be.

r)   Retirement means termination of employment an employee on his attaining the age of retirement.

s)   Rules mean the service rules of YASHADA.

t)   Suspension means temporary removal of an employee from his post to facilitate departmental inquiry against him.

u)   Teaching Institution means an institution engaged in teaching/training which is

recognised by Central Government or any State Government or by any Statutory University in India.

v) Teaching Posts means posts the duties of which are closely connected with teaching. They shall include the posts of Director, Professors, Associate Professors, Research Officers, Senior Librarian, Librarian, Systems Manager, Programmer and Assistant Programmer. Research Assistant and Assistant Librarian and any other posts declared as teaching posts by the Director.

w) Time scale of pay is the scale of pay, which starts with a minimum, rises by annual increments and rests at the maximum.

x) Terms not defined in these rules shall have the same meaning as is given to them in the Maharashtra Civil Services Rules.

3.01 Age of retirement

No person who has attained the age as indicated below shall be retained in the service of YASHADA except by reemployment.

a) In respect of Lower Level posts, 60 years.

b) In the case of non-teaching posts 58 years, and

c) In the case of teaching posts - 60 years.

3.02 As an exception to provisions of rule 3.01 above the persons shall continue- in employment of YASHADA till the end of the month in which they attain the age prescribed for their retirement. The Director may, in his discretion, in the interest of YASHADA continue a person on teaching post till the end of the training programme calendar year.

Effect of appointment

4.01 The appointment shall be effective from the date of joining only if the person concerned takes over the charge of the post before noon. In other cases it will be effective from the next calendar day even if it is a holiday.

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Physical fitness

5.01 Every person, who is to be appointed to any post in YASHADA shall be required to undergo a thorough medical check up by a medical 'authority nominated by the Director before taking up his appointment. If for some reason he is allowed to join without such a medical check up, he shall not be continued in the employment of YASHADA beyond a period of three months unless in the meanwhile he has been medically examined and found fit, for appointment in YASHADA.

5.02 The following. persons shall be exempted from Medical Examination:

a)   A person who is already in the employment of YASHADA.

b)   Any other person already in the employment of the Government, any State Public Sector Undertaking or any other teaching institute, who joins the employment of YASHADA within a month of his relief from such employment.

5.03 The fees if any charged by the medical authority nominated by the Director for the medical check up of the candidate shall be borne by the candidate himself.

5.04 YASHADA shall follow the same standards of physical fitness as prescribed by the Government for its employee.

Probation

6.01 A Person appointed to the post in YASHADA shall be on probation for a period of two year.

6.02 A. person appointed on probation shall draw his first increment on the 1st day of the month in which he completes continuous service of 12 months following the satisfactory completion of his probation. If the probation period is extended, the 1st increment shall be granted on the 1st of the month following satisfactory completion

of extended probation.

6.03 The probation period shall be automatically extended, if during the period of probation the probationer enjoys more than 30 days leave of any kind, except casual leave, by the number of days equal to the days of leave beyond 30 days.

6.04 The services of probationer can be terminated by the Director without assigning any reason, during the probation period, if he feels it necessary in the interest of YASHADA to do so. If, however, the Director feels it necessary to extend the probation period, he shall have the authority to do so by issue of written orders before the date of completion of the probationary period, prescribed in rule 6.01 above.

6.05 If the probationer was a confirmed employee of YASHADA before his appointment on probation, the Director may, if the performance of the employee during the period of probation is not satisfactory, revert him to the lower post from which he was so appointed. Such reversion shall not be treated as punishment for the purpose of rule 11.03 or penalty for the purpose of rule 22.02.

6.06 When a confirmed employee of YASHADA is appointed to a higher post in YASHADA, and placed on probation in the said higher post, the vacancy caused by such appointment shall not be filled in by long term appointment until the employee concerned is confirmed in the higher post.

Confirmation

7.01 Any person who has satisfactorily completed his probation period or who has been continued in the employment of YASHADA without a formal order extending the probation period shall be treated as a confirmed employee of YASHADA.

Resignation

8.01　(a)　No confirmed employee may resign his employment in YASHADA without giving a written notice of at least three months to the Director.

　　　b)　The Director shall have powers to accept a shorter notice on the condition that the basic pay for the period by which the notice falls short of three months shall be recovered from the employee concerned.

8.02　(a)　Director may, by issue of a written notice of not less than three months, terminate the services of the junior most employee in the cadre in the even of abolition of the post in that cadre.

　　　(b)　Where it is not possible to give such a notice of three months the basic pay of the employee for the period by which such a notice falls short of a period of three months shall be paid to the employee by YASHADA in lieu of such notice.

8.03　a)　In the event of abolition of a 'post in a cadre, the Director shall, as far as may be possible, try to appoint the junior most employee in that cadre in any other equivalent post.

　　　b)　If such equivalent post is available and the employee is willing to accept any other lower post that may be available, the Director shall have powers to appoint him to such lower post without affecting his basic pay.

　　　c)　If the basic pay of the employee is higher than the maximum of the time scale of such lower post, his pay may be fixed at the maxim pay attached to the lower post.

8.04　a)　In any other case where there is a prima facie case in which the punishment, if any, awarded to the employee may include termination of his services, the Director shall cause the charges against the employee to be communicated to the employee concerned. If the charges communicated to the employee are not acceptable to him and the employee desires to be heard in person the Director

shall cause the departmental inquiry to be conducted by any other officer of YASHADA, before taking final decision as to the punishment.

b)   The procedure prescribed for the departmental inquiry of a Government employee in Maharashtra Civil Services (Discipline Appeal) Rules and the Manual of Departmental Inquiries of Government shall be followed in case of departmental inquiry of employee of YASHADA.

8.05   An employee on probation may resign his appointment during the period of probation by payment of compensation of one month's basic pay to YASHADA.

Service Record

9.01   The record of service of the employees of YASHADA shall be kept in the form of Service Book prescribed for the Government employees. The Service Books shall be kept in duplicate, one copy remaining in the custody of the employee of YASHADA.

9.02   a)   All events in the service life of the employee such as his Bio-data, appointments, posts occupied, pay-scale, pay drawn from time to time increments, promotions, rewards, punishments, leave enjoyed leading upto the final retirement shall be recorded in the Service Books. Leave account of the employees shall also be kept in their Service Books.

b)   At the end of every year the service of the employee should be verified with reference to the records such as muster rolls, pay bills etc. and a certificate of verification recorded in his Service Book.

9.03   All entries in the Service Book shall be attested by the Administrative Officer by full signature. He shall be responsible to see that the entries in the Service Books are copied annually in the duplicates in the possession of the employees and their signatures for having been satisfied' about the correctness of the entries in the original Service Book are obtained in the prescribed column in the original Service Books.

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9.04   The original Service Book shall be the property of YASHADA and shall be preserved for 3 period of 5 years beyond the date of registration / retirement / death of the employee concerned.

Subscription to funds

10.01   Every employee of YASHADA shall be required to subscribe to the Contributory Provident Fund and such other funds as may be established by YASHADA in the interest of the employees, according to the rules applicable to such funds.

Pay

11.01   Every person who is appointed for the first time to a post in YASHADA shall be entitled to the minimum pay attached to the time scale of the post concerned. The Director shall, however, have power to make appointment with the higher starting pay for the reason that the person concerned has already worked in a similar capacity elsewhere for a sufficiently long period or has acquired special qualifications to warrant higher starting pay.

11. 02 An employee of YASHDA, on his appointment to a higher post in YASHlDA either by selection or by promotion shall be entitled to the pay at the lowest stage in the time scale of the higher post which gives him monetary benefit of not less than two increments in the time scale of the lower post occupied by him before such appointment. If there is no such stage in the scale of the higher post the pay of the employee should be fixed at the stage next above his present pay.

11. 03 No employee shall be appointed to a post carrying less pay except at his own request or as a matter of punishment. If, his transfer to another post in YASHADA does not carry higher responsibilities his pay shall be fixed at the same stage in the time scale of the new post and if there is no such stage at the stage next above his present pay.

11.04   If an employee who has occupied a post in YASHADA for some time in the past is re

appointed to the same post at a later date he shall be entitled to pay that shall not be less than the pay received by him on the earlier occassion and he shall also be entitled to count such period of earlier appointment for the purpose of increment at that stage.

11.05 The pay of the employee reverting to a lower post after a spell of appointment in the higher post shall be the pay to which he would have been entitled but for his appointment to the higher post concerned.

11. 06 The pay of Government pensioner reemployed in YASHADA shall be subject to the rules for reemployment .of pensioner in the service of Government provided the Director may .in his discretion, taking into consideration the special teaching ability of the person, reemploy him in a teaching post on special terms and conditions till he attains the age of 62.

11.07 In case of a general revision of time scales of the posts in YASHADA the pay shall be fixed according to the formula prescribed for such purpose.

Increments

12.01 A confirmed employee shall be entitled to an increment on the 1st of the month after completion of 1 year's reckonable service in YASHADA each year except in the following cases :

a)   Where the increment is withheld by the Director.

b)   Where the grant of increment would increase his pay beyond the stage at which an efficiency bar has been prescribed in the time scale.

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c)   Where the employee has already reached maximum pay attached to the time scale.

12.02 The Director, shall have power to withhold an increment of any employee after following the procedure of withholding the increment prescribed for the Government

employees.

12.03 The order withholding the increment shall state the period for which the increment is withheld and whether the withholding of increment shall have the effect on future increments.

12.04 a) Where there is an efficiency bar in the time scale the increment above the efficiency bar shall not be drawn without written order of the Director following the employee to cross the efficiency bar.

b) No employee should be allowed to suffer monetarily on account of the administrative delay in issue of such written order.

c) In other cases where the employee is allowed to cross the efficiency bar after the normal date of his increment the Director shall state in his order the pay to which the employee shall be entitled from the date of his order and the date on: which he shall be entitled to the next-increment.

12.05 When the employee has reached the maximum pay in the time scale attached to his post he shall be granted the last increment drawn by him after the interval of two years each until his retirement. The first of these increments shall be granted on the 1st of the month in which his last increment accrued after completion of two years of stagnation at the maximum of pay.

12.06 (a) The Director shall be competent to sanction advance increments to employees whose performance is outstanding. One advance increment shall be given to an employee whose record is outstanding for a continuous period of three years, while two increments shall be given to an employee whose record is outstanding for a continuous period of five years.

b) No employee shall be entitled to advance increment on more than two occasions during the entire service.

c) The advance increment shall be in addition to the normal increment and shall have no effect whatsoever on the date of normal increment.

Additional Charge & Appointment

13.01 An employee who is asked to hold charge of another post not directly subordinate to him, in addition to his own duties for a period of not less than 15 days, shall be entitled to charge allowance to the extent of 10% of his basic pay subject to a maximum of Rs.500/- p.m. No employee of YASHADA shall be appointed to two or more posts at the same time.

Suspension

14.01 If an employee of YASHADA is charged with any criminal offence or act of mis behaviour, inefficiency or indiscipline and is likely to be dismissed from the employment of YASHADA if the charge against him is proved the Director shall, by issue of written-order, suspend such an – employee pending departmental inquiry against him if, in his opinion, the continuance of the employee concerned in-his post is likely to offer him the opportunity to tamper with the record relating to the charges framed against him or influence the conduct of Training activities or is likely to create any other difficulty in the conduct of the inquiry against him.

14.02 a) No employee shall normally be placed under suspension for more than six months.

b) The Director shall be competent to extend, for reasons to be recorded in writing, the period of suspension beyond the period of six months. The Director shall however, ensure that the departmental inquiry against the employee concerned is completed as expeditiously as possible.

14.03 (a) During the period of suspension an employee shall be entitled to subsistence allowance equal to 50% of his basic pay of the post from which he was suspended and the allowances based on such pay.

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b)   If the suspension is extended beyond a period of three months for no fault of the employee, the subsistence allowance shall be increased by 50% for the remaining period of suspension. If, however, the suspension period is extended for reasons. directly attributable to the employee the subsistence allowance may be reduced by 50%.

14.04   (a)   The income tax, profession tax, rent of YASHADA premises if any, occupied by him and installments of loans, and advances, if any, granted to him shall be recovered from an employee under suspension.

        b)   No recoveries on account of subscription to provident fund, on account of court attachments and of loss caused by the employee to the property of YASHADA shall be made while the employee is under suspension.

        c)   Other deductions and recoveries shall be made from the subsistence allowance only at the option of the employee concerned.

14.05   No leave of any kind shall be granted to an employee under suspension.

14.06   The employee under suspension shall not accept any employment during suspension.

14.07   The employee under suspension shall not leave Pune City without permission from the Director. He shall abide by the instructions of the Director in regard to his personal presence in YASHADA, whenever required.

14.08   If the employee under suspension is exhonerated of the charges framed against him, he shall be reinstated immediately and full pay and allowances for the period of suspension shall be paid to him treating the suspension period as duty for all purposes.

14.09   (a)   If the employee is exhonerated of the charges framed against him but has been responsible for the delay in completion of the proceedings against him, the period of suspension shall be treated as duty but the employee shall be entitled

to such proportion of pay and allowances as the Director may order, after giving the employee a reasonable chance of representation in the matter.

(b) If, the employee has been exhonerated on technical grounds such as failure to follow the correct procedure of inquiry etc the period, shall at the option of the employee be treated as leave due and admissible. The subsistence allowance paid to him shall be adjustable against. the leave salary admissible.

14.10 If the charges framed against the employee are partly proved and the Director decides to impose a penalty other than compulsory retirement or dismissal, the entire period of suspension shall be treated as suspension only. The Director shall however, be empowered to order that such a period shall qualify for the retirement benefits as may be admissible to the employee.

Leave

15.01 The employees of YASHADA shall be entitled to the following kinds of leave :

a) Earned leave to the extent of not more 30 days in a year. Such leave can be accumulated to the extent of 240 days and shall carry leave salary equal to the rate of pay and allowances drawn immediately before proceeding on leave.

b) Half pay leave of 20 days per year. Such leave shall at the option of the employee, be converted into full pay leave of 10 days per year if the leave is taken for the purpose of prosecuting studies approved by YASHADA or on medical grounds. Leave salary during half pay leave shall be half the leave salary admissible during earned leave.

c) Extraordinary, leave which can be availed at the option of the- employee or when no other kind of leave is due. It shall carry no leave salary.

15.02 Leave shall be granted by the Director at his discretion and the employee shall not claim leave as a matter of right.

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15.03   Any kind of leave can be combined with any other kind of leave. This rule does not apply to casual leave.

15.04   No employee shall be absent or on leave of any kind, whether sanctioned or otherwise, continuously for more than a year except when special study leave is granted to him for a training course of more than one year's duration approved by the Director.

15.05   No employee shall accept any other employment during leave.

15.06   a)   Earned leave of 15 days each shall be credited in advance to the leave account of the employee on 1st January and 1st July every year .-.

b)   Proportionate credit rounded off to the nearest day based on the completed months of service during the half year shall be given in case of first appointment, retirement, resignation or death of the employee.

c)   Balance of earned leave on the day of commencement of these rules shall be rounded off to the nearest full day and carried forward.

d)   Earned Leave sanctioned shall be debited to leave account on the date of commencement of leave.

e)   If an employee enjoys extra ordinary leave or is placed under suspension the credit of earned leave at the commencement of the next half year shall be reduced by 1/10th of such period rounded off to the nearest full day.

f)   Where the balance at the end, of any half-year is between 226 and 240 days the advance credit of EL for the next half-year shall be shown separately and the employee may be allowed to enjoy it during the half year concerned. If the employee fails to enjoy or enjoys it only partially and the result would be to increase the balance of EL at the end of the half-year beyond 240 days the balance would be restricted to 240 days only.

15.07   a)   Half pay leave of 10 days each shall be credited in advance to the leave account of the employee on 1st January and 1st July every year.

b) Proportionate credit rounded off to the nearest day based on the completed months of service during the half year shall be given in case of first appointment, retirement, resignation or death of the employee.

c) Balance of half pay leave on the day of commencement of these rules increased proportionately for the period that has elapsed since the completion of the previous year of service and rounded off to the nearest day shall be carried forward.

d) The number of days 0f half pay leave and twice the number of days of commuted leave sanctioned shall be reduced from the balance of half pay leave on the date of commencement of leave.

e) If the employee is placed under suspension or when his unauthorised absence is not regularised by grant of any other kind of leave the credit to be given to the half pay leave account at the commencement of the ensuring half year shall be reduced by 1/18 of such period of suspension or unauthorised absence and rounded off to the nearest day.

15.08 An employee shall, without availing any leave, be permitted to surrender 4/5th of the balance of earned leave limited to 30 days to YASHADA and receive cash value thereof each calendar year. The number of days of leave surrended shall be debited to the leave account of the employee concerned. The cash value shall not include house rent allowance and washing allowance.

15.09 An employee proceeding on leave for more than 30 days shall be eligible for grant of advance of leave salary equivalent to net leave salary for one month, i.e. leave salary equal to one month's pay and allowance admissible on that leave salary reduced by all the normal deductions from the pay of the employee.

15.10 a) Female employees of YASHADA shall be eligible to maternity leave of not

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more than 90 days at a time unless she already has three or more children living on the date of starting the maternity leave.

b) No leave salary shall be admissible for maternity leave availed of during probation at the time of first entry into service in YASHADA.

c) Leave salary at the rate of pay and allowances drawn immediately before proceeding on maternity leave shall be admissible during the maternity leave availed of by a confirmed employee of YASHADA.

d) Maternity Leave shall not be debited to leave account.

15.11 Maternity leave subject to a maximum of six weeks shall also be admissible to female employees in case of miscarriage or abortion or medical termination of pregnancy.

15.12 (a) Study leave of not more than 12 months duration may be granted to a teaching employee of YASHADA for prosecuting any study which the Director considers as faculty development which also would benefit YASHADA, on the condition that the employee concerned executes a bond as may be prescribed by the Director to serve YASHADA for a period of not less than three years after his return from such study leave.

b) In the event: of his resigning his post before the completion of such period of three years, compensation of Rs. 40,000/- or the leave salary actually paid to him during the study leave, whichever is greater shall be recoverable from him.

c) A bond as may be prescribed by the Director shall be executed by the employee concerned.

15.13 During the study leave the employee shall be entitled to half the basic pay which he was receiving before proceeding on such leave and Dearness allowance admissible on such half of the basic pay. No other allowances shall be admissible during the study leave.

15.14 Study leave shall not be debited to leave account. The concession of study leave shall

not be admissible to the same employee more than once during the entire service.

15.5 a)   If an employee of YASHADA is deputed for training either in India or abroad by YASHADA, he shall be treated as on duty, and shall be eligible to receive the pay and allowance which he was receiving before proceeding on such training. In addition, he shall be entitled to travelling allowance and daily allowance as may be normally admissible to him for the place where the training is imparted.

      b)   If the training is outside India the employee shall not be deputed without the express sanction of the Government and such employee shall be entitled no such concessions and benefits, in addition to his pay and allowances in India, as may be decided by the Director.

15.16 An employee who ceases to be in the employment -of YASHADA for reason other than dismissal or removal shall be entitled to receive the cash value of unutilised balance of earned leave to his credit on the last day of his service calculated at the rate of 1/30th of the sum total of monthly basic pay and Dearness allowance admissible to him on such last day, for every day of balance of earned leave limited to 240 days.

Travelling Allowance

16.01 Travelling allowance is an allowance given to an employee to cover the extra expenses, which he has to incur on account his being sent out of- his headquarters for official work.

16.02 The employees of YASHADA shall be divided into the following grades for the purpose of travelling allowance:

(1)   Officers holding Senior Level Post   1st grade

(2)   Officers holding Middle Level Posts   II grade

(3)	Lower Middle Level employees	III grade
(4)	Lower Level employees	IV grade

16.03 For the purpose of travelling the entitlement of class of accommodation shall be as under. Where railway route is not available the state transport shall be treated as recognised route.

Grade I	a) Whose basic pay is Rs. 4100/- or more.	Air (Economy Class). AC 1st Class/sleeper, 1st Class by Rail, Luxury ST Buses & AC Buses.
	b) Whose basic pay is less than Rs.4100/-	AC sleeper, Ist Class Rail, Luxury ST Buses and AC Buses.
Grade II	Officers and those III Grade employees whose. basic pay is above Rs.2500/	1st class by Rail, Luxury ST Buses
Grade III	Other than those whose basic is above Rs.2500/-	IInd class by Rail, Luxury ST Buses.
IV Grade		IInd class Rail, Asiad/Ordinary ST Buses.

16.04 An employee who uses his own motor car or: a car hired by him for the purpose of official journey shall be deemed to have travelled by 1st Class Rail and shall be reimbursed the fares of 1st Class between the places actually travelled if he submits proof of having used his own or a hired car for the purposes of travelling on duty. Where the places are not connected by rail he shall-De deemed to have travelled by State Transport bus or Taxi, as may be admissible to him.

16.05 An employee travelling on duty, shall in addition to the reimbursement of fares of admissible class, be entitled to the following :

a)   Rickshaw/Taxi fares from the place of residence to the railway station/Air port/State Transport Bus Depot, on the day of departure from the headquarters and on the date of his return to headquarters for 1st and IInd Grade employees and City bus fares for others. However, grade III and IV employees shall be entitled to taxi/autoricksbaw

fare for local conveyance, connected with official tour, between 9.00 p. m. and 6.00 a. m.

b) Rickshaw fares/Taxi fares from the Railway Station, Air port, Bus Depot to the place of work and back out of headquarters for 1st and IInd Grade and public transport fares for others. However Grade III and IV employees shall be entitled to taxi / autorickshaw fare for local conveyance, connected with official tour, between 9.00 p.m. and 6.00 a.m.

c) Local conveyance as per entitlement as shown in classes (a) and (b) appearing above.

d) Reservation charges officially charged for booking a seat on rail, bus or air including the service charges levied- by the reservation agency as approved by the Director.

e) Daily allowance at the following rates for the period starting from one hour before the departure of railway train or a state transport bus or two hours before the departure of the aeroplane, as The case may be, and ending with one hour after The arrival of the train or bus at the headquarters or two hours after the arrival of the aeroplane at Pune airport as the case may be. If the employee has used vehicle belonging to YASHADA for the purpose of reaching the railway station, bus station or airport as the case may be the daily allowance shall be admissible between the actual time of departure and arrival of the train, the bus or aeroplane, as the case may be.

Grade	Pay	Normal rate of daily allowance	Special rate of daily allowance at Bombay and Divisional head-quarters, Delhi & Other state capital. Rs. per day
		Rs Par day	Rs. Per day
I	Rs.5100 & above	120/-	145/-,
	others	95/-	140/-
II	Rs.3100 & above	95/-	140/-
	others	80/-	115/-
III	Rs.2200 & above	80/-	115/-
IV	others	60/-	95/-
		55/-	90/-

In cases where the Director is satisfied that it was beyond the control of the employee to

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manage his tour expenses within the limits of the daily allowance admissible to him, he may sanction payment of actual expenses on lodging, supported by vouchers, within the following monetary limits :

a) For Director   Rs.   300 per day

b) For other Grade I Officers   Rs.   250 per day

c) For Grade   II   Officers   Rs.   150 per day

d) For Grade   III   employees   Rs.   100 per day

e) For Grade   IV   servants   Rs.   80 per day

(f)   Whenever lodging and boarding is provided free while on tour, the employee shall be entitled to $1/4^{th}$ of the DA ;Admissible to the employee.

16.06   No : daily allowance shall be admissible on the day on which employee takes casual leave on tour.

16.07   Where the tour of the employee necessitates halt at a place where special rate of daily allowance is admissible, the daily allowance as may be admissible for the entire duration of tour may   be worked out first and the difference between the ordinary rate and the special rate shall be added for the period of actual halt at the place where the special rate of DA is admissible.

16.08   For fractions of less than 24 hours the daily allowance shall be calculated at the following rates:

(a) For 12 hours or more	Full daily .allowance
(b) For 6 hours or more but less than 12 hours	50% of the daily allowance
(c) For less than 6 hours	30% of the daily allowance.

16.09   When an employee or his dependent family member is ill and is required, on the advice of the medical practitioner nominated by YASHADA, to be examined treated at an institution out of his headquarters, the employee or his dependent family

member, as the case may be, may be accompanied by anyone of his family members who shall be held eligible for the travelling allowance on the scale and rates admissible to the employee himself.

16.10 Conveyance charges at the following rates shall be admissible to employees using with the permission of the Director their own conveyance for work of YASHADA within the municipal limits of Pune City :

Type of Vehicle	Rate of conveyance charges Rs. Per kilometer
(a) Motor cycle/ Scooter	2.00
b) Moped	1. 50

When employee performs journey in a public bus he shall be entitled to reimbursement of actual fares paid. Where heavy papers equipment etc. is to be carried and the vehicle belonging to YASHADA is not available an employee may hire a rickshaw and get reimbursement of actual hire charges paid, on submission of a certificate of having actually paid the charges.

Other Allowances

17.01 The employees of YASHADA shall be eligible for the following allowances in addition to pay :
   a)   Dearness Allowance

   b)   House Rent Allowance

   c)   Compensatory Local Allowance

   d)   Cash Allowance for handling cash to the person who works as a cashier

   e)   Special pay to persons who work as Bill Clerks in Accounts Section

   f)   Typing Allowance to Typists and Machine Allowance to Computer Operator/s and Telephone Operator/so

   g)   Roneo Allowance and Allowance for Operator of Xerox Machine and Franking Machine.

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h)   Charge allowance for holding charge additional post for 15 days or more

i)   Washing allowance to Class-IV and other employees provided with uniforms.

j)   Gardening allowance to the employee entrusted with special gardening duties.

k)   Overtime allowance to the Drivers engaged on wheel duty beyond nine hours a day

l)   Overtime allowance to General Attendants engaged on duty beyond nine hours a day.

17.02 a)   The rates of Dearness Allowance as announced by the Government from time to time shall be applicable to the employees drawing pay from YASHADA.

b)   The Dearness Allowance shall also be admissible during all kinds of leave except extraordinary leave and shall be based on the amount of leave salary.

17.04 a)   House rent allowance shall be admissible to the employees, who are not provided with residential accommodation by YASHADA, at the rates applicable to the employees of the Government.

b)   It shall be admissible during all kinds of leave except during extraordinary leave, study leave and cases of surrender of earned leave, at the rate at which the employee was receiving it before proceeding on leave.

c)   The allowance shall be admissible to both husband and wife if both of them happen to be the employees of YASHADA.

17.04 Compensatory local allowance shall be admissible to every employee on the scale prescribed by the Government to its employees and shall be admissible during all kinds of leave except extraordinary leave and study leave.

17.05 The employees who have been provided accommodation by YASHADA shall be required to pay YASHADA every month, by deduction from their salary, an amount equal to 10% of their basic pay and compensatory local allowance or the standard rent of the premises fixed by the Director in consultation with the Estate Manager, whichever is less. In addition such employees shall pay to YASHADA the service charges as may be levied by the Director.

17.06 a) Cash allowance of Rs.75/- per month shall be admissible to a person who is appointed to work as a cashier.

b) An allowance of Rs.40/- per month shall be paid to a person who is appointed to work as a bill clerk in accounts section.

c) Machine allowance of Rs.40/- per month shall be admissible to every employee who is working as a Telephone Operator, full time typist, steno typist or a Junior Stenographer or is required to handle computer equipment throughout the day as a part of his duties.'

d) Washing allowance of Rs.15/- per month shall be admissible to Drivers and Attendants.

e) Allowances at the rates approved by the Director from time to time shall be admissible to the persons entrusted with the work of operating Roneo machine, xeroxing machine, gardening and maintenance of vehicles or any other special work.

f) Franking machine operator shall be paid a machine allowance of Rs.30/- per month.

g) These allowances shall not be paid during leave of any kind except casual leave but shall, with the exception of washing allowance form part of the leave salary of the employee on leave.

17.07 Overtime allowance shall be admissible at the rate of 1.5 times the hourly wage (Basic + DA) of the employee concerned, or a part thereof, to the Drivers, Drivers – cum –Cleaners and General. Attendants of YASHADA engaged on duty on any day in Pune for more than 9 hours including the lunch break. The overtime allowance in any calendar month shall not exceed 50% of the basic of the employee concerned.

Leave Travel Concession

18.01 a) The employees of YASHADA shall be eligible to leave travel concession to travel to their home town once in two years.

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b) The block of two years shall be calendar year 1992 -93, 1994-95 and so on.

c) The concession shall be limited to the rail/bus fares of the admissible class, from Pune to the home town and back.

b) The concession shall be admissible to the employee, his spouse and his children limited to three in number.

18.02 The employee desirous of enjoying the leave travel concession shall be eligible to an advance equal to 75% of the estimated expenses and shall be settled by prefering an adjustment leave travel concession bill within fifteen days of the return of the last member of family of the employee. In case of failure to abide by the time limit the amount of advance shall be recovered in a lump sum from the next salary of the employee concerned. Interest at 18% per annum shall be recovered from the employee who fails to utilise the advance within a month from the date of drawl of advance or use it for some other purpose. The recovery of interest may be waived by the Director in deserving cases.

18.03 a) For the purpose of leave travel concession every employee shall communicate his hometown to the Director, YASHADA within six months from the commencement of these rules.

b) The Director shall accept the declaration of the boweowu if he is satisfied that the employee has property or close relations at that place is required to visit the place often on account of such family ties.

c) In case of failure to declare the hometown within the prescribed period the place or permanent residence noted in his Service Book shall be treated as his hometown for this purpose.

18.04 The hometown once declared or determined on account of his failure to make a declaration shall not be changed except once during the service of the employee. The Director shall accept such redecoration' after satisfying himself a bout the circumstances requiring such redecoration.

18.05   An employee of Government, State Public Sector Undertaking or a teaching institute appointed in YASHADA on deputation basis may opt to be governed by this rule during his tenure in YASHADA.

Reimbursement of Medical Expenditure

19.01   An employee of YASHADA shall be eligible for tile reimbursement of medical expenses incurred by him for the treatment of himself and his family (including those dependant family members not residing with the employee) on the recommendation of the Medical Officer attached to YASHADA at any of the following institutions in Pune :

(a)   Sasson Hospital, Pune

(b)   Ruby Hall Clinic, Pune

(c)   K.E.M. Hospital, Pune

(d)   Any dispensary runs by the Municipal Corporation of Pune and Pimpri/ Chinchwad

(e)   Sancheti Hospital, Pune

(f)   Jehangir Nursing Home, Pune

(g)   Wadia Hospital, Pune

(h)   Hospitals of Maharashtra Medical Foundation, Pune

(i)   Lokmanya Hospital, Chinchwad

19.02   The Director may at his discretion, considering the circumstances in each case permit treatment to be taken in any other dispensary/hospital.

19.03   The treatment shall include all investigations and other diagnostic facilities special or ordinary medicines vaccines, sera or supply of any other thing required for the treatment, preventive and curative medicines as may be prescribed by the medical institutions named in rule 19.01 above. It shall also include all the normal facilities provided to   indoor patient viz diet, blood transfusion service, delivery of female

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patients, dental care except cost of dentures and ambulance service, wherever necessary. The Senior and Middle level officers shall be entitled to accommodation in special rooms while the other employee shall be eligible to accommodation in general wards

19.04 In case of a sesious illness for which the facility for treatment is not available in the institutions named in rule 19.01 above, the employee and his family members shall be entitled to reimbursement or medical expenses incurred at any other institution recommended by the Medical officer in charge of the Academy:

19.05 a) The concession of medical reimbursement shall be available only to those employees whose family docs not include more than three living children on the date of commencement of the treatment.

b) The reimbursement stopped on account of larger size of the family can be recommenced on production of proof of the employee or his spouse having undergone a family planning operation but shall not be available in respect / of the treatment of the fourth or subsequent child.

19.06 If the employee and his spouse are both employed he should select either himself or his spouse for being considered eligible for reimbursement. In such cases the claim of reimbursement of the employee shall be admitted only on the production of the certificate from the employer of the spouse stating clearly that the spouse is not receiving the reimbursement of expenses or any other allowance in lieu thereof from that employer.

19.07 In case of emergencies wherein it is not possible to shift the patient to the institutions named in the rule 19.01 above, the employee should bring the facts to the notice of the Director as soon as possible after ad_issi0n of the patient in any other medical or surgical nursing home. The Director shall, after obtaining the opinion of the Medical Officer attached to YASHADA decide whether and to what extent the circumstances warranted such Emergency admission and dealth the reimbursement claim

accordingly.

19.08 In respect of the following kinds of treatment which may not be available in any of institutions named in rule 19.01 above, the employee shall, on the recommendation of the Medical Officer in charge of any of those institutions take treatment at the medical institutions listed below and shall be held eligible for: reimbursement of medical expenses incurred.

a) Byepass Coronary Surgery	a)KEM Hospital, Bornbay
	b)Jaslok Hospital, Bombay
	c)Bombay Hospital, Bombay
b) Kidney Transplant	Jaslok Hospital,Bombay
c) Blood Cancer	Tata Memorial.Bombay
d) Heart Surgery cases	a)KEM Hospital, Bombay
	b)Bombay Hospital, Bombay

19.09a) An employee shall be eligible for an advance Upto Rs.45,000/- or the actual expenses on appliances and costly medicines, whichever is less, for the treatment of himself or of his family members when he or they are advised to undergo open heart surgery, kidney transplant, Byepass surgery of heart or in case of blood cancer.

b) The advance shall be adjusted against the medical reimbursement claim and shall be settled within three months of the date of drawal of advance or within a month of the completion of treatment, whichever is earlier.

c) In case of failure to settle the advance, the amount of advance together with interest @ 18% per annum shall be recovered from the employee in installment may be decided by the Director. The recovery of interest may be waive a by the Director in deserving cases.

d) In case of serious illness requiring treatment and/ or hospitalization, the employee shall be entitled to an advance upto Rs.10,000/-, adjustable against medical reimbursement permissible to the employee, at the discretion of the Director.

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9.10.   As an exception to the aforesaid rules, the employees or their family members may, in case of ordinary illnesses, consult the medical practitioner nearest to their residence and get reimbursement of the cost of treatment which shall be limited to not more than Rs.50/- per month for the entire family. The employees residing on the campus of YASHAUA shall, however, consult the medical officer attached to YASHADA in all cases of illness.

19.11   The employee whose services are loaned to YASHADA by Government, state Public Sector Undertaking or a teaching institution may opt to be governed by these rules during his tenure with YASHADA.

19.12   Those employees suffering from tuberculosis, cancer and leprosy shall be entitled to, admissible concessions in accordance with provisions in the Maharashtra Civil Services Rules in this regard.

Casual Leave Optional Holidays, Compensatory Holidays etc.

20.01   Casual leave is intended to meet special circumstances for which provision cannot be made by exact rules. The total casual leave admissible to the employee of YASHADA shall be @ days per calendar year

20.02   Not more than seven days casual leave can be enjoyed at a time. This limit may be extended to ten days by the Director in the most exceptional circumstances.

20.03   When casual leave is enjoyed in conjunction with or interposed between Sunday /holidays/optional holidays the Sunday/holidays/optional holidays shall be excluded while counting the actual casual leave enjoyed for the purpose of debit to casual leave account, but they shall be counted for the purpose of limits set in rule 20.02 above.

20.04   In addition to the casual leave, the employees shall be permitted 2 optional holiday during a calendar year. Such holidays can be enjoyed an any days declared to be

optional holidays by the Government.

20.5 Non teaching employees required to attend to their duties on Sundays or on the days declared as holidays for YASHADA, shall be allowed equal number of compensatory holidays, as far as may be possible, during the same calendar year. In respect of attendance during the last week of December, however, the compensatory holidays may be enjoyed during the first fortnight of the m03th of January. Not more than three compensatory holidays shall be accumulated. Such holidays can be enjoyed in conjunction with casual leave, optional holidays, Sundays. Holidays and any kind of leave due and admissible.

20.06 Casual leave shall not be prefixed or suffixed to regular leave, except for casual leave for one half day in the afternoon taken on grounds immediately before the commencement leave.

20.07 Employees who have been recruited temporarily for duration of less than one year shall be entitled to proportionate casual leave at the rate of one day for every completed month of service.

20.08 Except for medical reasons the employees shall get the casual leave sanctioned in advance. The Director shall have the power to treat absence without sanction as leave without pay and allowances.

20.09 The Director shall be competent to sanction special casual leave of not more than 15 days duration to employees participating in the Inter State/Inter National sporting events or for undergoing sterilization operation.

Discipline

21.01 Employees shall regularly attend to their duties. They shall report for duty a t the time

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of opening the office and shall not leave YASHADA before closing hours' without proper permission. The employees who attend the office after ten minutes of opening time shall be marked late.

21.02 All employees except the Senior Level and Middle Level Officers shall sign the muster roll/late muster roll, as the case may be.

21.03 Employees reporting late for duty on three or more occasions during a calendar month shall be issued with a warning by the Administrative Officer. In addition to this the casual leave available for such employee shall be reduced by one day for every three days of late attendance or subsequent part thereof of two days. The employee who receives three warnings during a calendar year shall be liable to disciplinary action.

21.04 The employees shall attend the office in clean dress. The employees who shall be provided with uniform shall attend in clean uniform.

21.05 The employees shall not smoke in office premises nor shall they allow others to smoke in their presence.

21.06 Every employee shall at all times maintain absolute integrity; devotion to duty and shall do nothing which will embarass YASHADA.

21.07 Every employee shall follow the written orders of his superiors and the Director in the due discharge of his duties.

21.08 No employee shall give any information about YASHADA to any outsider connected with publication of any newspaper, magazine or any other publication without specific authority from the Director.

21.09 No employee, while in the employ of YASHADA, shall accept any remunerative

work without prior permission from the Director.

21.10 Employees shall abide by all the laws of the country during the period of their employment in YASHADA. In case of cognisible breach of any law the Director shall have power to terminate the services of the employee concerned without notice as soon as the employee is convicted of such an offence.

Disciplinary Action

22.01 The Director shall be competent to take disciplinary action against any employee after following the due procedure.

22.02 The penalties that can be imposed on employees shall be as under:

Minor penalties	(1) Warning/censure.
	(2) Withholding increment for a period of not more than one year without effect on future increments.
	(3) Recovery of loss caused due to negligence of the employee, to the money or property belonging to YASHADA.
Major penalties	(1) Reduction to a lower stage in the time scale.
	(2) Stoppage of increment with effect on future increments.
	(3) Compulsory retirement of employee who has attained the age of 50 years.
	(4) Dismissal.

22.03 The Director Shall follow the procedure prescribed in the MCS (Discipline and Appeal) Rule, 1979, a amended from time to time, before imposing any of the penalties prescribed in Rule 22.02.

Section 4(1)(b)(v)

22.04 Employees shall have a right to appeal against any penalty imposed by the Director to the Executive Committee within a month from the date of imposition of the punishment. Such appeal shall be decided upon by the Executive Committee, in its scheduled meeting, in the absence of the Director.

Training

23.01 The Director shall be competent to depute any employee for a training course conducted in India by any recognised training institution, at the cost of *YASHADA* on the condition that he is satisfied that the training course will improve the utility of the employee to YASHADA. The training period including the time required for travelling to the training institute and back shall be treated as duty and the employee concerned shall be entitled to travelling allowance on tour as per rule.

23.02 The Director may, with the approval of the Government of Maharashtra and the Central Government, depute any teaching employee for a training course out of India on such terms and conditions as the Director may think proper. The entire period of training including the time involved in travelling to the venue of the training and back shall be treated as duty and the employee concerned shall be eligible to travelling allowance up to the port of embarkation in India and back from the first port of disembarkation in India. During the period of travailing abroad the employee shall arrange to receive his pay and allowances from YASHADA through authorised messenger.

24.01 Seniority

Seniority of the confirmed employees in the same cadre shall be decided on the basis of continuous service rendered by the employees in that cadre irrespective of the mode of recruitment in the cadre. The period during which an employee was temporarily appointed to a higher post in another cadre shall be deemed to be the service rendered in the lower cadre for the purpose of seniority.

Performance appraisal

25.01 (a)   The performance of every non-teaching employee of YASHADA shall be reported upon confidentially by the 31st March each year by his immediately. Superior Officer.

b)   The reports of employees not placed under the control of any Middle level Officer shall be written by the Administrative Officer. The reports of middle level officers shall be written by the Additional Director.

25.02   The performance reports of the teaching employees shall be written by the Professor in charge of the department concerned to which the employee is attached. The reports of Professors shall be written by the Director.

25.03   The performance reports of all lower middle level and lower level employees shall be reviewed by the Additional Director and those of Senior and Middle level Officers and the faculty members shall be reviewed by the Director.

25.04   Director may, if necessary, invite the faculty members to submit to their reporting officer the self-evaluation reports. The reporting officers shall take such self-assessment reports into account be ore writing the reports. Such points shall form part of the confidential record of the faculty member concerned.

25.04   The outstanding remarks as also the adverse remarks shall be brought to the notice of the employee concerned, as far as possible, within three months of the lose of the year. The Director shall have power to expunge the adverse remark on the basis of representation submitted by the employee.

25.05   The forms in which the performance reports and self-assessment reports shall be written shall be as prescribed by the Director.

Advances

The employees shall be eligible advance as shown below:

Section 4(1)(b)(v)

26.01 a)   Advance for the purchase of conveyance on the scale and conditions mentioned below:

Sr	Type of conveyance to be purchased	Admissibility to specific group of employees	Monetary limit (least of the three/lesser of the two)	Number of equal installments for recovery of principal and interest
1	New Motorcycle	Employees in receipt of pay, the last stage of whose scale is Rs 1500/-or more	10,times basic Sixty pay or Rs.20000/- or the cost	Sixty
2	Old Motorcycle (not more than 5 years old)	Do	5 times basic pay or Rs.10000/- or the purchse price	Thirty
3	New Scooter	Do	8 times basic pay or Rs.12000/- or the cost	Forty Eight
4	Old Scooter	Do	8 times basic pay or Rs.6000/- or the purchase price	Twenty four
5	New Moped	Do	4 times basic pay or Rs.5000/- or the cost	Thirty
6	Old Moped (not more than 5 year old)	**Do**	2 times basic pay or Rs.2500/- or the purchase price	Fifteen
7	New bicycle	Class-III & Class-IV employees in receipt of less than 1150/-	Rs.1000/- or the cost including sales tax	Ten
8	Old bicycle (not more than five years old)	**Do**	Rs.500/- or the purchase price	Five

b)   (I)   The advance shall be subject to the condition that the employee shall produce the proof of purchase of the conveyance in his own name within a month from the date of payment of advance failing which the principal together with interest @ 18 percent per annum shall be recoverable from the employee in installments of not more than 50% of the basic pay of the employee as may be prescribed by the Director.

(ii)   The advance shall carry interest at the rate prescribed by the Director for the

year in which the advance is paid.

Iii)   Employee shall hypothecate the conveyance purchased to YASHADA for the period beginning from the date of purchase of conveyance to the final repayment of both principal and interest.

iv)   Interest shall   be recovered after the installment of the principal is repaid.

v)   The employee may at his option repay the advance earlier by paying two or more installments at the same time.

vi)   The Director may, in deserving cases, waive the recovery of interest @ 18% refereed to in (i) above.

vii)   The employee shall be held eligible for another such advance 3 years after repayment of the earlier advance alongwith interest thereof.

viii)   Only those employees who have put in a minimum of 3 years' continuous service shall be held eligible for advance for purchase of conveyance.

26.02 a)   Advance of travelling allowance on tour equal to the estimated TA claim for the duration of halt outside Pune.

b)   Advance shall not carry interest normally. If 'however, the advance is not fully settled by submission of the claim of travelling allowance and/or refund of balance within one month of the date of drawal of advance, it shall be recovered from the pay of the employee together with interest @ 18% per annum from the completion of one month from the date of payment of advance to the disbursement of pay from which the recovery is made.

c)   The Director may at his discretion waive recovery of interest in deserving cases.

26.04   Advance on account of leave travel concession per provisions of rule 15.09.

26.05 (a)   Advances on the leave of important festivals to the confirmed employees whose basic pay does not exceed Rs.2000/- p.m.. The amount of the advance shall be restricted to Rs500 and it shall be repayable in .ten equal installments.

Section 4(1)(b)(v)

b) Advance shall not be admissible on more than occasion during a calendar year as also when earlier advance is not fully repaid.

c) The advance shall not carry any interest.

d) The festival for which the advance shall be admissible shall be as may be prescribed by the Government.

26.06 Advance for the treatment of serious diseases as per rule 19.09..

26.07 Advance upto Rs.1000/- for expenses not related to the training courses to be incurred on behalf of YASHADA as may be sanctioned at the discretion of the Administrative Officer to the employee who has been instructed to incur such expenses.

b) When an advance of more than Rs.1000j- is required to be paid to any employee for such expenses the sanction of the Additional Director shall be necessary

c) The advances paid under this rule shall, as far as may be possible be settled by submission of details of expenses together with vouchers and refund of advance on the same day. The settlement shall in no case, be delayed beyond 7 days from the date of payment of advance.

d) In case of delay beyond seven days the amount of advance shall carry interest beyond seven days at 18% per annum till the date of refund and / or recovery settlement as the case may be.

e) The Director may, in deserving cases, waive the recovery of interest.

26.08 a) i) Notwithstanding the provisions of rule 26.07 above an advance for expenses on fuel and repairs to vehicles of YASHADA may be paid to the Drivers of the vehicles proceeding on tour with the vehicle.

ii) The amount of advance shall be decided sanctioned by the Administrative Officer.

iii) If the advance is not settled by the Driver by production of vouchers and/ or refund of balance within seven days of the return of the vehicle to Pune, the Driver shall be required to repay the advance in lump sum

failing which the amount of advance together with interest at 18% per annum for period beyond seven days shall be recoverable from the pay of the driver immediately due to him.

iv) The Director may, in deserving cases, waive the recovery of interest.

b) (I) In addition to the provision of sub rule (a) the employee dealing with the work of maintenance of vehicles may be granted an imprest advance of Rs.7000/-

ii) The expenditure incurred from the imprest during a week shall be submitted for reimbursement on the first working day of the ensuing week. The employee to whom the imprest is sanctioned shall be responsible to account for the amount of imprest on any day.

iii) On the last day of the financial year the balance of interest together with vouchers for expenditure incurred since the beginning of the last week of March shall be submitted for credit to YASHADA Account or adjustment, as the case may be.

iv) A fresh imprest advance shall be drawn on the first day of every financial year.

v) Whenever the employee concerned proceeds on leave it shall be his duty to hand over the complete account of the imprest to the person taking charge of his post.

26.09 a) Advances for the purpose of meeting the expenses of Training Programmes of YASHADA shall be paid to the Course Assistant/Course Director on the sanctions as indicated below :

a) Director Advance beyond Rs.15000/-

b) Additional Director Advance upto Rs.15000/-

c) Head of Department Advance upto Rs.10000/-

Section 4(1)(b)(v)

d)   Course Director   Advance upto Rs. 5000/-

(b)   The advances shall not normally carry any interest if they are settled by submission of vouchers and/or refund of balance within ten days of the conclusion of the Training Programme for which the advance was sanctioned.

(c)   In case of delay beyond this period, the Director may in his discretion order recovery of interest @ 18% per annum from the completion of 10th day of the conclusion of the Training Programme to the actual date of recovery / settlement from the pay of the person drawing the advance besides recovery of the amount of advance from him.

26.10   The Director may at his discretion, sanction an advance of not more than Rs.2000/- to any employee or his family member in special' circumstances/death of an employee, as the case may be. Such .an advance shall be recovered in installments as may be ordered by the Director from the dues payable to the deceased employee, as the case may be.

Special powers of Director

27.01   In special circumstances when the Director is satisfied that the operation of any of the rules is likely to cause undue hardship to the employee or his family he shall be competent to relax the provisions of any rule after recording in writing the reasons for such relaxation. All cases of relaxation of rules shall, however, be-brought to the notice of the Executive Committee of YASHADA.

SALIENT FEATURES OF EPF SCHEME

Employees of YASHADA shall be governed by the Employees' Provident Fund Scheme, 1952 and Employees' Family Pension Scheme 1971. The salient features of the schemes are given below for the information of the employees.

1)   All employees excepting those whose pay is above Rs.3500/- p.m. or who have already withdrawn the full accumulations from the fund on retirement from service are required to contribute to the EPF Scheme at 12% of the total of pay pIus dearness

allowance per month.

2) Equal amount will be contributed by YASHADA every month.

3) The persons whose pay exceeds Rs.3500/- can also contribute with the consent of both the employer and the employee.

4) The contributions of employees shall be recorded on the contribution cards by the employer and the cards can be inspected by the employees once in two months.

5) Member's account shall be maintained by the P.F. Commissioner and shall show separately (a) Contribution by the member (b) Contribution by the employer and (c) Interest.

6) Interest at the rate prescribed by Government will be credited to the member's account on 1st April each year. In case of refunds the interest will be allowed upto the month preceeding the month of final authorisation of the refund.

7) Facility of nomination in favour of a member of the employee's family is available. Family for this purpose is defined as under :

a) For Male Members: Wife, married and unmarried children, dependent parents and deceased son's widow and children. Wife who has, according to law or custom, ceased to be entitled to maintenance shall not be a member of family.

b) For Female Members: Husband and his dependent parents not expressly excluded by the member, married and unmarried children, her dependent parents and the deceased son's widow and children.

   If a child is legally adopted by some one else it shall be excluded from the family of the concerned member.

8) Facility of financing insurance policies from Provident Fund Account is also available.

9) Withdrawals are permitted for the purpose of (1) purchasing a dwelling/flat or for the construction of a dwelling house including acquisition of a suitable site for the purpose, (2) illness involving hospitalisation for one month or more, major surgical operations and for members suffering from T.B., Leprosy, Paralysis, Cancer, Mental derangement or heart ailment, (3) marriages or post matriculation 'education'. of

Section 4(1)(b)(v)

children and (4) in abnormal conditions such as natural calamities, cut in electricity, physical handicap etc.

10) Interest free refundable advances can be available in special cases such as lockouts, retrenchment, discharge or dismissal challenged in the court of law.

11) Final Payment shall be due on retirement after the age of 55 years or on account of permanent incapacity, before migration out of India, for permanent settlement abroad, mass retrenchment, retirement under voluntary retirement scheme, death of member etc.

Employees' Family Pension Scheme 1971

1) Family consists of :

   a) for male members - wife, minor sons and unmarried daughters.

   b) for female member's-husband, minor sons and unmarried daughters.

2) 1 & 1/6% from the contribution to Employees' Provident Fund Scheme with equal contribution from employer and Central Government to form a Family Pension Fund.

3) All members of Employees' Provident Fund Scheme below the age of 59 - years are automatically members under this scheme. The membership ceases on attaining the age of 60.

4) Particulars of the family are to be supplied to the Commissioner.

5) If the member dies before attaining the age of 60 family pension is payable to the family of the members provided he has contributed to the Fund for one year.

6) Rates of family pension very from Rs.225 to Rs.750f-. Central Government has, by issue of notifications granted suplimentary additions to pension from time to time.

7) Family pension is payable to the family as under :

   a) to the widow or widower upto the date of death or remarriage, whichever is earlier.

   b) failing (a) to the oldest surviving minor son until he attains the age of 21 years; and

   c) failing (a) & (b) to the oldest surviving unmarried daughter until she attains the age of 24 years or marries, whichever is earlier.

Annexure I

Statement showing the amendments / additions to the existing Yashada Service rules 1992

Rule 6.01

"A person appointed to the post in YASHADA will be on probation for a period of minimum two years".

Rule 6.02

"A person appointed on probation shall draw his first increment on the day on which the employee completes a continuous service of 12 months satisfactorily. Subsequent increment of the employee will be released on satisfactory completion of probation and under Director General's orders".

Rule 6.03

"The probation period shall be automatically extended, by the number of days equal to the days of leave, if during the period of probation the probationer enjoys leave of any kind, except casual leave".

Rule 18.01

New Clause (e) should be added after existing clause (d) of Rule 18.01 as under:

18.01 (e) - Scheme of Leave Travel concession for visiting any place in the State once in four years is extended for YASHADA employees which is in addition to the scheme of "Hometown Leave Travel Concession". Thus, in a block of four years, any employee may avail the facility of "Hometown Leave Travel Concession" in a block of two years and "Leave Travel Concession" in a block of next two years as provided in Government Resolution No. RPS/194/184 Seva-5jDl-20, dated 3.1.1995.

Rule 19.03

"The treatment shall include all investigations and other diagnostic facilities, special

Section 4(1)(b)(v)

or ordinary medicines, vaccines, sera or supply of any other thing required for the treatment, preventive and curative medicines as may be prescribed by the medical institutions named in rule 19.01 above. It shall also include all the normal facilities provided to indoor patient viz. diet, blood, transfusion service, delivery of female patients, dental care except cost of dentures and ambulance service, wherever necessary. The Senior and Middle level officers shall be entitled to accommodation in special rooms while Class-Ill employees are eligible for accommodation in Semi Private rooms for hospitalisation. Class-ill employees will be entitled to Rs. 200/- per day or actual charges for such semi-private room whichever is less. Director General's prior permission will be necessary in such cases. The other employees shall be eligible to accommodation in general wards".

Rule 19.10

"As an exception to the aforesaid rules, the employees OT their family members may, in case of ordinary il1nesses, consult medical practitioners nearest to their residence and get reimbursement of the cost of treatment which shall be limited to not more than Rs. 250/- per month for the entire family and will observed on monthly basis. The employees residing on the campus of YASHADA shall, however, consult the medical officer attached to YASHADA in all cases of illness."

REGISTRAR

Yashwantrao Chavan Academy of Development Administration

Pune-411 007.

क्र. आस्था-१२/१९९८/का.स.-३४/यशदा

यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी

पुणे -७.

दिनांक : ६/१०/१९९८

विषय : यशदा सेवा नियम १९.१० अन्वये मिळणाऱ्या वैद्यकीय प्रतिपुतीच्या रकमेबाबत......

संदर्भ : ०१. दिनांक १४.९.९८ रोजी झालेल्या कार्यकारी समितीच्या बैठकीतील विषय क्र. ०७ व त्यावर कार्यकारी समितीतील इतिवृत्तातील मान्यता

- परिपत्रक -

यशदा सेवा नियम १९.१० अन्वये रु. २५०/- इतकी रक्कम किरकोळ स्वरुपाचे वैद्यकीय उपचारासाठी प्रतिपुर्तीने दरमहा देण्यात येते. सदर रक्कम सेवा नियमातील तरतुदीनुसार मासिक तत्वावर न देता वार्षिक तत्वावर देण्यास उपरोक्त संदर्भ क्र. ०१ नुसार कार्यकारी समितीने मान्यता दिली आहे. सदर आदेश दिनांक १ ऑगस्ट १९९८ पासुन लागु होतील.

(जी.एम.पिल्ले)

महासंचालक

यशदा, पुणे - ७.

प्रती,

सर्व अधिकारी/कर्मचारी, यशदा

प्रत,

लेखाशाखा,

आस्थापना-२

निवड नस्ती

Section 4(1)(b)(v)

विषय : दिनांक ११ ऑगस्ट, २००० रोजी झालेल्या कार्यकारी
समितीच्या बैठकीत घेण्यात आलेला निर्णय
यशदा सेवानियमात करण्यात आलेल्या सुधारणा

संदर्भ : दिनांक ११ ऑगस्ट, २००० रोजी झालेल्या कार्यकारी समितीच्या बैठकीतील विषयसूची क्र.
०५, ०६, ०८ व त्याव इतिवृत्तातील मान्यता

परिपत्रक

कार्यकारी समितीच्या ३७ वी बैठक दिनांक ११ ऑगस्ट, २००० रोजी यशदा बोर्डरुम येथे पार पडली.
सदर बैठकीमध्ये यशदा सेवानियमात सुधारणा करण्याचे विषय कार्यकारी समितीने मान्य केला असुन
त्याचा तपशिल यासोबत सहपत्रात आपल्या माहितीस्तव जोडण्यात आलेला आहे.

सदर बदल/सुधारणा हे दिनांक ११/०८/२००० पासून अंमलात येतील.

(किशोरी गद्रे)
निबंधक, यशदा

प्रति.
सर्व अधिकारी/कर्मचारी यशदा

प्रतिलिपी-
१) लेखाधिकारी यशदा
२) निवड नस्ती
३) नोटीस बोर्ड

प्रत माहितीसाठी
१) मा. महासंचालक यांचे स्वीय सहाय्यक, यशदा
२) मा. उपमहासंचालक-एक/दोन याचें स्वीय सहाय्यक यशदा.

परिशिष्ट –१

वाहन खरेदी अग्रिमाच्या सुधारीत रकमा

Sr. No	Type of conveyance to be purchased	Admissibility to specific group of employees	Monetary limit (least of the three/lesser of the two)	Number of equal installments for recovery of principal & interest
1.	New Motorcycle	Whose basic pay is minimum Rs. 3050/-	12 times basic pay or Rs. 45000/- or the cost	Sixty
2.	Old Motorcycle (not more than 5 years old)	Whose basic pay is minimum Rs. 3050/-	6 times basic pay or Rs. 22500/- or the purchase cost	Thirty
3.	New Scooter	Whose basic pay is minimum Rs. 3050/-	9 times basic pay or Rs. 28000/- or the cost	Forty Eight
4.	Old scooter (not more than 5 years old)	Whose basic pay is minimum Rs. 2550/-	5 times basic pay or Rs. 14000/- or the purchase price	Forty Two
5.	New Moped	Whose basic pay is minimum Rs. 2550/-	5 times basic pay or Rs. 14000/- or the purchase price	Forty Two
6.	Old Moped (not more than 5 years old)	Whose basic pay is minimum Rs. 2550/-	3 times basic pay or Rs. 7000/- or the purchase price	Twenty One
7.	New bicycle	Class-III and Class-IV employees in receipt of basic pay of less than Rs. 5000/-	Rs. 2500/- or the cost including sales tax	Ten
8.	Old bicycle (not more than five years old)	Class-III and Class-IV employees in receipt of basic pay of less than Rs. 5000/-	Rs 1250/- or the purchase price	Five

Section 4(1)(b)(v)

क्र. आस्था-१२/का.स.३७/२०००/यशदा, दिनांक २३ ऑगस्ट, २००० चे सहपत्र

यशदा सेवानियमात करण्यात आलेल्या सुधारणा

सेवानियम क्रमांक	करण्यात आलेला बदल
15.10 (b)	सदर सेवाप्रवेश नियमामध्ये परिविक्षाधीन कालावधीवर असणाऱ्या महिला कर्मचाऱ्यांना प्रसुती रजा देण्याची सुधारणा करण्यात आली असुन सध्या अस्तित्वात असलेल्या नियम क्र. १५.१० (वी) मध्ये पुढील मजकूर त्यानुसार नव्याने समाविष्ट करण्यात आलेला आहे. " Leave salary shall be admissible even for maternity leave availed of during probation at the time of first entry service in YASHADA"
26.01 (a)	सदर नियमान्वये वाहन खरेदीसाठी अग्रिम देण्याची तरतूद आहे. त्यामध्ये आता सुधारणा करण्यात आली असून त्याचा तपशिल सोबत परिशिष्ट-१ मध्ये दर्शविल्याप्रमाणे आहे.
17.07	सध्या अस्तित्वात असलेल्या सदर नियमामध्ये खालील मजकूर नव्याने समाविष्ट करण्यात आलेला आहे. "This rule will be applicable on non working days/Holidays also and payment to the concerned employee should be considered separately for the limit of 50% of the basic for the purpose of working day overtime and overtime on holidays."

(निबंधक)

क्र. आस्था-१२/का.स.३७/२०००/यशदा

दिनांक : २३ ऑगस्ट, २०००

विषय : दिनांक ११ ऑगस्ट, २००० रोजी झालेल्या कार्यकारी समितीच्या
बैठकीत घेण्यात आलेला निर्णय

वित्तीय अधिकार मर्यादेत वाढ करण्याबाबत....

संदर्भ : दिनांक ११ ऑगस्ट, २००० रोजी झालेल्या कार्यकारी समितीच्या बैठकीतील विषयसूची क्र. ०४ व
त्यावर इतिवृत्तातील मान्यता

- परिपत्रक -

कार्यकारी समितीची ३७ वी बैठक दिनांक ११ ऑगस्ट, २००० रोजी यशदा बोर्डरुम येथे पार पडली. सदर
बैठकीमध्ये वित्तीय अधिकार मर्यादेत वाढ करण्याबाबतचा प्रस्ताव मान्य करण्यात आला असुन त्याचा
तपशिल या सोबत सहपत्रात आपल्या माहितीस्तवस जोडण्यात आला आहे.

सदर बदल/सुधारणा हे दिनांक ११/८/२००० पासून अंमलात येतील.

(किशोरी गद्रे)

निबंधक, यशदा

प्रति,

सर्व अधिकारी, यशदा

पतिलिपी-

१ लेखाधिकारी यशदा

२ निवड नस्ती

प्रत माहितीसाठी

१ मा. महासंचालक यांचे स्वीय सहाय्यक, यशदा

२ मा. उपमहासंचालक-एक/दोन यांचे स्वीय सहाय्यक यशदा.

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क्र. आस्था-१२/का.स.३७/२०००/यशदा, दिनांक : २३ ऑगस्ट, २००० चे सहपत्र

वित्तीय अधिकारात करण्यात आलेली वाढ

Authority	Item of Expenditures (In Lakhs)		
	Capital	**Non Recurring**	**Recurring**
Executive Committee	15.00	12.00	8.00
Director General	06.00	06.00	06.00
Dy. Director General	03.00	03.00	03.00
Registrar			1.00 + Salary bills independently

(किशोरी गद्रे)
निबंधक, यशदा

क्र. आस्था-२/ रजा मंजूरी/२०००/यशदा

दिनांक : १२ जून, २०००

विषय : यशदातील कर्मचाऱ्यांच्या रजा मंजूर करण्यासाठी सक्षम अधिकारी

कार्यालयीन आदेश

यशदामधील कर्मचारी यांच्या अर्जित तसेच वैद्यकीय रजेचे स्वरुप व त्या मंजूर करण्याचे अधिकार खाली दर्शविल्याप्रमाणे या आदेशाच्या दिनांकापासून लागू करण्यात येत आहेत. तरी सर्व कर्मचारी यांनी याची नोंद घ्यावी.

रजेचे स्वरुप	सक्षम अधिकारी
३० दिवसापेक्षा जास्त कालावधीची अर्जित/वैद्यकीय रजा	मा. महासंचालक यशदा
७ ते १० दिवसापर्यंत कालावधीची अर्जित/वैद्यकीय रजा	उपमहासंचालक -एक, यशदा
६ दिवसांपर्यंतची अर्जित/वैद्यकीय रजा व रजास रोखीकरणाची सर्व प्रकरणे	निबंधक

या संदर्भात यापुर्वी निर्गमित केलेले आदेश रद्द समजण्यात यावे.

मा. महासंचालक, यशदा

प्रति,

सर्व कर्मचारी, यशदा

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POLICY AND PLAN IMPLEMENTATION CELL

Annexure 7
YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-2004/XXXIIIrd BoG/A-12/PC
Dated	September 8, 2004
Empowered Authority	Director General, YASHADA
Subject	To consider the revised recruitment rules of the Academy
Reference	All approved minutes of the Board of Governors meeting held on 27.08.2004 Agenda Item No. BoG:XXXIII : 12 Minute Nos. 79 to 84.
Circulated for Information	All YASHADA Faculty and Staff
Effective from	August 27, 2004

The Hon. Chief Secretary to the Government of Maharashtra in his position as ex-officio President of the Board of Governors at the Yashwantrao Chavan Academy of Development Administration (YASHADA) is crucially responsible for ensuring review of activities and approval by the Board and thereby ensuring the support and guidelines of the Government of Maharashtra.

The XXXIIIrd Meeting of the Board of Governors has provided the mandate to the Academy once again through unanimity in the decisions undertaken. The Board continues to enable growth through system and institutional stabilisation within the Academy.

Introduction

The earlier recruitment rules of the Academy were approved by the XVIIIth meeting of the Board of Governors held on 9 December 1993. The revised recruitment rules of the Academy were presented for approval of the Board of Governors.

The previous functional departments of the Academy included the Rural Systems and Administration (RuSA), Public Systems and Administration (PuSA), the Centers for Disaster Management, Environment and Development and Audio-Visual Production among others. The utilities included the 101-bed capacity hostel prior to the construction of the 26-bed capacity jubilee hostel totaling 129-bed capacity including VIP and VVIP rooms and the 3-programme stream classrooms and mess dining facilities.

Subsequent to the 44th EC held on 17 November 2003 and the 32nd BoG held on 22 January 2004, the Academy's functional departments now include the State Institute of Rural Development (SIRD), the Administrative Training Institute (ATI), the State Institute of Urban Development (SIUD). the Institute for Productive and Empowered Old Age (IPEOA) and the various Centres such as for Environment and Development (CED), Disaster Management (CDM), Information Technology (CIT), Research and Documentation (RDC), Media and Resource (YMRD), and Equity and Social Justice (CESJ). Various Cells establishment since 2003-2004 include the SHG and Micro Finance Cell, the Right to Information Cell, the Special Cell for Cooperation and SHG RUDA Cell. Newly emerging Cells and Centers include the Watershed Development Center (Proposed), Center for innovation and Dissemination and Good Governance, the Centers for Public Health Training and Research, Tribal Development Training and Research and Women and Child Development Training and Research.

Along with the diversity of academic development since the four main streams of training activities during 1986 to 2003, the YASHADA MASTER PLAN has began to

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document and present the need to understand the potential for growth physical and academic for YASHADA in the coming 5/10/15 years. The first phase of the Master Plan during 2003-2006 ensures that most infrastructure projects are identified, new perspectives developed and core academic and research faculty positioned.

The Master Plan was very clearly identified and designated site-specific building projects for the next three years and outlined the general use of each building project. The clarity that is provided by the Campus Master Plan is now part of the Academy's annual training, research and capital planning processes and allows for regular review. Of the sixty-one vacant posts in the regular YASHADA establishment, various department and centers along with posts sanctioned under assistance of the Government of India since 22 January 2004, fifty posts have been filled through deputation/contract and /or regular appointment in the Class I to Class IV cadres as on August 2004. From sanctioned personnel strength of 101 and 82 filled-up posts in September 2003, the Academy has now grown to 143 posts, with 132 filled-up posts and 11 vacant ones.

Revision of the Recruitment Rules

It was therefore felt necessary to considerably strengthen existing processes, create transparent recruitment and promotion procedures, provide clear promotion channels, demarcate the ratio of "Direct recruitment" : "Promotion " : "Deputaiton" intakes and provide for limited-period contractual appointments wherever appropriate individuals are not immediately available.

The Academy also needs to plan towards the personnel requirements for the construction projects envisaged under the aegis of the SIRD Master Plan and the Campus Master Plan. Specialised personnel would be required for infrastructure management and could be recruited against project funds to be received from supporting agencies. The Director General, YASHADA is already empowered to

appoint personnel against positions as and when required on contract basis or on the basis of the existing recruitment rules.

It was therefore felt essential at this crucial period of the Academy's growth to effectively position specific recruitment rules for the numerous positions that are currently existent in YASHADA. These revised recruitment rules will help the Academy provide clearly transparent recruitment procedures, promotion channels, re-organisation of inter-and intra-level posts wherever required within various cadres such as Academic or Administrative Wings.

The revised recruitment rules have separated the categories of officers and staff into four groups, such as :

(A)   Officer whose minimum of the pay scale is Rs. 8,000/-

(B)   Officers whose minimum of the pay scale is Rs. 6,500/- and above

Minute No. 81   Agenda Item No. BoG:XXXIII:12

The "seniority list" should be determined with effect of 1st January on the first week of January and published on an annual basis.

Minute No. 82   Agenda Item No. BoG:XXXIII:12

An amendment at Point No. 11 of the Revised Recruitment Rules would now read as follows:

"11. SELECTION COMMITTEE

There shall be a Selection Committee as would be constituted by the Director General from time to time to recommend the candidates/s suitable for recruitment /promotion. The decision of the Director General in this regard shall be final."

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<u>Minute No. 83</u>　　　<u>Agenda Item No. BoG: XXXIII:12</u>

An essential requirement of knowledge of Marathi Language should be included for Group B, C and D categories of officers and staff, while the requirement would not be compulsory for Group A, i.e. Officers whose minimum of the pay scale is Rs. 8,000/- and above.

<u>Minute No. 84</u>　　　<u>Agenda Item No. BoG : XXXIII: 12</u>

The Revised Recruitment Rules as at Enclosure II was approved by the Board of Governors subject to the amendments suggested in Minutes Nos. XXXIII: 81, 82 and 83.

The Revised Recruitment Rules stand approved with effect from 27 August 2004 and fully replaces the earlier Recruitment Rules and any other amendments as may have been affected from time to time.

The Revised Recruitment Rules are now provided in a complete Handbook of Recruitment Rules hereby titled and recognised as "THE YASHADA RECRUITMENT (REVISED) RULES 2004"

So ordered,

(Ratnakar Gaikwad)
Director General

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
THE YASHADA RECRUITMENT (REVISED) RULES 2004

01. These rules shall be called the 'YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION RULES FOR RECRUITMENT'

02. These rules shall come into effect from 27 August 2004.

03. Definition –

   (i) "Government" – Unless otherwise mentioned, it shall be construed as the Government of Maharashtra.

   (ii) "YASHADA" – Means the Yashwantrao Chavan Academy of Development Administration, Pune – 411 007.

   (iii) "Director General " – Shall mean to refer to the incumbent of the Post of Director General. YASHADA.

04. The categories of officers and staff shall be as under –

   Group 'A' - All officers whose minimum of the pay scale is Rs.8,000/- and above

   Group 'B' - All officers whose minimum of the pay scale is Rs.6,500/- and above but not included in the group 'A'

   Group 'C' - All employees whose minimum of the pay scale is Rs. 3,050/- and above but not included in the group 'A' of 'B'

   Group 'D' - All employees who are not included in the group 'A' ' B' or 'C'

05. MANNER OF RECRUITMENT :

The manner of recruitment shall be through Direct Recruitment, OR Promotion, OR Deputation OR Contractual Appointment.

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The principle for direct recruitment shall be normally, 'Entry at the lowest level' OR 'Entry at any other level as decided by the management and promotion will be as per promotion channel set out for each category in the recruitment rules.

Whenever suitable and /or eligible internal candidates are not available or they are not upto the required expectations or due to administrative exigencies, the post/s will be filled in by deputation of suitable officers/employees from the Government/other State Level Training Institutes recognised by the Government of Maharashtra or India as may be decided by the Director General, YASHADA

Promotion cannot be claimed as a matter of right and shall be on the basis of seniority-cum-merit. After fulfilling the eligibility norms prescribed for each post, the employees shall be deemed to be eligible for promotion. The Promotion shall be subject to availability of posts/and suitability of the employee as would be decided by the selection committee.

06. AGE

There shall be no age limit for promotion of YASHADA employees wherever promotion post is available as per promotion channel in the recruitment rules.

For direct recruitment unless it is not mentioned for the respective post, the age shall be as prescribed by government form time to time.

07. RESERVATION

Reservation for recruitment /promotion as prescribed by the government from time to time shall be adopted.

08. SENIORITY LIST

The seniority list shall be finally published in the first week of January every year with effect of the 1st of January of that year on the basis of the date of entry into regular service on continuos basis in YASHADA. This list shall be

updated every year and published for receiving objections within a specific period of fifteen days and shall become final once such objections are received and finally decided.

09.   SELECTION CRITERIA

The selection of candidates, through various sources of recruitment shall be finalised by the committee appointed and headed by the Director General,. YASHADA

(a)   For Director recruitment

Recruitment shall by selection after open competition. YASHADA employees who fulfill the prescribed eligibility criteria shall be eligible to compete. For recruitment in Group 'B' 'C' 'D', knowledge of Marathi is essential.

(b)   For promotion

The selection shall be on following basis:

- Class IV posts - Seniority-Cum-fitness
- For Class I, Class II and Class III posts – Seniority-Cum-Merit

10.   PROBATION

The direct recruits shall be on probation for a period of tow years, unless it is extended owing to non-passing of a prescribed exam and/or unsatisfactory performance being prerequisite for satisfactory completion of probation.

11.   SELECTION COMMITTEE

There shall be a Selection Committee as would be constituted by the Director General from time to time to recommend the candidate/s suitable for recruitment / promotion. The decision of the Director General in this regard shall be final.

12.   RECRUITMENT RULES

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(a)   The Recruitment Rules of various posts from Faculty, Administration, Accounts and Finance and supporting staff are as per the Annexure Pages.

(b)   The recruitment of personnel required for projects undertaken by YASHADA, on short term basis, may be made by the Director General by appointing suitable candidates on contract, or on deputation of personnel in equivalent scale, for a period of one year at a time not exceeding the term of project.

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Professor (16400-22400)	1) 30% by Direct Recruitment. 2) 30% by Promotion. 3) 40% by Deputation. Note 1: In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation. Note 2 : The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.	Qualification: Ph.D. in the relevant field. Experience : Minimum 10 years experience in Research and Training in a recognized University of Institute. Other Requirement: published books / papers on original work in relevant field. Age : 50 years. Age limit may be relaxed by the Director General in case on deserving candidates	By promotion amongst Associate Professor, who is – Having Ph.D. with continuous and regular service as an Associate Professor in YASHADA for 7 years.	By deputation of Professor from recognized University / Training Institute having qualification prescribed for direct recruitment. OR By deputation of suitable officer from All India Services, with at least 10 years experience. OR By deputation of a suitable officer in the equivalent scale from state govt.	

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Associate Professor (12000-18300)	1) 30% by Direct Recruitment. 2) 30% by Promotion. 3) 40% by Deputation. Note 1: In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation. Note 2 : The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.	Qualification: Ph.D. in M.Phil in the relevant field plus NET / SET. Relaxable in case the candidate is post graduate from IIMs. Experience : Minimum 7 years experience in Research and Training in a recognized University or state level of institute. Other Requirement: Publication on original work in relevant field. Age : 45 years. Age limit may be relaxed by the Director General in case on deserving candidates	By promotion amongst Associate Professor, who is – Having Ph.D. with continuous and regular service as an Assistant Professor in YASHADA for 7 years. Provided further that Assistant Professor with excellent service record may be considered for promotion as Associate Professor after completion of 12 years of service.	By deputation of an Associate Professor from recognized University / Training Institute having qualification prescribed for direct recruitment. OR By deputation of suitable officer of the state / central govt. in the equivalent scale.	

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
3	Assistant Professor (8000-13500)	1) 50% by Direct Recruitment. 2) 50% by Promotion. Note 1: In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation. Note 2 : The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.	Masters degree with at least second class in the relevant / related discipline plus NET / SET. Candidates having Ph.D/M Phil or equivalent qualification will be preferred. Age : 40 years. Age limit may be relaxed by the Director General in case on deserving candidates Experience : At last 6 years experience in Research and Training in relevant / related discipline, preferably in a recognized training institute.	By promotion amongst Research Officer, who is – Having Masters degree with at least second class with continuous and regular service as an Research Officer in YASHADA for 7 years.	By deputation of a suitable officer in the equivalent scale from the Central / State government OR By deputation of a suitable faculty member from recognized University / Training Institute.	

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
4	Research Officer (6500-10500)	1) 50% by Direct Recruitment. 2) 50% by Promotion. Note 1: In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation. Note 2 : The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.	Qualification : Masters degree in Economics, Statistics, Political, Science, Public Administration, Social Science or relevant field with at least High Second Class. Experience : At last 5 years Research experience, preferably in a training institute. Knowledge of computers is essential. Other Requirement: Preference will be given to candidates who have presented / published research papers / documents in the related field in reputed journals or acknowledged research for a. Age : 35 years. Age limit may be relaxed by the Director General in case on deserving candidates	By promotion amongst Research Assistant in YASHADA having an experience of at last for 7 years as Research Assistant.	By deputation of a suitable officer in the equivalent scale from the Central / State Government	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
5	Research Assistant (5000-8000)	1) 50% by Direct Recruitment. 2) 50% by Promotion. Note 1: In case of non availability of eligible candidate for promotion, the vacant post of promotion quota may be filled by persons on deputation. Note 2 : The Director General may engage persons with exceptional qualification or experience on contractual basis as and when required for a period of one year against the quota of direct recruitment in the exigencies of services.	Qualification : Master degree in Economics, Statistics, Political, Science, Public Administration, Social Science or relevant field with at least Second Class. Experience : At least 3 years experience, preferably in a renowned institute/ NGO preferably in a training institute. Knowledge of computer operation is essential. Other Requirement: Preference will be given to candidates who have presented / published research papers / documents in the related field in reputed journals or acknowledged research fora. Age : Not more than 30 years.	By promotion from amongst suitable Course Associate having at least three years as Course Associate. Further, there shall be higher qualifying exam. As would be prescribed by the Director General from time to time..		The requirement to pass qualifying exam. Will be waived in favour of those who cross the age of 45 years.

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
6	Course Associates (4000-6000)	100% by promotion	Not applicable	By promotion from existing suitable Course Assistants having at least three years experience as Course Assistant who have passed a Lower Qualifying Examination as would be prescribed by Director General from time to time. Knowledge of computer operation is essential.	Not applicable	The requirement to pass qualifying exam. Will be waived in favour of those who cross the age of 45 years.

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
7	Course Assistant (3050-4590)	1. 80% by direct recruitment. 2. 20% by promotion amongst class IV suitable employees of YASHADA. Note 1: Director General at his discretion may fill up post/s on deputation from the incumbent of equivalent pay scale and who fulfils the requirement for direct recruitment.	Qualification : Graduate in Economics / Statistics / Political Science / Public Administration, Social Science with minimum Second Class from a recognised University. Provided in case of YASHADA employee, graduation in any discipline. Experience : At least two years experience in a recognised institute. Other Requirement: Knowledge of Computer is essential. Age : Not more than 30 years. Relaxable as per govt. orders from time to time in this regard.	In case of a eligible candidates from class IV the age limit mentioned in column 4 may be relaxed by 5 yeas.		

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Programmer – Research Officer (Computers) (6500-10500)	100% by promotion	Not applicable	By promotion of a suitable Course Associate (Computer) with not less than 5 years experience in that grade in YASHADA.	Not applicable	Redesignated and upgraded as per decision of the BoG held on 22/1/2004. (Vide Supplementary Agenda Item no. BoG XXXII: 19 (6) – (A) and Minute No. 92)

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Course Associate (Computer) (4000-6000)	100% by direct recruitment	Qualification : Graduate in any faculty with diploma in computer management from recognised university / institute OR Bachelor of Computer Science (BCS) degree management from recognised university. Experience : At least 3 years relevant experience. Other requirement : Candidates with experience in Teaching / Training institute would be preferred.	Not applicable	Not applicable	Redesignated and upgraded as per decision of the BoG held on 22/1/2004. (Vide Supplementary Agenda Item no. BoG XXXII: 19 (6) – (A) and Minute No. 92)

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
7	Registrar (10650-15850)	This post shall be filled by deputation from an officer not less than Selection Grade Deputy Collector OR equivalent officer from MDS Cadre of GoM.	Not applicable	Not applicable	Applicable as mentioned in Ratio of Recruitment.	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
6	Accounts Officer (8000-13500)	This post shall be filled by deputation from an incumbent having equivalent pay scale with minimum 3 years experience in that scale from Accounts and Treasuries Dept. of GoM.	Not applicable	Not applicable	Applicable as mentioned in Ratio of Recruitment.	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
5	Assistant Registrar (6500-10500)	100% by promotion	Not applicable	By promotion of a suitable and eligible candidate from amongst the Assistants with not less than 3 years experience in that grade.	Not applicable	Vide BoG resolution BoG : XXIV dated 22/5/98. The post of Programme Officer is abolished and incumbent working on this post is redesignated as 'Training Manager'. Since this action caused delinkage to the further promotion of a Assistant it is proposed that the post of Manager, Marketing / Hostel Manager / Programme Officer / Campus Manager (proposed to be created) (which is equivalent in pay to the post of Programme Officer) may redesignate as 'Assistant Registrar' / Hostel Manager / Training Manager / Campus Manager (proposed to be created) respectively along with incumbent presently working on it. This will provide further promotional Linkage / Channel in Administrative wing.

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
4	Head Accountant / Assistant Accounts Officer (5500-9000)	100% by promotion Note : In case of non availability of eligible candidate for promotion, the vacant post may be filled by deputation from Maharashtra Finance and Accounts Services Class III employee.	Not applicable	By promotion of the Assistant with 3 years experience.	Applicable as mentioned in Ratio of Recruitment	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
3	Assistant (5000-8000)	100% by promotion.	Not applicable	By promotion from amongst Senior Clerks who have acquired 3 years experience in that grade. Further, there shall be higher qualifying exam, as would be prescribed by the Director General, from time to time.	Not Applicable	Employees those who are – i) Employed in YASHADA before 1/1/93 and ii) Passed lower qualifying exam. And iii) Working in the cadre of Senior Clerk for not less than 7 years will be exempted from higher qualifying exam.

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Senior Clerk (4000-6000)	100% by promotion.	Not applicable	By promotion of a suitable Clerk-Cum-Typist with 3 years experience in YASHADA. Further, there shall be lower qualifying exam, as would be prescribed by the Director General, from time to time.	---	The requirement to pass qualifying exam. Will be waived in favour of those who cross the age of 45 years.

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Clerk-cum-Typist / Computer Operator (3050-4590)	1. 80% by direct recruitment. 2. 20% by promotion from amongst class IV graduate employees of YASHADA	Qualification : Graduate in any faculty7. Experience : 2 years experience in Accounts or Administrative work. Other Requirements : Candidates must have a typing speed of 40 w.p.m. (English) and 30 w.p.m. (Marathi). Knowledge of Computer Operation is essential. Age : Not more than 30 years. Relaxable as per Govt. orders from time to time in this regard.	As mentioned in Column No. 3	---	

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Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
3	Senior Librarian (6500-10500)	100% by promotion	Not applicable	By promotion of the Librarian with not less than 3 years experience in that grade of Librarian in YASHADA. However of the Librarian must acquire M. Lib. Degree in order to be eligible for promotion	Not applicable	To provide further promotion channel for librarian. It is proposed that this post may filled in by promotion only.

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Librarian (6500-10500)	100% by promotion	Not applicable	By promotion of the Assistant Librarian with not less than 3 years experience in that grade in YASHADA.	Not applicable	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre & Scale	Ratio of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Assistant Librarian (5000-8000)	100% by Direct Recruitment	Qualification : Graduate in any discipline with Bachelor's degree in Library Science. Experience : At least 5 years experience in a library of a University / College / Training Institute. Other Requirements : Knowledge of Computers will be an added advantages.	Not applicable	Not applicable	

Section 4(1)(b)(v)

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Hostel Manager (6500-10500)	100% by direct recruitment	Qualification – Degree in any faculty with Diploma in catering. House keeping and /or Hotel Management from recognised institute. Experience – At least 5 years relevant experience in a reputed organisation. Other requirement – Candidates having experience in training institute will be preferred.	Not applicable	Not applicable	This post is taken in A.R. Cadre

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
3	Stenographer (Selection Grade) (7450-11500)	100% by promotion	Not applicable	By promotion of a suitable Stenographer (Higher Grade) who has not less than 3 years continuous service in that grade in YASHADA	Not applicable	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Stenographer (Higher Grade) (6500-10500)	100% by promotion	Not applicable	By promotion of a suitable Stenographer (Lower Grade) with 3 years experience in that grade in YASHADA, subject to having acquired speed of 120 w.p.m. in English and Marathi Shorthand.	Not applicable	

Section 4(1)(b)(v)

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Stenographer (Lower Grade) (5500-9000)	100% by direct recruitment	Qualification – Graduation with shorthand speed of 100 w.p.m. and typing speed of 40 w.p.m. both in English and Marathi. Experience – 3 years in reputed organisation. Other Requirements – Must be fully conversant with MS Office and having other knowledge of computer.	Not applicable	Not applicable	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Assistant Publication Officer (5500-9000	100% by direct recruitment . Note : Director General, if required in exigencies of services, may fill up the post of deputation from the incumbent of equivalent pay scale and who fulfils the requirements for direct recruitment.	Qualification – 1) Graduate in any discipline with post graduate qualification in journalism and mass communication. 2) Computer proficiency especially in DTP. Experience – At least 3 years experience in editing, formatting, law-out of various publications both in Marathi and English.	Not applicable	By deputation of a suitable candidate from state/central Govt. in publicity dept./dept. of industries.	

Section 4(1)(b)(v)

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Audio Visual Officer (5500-9000)	1) 50% by direct recruitment. 2) 50% by promotion.	Qualification – Graduate in any faculty with recognised Certificate course in Videography/Photography. Experience – At least 5 years relevant experience in trade. Other Requirements – Should be capable of Film Shooting, Covering Projects /Even and editing the films/documentaries as evidenced by proof of actual performance.	3 years experience as a Audio	Not applicable	Redesignation of post of proposed.

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Audio Visual Assistant (4000-6000)	100% by direct recruitment	Qualification – S.S.C. with Certificate course in Cinema Operation/Projectionist. Experience – 2 years experience in operation and maintenance of Audio Visual equipments. Other Requirements – Candidates with experience in Photography/Video Shooting will be preferred.	Not applicable	Not applicable	Redesignation of post of proposed.

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Telephone Operator (3050-4590)	100 % by direct recruitment	Qualification – Graduate with Certificate course of Telephone Operator and Receptionist. Experience – 2 years experience in a reputed organisation. Other Requirements – Knowledge of operating EPABX/Fax machine and various telephone systems is a must.	Not applicable	Not applicable	

Section 4(1)(b)(v)

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Estate Manager (8000-13500)	This post can be filled in by direct recruitment OR by deputation OR by contract as and when suitably decided by Director General	Qualification – Diploma Or Bachelors degree in Civil Engineering from the recognised university. Experience – Not less than 5 years experience of execution of large construction works, projects and maintenance of civil work in reputed organisation.	Not applicable	By deputation of an officer in the cadre of Deputy Engineer of PWD. GoM.	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Junior Engineer (Electrical) (6500-10500)	This post can be filled by direct recruitment OR by deputation as and when suitably decided by Director General.	Qualification – Diploma in Electrical Engineering from the recognised university. Experience – 3 years experience of electrical installation and maintenance in reputed oragnisation.	Not applicable	By deputation from officer in the cadre of Junior Engineer (Electrical)/ Assistant Engineer of PWD. GoM.	

Section 4(1)(b)(v)

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Plumber (3050-4590)	100 % by direct recruitment	Qualification - S.S.C. with I.T.I. course in Plumbing. Experience – At least 2 years experience in trade. Other Requirements – Preference will be given to candidates with higher technical qualification	Not applicable	Not applicable	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Wireman (3050-4590)	100 % by direct recruitment	100 Qualification – 1) I.T.I. Certificate a Holder. 2)P.W.D. License Holder. Experience – At least three years experience as Wireman in Reputed Company, Government/Semi Governments Offices preferable where Hostel/Residential accommodation facility is available.	Not applicable	Not applicable	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Driver (3050-4590)	100 % by direct recruitment Note : Director General, if required in exigencies of services, may fill up the post on deputation or on contract.	a) Must possess a valid license of Transport Vehicle (heavy) under Motor Vehicle Act 1988. b) Must have passed at least VIII std. and must be knowing Marathi and Hindi languages. c) Must have a good physique and knowledge of geographical territories. d) Must have at least 5 years experiences in driving a Transport Vehicle (heavy) Must have good knowledge to attend to minor repairs. e) Person having Public Service Vehicle Authorisation (PSVA) badge will be preferred.		Not applicable	

Section 4(1)(b)(v)

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	Driver-Cum-Cleaner (2550-3200)	100% by direct recruitment.	Qualification – Must have passed at least VIII standard (However, these qualifications shall not apply to those already in the employ of YASHADA and such employees shall not be held ineligible for promotion on this account). and must have basis knowledge of Marathi, Must posses valid licence for driving Light Motor Vehicles and Auto rickshaw. Experience – Must have at least 3 years experience in driving light motor vehicles and auto rickshaw. Other Requirements – Must have good physical health and clean habits. Must have knowledge of traffic rules and regulations. Must have some knowledge of geographical territories in Maharashtra. Must have a fair amount of technical knowledge about vehicle maintenance.			It is proposed to upgrade this post to the post of Driver (Pay Scale 3050-4590) along with the incumbent presently working on it after he is found eligible. If he is not found eligible, the incumbent will continue in the same post till retirement and the upgradation will be effected thereafter.

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Naik (2610-4000)	100% by promotion	Not applicable	By promotion of the Senior most General Attendant who has passed VIII std. and who has not less than 5 years experience in that grade.	Not applicable	

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
2	Operator (Fast Copier Machine) (2610-4000)	100% by promotion	Not applicable	1) By promotion of the Senior most General Attendant who has passed VIII std. and who has not less than 5 years experience in that grade. 2) Xerox machine operating experience is essential.	Not applicable	Since Cyclostyling machines are no more in existence. it is proposed to redesignate these posts.

Section 4(1)(b)(v)

Recruitment (Revised) Rules 2004

Sr. No.	Cadre and Scale	Ration of Recruitment	Requirement for Direct Recruitment	Requirement for Promotion	Requirement for Deputation	Remarks
1	2	3	4	5	6	7
1	General Attendant (2550-3200)	100% by direct recruitment	Qualification – Must have passed VIII std. and must be able to converse to Marathi. Experience – At least 1 year experience in office /small organisation. Other Requirements – Knowledge of Xerox operating and fast copier machine would be an added advantage.	Not applicable	Not applicable	

YASHADA

POLICY

CIRCULAR

2003-2004

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

Mr. Ratnakar Gaikwad, IAS, Director General, YASHADA

This document is to be referred to as:

YASHADA Policy Circulars 2003-2004, Yashwantrao Chavan Academy Of Development Administration.

Contact Persons for the YASHADA Policy Circulars 2003-2004.

Director General	Shri. Ratnakar Gaikwad, IAS
	Director General, YASHADA and
	Member, Board of Governors,
	YASHADA and Chairman,
	Executive Committee, YASHADA.
Deputy Director, General Administration	Shri. Ashok Deshpande, IAS (Retd.)
Head, Policy and Plan Implementation Cell	Dr. Bharat Bhushan
	Head, Centre for Environment and Development
Registrar, YASHADA	Shri. Yuvraj Poman

Contact Details, Phone Fax and E-mail:

Phone Nos.: (020) 25657360 / 62, 25650064. Fax No.: 25659135
Director General : 25657331
Website: http://www.yashada.org
Email : Director General = rgaikwaddg@hotmail.com
Dr. Bharat Bhushan = bharatbhushan@yahoo.com

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

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14	01 Mar. 2004	Regarding establishment of YASHADA Policy and Plan Implementation Cell	XXXIInd BoG/2004/P&P/Action/PC/28	48
15	08 Mar. 2004	To approve the list of proposed training programmes for the year 2004-05.	XXXIInd BoG/2004/P&P/Action/Memo/05	53
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17	29 Mar. 2004	Establishment of the YASHaDA Media and Resource Centre	PC/2003-04/YMIRC/001	56
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YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

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PART TWO

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2	29 Mar. 2004	Establishment of the YASHADA Media and Resource Centre	PC/2003-04/YMRC/ 001	4
3	10 Jun. 2004	Establishment of the 'Self Help Group and Micro Finance Cell'	PC/2003-04/10A/004	7
4	10 Jun. 2004	Establishment of the 'Institute for Productive and Empowered Ageing'	PC/2003-04/10A/004	16
5	30 Jun. 2004	Purchase and Expenditure Committee	Admin/Pur/2003-04/002	22
6	05 Jul. 2004	Approval of Traveling Expenses for Guest Speakers	Admn/GF/Travel/204/ YASHADA	23
7	20 Jul. 2004	Setting up of Library Book Selection Committee	LIB/LBSC/2004	24
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9	18 Aug. 2004	Setting up of the Center for Public Health, Training and Research	PC/2004-05/CPHTR/ 004	31
10	18 Aug. 2004	Setting up of Center for Women and Child Development, Training and Research	PC/2004-05/ CWCWTR/ 004	35
11	18 Aug. 2004	Setting up of the Center for Tribal Development, Training and Research	PC/2004-05/CTDTR/ 004	38

YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2003-04/W-FA/001
Dated:	18 October!2003
Empowered Authority:	Director-General, YASHADA
Subject:	Work Norms and Performance Rating System for YASHADA Faculty
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee Members, YASHADA Recruitment Committee YASHADA Desk, GAD. Govt. Of Maharashtra
Circulated for necessary compliance to:	All YASHADA Faculty and Staff
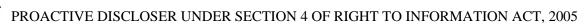
Background: The appended work norms have evolved from a decade-long exercise of quantification of YASHADA faculty's performance, and are based on the recommendations, inter aia, of the High-powered Evaluation Committee (1991) under the chairmanship of then ACS (Home), as well as an Internal Work Norms Committee (1994) set up under then DDGs, While the Evaluation Committee made fact-finding visits to 4 reputed institutes viz. IIM Ahmedabad, NIRD Hyderabad. HPMDI Pune, and NIBM Pune; the Internal Committee took into account the practices in other training institutes like RIPA Jaipur, and MPAPA Bhopal. At that time, YASHADA was also instrumental in finalising the recommendations on Faculty Work Norms at STls formulated by ASTI.

Objectives: The current exercise has two clear objectives:

- To make optimal utilisation of the human resources and physical infrastructure available at YASHADA, to achieve its mandatory goals of training and research;
- To provide YASHADA faculty and management with clear benchmarks for a fair and transparent appraisal of individual performance.

Methodology: The enclosed work norms and performance rating criteria have been arrived at by systematic consultations with the faculty, and have been finalised as per the consensus arrived at, in a special faculty meeting convened by the Director General on 15 October 2003.

Implementation: The Work Norms will come into effect retrospectively from 1 September 2003, with proportional modifications where necessary.

Monitoring: Adherence to Work Norms will be monitored through a suitably designed MIS, monitored in monthly MIS Meetings, under the Director-General's chairmanship.

So ordered.

Ratnakar Gaikwad, IAS
Director-General, YASHADA

Enclosures:

1. Work Norms Table
2. Performance Rating Criteria
3. Monitoring Component of MIS
4. Format for Annual Confidential Report

Activity	Wt	Professor	Associate Professor	Assistant Professor	Research Officer
Training in course weeks1	30	10	10	10	10
Teaching in 90 minute sessions2	30	80	80	80	50
Research	20	1 Original report / proposal / monograph OR 1 Team Project3 (Direction & Supervision)	1 Original report / proposal / monograph OR 1 Team Project (Direction & Supervision)	1 Original report / proposal / monograph	4 Complications OR Editing and publishing of 4 Journals
		2 Original publications	2 Original publications	2 Original casestudies	Data collation, analysis and presentation, for Teach Research projects

Note 1 :

- 1 Course-week to be given for a single course / workshop of 3-5 days.
- A course / workshop of 1-2 days will count as 0.5 Course-weeks.
- In case of longer courses, each subsequent week = 0.5 Course-week. e.g. A 3-week course = 2 Course-weeks, 6 weeks=3.5 Course-weeks etc.

Note 2 :

- At least one third lectures to be taken in programmes conducted by another faculty member.

Note 3 :

- Direction / Supervision of Team Research Project will mean : Initiation of Project, Preparation of Proposal for Funding, Research Design, and Report Writing.

Enclosure 2 : Performance Rating Criteria

The main aim of this exercise is to provide objective criteria for writing the Annual Confidential Report (ACR) of individual Faculty members:

The Performance Rating Criteria have been set as follows:

Activity	Maximum Possible Score (out of 100)
Training	30 points
Teaching	30 points
Research	20 points

Thus, a faculty member may score a maximum of 80 points out of 100, for satisfactory compliance with the Work Norms given in Enclosure 1.

Failure to achieve specified norms would result in proportionate deduction in scores.

The balance 20 points will assess the faculty member's contribution in qualitative terms, and assess:
- His / her character, behaviour, interactions within the organization and outside.
- Any self-development activities undertaken.
- Any contribution to institution building and organization development etc.
- Any achievements in socio-cultural activities, sports etc.
- Any awards and citations received etc.

In exceptional cases where contribution to institution-building would result in earning more than 100%, a Peer Review Group would decide on an Incentive Scheme consisting of additional increments, cash awards etc, on a case-by-case basis.

Based on the composite score out of 100 points, the ACR ratings will be as follows:

Score	Remarks in ACR
90 points and above	Outstanding
80-89 points	Very Good
70-79 points	Positively Good
60-69 points	Good
50-59 points	Average
Below 50 points	Below Average

Section 4(1)(b)(v)

Individual Reporting Format for Faculty			
Name & Designation			
Activities Completed in the Month under Report			
			Points Scored
	Course-weeks		
Courses	xxx		xxx
	Own Programme	Other's Programme	
Teaching Sessions	xxx	xxx	xxx
Research activity completed during month under report			
Institution-building activity			
Personal Development			
Awards or Citations			

Enclosure 4 : Format for Annual Confidential Report

A.   General:

Name:	
Designation:	
Date of Birth:	
Date of Joining:	
Period under review:	
Reporting Officer:	
Reviewing Officer:	

B.   Scores out of 80, based on Work Norms:

Activity	Score
Training :	
Teaching :	
Research :	
Sub-total I	

C.   Scores out of 20, based on Reporting Officer's Assessment:

Description	*Score*
Moral Character and personal behaviour	
Self development	
Interpersonal skills	
Extramural Achievements / Awards, Citations	
Sub-total II	

D.   Score obtained in peer review of institution-building activity:

Sub-total III	

GRAND TOTAL	

PERFORMANCE RATING	

Section 4(1)(b)(v)

E. **Remarks and Recommendations of Reporting Officer :**

Date :   Signature :

F. **Remarks and Recommendations of Reporting Officer :**

Date :   Signature :

YASHADA POLICY CIRCULAR

Policy Circular No:	**PC/2003-04/MOU/00 1**
Dated:	17 November 2003
Empowered Authority:	Director-General, YASHADA
Subject:	Guidelines for the signing of a Memorandum of Understanding (MOU)
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee YASHADA Desk, GAD, Govt. of Maharashtra.
Circulated for necessary compliance to:	All YASHADA Faculty and Officers

Background: Now that YASHADA has established itself as one of the country's leading State Training Institutes, it needs to expand its sphere of activity into other areas of training and research. As part of this expansion, it is proposed to sign a series of Memoranda of Understanding (MOUs) with sister institutes and sector specific Non-government Organisations (NGOs), to strengthen the capacity building network.

Objective: There are two objectives behind the issuance of this circular:

- To standardize practices at YASHADA in drafting and signing of MOUs;
- To provide the other parties to such MOUs, with a clearly defined interface at YASHADA in terms of one designated Nodal Officer.

Implementation: These guidelines will come into effect immediately, and adherence to guidelines on MOUs will be monitored by Registrar's office.

So ordered.

Ratnakar Gaikwad, IAS
Director-General, YASHADA

Enclosures:
1. Guidelines on MOUs
2. Office Order No. ORDER/2003-04/MOU-NO giving the list of Nodal officers, effective immediately and until 31 March 2005

Section 4(1)(b)(v)

Enclosure 2: Order listing Nodal Officers

OFFICE ORDER

ORDER/2003-04/MOU-NO

17/11/2003

To be read in conjunction with Policy Circular No: PC/2003-04/MOU/001
Dated 17/11/03

The role of the Nodal Officer as envisaged. in the above Policy Circular will be:

* To identify likely collaborators in his /her designated sector;
* To negotiate the details of a collaboration;
* To draft and finalise an MOU along the guidelines indicated above;
* To monitor and evaluate the joint activities;
* To report on the progress and completion of joint activities; and
* To coordinate all formalities, compliances, obligations etc.

02. For the sake of continuity, a Nodal Officer should preferably be a long-term / core faculty member of sufficient seniority, who can provide the interface with external agencies even while individual activities under an MOU may be carried out by other faulty and staff at any level. Therefore, the Director-General is pleased to notify the following as Nodal Officers for their respective sectors, effective immediately and until 31 March 2005.

* Shri R L Chavan, Assistant Professor: Rural and Social Sectors
* Shri Lothe, Associate Professor: Public Administration Sector
* Smt Nasrin Siddiqui, Associate Professor: Housing and Urban Sector, and General Management inputs
* Dr Rajan Gengaje, Professor: Disaster Management, Public Works, Engineering, and related areas.
* Dr Bharat Bhushan, Associate Professor: Environment, Forestry, Water Resources Management, and Agriculture sectors

Ratnakar Gaikwad, IAS
Director General

Enclosure 1: Guidelines on MOUs

All YASHADA Faculty and Officers will adhere to the following guidelines while negotiating, drafting and finalizing a Memorandum of Understanding with an external agency.

1. Every project where an <u>external agency</u> is involved - either as partner or donor must be initiated only after the signing of MOUs by all parties;

2. All MOUs should be in a clearly <u>delineated area of activity</u> (e.g. Training in In structure Finance, or Public Sanitation; or Preparation of an Environment Status Report; or Action Research to study rural Labour Cooperatives etc.);

3. All MOUs where the financial implications are over <u>Rs. One Lakh</u> should necessarily be referred to YASHADA's legal counsel for vetting;

4. An MOU can only be signed on behalf of YASHADA by the <u>Director-General</u>;

5. The <u>Registrar</u>, YASHADA, shall be the official custodian of all MOUs;

6. Where there are <u>financial aspects</u> involved these should be clearly spelt out in each MOU, and administrative aspects like issuance of UCs, maintaining a separate account / head etc. should be delineated, and the YASHADA Accounts Officer should receive written instructions from D-G / Registrar in each case;

7. Every MOU will designate a <u>nodal officer</u> who will coordinate the operational aspects such as filing progress reports, utilisation certificates, raising bills, filing final reports/outputs, evaluation and monitoring etc.

8. Nodal officers will report directly to D-G and may be replaced only after <u>due deliberation</u> and at the discretion of the Director-General, YASHADA.

9. Although the actual style of an MOU may be dictated by the requirements of the other parties involved, it is desirable that every YASHADA MOU contain the following <u>elements</u>:

   - Brief description of the collaborating parties
   - Need for, and objectives of, the proposed collaboration
   - Commitments of both sides

- Modalities for achieving joint objectives
- Proposed joint activities (which may be spelt out in a separate Schedule)
- Financial Implications and modalities of accounting
- Time Frame
- Designated Nodal Officers; and
- Arbitration agency in case of dispute

Pune
17/11/03

Registrar

No. DG/Accts/TA-DA
Dated 18th November, 2003

Revised Policy Circular

The circular No. Accts/T.F/2003-2004, dated NIL being ambiguous in nature is hereby cancelled and revised circular is being issued as follows.

As per YASHADA Service Rules if any staff / faculty member travels out of station for official purpose, he/she is entitled for DA in order to meet his/her expenses on account of accommodation, food etc. However, in many places it is not possible to bear the cost of accommodation in private institute or hotel as well as the food charges within the limited DA. The YASHADA staff / faculty is put to lot of inconvenience because of this.

In fact YASHADA service rules (Rule 16.05 (f)) very clearly states that "whenever lodging and boarding is provided free while on tour, the employee shall be entitled 1/4th of the DA admissible to the employee".

In view of the above provision, it is hereby ordered that YASHADA staff / faculty while on tour would be entitled to stay in a hotel and their expenses on account of hotel charges and food charges would be borne by YASHADA and in such an event, the employee shall be entitled to 1/4th DA admissible, provided the rates are reasonable and got approved from DG.

(Ratnakar Gaikwad)
Director General

All faculty and staff

Section 4(1)(b)(v)

Policy Circular No:	PC/2003-04/PUR/001
Dated:	24 November 2003
Empowered Authority:	Director-General, YASHADA
Subject:	Setting up of an Internal Purchase Committee
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee YASHADA Desk, GAD, Govt. of Maharashtra
Circulated for necessary compliance to:	All YASHADA Faculty, Officers and Staff

Background: In the internal meeting of HODs and departmental coordinators, held on the 14th of November, 2003, a view was expressed that acquisition of vital equipment like computers, and audio-visual aids etc; as well as routine purchases like stationery and consumables, was often delayed because of the lack of an effective purchase system and mechanism. Therefore a joint decision was taken, to set up an internal YASHADA Purchase Committee, with representatives from all sections of YASHADA faculty and administration.

Objective: The objectives behind setting up a YASHADA Purchase Committee are:

- To standardize practices and procedures such as processing indents received. finalising contracts with suppliers, calling for quotations and issuing tenders;
- To encourage a consensual approach, so that purchases (especially of infrastructure facilities like furniture etc) are in consonance with YASHADA's ambience and Master Plan.
- To streamline the process of administrative and financial sanctions, so that a 'zero audit objection' state is achieved in YASHADA, and the suppliers too are paid promptly for goods and services provided.

Constitution of the Purchase Committee: The internal YASHADA Purchase Committee (YPC) will, consist of the following:
1. Registrar
2. Accounts Officer
3. Representative of Faculty
4. Representative of Campus Committee
5. Representative of Staff (Purchase desk)

Powers of the YASHADA Purchase Committee: This Committee will meet once a week in the Registrar's chamber to review all indents received, and proceedings

will be minuted and maintained b y Purchase Desk. Purchases will be first routed
through available rate contracts/ contracted suppliers. Where this is not possible, the
following rules wilt apply:

Rules to be followed in making purchases:

* Purchases up to Rs 5,000 will be permitted without calling for quotations (This rule is
  also applicable to all HODs, while making purchases from the imprest amounts given
  to them.)

* For purchases beyond Rs 5,000 but less than 50,000, the Committee may ask for at
  least 3 quotations, and depute at least one of its members to personally verify the
  options. In certain cases where certain equipment etc. is to be procured directly from
  manufacturers, or the reasonableness of price is ascertained by Committee members,
  there would be no need to get 3 quotations.

* The Committee is not bound to accept the lowest quotation (for reasons of quality
  etc.) However, the reasons for any deviation from this norm must be clearly recorded
  on file and countersigned by all members.

* Once the Committee makes its recommendation, and the due procedure has been
  followed, the powers of administrative sanction before making a purchase will be
  with Registrar up to Rs 1 lakh, and the Director-General beyond Rs 1 lakh. (The
  Director-General may in turn, delegate these powers to HODs etc at his/her
  discretion.)

* The person indenting for a particular purchase will be kept informed of the progress
  of the purchase, periodically.

* If the Committee turns down a request, the person requesting a purchase shall be
  notified the reasons in writing within 2 days, as a courtesy.

These provisions will come into effect immediately from the date of issue of this circular.

So ordered.

Ratnakar Gaikwad, IAS
Director-General, YASHADA

Enclosures:
1. Indent form (only to be used in case indented item is not on YASHADA stock list)
2. Nominees to Purchase Committee, effective immediately and until 31.03.2005

OFFICE ORDER

ORDER/2003-04/PUR-YPC
17/11/2003

To be read in conjunction with Policy Circular No: PC/2003-04/PUR/001 Dated 24/11/03

The Director-General is pleased to nominate the following persons to the internal YASHADA Purchase Committee: .

1.	Smt Nasrin Siddiqui	Registrar
2.	Smt Anjali Deshmane	Accounts Officer
3.	Shri M N Lothe, IES	Representative of Faculty
4.	Dr Bharat Bhushan	Representative of Campus Committee
5.	Shri Kalu Mangalwedhekar	Representative of Staff (Purchase desk)
	(Committee Secretary)	

Shri Lothe will also provide guidance in the drafting, issuance and award of all tenders.

It is further stated that:
1.   The Committee is required to meet at least once a week, to review indents and make recommendations for purchase, or reject requests;
2.   The Committee may (by invitation) induct a technical expert or adviser if and indent so requires;
   3. The Committee Secretary will be responsible for minuting the proceedings of Committee Meetings, and implementing its decisions; and
4.   Changes in the nominees may be made .at D-G's discretion at any time, without notice.

The above nominations come into effect immediately and will remain in effect until 31 March 2005.

Registrar

For Office Use Only

1.	Indent received From : On:		
2.	Item Indented		
3.	Quantity required		
4.	Estimate Cost		
5.	Recommended by YPC for purchase on:		
6.	Mode of purchase: (attach proof of process separately)	Rate Contract	Rs.
		Quotations	Rs. Rs. Rs.
		Tenders:	Lowest: Rs:
7.	Administrative Sanction		
8.	Item Received on (date)		
9.	Item taken on Stock Register:	By :	
		Reg No:	Name and Signature:
		Date:	
10.	Copy of this form sent to Accounts on:		

Signature of Purchase Clerk:

Enclosure II

INDENT FORM FOR PURCHASES

Please use separate form for each item

1.	Indented by:	
2.	Item Indented with detailed description (including technical specifications, configuration for hard ware etc.)	
3.	Quantity required	
4.	Required by (date)	
5.	Reasons (in brief)	
6.	Under which Accounting Head?	

Date :   Signature :

Committee's decision: Recommended / Rejected

Registrar

YASHADA POLICY CIRCULAR

Policy Circular No.:	PC/2003-04/RDC/00 1
Dated:	24 November 2003
Empowered Authority:	Director-General
Subject:	Setting of YASHADA R&D Cell and First Meeting of R&D Cell
Circulated for information to:	All HoDs, YASHADA All Faculty Members, YASHADA
Circulated for necessary compliance to:	Prof. K.S. Nair, Shri. Arvindrao Surve and Dr. Rajan Gengaje

Background:

Following discussions in the First Think Tank Meeting and further to the presentation made by Prof. Rajan Gengaje on the R&D Cell in the Second Think Tank meeting, it has been decided that a YASHADA Research & Development Cell (R&D Cell) be set up in YASHADA. The details related to R&D Cell's membership, structure and composition, role and functions etc. will be as laid out in the attached note on the Cell.

Objectives:

Taking up research that is useful to the Government as well as society at large is mandatory for YASHADA. In view of this, the R&D Cell is set up:

- To take up research for enhancing general as well as specific knowledge,
- To understand and explain development processes,
- To solve specific problems and
- To address and facilitate options for policy formulation

Monitoring of R&D Cell:

Every month a day will be fixed for a meeting to monitor the functioning of the R&D Cell.

So ordered.

Ratnakar Gaikwad, IAS
Director-General, YASHADA

Enclosure:
Note on YASHADA R&D Cell
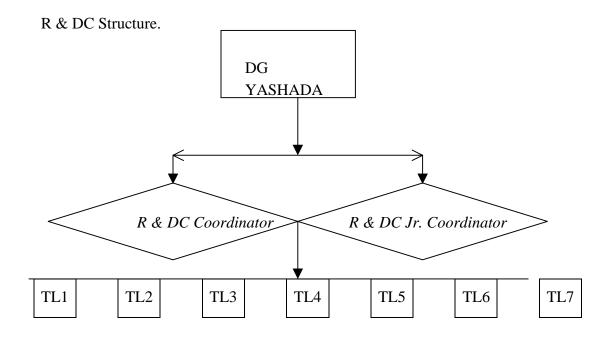
Research & Development Cell (R & DC)

YASHADA, Pune

1.0   Setting Up R & DC: Structure & Composition

The Research & Development Cell of YASHADA (R & DC) will be a vibrant, all-time active arm of the institute which will serve as a laboratory for studying practical development issues, analyzing existing information, exploring new avenues to solve problems confronted and present several options for policy decision making.

Each YASHADA Academic Center will nominate one Team Leader (TL). The Team Leader will be at liberty to include as many members as he/she deems appropriate for a particular research project. Thus, including the R & DC Coordinator and Joint Coordinator, there will be nine members in the R&D Cell. An in-house senior faculty member will take up responsibility as Joint Coordinator of the R DC.

R & DC Structure.

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                    │   YASHADA    │
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         ▼                 ▼                 ▼
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  ╱ R & DC         ╲          ╱  R & DC Jr.         ╲
  ╲ Coordinator    ╱          ╲  Coordinator        ╱
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 │TL1 │ │TL2 │ │TL3 │ │TL4 │ │TL5 │ │TL6 │ │TL7 │
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2.0   Mission and Functions of R & DC:

Mission

Embark upon research for enhancing general as well as specific knowledge, understand and explain development processes, solve specific problems and address and facilitate policy formulation as required.

Functions

- Continually keep informed of latest developments in respective fields by referring to subject-matter journals and websites, interaction with field personnel and active professionals in the area.
- Routinely examine / study the changing development issues and challenges and formulate research ideas.
- Prepare a list of current development issues and challenges, the knowledge gaps etc. by thematic areas addressed by each Centre.
- Prepare and present to all YASHADA staff a summary of latest developments and concerns - once in three months.
- Liaise with HoDs for documenting current issues/challenges in respective subject areas.
- Formulate research questions, research projects along with budgets.
- Take up and complete research for concerned subject areas.
- Ensure that research results are publicized widely.
- Ensure that research findings ale appropriately incorporated into training.
- Ensure that the research work completed has a end-user.
- Following specific research findings, facilitate and guide formulation of government policies as required by changing times.
- Explore external funding support for research to be taken up.

3.0   Specific Role of R&DC Members

- Regularly attend and participate in R & DC meetings called.
- Inform R & DC about latest developments in respective fields within and outside Maharashtra.
- Prepare research proposals.
- Participate in conducting research.
- Take up data analysis, synthesis and report writing
- Provide input to YASHADA Journals (ASHWATTHA and YASHMANTHAN) Liaise with in-house faculty and external subject-matter experts for identifying potential research areas and come up with specific research needs.

Section 4(1)(b)(v)

- Facilitate preparation and Publication of papers, articles, reports, occasional papers, working papers, monographs, white papers
- Evolve standards/norms for conduct of research.

4.0   Guidelines for Identification of Research Areas by Centers

In order to identify relevant research areas the Centers need to seek answers to following questions with specific reference to their areas of concern:

- What are the practical questions that need attention?
- What informed decisions need to be made?
- How could certain changes be effected ?
- What new information could be added?
- What difference will the proposed change make?
- What do people think and want?
- How to maintain congruence between people's expectations and that of the change agent's?   .
- What advanced knowledge about an underlying process could be added?
- How to link various issues / topics / themes under a common general statement? How to extend a principle into new areas or issues?
- What information stimulate new explanations? .
- What information contradicts prior beliefs about a subject?
- How certain policy changes could be effected?
- What specific information will be required to effect policy changes?

5.0   Ensuring Usefulness of YASHADA Research

In order to ensure the usefulness of research to be taken up the R & DC needs to pin-point (a) who are the end-users of the research findings and (b) what will be the value-added by research findings to users.

6.0   Partnerships with Research Organizations

The R & DC needs to establish such partnerships with organizations that will contribute to (a) the actual conduct of research, (b) publicizing findings, (c) share information and expertise, (d) provide and/or facilitate' financial support required. Suggested partnerships' could be formed with enterprises from:

- ATIs
- National level institutes like lIPA
- Academia: universities, private educational / training / research institutes   NGOs / CBOs

- Relevant govt. Departments /Ministries
- Private sector firms
- Chambers of Commerce
- Regional institutes
- International agencies and networks

7.0   Integrating External Researchers

R & DC to make a policy for promoting integration of external (outside YASHADA) researchers so that their association assists our R & DC activities. Caution to be exercised: such association should not impose any financial burden on R & DC.

8.0   Identification of Research Needs

R & DC to develop and evolve a mechanism for routine identification of research needs by respective members and Centers.

9.0   R & DC Coordinator

The R & DC Coordinator acts as a I ink between the Director General, YASHADA and R & DC members on one hand, and as an overall facilitator for the functioning of R & DC activities on the other. His specific tasks include:

- To ensure that R & DC meeting are held as agreed.
- Facilitate R & DC members to get required support.
- Liaise with partner organizations
- Liaise with external researchers on one – to – one basis as and when necessary
- Assist the conduct of field research.
- In consultation with R & DC members prepare research proposals and budgets
- Assist R & DC raise funds for supporting research activities
- In consultation with R & DC members, the R & DC Coordinator and Joint Coordinator will set rules and procedures for monitoring research activities.

10.0   YASHADA Faculty Training for Research & Motivation

Prof. Nair, Professor & Head) CUS, YASHADA, is requested to take up this responsibility. A one-hour class per week for all R & DC members will be mandatory for the purpose. Convenient day and time slot will be worked out. For motivating YASHADA faculty specific mechanisms will be evolved through training classes conducted by Prof. Nair.

11.0   Financial Support for Research Activities

Twelve research proposals will be prepared and submitted by YASHADA to NIRD (2 proposals each by a Center) where funding is assured upon selection of proposal. Secondly, some seed funding would be made available by YASHADA to each center, on a loan basis, to be returned by the Center to YASHADA by recovering costs from submitted research proposals supposed by external sources. Seed fund amount will be finalized by R & DC members. A self-supporting budget based on seed-funding is to be prepared by each Center per research. proposal.

A common stock of funds will be created for R & DC by allocating a minimum percentage (proportors to be worked out) to R & DC Pool Funds from each sanctioned research project. The Pool Funds shall be used equitably in support of R & DC activities only.

12.0   Integrating Research Findings into Training

Following completion of a research project undertaken, the R & DC will evolve a detailed methodology for integrating research findings to appropriate training modules.

Section 4(1)(b)(v)

YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2003-04/REAl001
Dated:	29 November 2003
Empowered Authority:	Director-General, YASHADA
Subject:	Reallocation of responsibilities in YASHADA
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee YASHADA Desk, GAD, Govt. Of Maharashtra
Circulated for necessary compliance to:	All YASHADA Faculty, Officers and Staff
Effective from:	1.12.2003 This policy circular supersedes all orders / circulars on allocation of responsibilities, issued before this date.

Background:

In the light of the recent initiatives launched at YASHADA, and my observations of the contribution to institution building by each and every member of the YASHADA family, I have decided to reallocate responsibilities for different activities to specific posts (ex officio) and nominated individuals, as shown in the tables below. The aim is to even out the workload across all levels of the organisation, fix responsibility, empower, and enable individuals to achieve organisational goals, and make everyone accountable.

As all the functional heads and designated individuals will be directly reporting to the Director-General on the duties assigned to them, it will also enable me to judge individual performance solely on the basis of efficiency and effectiveness.

Modalities:

The functional heads will have direct and overall responsibility for the mandatory and statutory duties of their respective departments - covering the core activities of Training and Research; and support activities like Course Cell, Administration, Accounts, Library, Publications, IT support, Hostel and Mess, A-V, and Estate Management.

All functional heads will have autonomy of decision making, within the framework of the powers granted under various rules, Board Resolutions, EC resolutions etc.

Designated individuals will have to seek empowerment in separate orders from Director - General for each activity on a case to case basis.

Implementation:
1. On receipt of this Policy Circular, all functional heads will operationalise the reporting system by issuing necessary internal orders.
2. Designated individuals may initiate action to identify colleagues, and form Core Groups and Task Forces etc to achieve their objectives and assigned goals.

Reallocation of Responsibility - Table I.

The functional heads (operating in areas which are necessary to meet YASHADA's mandate) shall be as follows:

	Department	Designation	Incumbent
1.	Centre for Rural Studies	Professor & HOD	Dr Devendranath, IFS
2.	Centre for Good Governance	Professor & HOD	Smt Meeran Borwankar, IPS
3.	Centre for Urban Studies	Professor & HOD	Dr K SNair
4.	Centre for Disaster Mgmt	Professor & HOD	Dr Rajan Gengaje
5.	Centre for Environment & D	Associate Professor & HOD	Dr Bharat Bhushan
6.	Centre for Information Technology	Associate Professor & HOD	Shri Sheelanath Jadhav
7.	Course Cell: Management of Training process	HOD	Smt Meeran Borwankar, IPS
8.	Research and Development Unit	HOD	Dr K S Nair
9	Accounts: Accounting, Budgeting, audit etc	HOD	Smt Meeran Borwankar, IPS
10	Library	HOD	Smt Meeran Borwankar, IPS
11	Administration: establishment, purchase, maintenance, transport, services, contracts, statutory meetings etc	Registrar	Smt Nasrin Siddiqui
12.	Centre for A V Production	HOD	Smt Meeran Borwankar, IPS
13.	Estate Management: Civil., Works and maintenance, allocation of staff quarters, etc	Estate Manager	{under selection)

	Department	Designation	Incumbent
14.	Publications: Journals, newsletters, reports, promotional material, books	Professor i/c	Dr Rajan Gengaje
15.	Hostel and Mess	Hostel Warden	Shri P E Gaikwad
16.	IT Support: MIS, LAN, AMC	HOD, CIT	Shri Sheelanath Jadhav

Reallocation of Responsibility - Table II:

In addition, the following individuals are designated as responsible for the respective institution building activities, on which they will report directly to Director-General:

No.	Activity	Designated individual
1.	Coordination of Special Functions	Smt Meeran Borwankar, IPS
2.	Long and short-term Financial Planning	Shri M N Lothe, IES
2.	Think Tank, ISO, TQM	Smt Kishori Gadre
3.	Coordination of weekend courses	Shri Jayant Pathak
4.	Master Plan, Landscaping etc	Dr Bharat Bhushan
5,	STP implementation	Smt Nasrin Siddiqui
6.	SWM through vermiculture	Shri Mukund Rathi
7.	Activating Pune District as 'social lab'	Shri R L Chavanl Dr Munde
8.	Coordination with MORD	Shri Y S Shitole

It may be noted that all the above individuals will also be the reporting officers for the activities allocated tot hem, for t he purposes of MIS Sand YASHADA Annual General Report.

So ordered,

Ratnakar Gaikwad, IAS
Director General

Pune:
29 November 2003

YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2003-04/VL/STAFF/01
Dated:	7 January 2004
Empowered Authority:	Executive Committee. YASHADA
Subject:	Provision of commuted leave for faculty & staff of YASHADA for attending Vipassana Courses
Ref.	Approved minutes of the Executive Committee No.EC:XXXXIV:09 dated 17.11.2003
Circulated for Information to:	All YASHADA faculty & staff
Effective from:	17.11.2003 .

Background

Vipassana Research Institute, Dharnmagiri Igatpuri, Disc Nashik is organising Vipassana camps. Vide Govt. Resolution, Finance Department, GDM dated 21.07.1998 & 27.06.2003 a provision of commuted leave is made for Govt. employees to attend vipassana camp which are orgsnised by the said institute.

Since there is no provision of such leave under YASHADA Service Rules. Executive Committee has approved an inclusion by amendment of the YASHADA Service Rules v.i1crcby ! provision for commuted leave for attending vipassana camp on the lines of similar provision nude in the State Government rules.

Provision to be made in the YASHADA Service Rules

Employee can attend vipassana camp at any Centre in Maharashtra organised by above institute.

On production of admission letter of said institution employees are entitled maximum 14 days commuted leave (without the requirement of producing a medical certificate).

The leave for above purpose will be entitled once in three years and six times in the whole service period of employee.

The concerned employees should produce the course completion certificate of the said institution while resuming duty from leave.

So ordered,

Ratnakar Gaikwad, IAS
Director General

Pune:
07 /01/2004

YASHADA POLICY CIRCULAR

Policy Circular No:	Admin/Pur/2003 –04/002
Dated:	23/01/2004
Empowered Authority:	Director General, YASHADA
Subject:	Purchase and Expenditure Committee All Faculty & Staff. YASHADA
Circulated for Information to:	1. Orders regarding for Formation of Computer purchase Committee No. CIT/YASHADA dated 7/212003 2. Office Order No. 2003-04/PUR- YPC dt.17/11/2003 3. PC/2003-04/PURJOOI dt. 24/11/2003 4. Decision at Sr. No. 14 of administration & Accounts etc. Departments, review meeting dated 16/1/2004

During the course of last one year various orders regarding purchase procedures were issued During the meeting referred at Read 4 above, review of these orders were carried out. Associate Professor Shri, S. E. Jadhav has been asked to perform the duties of financial advisor. Due to these developments it is found necessary to streamline the procedure of purchases & expenditure, incurred from YASHADA fund, YASHADA Corpus & various project accounts.

2.   Scope

The Purchase & Expenditure Committee will conduct business for following purpose,

2.1   Any purchase/spending-involving any expenditure beyond Rs. 5000/-
2.2   Appointment of Agency, Consultancy, Service Providers, Project involving expenditure more than Rs. 5000/-

3.   Constitution of Purchase & Expenditure Committee

1   Financial Advisor, Chairman
2   Head of respective Department/ Centre or his/her representative for whom expenditure is to be incurred. - Member
3   Accounts Officer - Member
4   Technical Experts of relevant subject - Invitee member
5   Registrar - Member Secretary

4.   Frequency of Meeting:
        Once a week.

Section 4(1)(b)(v)

5.   Procedures

Purchases will be carried out from the source in order of following preferences to the extent it meets requirements, specifications of indenting officer.

5.1   Surplus material from other Departments.

5.2   Supplies from Government Departments.

5.3   Government of Maharashtra Rate Contract.

5.4   D. G. S. & D Govt. of India Rate Contract

5.5   Empanelled suppliers/service Provider/Contractors of YASHADA where expenditure involves more than Rs. 5000/- but less than Rs. One lakh.

5.6   In case of urgency with prior permission for Director General expenditure to the extent Rs. 50,000/- can be incurred where reasonability of rate is ascertained at least by 3 members of Purchase Committee by personally visiting establishment of Manufacturer or National level Distributors in case of imported goods.

5.7   By open tender for expenditure involving more than Rs. One Lakh.

5.8   Work regarding floating of a tender, preparation of tender document etc. will be carried out either by Administration Department or respective Head of Department / Centre, as per the decision taken by Purchase & Expenditure Committee.

5.9   Power to sanction expenditure will prevail as delegated by Executive Committee & Board of Governors time to time

6.   Operation

6.1   Committee will start its function w.e.b. 27th January, 2004.

   6.2 Review of functioning of this committee will be carried out after 3 month for further clarification and refinements

(DIRECTOR GENERAL)
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No:	BoG-2004/RR/CESJ/01
Dated:	05/02/2004
Empowered Authority:	Director General, YASHADA
Subject:	Prescribing Recruitment Rules for various posts sanctioned for Centre for Equity & Social Justice.
Reference	Approved minutes of the Board of Governors. meeting held on 22.01.2004. (Agenda Item No. BoG XXXIl:06 - (A) & 06- (B)
Circulated for Information to:	All YASHADA faculty & staff
Effective from	22.01.2004

Background

The Board of Governors in its meeting held on 22nd January 2004 has approved the proposal to establish a Centre for Equity and Social Justice. BoG has approved the following posts:

1)   Associate Professor - 1
2)   Research Officers -   2
3)   Research Assistant - 1

BoG has also approved the same vide the minutes No. 66, Agenda Item No.6 (B) and empowered the DG YASHADA to frame Recruitment Rules for the faculty position if special qualifications are required.

Considering the fact Centre for Equity and Social Justice has a special mandate and we need people having background in social work. It is necessary to prescribe Master's Degree in Social work as well as sufficient experience in research, training and consultancy in the field related to social work in a reputed training institute for various categories of posts.

In view of the above requirement, I prescribe Recruitment Rules for different posts of the Centre for Equity and Social Justice at Annexure I

(Ratnakar Gaikwad)
Director General

Annexure I to the YASHADA Policy Circular No. BoG-2004/RR/CES/01 dt. 5/2/04

Sr. No.	Category of the Post	Special Recruitment Rules for CESJ
1.	ASSOCIATE PROFESSOR	*NO. OF POST - ONE*
	Classification	Class – I
	Scale of Pay	UGC Scale Rs. 12,000 – 420-18,300
	Age Limit	Maximum 50 yrs.
	Educational Qualifications	First Class or Higher Second Class Master Degree in Social Work i.e. Master of Social Work
	Experience	1. At least 10 years experience in Research, Training and Consultancy in relevant field of Social Work in reputed training institute. 2. At least five publications on original work in related field of Social Sector
	Other	The post may be filled by direct recruitment or through promotion as required by the Director General, YASHADA
2.	RESEARCH OFFICER	NO. OF POSTS – TWO
	Classification	Class-II
	Scale of Pay	UGC Scale Rs. 6,500-200-10,500
	Age Limit	Maximum 50 yrs.
	Educational Qualification	First Class or Higher Second Class Master Degree in Social Work i.e. Master of Social Work
	Experience	1. At least 5 years of experience in Research and Training related activities in relevant field of Social Work. 2. Original Publication, Research or Assistance in Publication, Research in relevant field of Social Work.
	Other	The post may be filled by direct recruitment or through promotion as required by the Director General, YASHADA.

Sr. No.	Category of the Post	Special Recruitment Rules for CESJ
3.	RESEARCH ASSISTANT	NO. OF POST – ONE
	Classification	Class – III
	Scale of Pay	UGC Scale Rs. 5,000-150-8,000
	Age Limit	Maximum 35 yrs.
	Educational Qualification	1. First Class or Higher Second Class Master Degree in Social Work i.e. Master of Social Work. 2. Dissertations or Term Papers on Social Sector issues while completion of Master Degree.
	Experience	Candidates having at least 1 year field experience may be preferred.
	Other	The post may be filled by direct recruitment or through promotion as required by Director General, YASHADA.

(RATNAKAR GAIKWAD)

Director General

Section 4(1)(b)(v)

YASHADA POLICY CIRCULAR

Policy Circular No:	DG/R & D/Tr.
Dated:	10th February 2004
Empowered Authority:	Director General
Subject:	Role of R & D Centre in the Training and Research at YASHADA
Circulated for Information to:	All HOD All faculty
Circulated for Necessary Compliance to	Prof. K. S. Nair, prof. Rajan Gengaje

Preamble:

YASHADA is the apex training institute of the Government of Maharashtra. With the establishment of R & D Centre, YASHADA aspires to emerge as the State's apex research institute for governance and development research, This honorable position of . our organization brings a very serious responsibility on all of us at YASHADA. We need 10 establish and maintain highest possible standards of quality in both training and research, and set a benchmark for other organizations engaged in similar activities.

We are all proud that YASHADA is entrusted with the responsibility of monitoring and evaluating various Governmental programmes, plans, activities and even entire Departments. We need to simultaneously monitored evaluate our own functioning so as to be justified in evaluating others.

Overall Directive

An inbuilt mechanism of monitoring and evaluation is thus an utmost necessity and priority, The Director General (DG), being the head of the organization, is vested with the responsibility of conducting the evaluation. However, the DG needs the assistance and support to conduct this exercise appropriately and effectively. The DG has thus identified R & D Centre as the. arm and instrument for executing the crucial responsibility of moJ1itoring and evaluation of training and research at YASHADA. The R & D Centre is expected to represent the DG in this matter, and act rigorously as per his directives and up to his satisfaction. Similarly, all faculty members of YASHADA are expected to treat R & D Centre as a representative of the DG in this matter, and extend the necessary support and cooperation as if extended to the DG.

Specific Directives

A) Training

1. The R & D Centre shall constitute a Training Monitoring Cell within itself.
2. All members of YASHADA faculty shall submit their design and material of training to the Training Monitoring Cell.
3. The Cell shall in turn scrutinize the designs and materials and approve after necessary Improvements.
4. The Training Monitoring Cell shall coordinate with the Course Cell in ensuring that the objectives and priorities of YASHADA are adequately reflected in the annual training calendar, and that all aspects of organization and conduct of training programmes are up to a certain standard of quality,
5. The Training Monitoring Cell shall organize periodical in-house workshops for reviewing the quality of training, and will take the necessary steps for improving the same.
6. The Cell shall regularly report to the DG on the quality of training.

B) Research

7. The R & D Centre shall also constitute a Project Cell within itself.
8. All members of YASHADA faculty shall submit their proposals for research, documentation of best practices, etc., to the Cell
9. The Cell shall in turn scrutinize the proposals and approve after improvements, keeping in view the crucial need for creating more between SIRD, SIUD, ATI, YCIT, CDM, etc.
10. The Cell will also monitor the implementation of research projects, and periodic reviews of the progress of research activities.
11. The Cell shall regularly report to the DG on the quality and progress research.
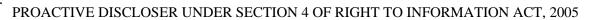
C) Publication and Audio-visual Production

12. The R & D Centre shall ensure that the final output of research and training activities is documented and disseminate through high quality publications (books, research papers, compendiums, etc.) as well as documentary video: and films.
13. All faculty members of YASHADA shall submit their proposals of publishing materials / preparing films to the R & D Centre.
14. In turn, the R & D Centre shall ensure that the training and research activities, as well as special achievements of YASHADA are effectively show-cased through publications and films.

Section 4(1)(b)(v)

Separate Policy Circulars shall be issued regarding the constitution of Training Monitoring Cell and Project Cell.

So ordered.

<div align="right">

Ratnakar Gaikwad, lAS
Director General, YASHADA

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YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

YASHADA POLICY CIRCULAR

Policy Circular No:	XXXlInd BoG /2004/P&P/Action/ 01
Dated:	February 11, 2004
Empowered Authority:	Board of Governors YASHADA
Agenda Item No	BoG: XXXII: 05
Agenda Item Description	Approval for renaming of various Centres at YASHADA
Minutes Reference	Approved Minutes of the XXXlInd Board of Governors Meeting held on 22 January 2004
Minutes numbers	XXXII : 62,63 and 64
Circulated for Information to:	1. Office of Hon. Chief Secretary, GoM 2. All collaborating institutions 3. General Administration Department, Government of Maharashtra 4. Members, Executive Committee 5. All YASHADA Faculty and Staff
Effect from	January 22, 2004

Background

Han Chief Secretary to the Government of Maharashtra is the ex-officio President of the Board of Governors at Yashwantrao Chavan Academy of Development Administration (YASHADA). Policy initiatives and annual work plans are reviewed and approved by the Members of the Board during their meetings. The presence and authority of the Hen. Chief Secretary ensures the support and guidance of the Government of Maharashtra.

That proposal to name certain Centres at YASHADA and provide them with a State- level - Mandate was reviewed and approved along with the re designation of the Heads of Departments as Director(s) of the various Institutions proposed under the aegis of YASHADA.

The Mandate thus provided by the Board of Governors is presented here. It is to be noted that the Board has considered and approved the renaming of the Centres and the redesignation of the members of Faculty at YASHADA with the perspective that the various Institutions thus recognized would function under the aegis of the Academy.

Section 4(1)(b)(v)

YASHADA is recognised as one of the premier Administrative Training Institutes (ATI) in India by the Department of Personnel and Training (DoPT), Government of India (GoI). The National Institute of Rural Development (NIRD) considers YASHADA as an excellent example of the composite requirement for training in development administration that is very much essential in the management of Academic Staff College(s). The Ministry of Urban Development (MoUD), GoI and various agencies such as HUDCO have supported the establishment of the Centre for Urban Studies (CUS) at the Academy.

Thematic and institutional separation within the Academy

The thematic sectors for the (a) ATI component are being delivered by the Centre for Good Governance (CGG), (b) Rural concerns are being addressed by the Centre for Rural Studies (CRS), and (c) Urban concerns are enabled by the Centre for Urban Studies (CUS) at YASHADA.

The Academy has also been able to position various Centres of Excellence to enable convergent themes of development administration that are common to Good Governance, Urban and Rural Development. These Centres include the Centre for Disaster Management (CDM), the Centre for Environmental and Development (CED), and the Centre for Information Technology (CIT)

Financial support is received from various Ministries in the Government of India, including the Department of Personnel and Training (DoPT), Ministry of Environment and Forests (MoEF) and the Ministry of Urban Development (MoUD) among others. Various projects are being funded by the Government of India and the Government of Maharashtra., as also by institutions such as the UNDP, the World Bank and Ford Foundation among others.

Considerable support is available from Ministries / Organisations for capacity building, implementation of monitoring and evaluation programmes, institution building and extension programmes in strengthening empowerment, decentralisation and gender sensitization

The change of nomenclature of these Centres at YASHADA was under consideration for quite some time in order to facilitate intra-organisational separation, receive more support and ensure institutional growth.

Therefore, the Board of Governors have vide XXXII BoG Minutes Numbers 62, 63 and 64 approved the proposal to rename the Centres and redesignate the Heads of Department / Members of Faculty as Directors of the Institutions thus proposed.

The following decisions are now activated with effect from January 22, 2004.

1. The Centre for Good Governance (CGG), previously the Public Systems and Administration Department (PuSA), is now recognized as the Administrative Training Institute (ATI) and will continue to Unction entirely under the aegis of the Yashwantrao Chavan Academy of Development Administration.

2. The Head of Department, CGG, is now redesignated as Director, Administrative Training Institute, and will continue to report directly to the Director General, YASHADA.

3. The Centre for Rural Studies (CRS), also previously the Rural Systems and Administration Department (RuSA), is now recognized as the State Institute of Rural Development (SIRD) and will continue to function entirely under the aegis of the Yashwantrao Chavan Academy of Development Administration.

4. The Head of Department. CRS, is now redesignated as Director, State Institute of Rural Development, and will continue to report directly to the Director General, YASHADA

5   The Centre for Urban Studies (CUS), is now recognized as the State Institute of Urban Development (SIUD) and will continue to function entirely under the aegis of the Yashwantrao Chavan Academy of Development Administration.

6. The Head of Department, CUS, is now redesignated as Director, State Institute of Urban Development and will continue to report directly to the Director General, YASHADA.

It is to be recognized that the renaming of the Centres and redesignation of the members of Faculty does not in any way constitute the formation of a separate institution or separation of financial management. All three institutions thus recognized, would be audited within the Academy's accounts, and all the three Directors thus redesignated, would continue to report to the Director General, YASHADA as members of the Academy's Faculty.

The above decisions are being brought to the notice of all concerned.

(Ratnakar Gaikwad)

Section 4(1)(b)(v)   Director General

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
POLICY AND PLAN IMPLEMENTATION CELL

Policy Circular Docket : BoG XXXII : 05 and minutes 62,63 & 64

Policy Circular No:	XXXlInd BoG /2004/P&P/Action/ 01
Dated:	11/02/2004
Empowered Authority:	Board of Governors YASHADA
Agenda Item No	BoG: XXXII: 05
Agenda Item Description	Approval for renaming of various Centres at YASHADA
Minutes Reference	Approved Minutes of the XXXlInd Board of Governors Meeting held on 22 January 2004
Minutes numbers	XXXII : 62,63 and 64
Circulated for Information to:	1. Office of Hon. Chief Secretary, GoM
	2. All collaborating institutions
	3. General Administration Department, Government of Maharashtra
	4. Members, Executive Committee
	5. All YASHADA Faculty and Staff
Effect from	January 22, 2004

Action by Registrar, YASHADA

Document Source	Policy and Plan Implementation Cell, YASHADA
Date	February 11, 2004
Action by Registrar	Circulation as per list above
Action coordinated by	Dr. Bharat Bhushan, Head, Policy and Plan Implementation Cell
Action approved by	Hon Director General YASHADA

sd/-	sd/-	sd/-
Head, policy & Plan Implementation Cell	Registrar, YASHADA	Director General YASHADA

Action to be initiated: As approved by Director General, YASHADA

Policy Circular Number	XXXlInd BoG /2004/P&P/Action/ 01
Date	11/02/2004
Empowered Authority	Board of Governors YASHADA
Agenda Item Number	BoG: XXXII: 05
Agenda Item Description	Approval for renaming of various Centres at YASHADA
Minutes Reference	Approved Minutes of the XXXlInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII : 62,63 and 64

Points of Action

1. Registrar to issue separate letters indicating renaming of Centres to current Heads of Departments of the said Centres along with instructions regarding maintenance of letterheads, rubber-stamps, dispatch registers, file numbers etc. among other administrative procedures.

2. Registrar to issue separate letters to current Heads of Departments of said Centres indicating redesignation as Directors of specific Institutes as per Policy Circular. Specific mention may be made about reporting directly to Director General, YASHADA.

3. Financial Advisor to convene a working group comprising Registrar, Accounts officer, Directors - designate of the specific Institutes to develop procedures regarding maintenance of accounts books, ledgers and maintenance of double- entry systems, if deemed necessary. The recommendations may be finalized and presented to Director General, YASHADA within the next ten working days. All concerned are 10 cooperate with Financial Advisor on this matter. Please regard this as high priority.

Ratnakar Gaikwad
Director General

Section 4(1)(b)(v)

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
POLICY AND PLAN IMPLEMENTATION CELL

POLICY CIRCULAR DOCKET : BoG XXXII: 19(1) and Minutes 87

Policy Circular No:	XXXlInd BoG /2004/P&P/Action/ 04
Dated:	16/02/2004
Empowered Authority:	Board of Governors YASHADA
Agenda Item No	BoG: XXXII: 19(1)
Agenda Item Description	Any other matter with the permission of the chair To approve proposal to recognise the YASHADA Library as a repository Library for the Govt. of Maharashtra
Minutes Reference	Approved Minutes of the XXXlInd Board of Governors Meeting held on 22 January 2004
Minutes numbers	XXXII : 37
Circulated for Information to:	1. Office of Hon. Chief Secretary, GoM 2. All collaborating institutions 3. General Administration Department, Government of Maharashtra 4. Members, Executive Committee 5. All YASHADA Faculty and Staff
Effect from	January 22, 2004

Action by Registrar, YASHADA

Document Source	Policy and Plan Implementation Cell, YASHADA
Date	February 11, 2004`
Action by Registrar	Circulation as per list above
Action coordinated by	Dr. Bharat Bhushan, head, Policy and Plan Implementation Cell
Action approved by	Hon Director General YASHADA

sd/-	sd/-	sd/-
Head, Policy & Plan Implementation Cell	Registrar YASHADA	Director General YASHADA

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

YASHADA POLICY CIRCULAR

Policy Circular Number	XXXIInd BoG/2004/P&P/Action/PC/04
Dated	February 13, 2004
Empowered Authority	Board of Governors; YASHADA
Agenda Item Number	BoG:XXXll:19 (1)
Agenda Item Description **Any other matter with the permission of the Chair**	Any other matter with the permission of the Chair To approve proposal to recognise the YASHADA Library as a Repository Library for the Government of Maharashtra
Minutes Reference	Approved Minutes of the XXIInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII 87
Circulated for Information to:	1. Office of Hon. Chief Secretary, GoM. 2. All collaborating institutions. 3. General Administration Department, Government of Maharashtra. 4. Members, Executive Committee. 5. All YASHADA Faculty and Staff
Effective from	January 22, 2004

Background

The Hon. Chief Secretary to the Government of Maharashtra is the ex-officio President of the Board of Governors at Yashwantrao Chavan Academy of Development Administration (YASHADA), Policy initiatives and annual workplans are reviewed and approved by the Members of the Board during their meetings. The presence and authority of the Hon. Chief Secretary ensures the support and guidance of the Government of Mahara.shtra.

The proposal to recognise the YASHADA Library as a Repository Library for the Government of Maharashtra was reviewed and approved for establishment under the aegis of YASHADA.

The YASHADA Library as a Repository Library for the Government of Maharashtra.

The YASHADA Library has a collection of more than 40,000 volumes on several development perspectives such as Public Administration, Urban and Rural Development, Gender and Social Equity, Issues, Economics, Environment, Disaster Management ,

Section 4(1)(b)(v)

Information Technology, Agriculture and Forestry among numerous other subjects. The Library has a well-appreciated membership along with being able to support the reading requirements of participants of the various training programmes and workshops being held at the Academy.

The Academy has begun work on several research projects that focus on administrative procedures, monitor and evaluate implementation of development programmes and attempts to network among government departments and non-governmental organisations. Certain projects, such as Functional Review of Administrative Reforms, Rehabilitation Concerns of Narmada Sarovar Project and Capacity Building of Health Department among others would require the YASHADA library to be well equipped with current published and unpublished government documents.

It has been deemed appropriate for the YASHADA Library to be recognised as a repository library for all such published and unpublished Government Documents. The material thus received will be separated for restricted and/or unrestricted reading. The mezzanine floor within the Library will be identified as the location for the repository. The facility will electronic storage on large databases that can possibly be accessed through the MahaNET or any other INTRANET / INTERNET facility.

The location the mezzanine floor would also enable the Research and Documentation Centre, the Centre for Disaster Management and Centre for Environment and Development to provide programme and project support for the Repository.

The General Administration Department, Government of Maharashtra, has been identified as the nodal Mantralaya-based Department to facilitate the process.

The various government documents that would need to be received at the YASHADA Library would include government resolutions (GRs) and orders (GOs), annual reports of various departments, budget papers, gazette notifications, journals, information brochures and other relevant published and unpublished material.   .

Therefore, the Board of Governors have vide XXXII BoG Minutes Number 87 approved the proposal to recognise the YASHADA Library as a Repository Library for the Government of Maharashtra.

The following decisions are now activated with effect from January 22, 2004.
1.   YASHADA Library will now function as a. Repository Library for the Government of Maharashtra.

2.   The Repository will be established on the mezzanine floor of the Library.

The above decisions are being brought to the notice of all concerned.

(Ratnakar Gaikwad)
Director General

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
POLICY AND PLAN IMPLEMENTATION CELL

POLICY CIRCULAR DOCKET : BoG XXXII: 07 and Minutes 68 and 69

Policy Circular Number	XXXIInd BoG /2004 /P&P /Action /PC /03
Date	February 16, 2004
Empowered Authority	Board of Governors, YASHADA
Agenda Item Number	BoG: XXXII: 07
Agenda Item Description	To establish an Institute for Productive and Empowered Old Age (IPEOA) at YASHADA
Minutes Reference	Approved Minutes of the XXXlInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII: 68 and 69
Circulated for Information to	1. Office of Hon. Chief Secretary, GoM 2. All collaborating institutions. 3. General Administration Department, Government of Maharashtra. 4. Members, Executive Committee 5. All YASHADA Faculty and Staff
Effective From	January 22, 2004

Action by Registrar, YASHADA

Document Source	Policy and Plan Implementation Cell, YASHADA
Date	February 16, 2004
Action by Registrar	Circulation as per list above
Action coordinated by	Dr. Bharat Bhushan, Head, Policy and Plan Implementation Cell
Action approved by	Hon. Director General, YASHADA

sd/-	sd/-	sd/-
Head, Policy & Plan Implementation Cell	Registrar YASHADA	Director General YASHADA

Action to be initiated: As approved by Director General, YASHADA

Policy Circular Number	XXXIInd BoG/2004 / P&P/Action/PC/03
Date	February 16, 2004
Empowered Authority	Board of Governors, YASHADA
Agenda Item Number	BoG: XXXII: 07
Agenda Item Description	To establish an Institute for Productive and Empowered Old Age (IPEOA) at YASHADA
Minutes Reference	Approved Minutes of the XXXIInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII: 68 and 69

Points of Action

1. Registrar to issue separate letters indicating establishment of the Institute for Productive and Empowered Old Age (IPEOA) to the designated HoD along with instructions regarding maintenance of letterheads, rubber-stamps, dispatch registers, file numbers etc. among other administrative procedures.

2. Registrar to issue separate letters to designated Head of Departments of IPEOA with specific mention about reporting to Director General, YASHADA.

3. Follow-up action regarding staffing pattern and filling up of posts at the IPEOA as proposed and approved at the XXXIInd BoG on 22 January 2004 may be initiated by Registrar at the earliest. A status report may be submitted to Director General on a weekly basis.

4. Registrar may coordinate with Director General in framing the recruitment rules for the Faculty Positions at IPEOA if special qualifications are required.

5. The designated HoD for IPEOA may coordinate with Office of Director General to ensure a suitable weekly slot for review of the activities of the newly established Centre.

(Ratnakar Gaikwad)
Director General

To:
1. All HoDs, YASHADA
2. Registrar, 3. Financial Advisor, 4. Accounts Officer

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

YASHADA POLICY CIRCULAR

Policy Circular Number	XXXIIndBoG/2004/P &P/ ActionlPC/03
Dated	February 16, 2004
Empowered Authority	Board of Governors, YASHADA
Agenda Item Number	BoG:XXXIl: 07
Agenda Item Description	To establish an Institute for Productive and Empowered Old Age (IPEOA) at YASHADA
Minutes. Reference	Approved Minutes of the XXIInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII: 68 and 69
Circulated for Information to :	1. Office of Hon. Chief Secretary, GoM 2. All collaborating institutions 3. General Administration Department, Government of Maharashtra 4. Members, Executive committee 5. All YASHADA Faculty and Staff
Effective from	January 22, 2004.

Background

   The Hon. Chief Secretary to the Government of Maharashtra is the ex-offlcio President of the Board of Governors at Yashwantrao Chavan Academy of Development Administration (YASHADA). Policy initiatives and annual workplans are reviewed and approved by the Members of the Board during their meetings. The presence and authority of the Hon. Chief Secretary ensures the support and guidance of the Government of Maharashtra.

   The proposal to establish an Institute for Productive and Empowered Old Age (IPEOA) at YASHADA was reviewed and approved for establishment under the aegis of YASHADA.

   Proposal to establish an Institute for Productive and Empowered Old Age (IPEOA) at YASHADA.

   The Government of Maharashtra had requested YASHADA to formulate a suitable proposal to set up an "Institute for Productive and Empowered Old Age". Shri Suresh Kumar, lAS, Additional Chief Secretary, Social Justice Department, Mantralaya had indicated that funding arrangements for such Centre could be explored.

"The Dignity Foundation", Mumbai, an NGO working actively in the field of old age research and resettlement has come forward to assist YASHADA in this endeavor. Considering the excellent work done by the Dignity Foundation, in its work for productive and empowered old age, YASHADA has signed a MoU with the Foundation to collaborate in this effort.

The institute would function as a repository of knowledge about ageing in Maharashtra and in India, will recommend policy initiatives to the Government, conduct research about the impact of ageing within the human population in the State and will enable capacity building through training programmes and workshops. Accordingly, YASHADA and the Dignity Foundation have begun working together towards establishing. a dedicated institute under the aegies of YASHADA.

Therefore, the Board of Governors have vide XXXII BoG Minutes Number 68 and 69 approved the proposal to establish "Institute for Productive and Empowered Old Age (IPEOA)" at YASHADA.

The following decisions are now activated with effect from January 22, 2004.

1. YASHADA and the Dignity Foundation will work together towards establishing a dedicated institute under the aegies of YASHADA, to be named as the "Institute for Productive and Empowered Old Age (IPEOA)".
2. The institute will function as a Recourse Centre and as the repository of knowledge about ageing in Maharashtra and in India, and will assist the Government in policy formulation on old age issues.
3. The institute will recommend policy initiatives to the Government, conduct research about the impact of ageing within the human population in the State and will enable capacity building through training programmes and workshops.
4. The staffing pattern for the IPEOA has been approved by the XXXIInd BoG and includes permanent faculty and staff.
5. The Director General, YASHADA, has been empowered to frame the recruitment rules for the faculty positions at IPEOA if special qualifications would be required.

The above decisions are being brought to the notice of all concerned.

(Ratnakar Gaikwad)
Director General

Section 4(1)(b)(v)

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
POLICY AND PLAN IMPLEMENTATION CELL

POLICY CIRCULAR DOCKET : BoG XXXII: 19(1) and Minutes 87
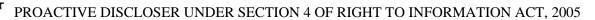
Policy Circular Number	XXXIInd BoG /2004 /P&P /Action /PC /04
Date	February 16, 2004
Empowered Authority	Board of Governors, YASHADA
Agenda Item Number	BoG: XXXII: 19 (1)
Agenda Item Description *Any other matter with the permission of the Chair*	Any other matter with the permission of the Chair To approve proposal to recognise the YASHADA Library as a Repository Library for the Government of Maharashtra
Minutes Reference	Approved Minutes of the XXXlInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII: 87
Circulated for Information to	6. Office of Hon. Chief Secretary, GoM 7. All collaborating institutions. 8. General Administration Department, Government of Maharashtra. 9. Members, Executive Committee 10. All YASHADA Faculty and Staff
Effective From	January 22, 2004

Action by Registrar, YASHADA

Document Source	Policy and Plan Implementation Cell, YASHADA
Date	February 16, 2004
Action by Registrar	Circulation as per list above
Action coordinated by	Dr. Bharat Bhushan, Head, Policy and Plan Implementation Cell
Action approved by	Hon. Director General, YASHADA

sd/-	sd/-	sd/-
Head, Policy & Plan Implementation Cell	Registrar YASHADA	Director General YASHADA

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

YASHADA POLICY CIRCULAR

Policy Circular Number	XXXIInd BoG /2004 /P&P /Action /PC /04
Date	February 13, 2004
Empowered Authority	Board of Governors, YASHADA
Agenda Item Number	BoG: XXXII: 19 (1)
Agenda Item Description *Any other matter with the permission of the Chair*	Any other matter with the permission of the Chair To approve proposal to recognise the YASHADA Library as a Repository Library for the Government of Maharashtra
Minutes Reference	Approved Minutes of the XXXlInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII: 87
Circulated for Information to	1. Office of Hon. Chief Secretary, GoM 2. All collaborating institutions. 3. General Administration Department, Government of Maharashtra. 4. Members, Executive Committee 5. All YASHADA Faculty and Staff
Effective From	January 22, 2004

Background

The Hon. Chief Secretary to the Government of Maharashtra is the ex-officio President of the Board of Governors at Yashwantrao Chavan Academy of Development Administration (YASHADA) Policy initiatives and annual workplans are reviewed and approved by the Members of the Board during their meetings. The presence and authority of the Hon. Chief Secretary ensures the support and guidance of the Government of Maharashtra.

The proposal to recognise the YASHADA Library as a Repository Library for the Government of Maharashtra was reviewed and approved for establishment under the aegis of YASHADA.

The YASHADA Library as a Repository Library for the Government of Maharashtra

The YASHADA Library has a collection of more than 40,000 volumes on several development perspectives such as Public Administration, Urban and Rural Development, Gender and Social Equity Issues, Economics, Environment, Disaster Management; Information Technology, Agriculture and Forestry among numerous other subjects. The Library has a well-appreciated membership along with being able to support the reading requirements of participants of the various training programmes and workshops being held at the Academy.

The Academy has begun work on several research projects that focus on administrative procedures, monitor and evaluate implementation of development progran1mes and attempts to network among government departments and non-governmental organisations. Certain projects, such as Functional Review of Administrative Reforms, Rehabilitation Concerns of Narmada Sarovar Project and Capacity Building of Health Department among others would require the YASHADA library to be well equipped with current published and unpublished government documents.

It has been deemed appropriate for the YASHADA Library to be recognised as a repository library for all such published and unpublished Government Documents. The material thus received will be separated for restricted and / or unrestricted reading. The mezzanine floor within the Library will be identified as the location for the repository. The facility will electronic storage on large databases that can possibly be accessed through the MahaNET or any other INTRANET / INTERNET facility.

The location at the mezzanine floor would also enable the Research and Documentation Centre, the Centre for Disaster Management and Centre for Environment and Development to provide programme and project support for the Repository.

The General Administration Department, Government of Maharashtra, has been identified as the nodal Mantralaya-based Department to facilitate the process.

The various government documents that would need to be received at the YASHADA Library would include government resolutions (GRs) and orders (GOs), annual reports of various departments, budget papers, gazette notifications, journals, information brochures and other relevant published and unpublished material.

Therefore, the Board of Governors have *vide* XXXII BoG Minutes Number 87 approved the proposal to recognise the YASHADA Library as a Repository Library for the Government of Maharashtra.

The following decisions are now activated with effect from January 22, 2004,

1.   YASHADA Library will now function as a Repository Library for the Government Maharashtra.
2.   The Repository will be established on the mezzanine floor of the Library.

The above decisions are being brought to the notice of all concerned.

(Ratnakar Gaikwad)

Director General

Section 4(1)(b)(v)

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

YASHADA POLICY CIRCULAR

Policy Circular No.	XXXIInd BoG/2004/P &PI/Action/PC/28
Dated	March 01. 2004
Empowered Authority	Director General, YASHADA
Subject	Regarding establishment of YASHADA Policy and Plan implementation Cell
Reference	All approved minutes of the Board of Governors, meeting held on 22.01.2004.
Circulated for Information to:	All YASHADA Faculty & staff
Effective from	January 22, 2004

Background

There comes a time in all organizations when regular activity gets catalysed to multi-dimensional and result oriented parallel-activity based exponential growth due to the guidance and support given by its Governing Body. YASHADA has been privileged, since its formation, to receive guidance and direction from its Board of Governors during their regular meetings through providing sanction for all institutional proposals and annual workplans.

The Hon. Chief Secretary to the Government of Maharashtra in his position ex-officio President of the Board of Governors at the Yashwantrao Chavan Academy of Development Administration (YASHADA) is crucially responsible for bringing together unanimous support of all the members of the Board of Governors of the Academy. It is also to the benefit of the Academy that the presence and authority of the Hon. Chief Secretary ensures the support and guidance of the Government of Maharashtra.

The XXXIInd meeting of the Board of Governors held on January 22, 2004 was a landmark in the decisions undertaken through unanimity that now enables tremendous exponential growth of the Academy. The Agenda by itself in its very detailed and extensive format circulated in advance to the Members of the Board of governors was well appreciated and therefore helped in taking accurate decisions by the Members present at the meeting,

The approved minutes of the XXXllnd BoG reflects the unanimous approval by all the Members present on January 22, 2004. Of the ninety-seven recorded minutes, there are sixty or more that need immediate follow-up and specific strategies to operationalize all the major activities, projects and programes for the Academy.

Decisions of the XXXIInd BoG of January 22, 2004.

The major decisions and approvals of the XXXIInd BoG have helped determine an action, process for the next 1-3-5 years for the Academy. The crucial decisions that require follow- are listed in the accompanying table:

Section 4(1)(b)(v)

YASHADA Policy Circular :
Establishment of YASHADA Policy and Plan Implementation Cell
 Table: List of decisions taken by XXXllnd BoG of the Academy.

1. Research and Documentation Centre
2. Think Tank
3. ISO 9001
4. Annual Meeting of Training Coordinaors
5. Monitoring & evaluation of training
6. Management Information Systems (MIS)
7. Filling up of Vacant Posts YASHADA
8. Weekend Courses and Sponsored Courses
9. State Action Plan for training of PRl Functionaries and Elected Representatives
10. Memorandum of Understanding (MoUs) with various sister-institutions
11. Foundation Day Celebrations
12. Foundation Day Lectures
13. Library Book Club
14. Yoga Club
15. Shifting /Realignment of MSEB HT Lines
16. Garden and Landscape Maintenance
17. Construction activities at YASHADA
18. Geographic Information Systems (GIS) Survey of the YASHADA Campus
19. Vermiculture Project for Solid Waste Management at YASHADA Campus
20. Sourcing financial support and collaboration at New Delhi
21. New Project: Relief and Rehabilitation of PAPs in the Narmada Sardar Sarovar Project Area.
22. New Project: Maharashtra Health Systems Project.
23. Project: Functional Review of Administrative Reforms.
24. Purchase of new vehicles.
25. Vipassana Courses
26. Compilation of BoG Policy Decisions
27. Permanent YASHADA Exhibition.
28. Electronic Database of Resource Persons
29. Website for best practices of GoM
30. Project: Maharashtra Biodiversity Strategy and Action Plan
31. Consultancy assignments to YASHADA under multilateral funding
32. YASHADA Campus Master Plan
33. Approval for renaming of Centre for Good Governance (CGG) as the Administrative Training Institute (ATI)
34. Approval for renaming of Centre for Rural Studies (CRS) as the State Institute of Rural Development (SIRD)
35. Approval for renaming of Centre for Urban Studies (CUS) as the State Institute of Urban Development (SIUD).
36. Centre for Equity and Social justice (CESJ) at YASHADA.

37. Institute for Productive and Empowered Old Age (lPEOA) at YASHADA.
38. Stale - level E - Governance Facilitation Centre (EFC) in collaboration with the STPI at YASHADA.
39. Certificate and Diploma Courses in Disaster Management at YASHADA
40. Payment of "Course Fee Amount" to YASHADA from GAD-GoM
41. Posts created for coordinating and monitoring training activities of 9 GTCs, 11 PRTCs and ICTC
42. Review of Training Activities during April 2003 to December 2003.
43. Annual Report for the year 2002-2003,
44. Annual Accounts and Audit Report for the year 2002-2003.
45. Revised budget estimates for YASHADA for the financial (current) year 2003-2004
46. Budget estimates for YASHADA for the year 2004-2005.
47. YASHADA Library as a Repository Library for the GoM.
48. To designate one of the 2 vacant posts of Professors as Professor and Financial Advisor
49. To approve appointment of Shri U C Sarangi. lAS, Commissioner (Co-operation) on the Board of Governors. YASHADA. under Rule 11 of the Memorandum of Association of YASHADA.
50. To approve the merger and takeover of the Meltron Computer Academy by

51. List of proposed training programmes for the year 2004-05.
52. To approve proposal to upgrade the posts in the YASHADA Centre for Information Technology (YCIT)
53. Five-year perspective plan for the Centre for Environment and Development at YASHADA
54. Faculty Retreat held on January 12-13,2004
55. Self-Help Groups (SHGs) and Micro-Finance Cell at YASHADA
56. Waterproofing of 8 Hostel Rooms

(Doc Source: Policy & Plan Cell)

YASHADA Policy Circular:
Establishment of YASHADA Policy and Plan Implementation Cell

Significance of the Minutes of the XXXIlnd BoG of January 22, 2004.

There is an obvious and urgent need to follow up to all the decisions by the XXXIInd BoG at YASHADA, Follow up of decisions by the BoG cannot be limited to reminders by the Administration upon intimation of a future meeting, All Faculty, Administration. Establishment and Employees would need to ensure that there is active follow-up and the minutes of thc XXXllnd BoGs regarded as an empowered Action Plan for the Academy,

The XXXllnd BoG has provided very comprehensive approvals for the YASHADA MASTER PLAN vide BoG Agenda Item No.4 and Minutes Nos. 55 to 61. It is however to be very significantly noted that each approval envisages extremely minute detailing for various items of expenditure that require specific planning, parallel activities and projectisation of tasks in a very systematic manner.

The YASHADA MASTER PLAN is a comprehensive convergence of the (a) YASHADA CAMPUS MASTER PLAN, (b) the SIRD MASTER PLAN and (c) various infrastructure requirement plans for the Academy. Several decisions about the Master Plan require follow-up on a multi-level, multi departmental and multi-individual basis within the Academy, as also on an inter-institutional level ex situ of YASHADA.

The minutes about the YASHADA MASTER PLAN therefore, as approved by the XXXIInd Board of Governors, chaired by Hon. Chief Secretary, Government of Maharashtra, in his capacity as President of the Board of Governors, has placed an enormous responsibility on the Academy and it would have to be met with strategic planning and management.

There are also significant decisions regarding the in situ institutional separation of the (a) State Institute of Rural Development, (b) State Institute of Urban Development. and (c) the Administrative Training Institute. There are decisions regarding the formation and recognition of the (a) Research and Documentation Centre, (b) Centre for Social Equity and Justice. (c) Institute for Old Age, (d) Self help Group and Micro Finance Cell and (c) E-Governance Facilitation Centre.

Within existing perspectives, there are significant decisions regarding the (2) Library Repository for GoM (b) Five - Year Perspective Plan for the Centre for Environment and Development. and (c) Appointment of a Financial Advisor for the Academy among others.

There is an obvious and urgent need to ensure accurate and timely follow-up to all the decisions about the YASHADA MASTER PLAN at the BoG Meeting held on January 22, 2004. The minutes, as approved by the Hon. Chief Secretary, Government of Maharashtra, in his capacity as President of the Board of Governors, has placed an enormous responsibility on the Academy and it would have to be met with strategic planning and management.

The YASHADA MASTER PLAN is a comprehensive convergence of the (a)YASHADA CAMPUS MASTER PLAN, (b) the SIRD MASTER PLAN and (c)various infrastructure requirement plans for the Academy, Several clear-cut decisions, as enabled by approvals or suggestions. and recorded in the minutes require follow-up on a multi-level. multi-departmental and multi-individual basis within the Academy as also on an inter-institutional level ex situ of YASHADA,

It is therefore essential that the various processes are coordinated at the highest level within the Academy by enabling all faculty Administration, Establishment   Employees to function independent within their own time schedules and work norms and ensure that all points of action are completed at the earliest. It is felt necessary that the Office of the Director General, YASHADA, is directly supported by a Policy and Plan Secretariat Department Cell to ensure that timely follow-up is ensured.

Establishment of YASHADA Policy and Plan Implementation Cell

The Policy and Plan Secretariat Department / Cell will function directly under the supervision of the Director General and submit requirements for coordination within the Academy. follow-up points of action, monitor and report on activities undertaken on the basis of the approved minutes and ensure that a monthly meeting is convened to consider any requests for support if required from all concerned.

The Policy and Plan Implementation activities will function at the Cell-level under the aegis of the Office of the Director General. Dr. Bharat Bhushan, HoD, Centre for Environment and Development will coordinate the Cell as its HoD. Tf1e Registrar, YASHADA will assist .the Policy and Plan Implementation Cell on behalf of the Administration.

The following decisions are now activated with effect from January 22, 2004.

1.   The Policy and Plan Implementation Cell is being established with effect from January 22, 2004.

2. The Policy and Plan Implementation Cell will function directly under the supervision of the Director General, YASHADA.

3. Dr. Bharat Bhushan, HoD, CED, will function as the HoD for the Policy and Plan Implementation Cell with immediate effect.

4. Registrar, YASHADA will assist the Policy and Plan Implementation Cell on behalf of the Administration.

5. Ms. Shraddha Kulkarni, Stenographer, is appointed full-time to function within the Policy and Plan Implementation Cell.

6. The following organisational support is envisaged. Later changes can be worked out on a need-by-need basis.

   a. One Office Clerk to be appointed on contractual basis or internal transfer for coordination of the YASHADA MASTER PLAN.
   b. One Office Clerk to be appointed on contractual basis or internal transfer for coordination of all the policy decisions of the XXXIInd BoG.
   c. One Steno / Typist to be appointed on contractual basis or internal transfer for coordination of the YASHADA MASTER PLAN
   d. One Steno / Typist to be appointed on contractual basis or internal transfer for coordination of all the policy decisions of the XXXIInd BoG.
   e. One Office Peon to be appointed on contractual basis or internal transfer for Office Support.
   f. One Office Peon / Assistant to be appointed to ensure support for documentation work including xerox, spiral binding etc.

7. Registrar, YASHADA would be responsible for ensuring office personnel support, appointment of new personnel, providing equipment support and ensuring coordination between all departments, centres and cells at the Academy.

The above decisions are being brought to the notice of all concerned.

(Ratnakar Gaikwad)
Director General

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

POLICY AND PLAN IMPLEMENTATION CELL

YASHADA INTRA-OFFICE MEMO

Intra Office Memo Number	XXXIInd BoG/2004/P &P / Action/Memo/05
File No.	YBoG/2004/01.045
Dated	March 08, 2004
Empowered Authority	Office of Policy & Plan Implementation Cell, YASHADA.
Agenda Item Number	BoG:XXXII:19 (5)
Agenda Item Description Any other matter will the permission of the Chair	Any other matter with the permission of the Chair To approve the list of proposed training programmes for the year 2004-05.
Minutes Reference	Approved Minutes of the XXIInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII:91
Circulated for Information to :	All Faculty & Staff, YASHADA
Effective from	January 22, 2004

The list of the proposed Training Programmes for the year 2004-05 was reviewed by the Board of Governors in the XXXIInd Meeting held on January 22, 2004. It should be noted by all faculty and staff that the list of the Training Programmes have been approved by the Members of the Board of Governors present during the meeting. It would therefore be necessary on the part of all HoDs and faculty to ensure that the Training Programmes are conducted as proposed and all slots as indicated are fully utilized. Any changes if required, with the permission of the Director General, would need to be submitted through the Course Cell and HoD, Administration.

It would be necessary to ensure that requirements for Round Table Workshops, Seminars or Review Meetings for ongoing Research Projects including the "Functional Review for Administrative Reforms" Project be slotted within the Training Calendar 2004-05 with due information and process through HoD, Course Cell, prior to seeking permission from the Director General.

(Ratnakar Gaikwad)
Director General

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

YASHADA POLICY CIRCULAR

Policy Circular No.	XXXlInd BoG/2004fP&P/ActionlPC/29
Dated	March 19,2004
Empowered Authority	Director General, YASHADA .
Subject	Regarding Review Meetings being called by Office of the Director General, YASHADA.
Reference	All approved minutes of the Board of Governors, meeting held on 22.01.2004.
Circulated for Information to :	All YASHADA Faculty & staff
Effective from	January 22, 2004

Background

It is necessary to build up on the existing team spirit and sense of cooperation among officers, staff and employees in the Academy by specifying periodicity and objectives of formal interaction with the Director General. This would enable everybody to go ahead with their regular functional activity and ensure timely completion of works, research and help accomplish deadlines in a conducive manner.

All concerned have been contributing to the Think Tank meetings on the lines of the policy circular concept that has been established at YASHADA. This process helps generate ideas through unrestricted expression of opinion and suggestions without the fear of ridicule. That consensus at the Think Tank meetings along with the monthly faculty meetings helps develop a listing of administrative and policy decisions under the authority of the Director General.

It is therefore essential that considering the recent renaming of Centres, Institutes and the establishment of the new Centres and merger of certain units between others, the monthly Faculty, Think Tank and Weekly Review meetings should be recognized as important administrative processes at the Academy.

Schedule

The schedule for the Monthly Meetings and Review Meetings are as follows :
1. Monthly Faculty Meeting held on 1st Saturday of each month convened by HoD, Course Cell (to be held at 9.30 A.M.)
2. Monthly Think Tank Meeting held on 3rd Saturday of each month to be convened by Secretary, Think Tank (to be held at 9 30 A.M.)

3. Weekly Review Meetings of all Departments, Centres and Cells as per the weekly slots allotted in the schedule approved by the Director General.

Objectives

It is essential to clearly identify the Objectives and Agenda for the various Review Meetings being called by the Director General, YASHADA.

The objectives of these meetings are as follows.

YASHADA Policy Circular: Review Meetings being called by the Office of DG, YASHADA

1. Monthly Faculty Meeting held on 1st Saturday of each month (to be held at 9.30 A.M.)
*   To review completion of Training Programmes and of the previous month and discuss the monthly schedule for the next 60 to 90 days.
*   To review inter-departmental, inter centre and inter-sectoral coordination and collaboration if required for the proper conduct of Training Programmes and Research Projects.
*   To review the status of Action Research Project and other research programmes, publications and infrastructure requirements for ongoing activities.
*   To review status of implementation of recommendations made by Training Monitoring Cell along with Training Needs Assessment by Departmental Coordinators.

2. Monthly Think Tank Meeting held on 3rd Saturday of each month (to be held at 9.30 A.M.)
*   To Invite recommendations, suggestions and ideas by members of Faculty, other officers, employees and staff of the Academy.
*   To review status of action taken based on recommendations and suggestions made at earlier Think Tank Meetings.
*   To consider innovative methods and initiatives in the training and infrastructure administration of the Academy received from time to time on occasions other than the Think Tank Meetings.

3. Weekly Review Meetings of all Departments, Centres and Cells as per the weekly slots allotted in the schedule approved by the Director General.
*   To review Participant's Representatives and Recognized Trainer approaches by Department / Centre / Cell and the status of its implementation.
*   To record status of sponsored training programmes, workshops and seminars being sourced from other agencies.

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- To review status of proposals and accomplishment of work on Action Research Projects.
- To review status of proposals and accomplishment of work on Consultancy Projects
- To record systems improvement and standards established concerning ISO 9001.
- To review progress in regard to collaboration with Departmental Coordinators.
- To receive note on activities undertaken so far and those proposed to be undertaken.

Guidelines
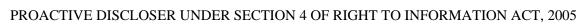
In the event that the Monthly Faculty Meeting or the Monthly Think Tank Meeting overlaps with a Public Holiday or any other important or unforeseen event, the meeting will be preponed to the immediately preceding working day and will be conducted in the same time-slot.

It may be noted by all concerned that subsequent to this Policy Circular there would be no need for any official letter or intimation to invite the concerned officers and staff to attend the meetings.

The above decisions are being brought to the notice of ail concerned.

(Ratnakar Gaikwad)
Director General

YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2003-04/YMRC/001
Dated:	29 March 2004
Empowered Authority:	Director-General, YASHADA
Subject:	Establishment of the 'YASHADA Media and Resource Centre/
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee Members, YASHADA Recruitment Committee YASHADA Desk, GAD, Govt. Of Maharashtra *All YASHADA Faculty and Staff*
Circulated for necessary compliance to:	YASHADA CAVP and Publications Cell

Background:

With YASHADA poised to increase its training and research output six fold over the coming years, it is felt that the current support structures (viz. the Centre for Audio-Visual Production (CAVP) and the Publications Cell) need to be revamped and strengthened, so that they can contribute fully to these training and research processes. They should, ideally, be the creators and initiators of new knowledge resources, and not just the disseminators of an end product, conceived and designed by others.

In addition, there is a need to heighten the YASHADA profile in the mass media, so that larger issues of governance can be brought into the domain of public awareness. YASHADA, as the most credible advocate of the initiatives within State Government, needs to engage in a continuing dialogue with civil society, to make , good governance a reality in Maharshtra.

Finally, with the exponential growth in information and the new technologies at its disposal, YASHADA is uniquely placed to develop and disseminate knowledge resources necessary for development and public administration through training and publication.

In the .light of the above, it is therefore resolved to establish a 'YASHADA Media and Resource Centre' (YMRC) by merging the existing Centre for Audio-Visual Production (CAVP), and the Publications Cell, and suitably strengthening them as outlined below.

Objectives: The objectives of the YMRC will be as follows:
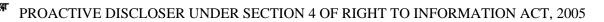
1.   To develop and disseminate knowledge sources of direct use in development and public administration;

2.	To provide the State Government interface with mass media and in engaging civil society.

3.	To provide and maintain state-of-the art audio-visual facilities for training and research

Activities:

1.1	Compilation and publication of the annual YASHADA 'State of Maharashtra's Development' Report

1.2	Establishment and maintenance of YASHADA's Digital Library

1.3	Publication of Quarterly Journal in Marathi

1.4	Publication of Quarterly Journal in English

1.5	Publication of fortnightly internal newsletter in English

1.6	Commissioning, publication, marketing of books/modules etc.

1.7	Maintenance and updating of YASHADA website

1.8	Production of multimedia training modules

1.9	Video documentation of training sessions, best practices, case-studies etc.

2.1	To organise a monthly press conference on issues of contemporary interest

2.2	To coordinate with Doordarshan in the. production of programmes on development and governance issues.

2.3	To network with the public and private mass media, the DGIPR, etc.

2.4	To build up civil society networks on issues relevant to YASHADA activities.

3.1	To identify resources to provide YASHADA with state-of-the-art art audiovisual facilities.

3.2	To make the necessary purchases, and streamline inventory in these articles

3.3	To build up a DVD and VCD Library for use in training.

Implementation:

The 'YASHADA Media and Resource Centre' will be established with effect from 1 April 2004. From that date, both the CAVP and the Publications Cell will cease to exist as separate entities, and will be merged within the YMRC, with the following organisation structure:

Core staff: will form the full time staff of the YMRC

1 Associate Professor and Head, YMRC

1 Research Officer (Publications)

1 Audio-visual Officer

1 Asst Publications Officer

2 Audio-visual Assistant

3 Publications Assistant

Seconded staff: will continue to function in their present posts, but shall be seconded to YMRC as and when required, for special duties:

1 Senior Librarian for YASHADA Digital Library

1 Research Officer, R&D Centre, for publication of Marathi Journal and organising Press conferences

1 Programmer/Research Officer, CIT for website updating etc.

Research Assistant, SIRD, for field work and support for video documentation

In addition there will be an Advisory Committee, drawn from YASHADA faculty and senior officers, based in Pune.

So, ordered.

Ratnakar Gaikwad, IAS
Director-General, YASHADA

Enclosures: The necessary orders for filling the above posts

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OFFICE ORDER

In pursuance of the Policy Circular no PC/2003-04/YMRC/001, of even date, the Director-General is pleased to announce the establishment of the YASHADA Media and Resource Centre (YMRC) w.e.f. 1 April 2004.

1. The YMRC will be created with the merger of the existing Centre for Audio Visual Production and the Publications Cell, which will cease to exist as independent entities w.e.f. 1 April 2004.
2. The YMRC will be headed by Smt Nasrin Siddiqui, who will henceforth hold independent charge as Associate Professor and Head, YMRC. Smt Siddiqui will report to Director-General YASHADA.
3. The current heads of CAVP and Publications Cell will hand over their respective charges to Smt Siddiqui, w.e.f. 1st April 2004.
4. Smt Siddiqui will undertake the duties mentioned in the statement at Appendix I.

Ratnakar Gaikwad, IAS
Director-General, YASHADA

For necessary action to:
1.   Smt. Nasrin Siddiqui, Associate Professor
2.   Dr. K. S. Nair, Head, RDC
6.   Shri. Milind Tanksale, Asst. Professor and Head CAVP
7.   Registrar, and
5.   Accounts officer

Copy for information to: All faculty and officers

Appendix I

Work allocation in the YASHADA Media and Resource Centre:

CORE STAFF

No.	Name and Title	Duties
1.	Smt Nasrin Siddiqui Associate Professor and Head, YMRC	• Policy formulation and strategic planning to achieve the objectives of YMRC • Overall supervision and direction of YMRC Activity. • To conduct at least 5 course weeks of training on 'Development Communication' and Knowledge Management • Compilation and publication of the annual YASHADA 'State of Maharashtra's Development' Report • Establishment and maintenance of YASHADA's Digital Library • Publication of fortnightly internal newsletter in English • Maintenance and updating of YASHADA website • Production of multimedia training modules
2.	Shri Ramesh Vaswani Research Officer, Publications	• Publication of Quarterly Journal in English • Publication of internal documents like Annual Report, Brochures etc. • Commissioning publications from internal and external sources. • Overseeing the reprographics contracts. • Budgeting and reporting – publications.

No.	Name and Title	Duties
3.	Shri Abhay Kate Audio-Visual Officer	• Video documentation of training sessions, best practices, case-studies etc. • To coordinate with Doordarshan in the production of programmes on development and governance issues. • To network with the public and private mass media, the DGIPR, etc. • Identification of resources to provide YASHADA with state-of-the-art art audio-visual facilities. • To make the necessary purchases, and streamline inventory in these articles. • Budgeting and reporting - audio-visuals
4.	Shri B P Jogdand Asst. Publications Officer	• Marketing and Sales (including records, receipts, follow-up etc.) • Liaison with press, issue of fortnightly press releases • Processing of all purchases, printing orders, bills etc. • Assisting in the production of Marathi Quarterly Journal and all other commissioned publications • Assisting the R O (Pub) in all communication and follow-up with commissioned authors - both internal and external
5.	Shri Satish Visal & Sanjay Kadam Audio-visual Assistant	• Care and maintenance of A-V Equipment • Care and maintenance of A V Classroom / theatre • Assistance Press Conferences / Events • Establishing and maintaining a video library of entertaining and educational feature films, documentaries • ware, software, peripherals, consumables • Maintenance of files dealing with A V equipment

No.	Name and Title	Duties
6.	Shri Vinay Kulkarni Publications Assistant	• Typesetting, design, layout of YASHADA's journals, Annual Report, ATC brochures etc • Compilation of material from external sources, and its design and layout • Maintenance/updating of subscription lists • Maintenance of records, inventory for Computer hardware, software, peripherals, consumables • Maintenance of files dealing with publication

SECONDED STAFF

No.	Name and Title	Duties
1.	Shri Manoj Kulkarni Senior Librarian	YASHADA Digital Library
2.	Shri S G Waidande Research Officer, R&D Centre	Publication of Marathi Journal and organising press conferences
3.	Srnt Ujwala Udgaonkar Programmer / Research Officer, CIT	Website design and updating
4.	Shri Amol Bamishte Research Assistant, SIRD	Field work and support for video documentation

Appendix II

ADVISORY COMMITTEE OF YMRC

1	Shri Ratnakar Gaikwad, IAS, D G YASHADA & Chairman
2	Shri U C Sarangi, lAS, Commissioner, Cooperation
3	Shri Sudhir Goel, commissioner, Cooperation
4	Shri Pramod Chopade, AIR
5	Shri Ingale, Reg. Director, Doordarshan, Pune.
6	Shri Vijay Kuvalekar (Press)
7	Dr Usha Bambawale (Academia)
8	Shri Sanjay Pawar (Freelance journalist)
9	Dr Rajan Gengaje, YASHADA
10	Shri Anand Pardhy, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No	FA-Allocation of expenditure/2004
File No.	P- 13 of Financial Advisor
Subject:	Principle for allocation of expenditure for YASHADA's financial transactions.
Effective from	01/04/2004
Circulated for Information of	All HoDs, Faculty & Staff of YASHADA

Background

In pursuance of BoG's decisions in XXXllnd meeting, there is sizable increase in YASHADA's activities due to undertaking independent projects and sponsored courses. Those activities are generating revenues for YASHADA, similarly resulting in the expansion of various activities of YASHADA, e.g., hiring of manpower, expanding infrastructure, increase in number of Research Projects, purchases of various material & amenities. Under such circumstances it is desirable to monitor of "the Financial' Transactions of YASHADA. Closely. The proper accounting procedures will adequately indicate the efficiency, self sufficiency of various Projects and Sponsored courses, dependability on government grants. Therefore proper Allocation of Expenditure would help YASHADA to ascertain its preparedness for achieving full financial autonomy.

2.   Principles

It is therefore decided to lay down the principles for allocation of expenditure in YASHADA's various accounts. These are described below.

2.1   Government Grants

2.1.1   Receipt - All central & state government grants, general and purposive.

2.1.2   Expenditure - Expenditure befitting government norms, regulations, standard conventions, economy measures.

This would include YASHADA's traditional expenditure and expenditure incurred for salary and establishment of post sanctioned and approved by the government of Maharashtra.

2.2   Project & Sponsored courses

2.1.1   Receipt - Project finance, course fees of sponsored courses, project & course fee surplus of current year.

Section 4(1)(b)(v)
Section 4(1)(b)(v)

2.2.2   Expenditure - Expenditure eligible for utilizations purpose, expenditure incurred for the training courses under project, expenditure incurred for sponsored courses.

Expenditure for extra amenities, furniture, renovation from project surplus. Course surplus available during respective financial year.

Head of department. in charge of sponsored course will be eligible to claim such extra amenities from project / course surplus by obtaining approval of Director General / competent authority.

Cash incentives if any as per YASHADA'S policy will also be debited to above surplus funds.

2.3.   Corpus funds

2.3.1   Receipts: Interest on investment of funds, income generated from hiring out YASHADA amenities course / project surplus etc.

2.3.2   Expenditure:

- From YASHADA's Investments - Capital expenditure which can not be incurred or met from YASHADA grants that would reduce recurring liability considerably or resulting increase in Direct income of YASHADA .
- From Revenue income of YASHADA's Corpus - Revenue expenditure which can not be incurred due to the shortage of government grants, and other expenditure beyond government norms, regulations, standard conventions, economy measures principally consented by BoG or competent authority.

3.   Explanation

In consonance with above principles, explanatory chart with illustrative examples is enclosed for ready reference.

3.1.   All Heads of departments. Heads of various Centers, Cells. should ensure that while submitting any proposal for expenditure, they should invariably refer enclosed table and indicate the source of receipt from which the proposed expenditures should be incurred.

3.2 Similarly if this expenditure is to be incurred from Project Funds, then payment invoice should be accompanied by Top Sheet as prescribed in Clause 2 of Accounts Section Circular dated 10/09/2003 (copy enclosed) .

In absence of specific mention of Fund from which expenditure is to be incurred on proposal / bill Accounts Section will be competent to withheld or decline payment.

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These principles of Allocation of Expenditure and the illustrative examples are issued as a general guidelines and as a ready reference for various spending authorities. However, in peculiar circumstances, exigencies of a proposal, Director General will issue specific instructions for allocations of expenditure.

(Ratnakar Gaikwad)
Director General,
YASHADA

Copy to :
Dy. Director General I and Director ATI
Dy. Director General II and Director SIRD
All HoD's of YASHADA / All Heads of Centers/ Cells / Projects In-Charge
Registrar.

PRINCIPLE for ALLOCATION of EXPENDITURE from YASHADA RECEIPT FOR YASHADA'S FINANCIAL TRANSACTIONS

GOVERNMENT GRANTS		PROJECT	
RECEIPTS	**EXPENDITURE** Principle: as per Govt. norms, standard conventions, economy measures	**RECEIPTS**	**EXPENDITURE** Principle: Expenditure eligible for Utilization Certificate
ALL STATE, CENTRAL GOVT. GENERAL & PURPOSIVE	Salary of posts sanctioned by Govt.	PROJECT GRANTS FROM GOVT. & NON GOVT. INCOME OUT OF PROJECTS COURSE FEES & COURSE FEES SURPLUS NOT TRANSFERRED TO CORPUS	All Direct Expenditure incurred by YASHADA
	Estt. Expenditure of above posts.		Salary of Persons employed by YASHADA Beyond Govt. Sanction
	Rent Rates Taxes		Salary of YASHADA Employees working exclusively on project.
	Electricity, generator		Deluxe Training Items
	Exp. For YASHADA courses		Course Charges as per YASHADA Rates
	Normal TA DA		Inadmissible Air Journey
	Standard Stationery		Project Related entire tour
	Civil and Electricity Maintenance		Premium Course Material Special Meals
	Telephones		Transport & Vehicle Hiring Charges
	Special Repairs		Honorarium and Guest Travel Expenses
	P.O.L.		Course Expenditure as per YASHADA's standard schedule
	Vehicle Maintenance		Course Marketing Expenditure
	Training to Employees	PROJECT SURPLUS AT THE DISPOSAL OF RELEVANT HOD, PROJECT INCHARGE BEFORE TRANSFERRING TO YASHADA CORPUS	Expenditure beyond Govt. Norms, Standard Conventions, Economy Measures
	Capital Expenditure		Vehicle
	Library, Publication, CAVP		Air Conditioners
	All committed expenditure for above Items		Ultra Modern Furniture
			Room Renovations
			Extra Computers & Peripherals
			Direct Telephone
			Incentives as per YASHADA Policy
			Mobile Phone Charges
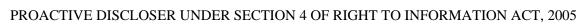
CORPUS FUND	
RECEIPTS	**EXPENDITURE**
1. Course Surplus 2. Project Surplus 3. Administrative Charges or Projects 4. Library 5. Publication 6. Rent 7. Facility Charges 8. Interest On Investment 9. Income from Disposed Property	Capital and Direct Productive Expenditure which can not be incurred or Met from YASHADA Grants can be incurred from YASHADA Investments.
	Revenue Expenditure Beyond Govt. norms, Regulation standard conventions, economy measures but PRINCIPLE consented by BOG or Competent Authority and will be incurred only from Revenue Receipts.
	State of Art Furniture
	Guest House Renovations
	Manpower Charges to Contractor
	Air Conditioner to Hostel and Office Rooms
	Semi Luxury Vehicles

TOP SHEET FOR VOUCHER

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

Expenditure Serial No. (As given in Expenditure Control Register)

Date :

Pay to _____

Particulars _____

Sanction Reference _____

Details of Expenditure	Project Name	Amount
Rs.		Rs.

Passed for payment Rs.   By Cheque

In words _____

Cheque No.   Bank   Branch

Course Director   Project-in-charge   Accounts Officer

YASHADA POLICY CIRCULAR

Policy Circular No	DCO/Co-oP. Cell/2004
Dated	2nd April, 2004
Subject:	Establishment of the "Special Cell for Co-operation"

Of late YASHADA has given lot of emphasis and stress on the capacity building of all the stakeholders in the co-operative fold. Considering the fact that Maharashtra has been in the forefront in the co-operative movement, it is very necessary that Maharashtra maintains its premier position in the country in co-operative sector. With a view to ensure this and having regard to the fact that large number of training programmes have been organised for the capacity building of, officials and non-officials of Co-operative Banks/Co-operative Credit Societies/ APMCs, it is felt necessary to establish Special Cell for Co-operation.

Shri Vijay Suryavanshi, Assistant Professor, will Head this Cell and Shri C. K. Patil, at present working as Training Co-ordinator, will work as Research Officer in the said Cell. Shri Jaisingh Thorat will assist the said Cell as Course Assistant.

The said Cell should start functioning forthwith. The objectives and functions of Cell would be spelt out separately and communicated.

(Ratnakar Gaikwad)
Director General

- All faculty members
- Registrar
- Course Cell
- Estate Manager
- Accounts Officer.
- Shri Jaisingh Thorat, Course Assistant

YASHADA POLICY CIRCULAR

Policy Circular No:	ISO/PC/20042004-05/001
File No	ISO/2004-05/CIR
Empowered Authority:	Director General
Subject:	Establishing Tri-Ietter system for internal and outside communication of the Academy
Dated:	05/04/2004
Circulated to:	All HoDs, YASHADA

During Our daily work every body in the Academy needs to generate various papers and files. For the growing institution like ours it became imperative to know which section generates which papers and files.

With a view to ensure uniformity in all correspondence between departments and outside the academy, it is necessary to have a uniform tri-Ietter code to each file/ paper etc. It will not only provide quick cross reference for our documents, but also help in systematic arrangement and quick access to files, papers and documents within the department as well as within the Academy. It will also helps us to mark it distinctly from papers and files of other sections.

The tri-letter system suggested here is agreed upon by every Department / Section Head and should now be strictly observed for the use of all files and papers generated in Our Academy by each Centre, and Department as well. Any paper or file should indicate the tri-letter allocated to the department..

eg. CDM/TRG/04-05/YASHADA/001

The tri-Ietter system will be effective from April 15th, 2004

So ordered

Ratnakar Gaikwad, IAS
Director General, YASHADA

Enclosed
A list of Departments and its tri-letter

List of Departments and Centres indicating their Tri-letter Codes for use

No	Center / Department	Code
1	Accounts Section	ACS
2	Adm-Conservancy	CON
3	Adm-Establishment I	EST-I
4	Adm-Establishment II	EST-II
5	Administration	ADM
6	Administrative Training Institute	ATI
7	Adm-Maintenance	MEN
8	Centre for Disaster Management	CDM
9	Centre for Environment and Development	CED
10	Centre for Equity and Social Justice.	CEJ
II	Co-operation Special Cell	COP
12	Course Cell	COC
13	Director General's Office / Dy. Director General's office	DGO / DDG
14	Estate Manager	EMR
15	Hostel and Mess	HOS
16	Institute of Productive and Empowered Old Age	lOA
17	ISO Cell	ISO
18	Library	LIB
19	Policy and Implementation Cell	PIC
20	Research and Documentation Cell	R&D
21	Self Help Group & Micro Finance	SFC
22	State Institute of Rural Development	SRD
23	State institute of urban Studies	SUD
24	Training Monitoring Cell	TMC
25	YASHADA Media Resource Centre	MRC

Section 4(1)(b)(v)

POLICY CIRCULAR

Policy Circular No:	ISO/PC/20042004-05/002
File No	ISO/CIR/2004-5
Empowered Authority:	Director General – YASHADA
Subject:	Customer Grievances Redresal System for YASHADA
Dated:	06/04/2004
Circulated for Information to:	Members, YASHADA Board of Governance Members, YASHADA Executive Committee All YASHADA Faculty and Staff
Circulated for Necessary Compliance to	Registrar, YASHADA Hostel Manager, YASHADA

Background:

Our Academy caters to the training needs or officers from various departments of the State Government. The course participants are our prime customers. Similarly we also avail services or various suppliers for our departments. These suppliers are also our customers. The customers may have some difficulties suggestions or complaints about our working treatment or them or services we provide to them. We exist o serve our customer either trainee guest faculty, or supplier or various services. In order to improve upon our services continuously, we must listen to what our customers want to say about these services. Constant feed back about our training and other infrastructure facilities is very important for continuous quality improvement in our training programmes

Objectives:

a) To establish a mechanism to ensure that grievances of customers of the Academy are addressed and responded to.

b) To formulate a monitoring device which will ensure that similar complaints are not repeated.

Implementation :

With a view to listen to our participants and visitors interacting at various points in our Academy following procedure should be adapted:

1. A suggestion / complaint book should be made available / kept at places like Hostel, Mess, Reception Counter, Administration Accounts, Library etc. so that anybody who wants to put coml,1ents can freely put their comments and suggest ions.

2. The officer In-charge or the: Department should respond to it within reasonable time (Not exceeding 10 working days).

3. Registrar, YASHADA should review the nature of complaints and ensure that the responsible officer takes necessary measures so that similar complaints do not accrue again.

4. Similarly, compliments received should also be displayed and brought to the notice of others to encourage the concern.

The System should be implemented from 15th April 2004.

So ordered.

Ratnakar Gaikwad, IAS
Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy circular No. :　　　　DGO/COP/2004 .
Date　　　　　:　　　　13 April 2004

Subject : Objectives and functions of the Special Cell for Co-operation.

In pursuance of the order dated 2.4.2004 establishing Special Cell for Co- operation, the objectives and functions of the special cell are laid down as follows

OBJECTIVES

1.　Identification of training needs of various sectors in co-operation and also of cooperation Dept. & designing training courses.

2.　Training of non-officials/officials in the co-operative sectors and co-op. department officers for capacity building.

3.　Undertaking Action Research Projects in co-operative sectors.

4.　Identifying best practices in various co-operative sectors and disseminating them.

5.　Undertaking studies for good governance in co-operative sectors.

6.　Providing consultation to various sectors of co-operation.

7.　Studying co-operative movement in the context of liberalization, privatization & globalisation and studying movements in the developed countries for adopting best practices.

FUNCTIONS

1.　Organising training of officials/Non-officials of DCCB/Urban Cooperative Banks/Co-operative credit societies/ APMC/Dairy Co-operatives / BLVAC / Sugar cooperatives /PACS/Tribal societies.

2.　Organising training of the field staff of adm and audit wings of the cooperative department.

3.　Organising induction and foundation training for officers of co-operative dept.
4.　Identifying problem areas in various sectors of co-operation and undertaking research in those areas to provide solutions.

5. Documenting success stories in various sectors such as PACS. urban banks. urban credit societies block level village artisans co-operative societies, co-operative credit societies, APMC. consumer co-operative societies, dairy co-operative societies, novel cooperative societies.

6. Organising training for agricultural marketing.

7. Exposure training of selected co-operators/social activist from each districts regarding successful running of various types of co-operative societies. .

8. Training of trainers identified from urban co-operative banks / co-operative credit societies/ APMC of all districts.

9. Associating district banks association/federations of co-operative credit societies and planning for training at district level as YASHADA out reach programme.

10. Suggesting reforms in the working of Urban co-op. Banks/Urban co-op credit societies.

11. Preparing manual of detailed guidelines for proper functioning for the directors of DCCB/UCB / urban credit societies.

12. Organising Management devt. programmes for newly recruited officers in Urban Banks.

The special Cell for Co-operation should strive to achieve the above objectives by associating experts in various fields of Co-operation.

Ratnakar Gaikwad
Director General

1. PA to DG for record
2. All HoD and faculty members
3. Registrar
4. Course Cell

YASHADA POLICY CIRCULAR

Policy Circular Number	XXXIInd BoG/2004/P &P / Action/PC/02
Dated	February 12, 2004
Empowered Authority	Board of Governors, YASHADA
Agenda Item Number	BoG:XXXII:06
Agenda Item Description	To establish a Centre for Equity and Social Justice (CESJ) at YASHADA
Minutes Reference	Approved Minutes of the XXIInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII: 65,66 and 67
Circulated for Information to :	1. Office of Hon. Chief Secretary. GoM 2. All collaborating institutions 3. General Administration Department. Government of Maharashtra 4. Members, Executive committee 5. All YASHADA Faculty and Staff
Effective from	January 22, 2004

Background

The Hon. Chief Secretary to the Government of Maharashtra is the ex-officio President of the Board of Governors at Yashwantrao Chavan Academy of Development Administration (YASHADA). Policy initiatives and annual workplans are reviewed and approved by the Members of the Board during their meetings. The presence and authority of the Hon. Chief Secretary ensures the support and guidance of the Government of Maharashtra.

The proposal to establish a Centre for Equity and Social Justice (CESJ) at YASHADA and guidance required regarding (a) staffing pattern and (b) approval separation of funding was reviewed and approved for establishment under the aegis of YASHADA.

Justification for establishment of CESJ at YASHADA

Capacity Building of Weaker sections of the society for not only poverty eradication but for bridging the gap between haves and have-nots has acquired significance in the era of liberalisation, globalisation and privatisation. To attack social evils and issues like poverty, illiteracy, and inequity prevailing in the society, requires an organised task force, trained manpower and committed machinery with appropriate knowledge, skills and attitudes towards

development issues. Various social reformers have contributed to the upliftment of weaker sections of the society in Maharashtra. Establishment of a Centre for Equity and Social Justice at YASHADA will contribute to the cause of upliftment of weaker section of the society and maintain state's progressive image.

The Director, Department of Social Justice vide his D.O. Letter No. DSW/CESJ/ YASHADA/107 dated March 3, 2003 had requested the Director General, YASHADA to establish a Centre for Equity and Social Justice (CESJ) to address these critical concerns and enable capacity building in these crucial sectors of governance.

The Board of Governors of YASHADA had discussed this issue at length in the meeting had on May 17, 2003. The Director, Department of Social Justice and YASHADA presented a detailed proposal on this important issue during the XXXIInd BoG on January 22,2004.

The Special Component Plan (of the Government of Maharashtra) for the development of certain weaker sections of society has funds available for capacity building and strengthening the programme implementation process. The aim of establishing a Centre for Equity and Social Justice (CESJ) at YASHADA is to upgrade human capabilities of the stakeholders of SCP to the level of the best in the world, The following objectives are delineated:

1.   Identification of Training needs of stakeholders
2.   Conduct specialised training programmes, workshop & seminars.
3.   Prepare authentic database through by research and documentation
4.   Undertake Action Research Projects in the field.
5.   Development of HDI reports of the stakeholders.
   6, Networking of Social Work Colleges, NGOs and other Institutes working for stakeholders.

Financial Separation

It bas been proposed and approved at the XXXIInd BoG on January 22, 2004, that the finances required for the centre would be met from funds from (a) Social Justice Department, (from SCP), Government of Maharashtra, (b) Social Welfare Department, Gol and (c) YASHADA's own funds in proportion of 50%, 25%, 25% respectively.

Thematic and institutional separation within the Academy

The thematic sectors at YASHADA for the (a) ATI component are being delivered by the Centre for Good Governance, (CGG) now renamed as the Administrative Training Institute (ATI), (b) Rural concerns are being addressed by the Centre for Rural Studies (CRS), now renamed as State

Institute of Rural Development (SIRD), and (c) Urban concerns are enabled by the Centre for Urban Studies (CUS), now renamed as State Institute of Urban Development (SIUD) at YASHADA.

The Academy has also been able to position various Centres of Excellence to enable convergent themes of development administration that are common to Good Governance, Urban and Rural Development. These Centres include the Centre for Disaster Management (CDM), the Centre for Environment and Development (CED), and the Centre for Information Technology (CIT).

Proposal to establish the CESJ at YASHADA

The CESJ will add to the diversity of thematic concerns being addressed at YASHADA. The proposal to establish the CESJ at YASHADA was under consideration for quite some time in order to facilitate specific intra-organizational separation, receive more support and ensure clearly delineated programmes. .

Therefore, the Board of Governors have vide XXXII BoG Minutes Numbers 65, 66 and 67 approved

The following decisions are now activated with effect from January 22, 2004.

1. The Centre for Equity and Social Justice as proposed, vide Agenda Item No. BOG:XXXII :06 has been approved for establishment at YASHADA.
2. The staffing pattern for the Centre for Equity and Social Justice as proposed at YASHADA for the permanent Faculty and staff at the Academy has been approved by Minute No, 66 vide Agenda Item No. BoG:XXXII:06-(B).
3. The Director General, YASHADA has been empowered to frame the recruitment rules for the Faculty positions at CESJ if special qualifications would be required.
4. The proportional separation of funding sources to support the CESJ in the ratio of (a) 50% = Government of Maharashtra social Justice Department (from SCP), (b) 25%= Social Welfare Department GoI and (c) 25% = YASHADA funds has been approved by Minute No, 67 vide Agenda Item No. BoG:XXXII:06-(C).

(Ratnakar Gaikwad)
Director General

YASHADA POLICY CIRCULAR

Policy Circular No:	*PC/2003-04/YMRC/001*
Dated:	29 March 2004
Empowered Authority:	Director-General, YASHADA
Subject:	Establishment of the 'YASHADA Media and Resource Centre'
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee Members, YASHADA Recruitment Committee YASHADA Desk, GAD, Govt Of Maharasntra All YASHADA Faculty and Staff
Circulated for necessary compliance to:	YASHADA CAVP and Publications Cell

Background: With YASHADA poised to increase its training and research output six fold over the coming years, it is felt that the current support structures (viz. the Centre for Audio-Visual Production (CAVP) and the Publications Cell) need to be revamped and strengthened, so that they can contribute fully to these training and research processes. They should, ideally, be the creators and initiators of new knowledge resources, and not just the disseminators of an end product, conceived and designed by others.

In addition, there is a need to heighten the YASHADA profile in the mass media, so that larger issues of governance can be brought into the domain of public awareness. YASHADA, as the most credible advocate of the initiatives within State Government, needs to engage in a continuing dialogue with civil society, to make good governance a reality in Maharashtra.

Finally, with the exponential growth in information and the new technologies at its disposal, YASHADA is uniquely placed to develop and disseminate knowledge resources necessary for development and public administration, through training and publication.

In the light of the above it is therefore resolved to establish a "YASHADA Media and Resource Centre" (YMRC) by merging the existing Centre for Audio-Visual Production (CAVP), and the Publications Cell, and suitably strengthening them as outlined below.

Objectives : The objectives of the YMRC will be as follows:
1.   To develop and disseminate knowledge resource of direct use in development and public administration.

2.   To provide the State Government interface with mass media and in engaging civil society.

3.   To provide and maintain state-of-the art audio-visual facilities for training and research.

Activities:

1.1   Compilation and publication of the annual YASHADA 'State of Maharashtra's Development' Report.

1.2   Establishment and maintenance of YASHADA's Digital Library.

1.3   Publication of Quarterly Journal in Marathi

1.4   Publication of Quarterly Journal in English

1.5   Publication of fortnightly internal newsletter in English

1.6   Commissioning, publication, marketing of books / modules etc.

1.7   Maintenance and updating of YASHADA website.

1.8   Production of multimedia training modules

1.9   Video documentation of training sessions, best practices, case-studies etc.

2.1   To organise a monthly press conference on issues of contemporary interest.

2.2   To coordinate with Doordarshan in the production of programmes on development and governance issues.

2.3   To network with the public and private mass media, the DGIPR, etc.

2.4   To build up civil society networks on issues relevant to YASHADA activities.

3.1   To identify resources to provide YASHADA with state-of-the art art audio-visual facilities.

3.2   To make the necessary purchase, and streamline inventory in these articles.

3.3   To build up a DVD and VCD Library for use in training.

Implementation :

The 'YASHADA Media and Resource Centre' will be establish with effect from 1 April 2004. From that date, both the CAVP and the Publications Cell will cease to exist as separate entities, and will be merged within the YMRC, with the following organisation structure:

Core staff: will form the full time staff of the YMRC

1 Associate Professor and Head, YMRC

1 Research Officer (Publications)

1 Audio-visual Officer

1 Asst Publications Officer

2 Audio-visual Assistant

1 Publications Assistant

Seconded staff: will continue to function in their present posts, but shall be seconded to YMRC as and when required, for special duties:

1 Senior Librarian for YASHADA Digital Library
1 Research Officer, R&D Centre, for publication of Marathi Journal and organising Press conferences
1 Programmer / Research Officer, CIT for website updating etc
1 Research Assistant, SIRD, for field work and support for video documentation

In addition there will be an Advisory Committee, drawn from YASHADA faculty and senior officers, based in Pune.

So ordered.

Ratnakar Gaikwad, IAS
Director-General, YASHADA

Enclosures: The necessary orders for filling the above posts

YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2003-04//10A/004
Dated:	June 10, 2004
Empowered Authority:	Director-General, YASHADA
Subject:	Establishment of the Self Help Groups & micro finance Cell
Circulated for Information to:	Members, YASHADA Board of Governors Members YASHADA Executive Committee Members. YASHADA Recruitment Committee YASHADA Desk, GAD. Govt. Of Maharashtra All YASHADA Faculty and Staff
Circulated for necessary compliance to:	YASHADA SHGMF

Introduction: Yashada has positioned SHG and micro finance as a strategic training and research intervention at the Academy. Micro finance has emerged as an instrument of poverty alleviation, by way of providing credit and other related financial services to the poor. In India micro finance has been promoted by linking Self Help Groups (SHGs) of the poor with banks either directly or through non government organizations. (NGOs).

In Maharashtra several experiments in SHGs and micro finance are being executed by various government and non-government agencies. However one of the weak areas in SHGs credit linkage is design improvement, project development and organizing marketing linkages.

Realizing the importance of the SHG and micro finance the Cell was established with the approval of the board of governors on January 22nd 2004, to function as a nodal center. Its mission is strengthening training, extension and support services in SHGs and micro finance to Government and non-government organizations on the lines of RUDA (Rural Non farm Development Agency) in Jaipur, SHG cell would also include RUDA concept.

YASHADA will be recognized as an information-huh on the SHG movement in Maharashtra.

Objectives:- The objectives of the Cell affirm the need for the State and national Government to enable training processes on self Help Groups and micro finance. Specifically the Cell's objectives are central to the goals of the Academy. The primary goals of the Cell are: a) To

strengthen Yashada's training commitments, and the annual calendar of events. and b) to provide on-the-field information and databases to integrate current research and case studies in future courses and workshops.

It activities will be:

- Capacity Building of Government and non Government functionaries in the field of micro credit.
- Preparation and implementation of regionally adapted training programmes and curricula consolidating international knowledge and existing experiences in India.
- Equipping them with skills for taking up micro enterprises.
- Research and documentation of case studies, and best practices as well as action research programme.
- Capacity assessment ratings and on going evaluations.
- To conduct Training of Trainers (ToT) and develop training modules.
- To establish a pilot electronic communication network between Mantralay. various departments agencies, Banks, SIRDs, ATIs at YASHADA to facilitate the monitoring and continuing curriculum developments.

ONGOING ACTIVITIES AT YASHADA (2004 - 2005):

1) Prepared an approach paper on SHG and micro finance to reiterate YASHADA 's commitment to the development of SHGs and micro finance in the state and country.

2) Conducted Baseline survey of DCCBs as SHG Promotion Institutions (SHGPI):

A training programme was conducted on Self Help Groups and Micro Finance for Cooperatives (5th - 7th May 2004). Data was generated on the position of DCCBs as SHG promoting Institutions in terms of the number, membership, loan dispersement and recovery.

3) Training Programmes:

The Cell has planned a number of training programmes for this calendar year (See box 1).

Sr. no.	Title of the Course	Duration
1	Orientation Programme on SHGs & micro financing	3 days
2	Training of Trainers on Self Help Groups	5 days
3	Workshop for SHGs - Capacity Building of Stakeholders	3 days
4	Empowerment of Women through SHGs	4 days
5	SHGs and Micro finance (Sponsored by Backward Class Corporation)	2 days
6	Micro finance and micro enterprises Development	4 days
7	Capacity Building in Micro Finance and micro enterprises	2 days

Sr. no.	Title of the Course	Duration
	(sponsored by MIDC)	

The Cell would design and organize suitable modules of training programmes for the officials and nonofficials involved in the setting up and promotion of SHGs and micro finance, including Government Officers (Cooperative department, Rural Development department, Tribal Development department. Small Industries Department), Panchayat. Raj personnel (Zillah Parishap, Block level officials, Panchayats, Gram Sabha), Cooperative banks and other Cooperatives, Backward Class Commission, Public Sector Units (PSU), Regional Rural Banks, Public and Private Sector Banks and NGOs. The contents and duration of different modules range from 2 - 5 days depending upon the level of personnel to be motivated/ trained etc.

4)   RESEARCH AND CONSULTANCY:
The Cell has initiated a number of studies, which can be the basis for policy, planning and implementation.
1. Role of DCCBs in SHG promotion - a comparative study of DCCBs in Maharashtra.
2. Enabling women through Self Help Group Movement- a case study of Shivthar
3. Opportunities and Constraints in NFS.
4. Impact study on Mulegaon Tanda and Yavali, Solapur districts.
5. To document success stories on SHGs, DCCBs and NGOs and give them wider publicity for replication by all concerned.
6. To build a databank on SHGs and NGOs in Maharashtra and in other states in the country.

LONG TERM PERSPECTIVE PLANNING:
1. Extend the base line surveys to SHGs promoted by DRDA, MAVIM, NGOs etc.
2 Build an electronic data information system for ongoing monitoring and evaluation of SHGs. using the MIS of Maharashtra State Cooperative Bank, the Cooperative Department and Nabard.
3. To be a nodal agency for conducting a number of capacity building programmes of stakeholders in Government and Non Government in partnership with the Cooperative Department, Rural Development Department, NABARD, SIDBI, MA VIM, KVIC, RMK, FWWB etc.
4. The Centre would also conduct programmes for IAS Officers in collaboration with Lal Bahadur Shastri National Academy (LBSNA), Mussorrie, Uttaranchal.
5. Collaborate to hold special strategy workshops for the specific needs of state wise, Jammu & Kashmir and the North- East.
6. To collaborate with the UNDP on the program of SHGs as a primary means of generating sustainable livelihoods.

7. To collaborate with Nabard in designing agency specific training modules, providing training material.

8. To conduct further ToTs for Cooperative and Rural Development Sector and NGOs.

9. To conduct research & on going evaluation of projects of Nabard, MAVIM, Mahanand, NDDB. Ministry of HRD, ICSSR etc.

10. Develop Below Poverty Level (BPL) artisans in partnership with RUDA, Jaipur.

11. Policy advocacy in various consultative committees of RBI, NABARD, SIDBI, MAVIM. MSCB, MRSS, ICMS, DCCBs, UCBs.

12. SHG technological and market laboratory. As a component of Yashada master plan it is envisaged that "SHG technological and market laboratory" would be established. This innovative approach would be able to provide a direct link to the open market while having product management inputs from the SHG Cell. The Cell would prepare an action plan for participation collaboration through activities and documentation of marketing programmes with RDD, GoM and CAPART, New Delhi.

13. Mainstreaming SHGs in the development process by involving SHGs in programmes. On organic farming and drought management Promote vermiculture and water harvesting through SHGs. in urban and rural areas Vermiculture is a low cost, but high employment and income generating activity, which can be popularized through SHGs;

14. Convergence of SHG programmes rather than a mere quantitative increase of SHGs Yashada would bring a qualitative improvement through convergence of SHGs with other government programmes.

15. To prepare audio/ video material.

Collaboration & networking:

The Centre under the aegis of Yashada collaborates with various departments of Government of Maharashtra like the Cooperative department, Rural Development. Other collaborators are NABARD. SIDBI, RMK, RUDA, MA VIM, KVIC, and FWWB. This collaboration extends to training, development of research projects and action plans.

The Centre has built networking with all DCCBs including Chandrapur and Satara. It also networks with NGOs like Sampada, CASP, BAIF, Chaitanya and others. The Centre has signed a MoU with CASP, rune Unit to collaborate on programmes on SHG, micro finance and empowerment of women.

CREATING AN INSTITUTIONAL FRAMEWORK

The promotion of SHGs along the desired lines requires an appropriate environment and institutional enabling framework. Much of the explanations for the failure of development of SHGs have been inadequacies of existing environment

In the ideal case, SHGs when organized on a local or regional basis, sp cializing in a particular activity and Liasioning with local institutions, through cooperation can develop into clusters

enjoying economies of scale. Networking through the creation of special institutions and ad hoc committees would bring the various interest groups together and promote the necessary dialogue.

GOVERNMENT

Government has a vital role to play in two broad spheres:

1)   Creating a consensual environment for the promotion and working of SHGs

2)   Setting an appropriate regulatory environment to prevent malfunctioning

RAISING FINANCIAL AND HUMAN RESOURCES:

The centre needs to be strengthened as a National Resource Centre by financial! technical support from various financial and technical institutions.

So ordered.

Director General

Work allocation in the YASHADA Self Help Groups & Micro Finance Cell

Core Staff:
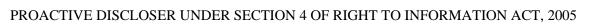
No.	Name and Title	Duties
1.	Dr. Medha Dubhashi Associate Professor and Head, SHGmF	• Policy formulation and strategy planning to achieve the objectives of SHGMF. • Overall supervision and direction of SHGMF activities. • To conduct at least 5 course weeks of training in the area. • To undertake research on issues relating to SHG. • To advocate policy issues to Government. • To network with NGOs, DCCBs, Cooperatives, Banks, Education institutes etc. To undertake documentation and dissemination of information.
2.	Research Officer	• Training management related functions. • To remain in close contact with relevant executives. • To draft training course profiles (TCPs) of assigned courses. • To obtain nominations and correspond with the nominations. • To ensure attendance of the nominees. • To prepare course schedule. • To prepare reading material. • To conduct the training programme. • Research related functions. • To prepare under the guidance of HoD/DG the project proposal / reports and obtain financial assistance. • To plan and carry out research projects. Administrative related functions.
3.	Research Assistant	• Training management related functions. • Preparation of reading material. • Preparation of evaluation report. • Preparation of Resource Person's Directory (RPD). • Research related functions. • To assist superiors for conduct of various types of research studies like Case Studies, Field Studies and Evaluation Studies etc. • Administrative related functions.
4.	Course Assistant	• Training management related functions.

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No.	Name and Title	Duties
		• Obtaining nominations and corresponding with nominees. • Preparing course schedule. • Corresponding with resource persons. • Corresponding for Administrative Services. • Conducting Course • Settling Administrative Matters. • Administrative related functions.

Advisory Committee of SHGmF.

S. no.	Name	Designation	Address
1)	Shri U C Sarangi, IAS	Commissioner for Cooperation and Registrar	Cooperative Societies, Maharashtra State, Central building, Pune - 41100 1.
2)	Shri Prakash Bakshi	CGM, NABARD	MClD, NABARD, Bandra KurIa Complex, Mumbai-400051
3)	Mr. N Srinivasan	CGM, NABARD	MClD, NABARD, R.O, Shivajinagar, Pune-411O05
4)	Mr. O S Vinod	General Manager, SIDBI	Small Industries Development Bank of India (SIDBI), Suryakiran Hotel Building, First Floor, C-8, Mumbai Pune Road, Chinchwad, Pune-411019.

S. no.	Name	Designation	Address
5)	Mrs. T F Thekkekara	Managing Director, (MAVIM)	Mahila Arthik Vikas Mahamandal (MAVIM) Griha Nirman Bhavan (MHADA), Mezzanine Floor, Bandra (E), Mumbai - 400021, India.
6)	Shri. Chinmay Basu, IAS	Chief Executive Officer, KVIC	Khadi and Village Industries Commission (KVIC), 3, Irla Road, Vile Parle (West), Mumbai, PIN-400 056. Maharashtra, India.
7)	Shri. S. S. Hussain IAS	Principal Secretary	Rural development Department Mantralaya Mumbai 32
8	Shri Rohit Barandon, IAS	MD RUDA	Rural Non Farm Development Agency (RUDA), Yojana Bhavan, Tilak Marg, C- Scheme, Jaipur – 5.

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No. DG\R&D\SHG\2004
Dated 17th January, 2004

CIRCULAR

Considering the tremendous importance of Self Help Groups (SHG) movement in the State, it is felt necessary to do the capacity building of stakeholders of SHGs such as officials and non officials of Zilla Parishads, officials and 'non-officials of District Central Cooperative Banks, NGOs, Social Activists, officials of different departments, etc. This being a stupendous task it has been decided to create a "SHG and Micro Finance Cell" in YASHADA. Dr. Medha Dubhashi shall be Incharge of the said Cell.

(Ratnakar Gaikwad)
Director General, YASHADA

- All faculty members
- DDG (Admn.)
- DDG (D)
- Registrar
- Accounts Officer

YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2003-04/10A/004
Dated:	June 10, 2004
Empowered Authority:	Director-General, YASHADA
Subject:	Establishment of the 'Institute for Productive and Empowered Ageing'
Circulated for Information to:	Members, YASHADA Board of Governors Members YASHADA Executive Committee Members. YASHADA Recruitment Committee YASHADA Desk, GAD. Govt. Of Maharashtra All YASHADA Faculty and Staff
Circulated for necessary compliance to:	YASHADA IOA

Background: In recognition of the magnitude of the problem of population ageing, the Govt. Of Maharashtra has set up an Institute exclusively for the study of government's Policy requirements in the field of Aging. According to United Nations Report - World Population Ageing: 1950-2050 the demographic changes of today and tomorrow are extraordinary and profound. Human society will itself be reconstructed, as social and economic forces compel us to find new ways of living, working and caring for one another. The ageing of the population today is without parallel the history of humanity. Increases in the proportions of older persons (60 or older) arc being accompanied by declines in the proportions of the young (under age 15). By 2050, the number of older persons in the world will exceed the number of young for the first time in history of mankind. In the more developed regions this historic reversal in relative proportions of young and old took place by 1998.

Population projections for 1996-2016 made by the Technical Group on Population Projections (1996) indicate that the 100 million mark is expected to be reached in 2013. Projections beyond 2016 made by the United nations (1996 Revision) has indicated that India will have 198 million persons 60+ in 2030 and 326 million in 2050.

Section 4(1)(b)(v)
Section 4(1)(b)(v)

AIMS AND OBJECTIVE OF THE INSTITUTE AGEING

The Aims and objective of the institute are

- To act as the repository of all knowledge on Ageing in India
    - Ageing processes
    - Age-related diseases and nutrition
    - Special problems and needs of the aged in India
- Based on this knowledge to recommend, the state and the central government. policy initiatives and directions.
- Prepare projection and forecasts of the dimensions of population ageing on all such issues that are likely to influence policies arid programmes of various ministries and departments. Population ageing ramifications will impact upon a number of related departments of the ministries.
- Promote activities such a seminars and workshops that will advance the understanding and better appreciation of the dimension of Ageing.
- Commission research studies on topics of immediate relevance short term and long-term requirements of the government.

ACTIVITIES

Training

Well being of older persons has been mandated in the Constitution of India. Article 41, a Directive Principle of State policy has directed that the state shall, within the limits of its economic capacity & development, make effective provision for securing the right of public assistance in cases of old age. The right to equality has been guaranteed by the constitution as a fundamental right. Governmental & non-governmental institutions are expected to play an active role in carving out areas of operation & action in the direction of a human age integrated society, Therefore training would be one of the major activities of the institute

(1)   Training of Government officials in basic fundamentals of Social Gerontology.

(2)   Training of professionals I people working in & or interested in Gerontology.

Research: The importance of a good database on older persons is essential. Research activities on ageing have to be initiated. For this purpose an inter-disciplinary coordinating body on research will be set up by the institute.

(1)   Action Research

(2)   Demographic Research

(3)   Outsourcing research on Geriatrics

(4)   Interaction with NGOs

(5)   Policy research

(6)   Seminars & Conferences

- Creating training modules for Courses on Social Gerontology

- Devise curriculum content
- Creating Awareness
- Partnerships

Core staff: will form the full-time staff of the lOA

- Professor
- Associate Professor
- Assistant Professor
- Research Assistant

So ordered.   Director General

ORDER

BoG has recently approved establishment of Institute for Productive and Empowered Old Age (IPEOA). Dr. Medha Dubhashi, Associate Professor will be the Head of the Centre with immediate effect. She is requested to immediately work out modalities in detail to make this Centre operational as early as possible.

(**Ratnakar Gaikwad**)
Director General

All faculty members
Registrar
Accounts Officer

Section 4(1)(b)(v)
Section 4(1)(b)(v)

Work allocation in the YASHADA Institute of productive and Empowered Old Age

Core Staff

No.	Name and Title	Duties
1	Dr. Medha Dubhashi Associate Professor and Head, lOA	• Policy formulation and strategy planning to achieve the objectives of • lOA. • Overall supervision and direction of lOA activities. • To conduct at least 5 course weeks of training in the area. • To undertake research on issues relating to senior citizens. • To advocate policy issues to Government. • To network with NGOs, old age homes, education institutes, etc. • To undertake documentation and dissemination of information.
2.	Research Officer	• Training management related' functions. • To remain in close contact with relevant executives. • To draft training course profiles (TCPs) of assigned courses. • To obtain nominations and correspond with the nominations • To ensure attendance of the nominees. • To prepare course schedule. • To prepare reading material. • To conduct the training programme. • Research related functions. • To prepare under the guidance of HoD/DG the project proposals/reports and obtain financial assistance. • To plan and carry out research projects. • Administrative related functions.

No.	Name and Title	Duties
3.	Ms. Rasika Chikte Research Assistant	• Training management related functions. • Preparation of reading material. • Preparation of evaluation report. • Preparation of Resource Person's Directory (RPD). • Research related functions. • To assist superiors for conduct of various types of research studies like Case Studies, Field Studies and Evaluation Studies etc. • Administrative related functions.
4	Ms. Sunita Patil Course Assistant	• Training management related functions. • Obtaining nominations and corresponding with nominees. • Preparing course schedule. • Corresponding with resource persons • Corresponding for Administrative Services • Conducting Course • Settling Administrative Matters • Administrative related functions.

Advisory Committee of IPEOA

Sr No	Names	Area of Specialization	Discipline
1	Mr. Ratnakar Gaikwad, IAS	Chairman	Administration
	Director General YASHADA, Pune		
2	Dr. Medha Dubhashi	Member Convener	Social Sciences
	Associate Professor & HOD, IPEOA		
3	Sr. Sheilu Srinivasan	Member	NGO
	Executive Director		
	BMC School Building, Topiwala Lane, Opp. Lamington Road, Police Station, Mumbai 400007.		
4	Dr. Sharadchandra Gokhale	Member	NGO
	President CASP, CASP Bhavan, Survey No.132/2, Plot No.3, Pashan-Baner Link Road, Pashan, Pune – 411021		
5	Dr. Vinod B. Shah	Member	Medical
	Indulal Complex, Above Rupee Bank, Shastri Road, Opp. Lokmanya Nagar, Pune-30		
6	Dr. Kamala Ganesh	Member	Sociology
	51 Mayur 19 Bandra Eclamation, Bandra (West), Mumbai-50		
7	Prof. Meenakshi Apte	Member	Social Work
	8B Ashwini Housing Society, Bombay-Pune Road, Shivajinagar, Pune-411005.		
8	Dr. Dilip Pannikar	Member	Psychology
	B-7 Greenland, 13-A,		

Sr No	Names	Area of Specialization	Discipline
	Rajan Road, Bandra (West), Mumbai-400050		
9	Prof. Rajgopal Chakroborty	Member	Economist
	B4197, Andul Road, Havra, West Bengal-711109.		
10	Prof. Rammurthy	Member	NGO
	Centre for Research on Ageing, S V University, Tirupathy, Andhra Pradesh		
11	Anand Kulkarni	Member	
	Jt. Secretary of Parliamentary Affairs, GoI.		
	Honorable Speaker of Lok Sabha, Lok Sabha Secretariat, Parliament House annex, New Delhi – 110001.		
12	Jt. Secretary of Social Justice and Empowerment, GoI	Ex-Officio Member	
	Ministry of Social Justice and Empowerment Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi-110 001 (India)		
13	Munshilal Gautam	Ex-Officio Member	
	Principal Secretary Social Welfare, GoM, Mantralay, Mumbai-32.		
14	Dr. Bharat Bhushan	Member	Environment / Ornithology
	Associate Professor and HOD, CED, YASHADA, Pune		
15	Prof. K. S. Nair	Member	Cultural

Sr No	Names	Area of Specialization	Discipline
	HOD, R & D, YASHADA, Pune		Anthropology
16	Mr. C. K. Patil Research Officer, Cooperative Dept., YASHADA, Pune	Member	

YASHADA POLICY CIRCULAR

Policy Circular No :	Admin/Pur/2003-04/002
Dated:	30/06/2004
Empowered Authority:	Director General, YASHADA
Subject:	Purchase and Expenditure Committee
Circulated for Information to :	All Faculty & Staff, YASHADA
Read:	1. Orders regarding for Formation of Computer Purchase Committee No. CIT/YASHADA dated 7/2/2003 2. Office Order No. 2003-04/PUR- YPC dt. 17/11/2003. 3. PC/2003-04/PUR/001 dL24/11/2003 4. Decision at Sr. No. 14 of administration & Accounts etc. Departments, review meeting dated 16/1/2004. 5. YASHADA Policy Circular of even number dated 23/1/2004.

CORRIGENDUM

Constitution of Purchase & Expenditure Committee is indicated at Para 3 of YASHADA Purchase Committee mentioned at 'Read' (5) above.

Now this constitution of Purchase & Expenditure Committee is hereby changed as under.

1. Deputy Director General (Admin), Chairman
2. Head of respective Department / Centre or his/her representative for whom expenditure is to be incurred - Member
3. Financial Advisor - Member
4. Accounts Officer - Member
5. Technical Experts of relevant subject - Invitee member
6. Registrar - Member Secretary

The above change will take effect from 30/06/2004. The other matter of YASHADA Purchase Committee circular dated 23/1/2004 will remain unchanged.

(DIRECTOR GENERAL)
YASHADA

YASHWANTRAO CHAVAN ACADEMY OF
DEVELOPMENT ADMINISTRATION

YASHADA POLICY CIRCULAR

Policy Circular No :	Admn/GF-Travel/2004/YASHADA
Dated:	05/07/2004
Empowered Authority:	Director General, YASHADA
Subject:	Approval of Traveling Expenses for Guest Speakers.
Circulated for Information to :	All Faculty & Staff, YASHADA
Effective from:	05/07/2004

It is hereby directed that whenever Guest Faculty from Out Station is invited as Guest Speaker in YASHADA; proof of journey, for which such guest is entitled for, should not be insisted upon, however concerned Course Director should ascertain the reasonableness of the charges claimed, at the time of reimbursement.

(Ratnakar Gaikwad)
Director General

YASHADA POLICY CIRCULAR

Policy Circular No	LIB/LBSC/2004
Dated	20th July, 2004
Subject	Setting up of Library Book Selection Committee
Empowering Authority	Director General
Circulated for information to	All HoDs
Circulated for necessary action to	Senior Librarian Librarian Assistant Librarian

Background :
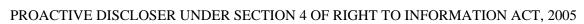
Acquisition of library materials is a key process on which effectiveness of the library depends. A responsive collection is undoubtedly the basic input for any good library, which is the dynamic instrument for training, education and research. However, as no library can acquire every document published in the field due to limited resources selection of relevant document becomes very vital. As a result, it becomes necessary to develop techniques to ensure that library should acquire a collection which will meet pressing needs of its users and fulfill their intellectual, informational and recreational needs.

Selection of documents for library is an objective task. It should be done carefully keeping in view principle of appropriateness. It also requires .acquaintance with the literature in the field, current trends, knowledge about reader's needs, existing book stock and its weaknesses and available books in print..

Library is a prestigious organ of the Academy. To develop it from all angles by giving justice-to every department and section is the responsibility of all Heads of departments and all faculty members and staff. With this background a Library Book Selection Committee is formed with following objectives:

Objectives :
- To select, acquire and add quality documents, books, journals to YASHADA library.
- To provide equal opportunity to develop collection 0f documents on all topics related to various departments of the Academy.
- To develop collection of documents pertaining to the objectives or the institute
- To minimize personal bias in selection and acquisition of documents.

3. To evaluate each title before adding to the library so that quality of collection is maintained.

4. Suggest and select books, journals which are in line with training and research objectives of the department as well as of the Academy.

Guidelines for Book Selection Committee:

1. While selecting books on any topic, priority should be given for books available in Indian editions and paper backs.

2. Library should have classics of every subject, relevant books on topic, subject and general encyclopedias, statistical information sources, monographs, bibliographies, case studies, databases, various acts, rules of Central and State government, maps. Equal importance should be given to print and non print media.

3. For light reading of trainees, library 'should possess high quality literature in Marathi and English along with inspiring biographies of eminent persons.

4. Purchase of books should not be done haphazardly. It should be done with systematic planning for month and thereby for the year. Purchases should be spread evenly throughout the year.

5. For selection, various tools like Book Reviews, catalogues, pamphlets, acquisition lists of other institutions active in the similar field should be used as reference.

6. Duplication of titles should be avoided. Additional copies should be purchased only if felt necessary.

7. The library should also start a separate wing for CDs / DVDs and Video cassettes on latest issues of interest to the institutions.

The Library Book Selection Committee Should start its function from First Monday of August 2004 i.e. August 2nd 2004

So ordered.

Ratnakar Gaikwad IAS
Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No.	FA-Guidelines for allocation of expenditure/2004
File No.	P-13/Financial Advisor
Subject	Guidelines for allocation of expenditure for financial transactions in YASHADA.
Effective From	16/08/2004
Circulated for Information to:	All HoDs, Faculty & Staff of YASHADA

Background

The principles for allocation of expenditure in respect of financial transactions in YASHADA have been enunciated in the Policy circular / 2004, so as to ensure proper classification of the expenditure in order to comply with government requirements in regard to the exhibition of the expenditure in such a way that the appropriate utilisation of government grants is ensured.

In order to further supplement to this Policy Circular, the detailed guidelines were assured to be issued, in the above Circular. This is essential for appropriate budgeting, development of MIS to facilitate the appreciation of financial status of a project / department / institute of the academy as a cost centre, so that the receipt and expenditure of such a cost centre is exhibited in entirety (including the share of indirect as also common expenses). This will help the management as well as the project co-ordinators / HoDs / Directors of the institutes under YASHADA to ascertain the financial status of the project / department / institute. For this purpose besides considering Direct Expenses, all indirect expenses which are incurred by YASHADA as common expenses also need to be reasonably apportioned to various projects / departments / institutes under YASHADA. Keeping this in view, the issue of deciding guidelines for allocation of such expenses incurred as common expenses and are indirectly incurred for various activities has been under consideration for finalisation.

Guidelines for the allocation of the various expenses

In order to know the financial status of each project / department / institute in entirety, besides the direct expenditure of a cost centre, proper allocation / apportionment of various indirect and common expenses incurred by YASHADA is necessary as explained above. It is therefore, decided to lay down the guidelines for the basis of allocation / apportionment of such expenditure for each department/project / institute as indicated in the accompanying statement. In this statement the besides basis of allocation, the department concerned with initiating the process of apportionment is also indicted. This department concerned will be the department, normally which incurred these expenses as common expenses, the department which would give

the apportionment statement of the expenses incurred by it as a common expenses amongst various projects / depts. etc. of YASHADA as indicated therein in the accompanying statement.

This expenses allocation shall be done by the concerned departments after the figures of expenses for a quarter are made available by the Accounts Department, within a month of closure of the quarter concerned and shall be indicated to all concerned for incorporation of these expenses in the expenditure of project / deptt. / institute. The Financial and Accounts branch will take into account this apportionment, while arriving at the financial status in entirety of the project/department/institute.

These guidelines of allocation / apportionment of expenses are to be given immediate effect. Further additions, clarifications to these guidelines, if any, shall be issued as and when such occasion arises.

S/d

(ASHOK DESHPANDE)
Director General (I/C), YASHADA
Copy to
PA to Director General
PA to Deputy Director General
(Admin)
All HoDs & Staff of YASHADA

Sr. No.	Account Head	Basis of Allocation	Department Concerned
1	A M C Charges (Computer)	Number of Computer Per Department	Administration
2	A M C Charges (Generator)	SQ. Ft. Area Per Department	Administration
3	A M C Charges (Office Equipment)	Number of Equipment Per Department	Administration
4	A M C Charges (Pest Control)	Sq. Ft Area Per Department	Administration
5	Advertisement Expenses (Common)	Proportionate to Direct & Specific Expenses	Administration
6	Audio Visual Training & Aids	Proportionate to Other Expenses	YASHADA Media & Resource Centre
7	Bank Charges & Commission	Proportionate to Other Expenses	Finance Department
8	Course Expenses (Common)	Number of Course Week Participants	Course Director
9	Diesel for Genset	Sq. Ft Area Per Department	Administration
10	Publication Expenses (Brochures, leaflets)	Proportionate to Direct & Specific Expenses	YASHADA Media & Resource Centre
11	Electricity Expenses	Sq. Ft. Area Per department	Administration
12	Employees Expenses	Number of Employees per Department	Administration & Finance Dept.
13	Hostel Expenses	Number of Course Week Participants	Hostel Manager
14	Housing keeping & Conservancy	Sq. Ft Area Per Department	Administration
15	Insurance (Vehicle)	KM usage by Deptt / Project	Administration
16	Legal And Professional Fees	Proportionate to Direct & Specific Expenses	Administration & Finance Dept.
17	Library Books & Periodicals	Prorata	Library
18	Membership & Subscription	Proportionate to Direct & Specific Expenses	Library

Sr. No.	Account Head	Basis of Allocation	Department Concerned
19	Mess Charges & Hostel Complementary	Departmentwise / Centre Head wise	Hostel Manager
20	Miscellaneous Expenses	Proportionate to Direct & Specific Expenses	Finance Department
21	Newspaper & Periodicals	Proportionate to Direct & Specific Expenses	Library
22	Photo Expenses	Proportionate to Direct & Specific Expenses	YASHADA Media & Resource Centre
23	Postage & Telegram	Proportionate to Direct & Specific Expenses	Administration
24	Printing & Stationary	Proportionate To other Expenses	Administration
25	Repairs & Maintenance (Building)	Sq. Ft. Area Per Department	Estate Manage
26	Repairs & Maintenance (Computer)	Number of Computer per Department	CIT Department
27	Repairs & Maintenance (Furniture)	Sq. Ft Area Per Department	Administration & Estate Manager
28	Repairs & Maintenance (Garden)	Sq. Ft Area Per Department	Estate Manager
29	Repairs & Maintenance (Generator)	Sq. Ft Area Per Department	Estate Manager
30	Repairs & Maintenance (Office Equipment)	Number of Equipment per department	Administration
31	Repairs & Maintenance (Vehicle)	KM usage	Administration
32	Sumptuary Expenses	Proportionate to direct & Specific Expenses	Hostel manager / Administration
33	Study Tour Expenses	Sq. Ft Area Per Department	Administration
34	Telephone & Telex	Course Week Participants	Course Director
35	Travelling & Conveyance (Guest Speaker)	Number of Employees per Department	Administration
36	Travelling & Conveyance (L. T. C.)	Number of Guest Faculties per Department	Course Director

Section 4(1)(b)(v)

Sr. No.	Account Head	Basis of Allocation	Department Concerned
37	Travelling & Conveyance (L.T.C.)	Employee per department wise	Administration
38	Travelling & Conveyance (Participants) (Seminar / Workshops)	Departmentwise Center Head wise	Course Director / HoD
39	Travelling & Conveyance (Transport, Oil & Fuel)	KM Uses	Administration
40	Travelling & Conveyance (YASHADA Staff)	Number of Employees per Department	Administration & Finance Department
41	Yoga Club Expenses	Proportionate to Direct & Specific expenses	Hostel Warden
42	Xeroxing	Departmentwise	Administration
43	Vehicles (KM use basis)	Departmentwise	Administration
44	Stationery (Course Material etc)	Departmentwise	Administration
45	Hostel Expenses	Departmentwise	Administration
46	Other Expenses relating to DG's Office Administration, Finance & Accounts	Prorata (expenditurewise)	Administration & Finance Division

Note 1 : The term 'Proportionate to Direct & Specific Expenses' shall mean the ratio between the direct & specifically allocable expenses (on such basis as sq. ft., No. etc) of particular project / deptt. / institute to total of such expenditure for YASHADA. This ratio shall be the basis for apportioning expenditure not susceptible to specific allocation.

Note 2 : The course week participant concept is as follows.
If the course is of 1-2 days it is of 1/2 course week. If it is of 3-6 days it is one course week. For each week beyond first week of the course, the coming shall be 1/2 course week for one week from 2nd week onwards. This course weeks of a course multiplied by No. of participants will give course week participants value.

YASHADA POLICY CIRCULAR

Policy Circular Number:	C/2004-05/CPHTR/004
Dated:	August 18, 2004
Empowered Authority:	Director General, YASHADA
Subject:	Setting up of the Center for Public Health, Training and Research
Circulated for information to:	YASHADA desk, General Administration Department, Government of Maharashtra, Health Department, Government of Maharashtra, All faculty and staff of YASHADA
Circulated for necessary compliance to:	Director, SIRD
Effective Date:	August 18, 2004

1.   Background

YASHADA is the apex Administrative Training Institute (ATI) of the Government of Maharashtra. Over years, more that 50,000 officers have been imparted training by YASHADA in various spheres of development administration. YASHADA has a unique blend of experienced bureaucrats and academicians serving as the faculty members, which helps in synthesizing the field experience and conceptual vision of development administration into an integrated and interdisciplinary approach to training. In addition, YASHADA has now established a well equipped Research and Documentation (R & D) Center, which undertakes applied and policy-oriented research in development administration and helps in continuous upgrading and enriching of YASHADA's training. However, hitherto the public health sector had remained under-represented in YASHADA's training activities. In recent times, this lacuna was noticed and systematic efforts were initiated to fill it up in view of the fact that the public health is one of the most basic concerns of the State.

In the mean while, YASHADA won a major training assignment under the Maharashtra Health System Development Project (MHSDP) and subsequently organized a series of training programmes in Hospital Management for the Deans and Civil Surgeons of the government medical colleges and hospitals. The Center for Disaster Management in YASHADA has also in past organized training programmes on managing epidemic disasters for health officials and hospital management in emergencies. The training programmes were quite successful, which

gave YASHADA a confidence of handling the health sector training, and marked the beginning of a new chapter in YASHADA's training initiatives.

Encouraged by the experience of these training programmes, a team of YASHADA faculty made visits to the State Departments of Public Health, Family Welfare, Medical Education, etc., in order to assess their training needs and to work out a strategy of effectively meeting these through YASHADA's training activities. In this background, there was a suggestion from the Additional Chief Secretary, Public Health Department that a 'Center for Public Health Training and Research' should be set up at YASHADA, which will holistically cater to various needs of the health sector both in rural and urban areas. The Center would serve a pivotal role in linking together the public and private health care institutions and interfacing them with the health seekers at large. Further, it was also indicated that annual grant from the Health Department may be made available for supporting the proposed Center at YASHADA. .

2.   Vision for the Center

The proposed Center envisions an optimal health care system for the State of Maharashtra, which is equally accessible to the urban, rural and tribal populations, which offers effective solutions to an entire range of health problems including incidental, acute, chronic and epidemic forms of ailments, which has a targeted approach to especially vulnerable sections of health seekers such as infants and pregnant women, which builds adequate preventive and promotive health mechanisms within the behavioral and Knowledge & Practice (K & P) systems of the communities, and finally, which harnesses a strong public-private partnership for enhancing the overall quality and effectiveness of health care.

3.   Mission and Objectives

The Center would strive to realize this vision through a series of integrated initiatives such as:

a)   A holistic assessment of health sector needs including Training Need Analysis (lNA) for various administrative departments within the sector

b)   Rigorous training of health care providers at various levels ranging from Deans and Civil Surgeons up to the paramedical workers

c)   Networking of health care stakeholders, both public and private, and at various levels, for facilitating a dialogue, sharing of experiences and self learning

d)   Through such networking, linking together the public and private resources and infrastructure for health care, thereby optimizing the health care delivery

e)   Monitoring and evaluating health care programmes, and facilitating the necessary policy reform for better health care

f) Documenting various 'good' and 'not so good' health care practices at the local regional, national and international levels to serve as lessons, and creating a repository of health care knowledge

g) Creating community health care networks through the use of satellite linked internet for extending latest health care solutions and telemedicine to the rural and tribal areas

4. A Plan of Action

In order to translate the vision and mission into actual practice, the following course of actions is proposed initially after establishment of the center.

a) **A Brain-Storming workshop**
A workshop involving all the stakeholders in health sector would be organized at YASHADA to chalk out an operational strategy for the proposed Center. The workshop would also lead to formation of an Advisory Committee for Center.

b) **Sectoral and Departmental TNA**
The Center would then undertake Training Need Analysis for the health sector in general and the health related departments / projects in particular. TNA would reveal the priority areas of training and also the magnitude of training need. This would form the basis for planning an annual training calendar for the health sector.

c) **Training Programmes**
Although the exact training need and training magnitude for the health sector would emerge from the TNA exercises, it is proposed to hold about 40 training programmes for the health sector in a calendar year. The training programmes will be designed and conducted using the systematic methodology of DOT, DTS, etc., prescribed by the DoPT, GOI.

d) **Collaboration with Private Health / Medical Institutions**
Establishing linkages with reputed medical institutions with sophisticated infrastructure facilities to conduct training courses on clinical and paramedical aspects that may be needed for enhancing performance of health care professionals and administrators.

e) **Research, Consultancy and Facilitation Projects**
The TNA generally indicates 'environmental' (systemic) problems besides behavioral and performance problems. The environmental or systemic problems cannot be corrected through training alone and need systemic inputs of various kinds. It is thus proposed that along with training activity, the Center would undertake research, consultancy and facilitation activities to address some of the systemic issues as emerged through the TNA.

5.   Resource Requirements

a)   Human Resource

The Center would require a dedicated team of interdisciplinary professionals to handle its mission and mandate. However, initially, the team of the personnel for the center will be made available by redeploying the existing available manpower. The center will be headed by the Director, SIRD, YASHADA.

b)   Infrastructure .Resources

To begin with, YASHADA would accommodate the proposed Center within its available infrastructure.

a)   Financial Resources

Although the center may need financial resources to meet annual recurring financial requirements of the Center, the same will be met from the existing resources, as the personnel required for the center will be drafted from the available personnel. Meanwhile the proposal has been sent to the Public Health Department for grants for setting up of the Center. Pending the response from the Health Department regarding commitment of the funds the requirements will be met from the internal resources.

The center will function within the umbrella of SIRD and under direct supervision of Director, SIRD. The Advisory Committee of the center will be constituted in due course.

So ordered.

(Ratnakar Gaikwad, IAS)
Director General
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number:	*PC/2004-05/CWCWTR/004*
Dated:	August 18, 2004
Empowered Authority:	Director General, YASHADA
Subject:	Setting up of Center for Women and Child Development, Training and Research
Circulated for information to:	YASHADA desk, General Administration Department, Government of Maharashtra, Women and Child Welfare Department, Government of Maharashtra, All faculty and staff of YASHADA
Circulated for necessary compliance to:	Director, ATI
Effective Date:	August 18, 2004

1. Background

YASHADA is the apex Administrative Training Institute of the Government of Maharashtra. Over years, those 50,000 officers have been imparted training by YASHADA in various sphere of development administration. YASHADA has a unique blend of experienced bureaucrats and academicians servicing as the faculty members, which helps in synthesizing the field experience and conceptual vision of development administration into an integrated and inter disciplinary approach to training. In addition, YASHADA has now established a well equipped Research & Documentation (R &D) Center Which under take applied and policy oriented research in development administration and helps in continuous upgrading and enriching of YASHADA's training.

Various trainings are regularly organized on various issues relating to women's empowerment and employment generation in YASHADA. The Self Help Group Cell has been taking number of initiatives in this regard. However there are several other issues particularly nutrition that requires special focus of issues relating to women and child development. In this background it was suggested that a separate cell for 'Women and Child Development, Training and Research' might be established in order to achieve convergence of various initiatives focused on women and child development.

2. Mission and Objectives

The center would strive through a series of integrated initiatives the following:

a. A holistic assessment of Women and Child Development sector needs including Training Need Analysis (TNA) for various stakeholders within sector.

b. Rigorous training to all staff and officers on various issues in women and child development.

c. Networking of all the stakeholders particularly non-governmental organizations at the various levels for facilitating a dialogue, sharing of experience and best practices and self-learning.

d. Through such networking linking together the public and private resources and infrastructure for women and child development.

e. Monitoring and evaluation women and child development programmes and facilitating the necessary policy reform for better outcome of such initiatives.

f. Documenting best practices and experiences with initiatives of government and non-governmental organizations

g. Undertaking research in various issued in women and child development and policy advocacy to the government

h. Convergence of various schemes and programmes of various departments and initiatives from non-governmental organizations for women and child development. .

3.   A Plan of Action

In order to translate the mission and objectives into actual practice, the following course of actions is proposed initially after establishment of the center.

a)   Sectoral and Departmental TNA

The Center would then undertake Training Need Analysis for the Women and Child Development. TNA would reveal the priority areas of training and also the magnitude of training needs. This would form the basis for planning an annual training calendar for the women and child development.

b)   Training Programmes

Although the exact training need and training magnitude for the women and child development sector would emerge from the TNA exercises, the center may hold about 40 training programmes in a calendar year. The training programmes will be designed and conducted using the systematic methodology of DoT, DTS, etc., prescribed by the DoPT, GOI

c)   Networking of non-governmental organizations

Capacity building of the non-governmental organizations and sharing of their experiences and best practices will be an important activity. The cell will provide the platform to them through organizing problem solving workshops.

d)   Research, Consnltancy and Facilitation Projects

The TNA generally indicates 'environmental' (systemic) problems besides behavioral and performance problems. The environmental or systemic problems cannot be corrected through training alone and need systemic inputs of various kinds. It is thus proposed that along with training activity, the Center would undertake research, consultancy and facilitation activities to address some of the systemic issues as emerged through the TNA

4.   Resource Requirements

a)   Human Resource

The Center would require a dedicated team of interdisciplinary professionals to handle its mission and mandate. However, initially, the team of the personnel for the center will be made available by redeploying the existing available manpower

b)   Infrastructure Resources

To begin with, YASHADA would accommodate the proposed Center within its available infrastructure.

c)   Financial Resources

Although the center may need financial resources to meet annual recurring financial requirements of the Center, the same will be met from the existing resources, as the personnel required for the center will be drafted from the available personnel. Meanwhile the proposal will be sent to the Women and Child Development Department to explore possibility of it making available the financial resource to carry out. activities of the center.

The center will function within the umbrella of SIRD and under direct supervision of Director, ATI. The Advisory Committee of the center will be constituted in due course.

So ordered.

(Ratnakar Gaikwad, IAS)
Director General
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number:	<u>PC/2004-05/CTDTR/004</u>
Dated:	August 18, 2004
Empowered Authority:	Director General, YASHADA
Subject:	Setting up of the Center for Tribal Development, Training and Research
Circulated for information to:	YASHADA desk, General Administration Department, Government of Maharashtra, Tribal Development Department, Government of Maharashtra, All faculty and staff of YASHADA
Circulated for necessary compliance to:	Director, SIRD
Effective Date:	August 18, 2004

1.   Background

YASHADA is the apex Administrative. Training Institute of the Government of Maharashtra. Over years, those 50,000 officers have been imparted training by YASHADA in various sphere of development administration. YASHADA has a unique blend of experienced bureaucrats and academicians servicing as the faculty members, which helps in synthesizing the field experience and conceptual vision of development administration into an integrated and inter disciplinary approach to training. In addition, YASHADA has now established a well equipped Research & Documentation (R &0) Center, which undertakes applied and policy oriented research in development administration and helps in continuous upgrading and enriching of YASHADA's training. However, hitherto the Tribal Development sector had remained underrepresented in YASHADA's training activities. In recent times, this lacuna was noticed especially in the wake of the malnutrition problems in tribal areas of Melghat.

In this background there was a suggestion that separate cell of 'Center for Tribal Development, training and Research' should be set up at YASHADA which will holistically cater to various needs in the Tribal Development sector. The center will serve a pivotal role in bridging gaps in Tribal Development in terms of capacity building of the personnel involved in tribal development and policy advocacy through research. Further, as the activities of the center expand the possibilities of financial support from the government can be explored.

2. Mission and Objectives

The center would strive to realize this vision through a series of integrated initiatives such as:

a) A holistic assessment of Tribal Development sector needs including Training Need Analysis (TNA) for various administrative departments within sector

b) Rigorous training at various levels ranging from staff of Ashram Schools to senior officers of Tribal Development Department.

c) Monitoring and evaluation of tribal development programmes and facilitating the necessary policy reform for better tribal welfare.

d) Networking with various non-governmental organizations involved in tribal development and create a platform for sharing their ideas and best practices for better implementation of tribal development programmes.

e) Documenting best practices and experiences with initiatives of. government and non-governmental organizations.

f) Undertaking research in various issues in tribal development and policy advocacy to the government.

g) Convergence of various schemes and programmes of various departments and initiatives from non-governmental organizations for welfare of tribals.

3. A Plan of Action

In order to translate the mission and objectives into actual practice, the following course of actions is proposed initially after establishment of the center.

a) The cell will undertake the Training Needs Assessment of the Tribal Development Department. The TNA would reveal the priority areas of training and also training and non-training interventions required. Based on this TNA, annual training calendar of trainings will be planned.

b) Training Programmes: Although the exact training need and training magnitude for the tribal development sector would emerge from the TNA exercises, the center will hold about 40 training programmes for the tribal development sector in a calendar year. The training programmes will be designed and conducted using the systematic methodology of DoT, DTS, etc., prescribed by the DoPT, GOL

c) Research and facilitation projects: The TNA generally indicates 'environmental' (systemic) problems besides behavioral and performance problems. The environmental or systemic problems cannot be corrected through training alone and need systemic inputs of various kinds. It is. thus required that along with training activity, the Center would undertake research, consultancy and facilitation activities to address some of the systemic issues as emerged through the TNA.

d)   Networking of non-governmental organizations: Capacity building of the non-governmental organizations and sharing of their experiences and best practices will be an important activity. The cell will provide the platform to them through organizing problem solving workshops.

4.   **Resource Requirements**

a)   **Human Resource**

The Center would require a dedicated team of interdisciplinary professionals to handle its mission and mandate. However, initially, the team of the personnel for the center will be made available by redeploying the existing available manpower

b)   **Infrastructure Resources**

To begin with, YASHADA would accommodate the proposed Center within its available infrastructure.

c)   **Financial Resources**

Although the center may need financial resources to meet annual recurring financial requirements of the Center, the same will be met from the existing resources, as the personnel required for the center will be drafted from the available personnel. Meanwhile the proposal will be sent to the Tribal Development Department to explore possibility of it making available the financial resource to carry out activities of the center.

The center will function within the umbrella of SIRD and under direct supervision of Director, SIRD. The Advisory Committee of the center will be constituted in due course.

So ordered.   sd/-

(Ratnakar Gaikwad, IAS)
Director General
YASHADA

Section 4 (1)(b)(v)
"LOWER QUALIFYING DEPARTMENTAL EXAMINATION" FOR THE CLERK-CUM-TYPIST IN THE YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, PUNE.

In exercise of the powers conferred by the proviso to Rule 4 of Recruitment and Promotion Rules approved by the Executive Committee YASHADA held on 22/10/1992, the Director General YASHADA is hereby pleased to make the following Rules regarding **"Lower Qualifying Departmental Examination"** for the **Clerk-Cum- Typists in the YASHADA**.

1) a) These rules may be called "YASHADA Lower Qualifying Departmental Examination Rules (for Clerk-Cum-Typists) 1998".

   b) These rules shall come into force w.e.f. first day of July, 1998.

2) **Definitions:-** In these Rules unless the context otherwise requires:-
   a) **Appendix:-** Shall mean appendix to these Rules.
   b) **Clerk-Cum-Typists:-** Shall mean Clerk-Cum-Typists on the establishment of YASHADA.
   c) **Director General :-** Shall mean the Director General of YASHADA.

3) **Examination when to be held:-** The examination shall be held by the Director General of YASHADA every six months. However, examination programme shall be announced at least one month before the date of actual holding of the examination.

4) **Period and No. of attempts**

a) **The Clerk-Cum-** Typists on the establishment of YASHADA shall be required to pass the Lower Qualifying Departmental Examination within two years from the date of his / her appointment as Clerk-Cum- Typists and in three attempts.

b) **The Director General,** may at his discretion, grant any deserving person only one additional attempt and record the circumstances/ reasons under which such additional

attempt is granted. Such additional attempt will not be granted without specific request in writing, by the employee.

c) **Promotion for the Clerk-Cum-**Typists shall be decided strictly according to the date of their passing the examination and seniority. In case of those Clerk-Cum Typists who are exempted from passing the examination, the date on which such exemption is granted shall be deemed to be the date of passing the examination.

5) **Consequences of failure to pass the examination**

If a Clerk-Cum- Typist does not pass the examination within the period and number of attempts prescribed under Rule 4 above, he! she shall not be held eligible for further promotion.

6) **Exemption from passing the examination**

The following shall be exempted from passing the examination :

a)   A Clerk-Cum- Typist who has attained the age of 45 years.

b)   A Clerk-Cum- Typist who has already passed the examination earlier and is reappointed after a break in service.

7) **Syllabus :-**   Syllabus for the examination and the maximum number of marks for each paper and time allowed for answering each paper shall be as mentioned in the Appendix.

8) **About Examination**

    1.   All the question papers will be of 100 marks;

    2.   The examination will be with books as well as without books as specified in the Appendix.

    3.   For examination about Computer proficiency, 50% marks will be for Theory and 50% for practical.

    4.   The employees who have no proficiency in Marathi Language shall have to appear for the Marathi Language examination prescribed by the Director General, YASHADA.

9) **Standard for passing :-** The qualifying standard for passing the examination shall be 45% of the maximum number of marks obtainable in each paper and 50% of the total number of marks obtainable in all papers taken together in aggregate. Five grace marks may be granted at the discretion of the Director General to enable a candidate to pass the examination.

10) **Exemption in a subject/s :-** A candidate who has failed in the Examination but has secured 50% or more of the total marks obtainable in any paper (or papers) shall be exempted from appearing for such paper/s in any subsequent attempts provided he/she specially claims for such exemption at the subsequent attempt.

11) **Mode of answering:-** All the papers, except the papers on Languages, may be answered either in Marathi or in English provided further that whole of the paper will be answered in one language only. No marks will be given for questions answered in language other than that used for answering the question on the first page of the answer book.

HIGHER QUALIFY DEPARTMENTAL EXAMINATION FOR CLERK-CUM-TYPISTS AND SENIOR CLERKS IN
YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, PUNE

In exercise of the powers conferred by the proviso to Rule 4 of Recruitment and Promotion Rules approved by the Executive Committee YASHADA held on 22/10/1992, the Director General YASHADA is hereby pleased to make the following Rules regarding **"Higher Qualify Departmental Examination"** for the employees in the Cadres of **Clerk-Cum-Typists and Senior Clerks in YASHADA.**

1)   a)   These rules may be called "YASHADA Higher Qualifying Departmental Examination Rules (for Clerk - cum - Typists and Senior Clerks) 1998".
     b)   They shall come into force w.e.f. the first day of July 1998.

2)   **Definitions:-** In these Rules unless the context otherwise requires

     a)   **Appendix:-** Shall mean appendix to these Rules.

     b)   **Clerk-Cum-Typists:-** Shall mean Clerk-Cum-Typists on the establishment of YASHADA.

     c)   **Senior Clerks:-** Shall mean Senior Clerks on the establishment of YASHADA

     d)   **Director General :-** Shall mean the Director General of YASHADA.

3)   **Examination when to be held:-** The examination shall be held by the Director General of YASHADA every six months. However, examination programme shall be announced at least one month before the date of actual holding of the examination.

4)   **Period and No. of attempts**

a)   The Clerk-Cum- Typists, who have passed the Lower Qualifying Departmental Examination within prescribed attempts and who opt for appearing in the Higher Qualifying Departmental Examination, and Senior Clerks on the establishment of YASHADA shall be required to pass the Higher Qualifying Departmental Examination within three attempts.

     b)   The Senior Clerks shall be required to pass the Higher Qualifying Departmental Examination within two years from the date of their promotion and within three attempts.

c)   The Director General may, at his discretion, grant any deserving person only one additional attempt and record the circumstances/ reasons under which such additional attempt is granted.. Such additional attempts will not be granted without specific request in writing, by the employee.

d)   Promotion for the Senior Clerks shall be decided strictly according to the date of their passing the examination and seniority. In case of those Senior Clerks who are exempted from passing the examination, the date on which such exemption is granted shall be deemed to be the date of passing the examination.

5)   Consequences of failure to pass the examination

If a Senior Clerk does not pass the Higher Qualifying Departmental Examination within the period and number of attempts prescribed under Rule 4 above, he / she shall not be held eligible for further promotion.

6)   Exemption from passing the examination

The following shall be exempted from passing the examination :

a)   A Clerk-Cum- Typist and a Senior Clerk who has attained the age of 45 years.

b)   A Clerk-Cum- Typist or a Senior Clerk who has already passed the examination earlier and is reappointed after a break in service.

7)   Syllabus :-   Syllabus for the examination and the maximum number of marks for each paper and time allowed for answering each paper shall be as mentioned in the Appendix.

8)   About Examination

1.   All the question papers will be of 100 marks;

2.   The examination will be with books as well as without books as specified in the Appendix.

3.   For examination about Computer proficiency, 50% marks will be for theory and 50% for practical.

4.   The employees who have no proficiency in Marathi Language shall have to appear for the Marathi Language prescribed by the Director General YASHADA.

9) **Standard for passing :-** The qualifying standard for passing the examination shall be 45 % of the maximum number of marks obtainable in each paper and 50% of the total number of marks obtainable in all papers taken together in aggregate. Five grace marks may be granted at the discretion of the Director General to enable a candidate to pass the examination.

10) **Exemption in a subject/s :-** A candidate who has failed in the Examination but has secured 50% or more of the total marks obtainable in any paper (or papers) shall be exempted from appearing for such paper/s in any subsequent attempts provided he I she specially claims for such exemption at the subsequent attempt.

11) **Mode of answering:-** All the papers, except the papers on Languages, may be answered either in Marathi or in English provided further that whole of the paper will be answered in one language only. No marks will be given for questions answered in language other than that used for answering the question on the first page of the answer book.

LOWER QUALIFYING DEPARTMENTAL EXAMINATION FOR COURSE ASSISTANTS IN
YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, PUNE

In exercise of the powers conferred by the proviso to Rule 4 of Recruitment and Promotion Rules approved by the Executive Committee YASHADA held on 22/10/1992, the Director General YASHADA is hereby pleased to make the following Rules regarding "Lower Qualifying Departmental Examination" for the Course Assistants in YASHADA.

1) a)   These rules may be called "YASHADA Lower Qualifying Departmental Examination Rules (for Course Assistants) 1998".
   b)   These rules shall come into force w.e.f. first day of July, 1998.

2)   **Definitions:-** In these Rules unless the context otherwise requires:-

   a)   **Appendix:-** Shall mean appendix to these Rules.

   b)   **Course Assistant:-** Shall mean Course Assistants on the establishment of YASHADA.

   c)   **Director General:-** Shall mean the Director General of YASHADA.

3)   **Examination when to be held:-** The examination shall be held by the Director General of YASHADA every six months. However, examination programme shall be announced at least one month before the date of actual holding of the examination.

4)   **Period and No. of attempts:**
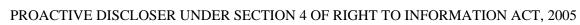
   a)   A Course Assistant on the establishment of YASHADA shall be required to pass the Lower Qualifying Departmental Examination within three attempts from the date of his/her appointment as Course Assistant.
         b) The Director General, may at his discretion, grant any deserving person only one additional attempt and record the circumstances/ reasons under which such additional attempt is granted. Such additional attempts will not be granted without specific request in writing, by the employee.
         c) Promotion for the Course Assistants shall be decided strictly according to the date of their passing the examination and seniority. In case of those Course

Assistants who are exempted from passing the examination, the date on which such exemption is granted shall be deemed to be the date of passing the examination.

5)   Consequences of failure to pass the examination:

If a Course Assistant does not pass the examination within the period and number of attempts prescribed under Rule 4 above, he she shall not be held eligible for further promotion.

6)   Exemption from passing the examination:
The following shall be exempted from passing the examination :

a)   A Course Assistant who has attained the age of 45 years.

b) A Course Assistant who has already passed the examination earlier and is re-appointed after a break in service.

7)   **Syllabus :-**   Syllabus for the examination and the maximum number of marks for each paper and time allowed for answering each paper shall be as mentioned in the Appendix.

8)   **About Examination :**

1.   All the question papers will be of 100 marks.

2.   The examination will be with books as well as without books as specified in the Appendix.

3.   For examination about Computer proficiency, 50% marks will be for theory and 50% for practical.

4. The employees who have no proficiency in Marathi Language shall have to appear for the Marathi Language examination prescribed by the Director General, Y ASHADA.

9)   **Standard for passing :-** The qualifying standard for passing the examination shall be 45 % of the maximum number of marks obtainable in each paper and 50 % of the total number of marks obtainable in all papers taken together in aggregate. Five grace marks may be granted at the discretion of the Director General to enable a candidate to pass the examination.

10) **Exemption in a subject/s :-** A candidate who has failed in the Examination but has secured 50 % or more of the total marks obtainable in any paper (or papers) shall be exempted from appearing for such paper/s in any subsequent attempts provided he I she specially claims for such exemption at the subsequent attempt.

11) **Mode of answering:-** All the papers, except the papers on Languages, may be answered either in Marathi or in English provided further that whole of the paper will be answered in one language only. No marks will be given for questions answered in language other than that used for answering the question on the first page of the answer book.

HIGHER QUALIFYING DEPARTMENTAL EXAMINATION FOR
COURSE ASSISTANTS AND COURSE ASSOCIATES.
IN YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, PUNE

In exercise of the powers conferred by the proviso to Rule 4 of Recruitment and Promotion Rules approved by the Executive Committee YASHADA held on 22/10/1992, the Director General YASHADA is hereby pleased to make the following Rules regarding **"Higher Qualifying Departmental Examination"** for the employees in the cadres of **Course Assistants and course Associates.**

1)   a)   These rules may be called "YASHADA Higher Qualifying Departmental Examination Rules (for Course Assistants/ Associates) 1998".
     b)   These rules shall come into force w.e.f. first day of July 1998.

2)   **Definitions:-** In these Rules unless the context otherwise requires

     a)   **Appendix:-** Shall mean appendix to these Rules.

     b)   **Course Assistant:-** Shall mean Course Assistants on the establishment of YASHADA.

     c)   **Course Associate:-** Shall mean Course Associate on the establishment of YASHADA

     d)   **Director General :-** Shall mean the Director General of YASHADA.

3)   **Examination when to be held:-** The examination shall be held by the Director General of YASHADA every six months. However, examination programme shall be announced at least one month before the date of actual holding of the examination.

4) **Period and No. of attempts**

a) The Course Assistants who have passed the Lower Qualifying Departmental Examination within prescribed attempts and who opt for appearing in the Higher Qualifying Departmental Examination on the establishment of YASHADA shall be required to pass the Higher Qualifying Departmental Examination within three attempts.

b) The Course Associates shall be required to pass the Higher Qualifying Departmental Examination within two years from the date of their promotion and within three attempts

c) The Director General may, at his discretion, grant any deserving person only one additional attempt and record the circumstances reasons under which such additional attempt is granted. Such additional attempt will not be granted without specific request in writing, by the employee.

d) Promotion for the Course Associates shall be decided strictly according to the date of their passing the examination and seniority. In case of those Course Associates who are exempted from passing the examination, the date on which such exemption is granted shall be deemed to be the date of passing the examination.

5) **Consequences of failure to pass the examination**

If a Course Associate does not pass the examination within the period and number of attempts prescribed under Rule 4 above, he / she shall not be held eligible for further promotion.

6) **Exemption from passing the examination**

The following shall be exempted from passing the examination :

a) A Course Assistant or a Course Associate who have attained the age of 45 years.

b) A Course Associate who has already passed the examination earlier and is reappointed after a break in service.

7) **Syllabus : -** Syllabus for the examination and the maximum number of marks for each paper and time allowed for answering each paper shall be as mentioned in the Appendix.

8) **About Examination :**

1. All the question papers will be of 100 marks;

2. The examination will be with books as well as without books as specified in the Appendix.

3. For examination about Computer proficiency, 50% marks will be for Theory and 50% for practical.

4. The employees who have no proficiency in Marathi Language shall have to appear for the Marathi Language examination prescribed by the Director General, YASHADA.

9) **Standard for passing :-** The qualifying standard for passing the examination shall be 45 % of the maximum number of marks obtainable in each paper and 50% of the total number of marks obtainable in all papers taken together in aggregate. Five grace marks may be granted at the discretion of the Director General to enable a candidate to pass the examination.

10) **Exemption in a subjects :-** A candidate who has failed in the Examination but has secured 50% or more of the total marks obtainable in any paper (or papers) shall be exempted from appearing for such paper/s in any subsequent attempts provided he / she specially claims for such exemption at the subsequent attempt.

11) **Mode of answering:-** All the papers, except the papers on Languages, may be answered either in Marathi or in English provided further that whole of the paper will be answered in one language only. No marks will be given for questions answered in a language other than that used for answering the question on the first page of the answer book.

पपत्र-१
घरबांधणी अग्रिम आवश्यक पात्रता, मर्यादा अटी व शर्ती

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
अ) घर / जुने घर सदनिका विकत घेण्यासाठी घरबांधणी अग्रिम	१. नविन घराचे बाबतीत मूळ वेतनाच्या ५० पट किंवा रु. ३ लाख यापैकी कमी असलेली रक्कम.	पात्रता : १. स्थायी किंवा ५ वर्षांची सेवा झालेला अस्थायी कर्मचारी	१. मुंबई वित्तिय नियम मधील प्रपत्र अे-२ प्रमाणे करारनामा.	१. १९२ पेक्षा जास्त नसलेल्या मासिक हप्त्यात अग्रिमाची व ४८ पेक्षा जास्त नसलेल्या मासिक हप्त्यात व्याजाची वसूली.	१. अग्रिम प्रत्यक्ष आदा केल्यापासून तीन महिन्याचे आत घर खरेदी करुन खरेदी खत सादर करणे.
	२. जुन्या घराचे बाबतीत उपरोक्त १ नुसार अनुज्ञेय रकमेच्या ५० टक्के किंवा जुन्या घराची मुल्यांकित किंमत यापैकी कमी असलेली रक्कम.	२. पती व पत्नी यशदा कर्मचारी असल्यास-फक्त एकास अनुज्ञेय.	२. दुसऱ्या स्थायी कर्मचाऱ्यांकडून अथवा मंजूरी अधिकाऱ्यास योग्य वाटेल अशा सालव्हंट कडून प्रपत्र सी प्रमाणे प्रमाणपत्र	२. रक्कम काढल्यानंतरच्या महिन्याच्या वेतनापासून अग्रिमाची वसूली सूरु शेवटचा हप्ता वसूल झाल्याच्या नंतरच्या महिन्यापासून व्याजाची वसूली सुरु.	२. खरेदी केलेले घर यशदाच्या नांवे प्रपत्र बी-४ मध्ये करुन नोंदणीकृत करावी व नोंदणीकृत सादर करणे.
	३. जमीनीची किंमत वगळून घराची किंमत जी मूळ वेतनाच्या १५० पट परंतू किमान २.५ लाख व कमाल रु. ६.०	३. पूर्वीचा अग्रिम बाकी नसावा.	३. स्तंभ ३ प्रमाणे अर्जासोबत पूर्वी जोडले नसल्यास इसारपावती, नोंदणी केलेला करारनामा किंवा हमीपत्र	३. अग्रिम मंजूरीच्या वर्षाकरीता निर्धारित केलेल्या दराने व्याज आकारणी	३. घराच्या किंमती बाबत नोंदणीकृत मुल्यांकित अधिकाऱ्यांकडून प्रमाणपत्र

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
	लाख पेक्षा जास्त नसावी.				
	४. संपूर्ण अग्रिम एकाच हप्त्यात देय.	४. दुसऱ्या स्त्रोताकडून अग्रिम घेतले असल्यास ते धरुन अनुज्ञेय मर्यादे पर्यंत अग्रिम मिळू शकते.	४. व्याजासह अग्रिमाची वसूली सेवानिवृत्तीपूर्वी आवश्यक		४. घराची निर्विवाद मालकी कर्मचाऱ्याचे नांवे झाल्याबाबतची कागदपत्रे
		५. पत्नीच्या / पतीच्या अज्ञान मुलाचे नावे कोठेही घर नसावे.	वेळोवेळी शासनाने विहित केलेल्या दरानुसार व्याज आकारणी करण्यात येईल.		५. जुन्या घराचे बाबतीत घराचा टिकावूपणा असल्या बाबत कार्यकारी अभियंताच्या दर्जा पेक्षा कमी नसलेल्या अधिकाऱ्याचे प्रमाणपत्र
		६. सेवानिवृत्तीपूर्वी वेतनातून मासिक हप्त्यात व तद्नंतर उपदानातून व्याजासह परतफेडीची क्षमता असावी.			६. स्वखर्चाने घराचा विमा शासकीय विमा निधीकडे उतरवून विमा पॉलीसी सादर करणे व व्याजाची वसूली होईपर्यंत प्रत्येक वर्षात प्रिमियमची रक्कम भरुन पावती अदा करणे.
		७. अपत्या बाबतची विहित मर्यादा			

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
		पाळणे आवश्यक जोडावयाची कागदपत्रे / प्रमाणपत्रे- १. मुळमालकाचे विक्रीबाबत संमतीपत्र २. घरावर कर्जाचा बोजा नसावा व निर्विवाद हक्क असल्याबाबतचे हमीपत्र			
		३. इसारपावती व नोंदणी अधिकाऱ्याकडे नोंदणीकृत करारनामा			
		४. घराचा सक्षम अधिकाऱ्याने मंजूर केलेला घराचा नकाशा			
		५. करारनामा शक्य			

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
		न झाल्यास, बोलणी अंतिम टप्प्यात असल्याबाबत व निर्विवाद हक्क मिळेल असे हमीपत्र			
		६. जमीन व घराचे कर भरणा अदयावत असणेबाबत.			
		७. किंमतीबाबत अधिकृत मुल्यांकन अधिकाराचे प्रमाणपत्र			
ब) भूखंड खरेदी करुन त्यावर घर उभारणीसाठी घरबांधणी अग्रिम	१. अग्रिम-अ मधील क्रमांक (१) नुसार २. किंमत मर्यादा-अ मधील क्रमांक ३ नुसार ३. अग्रिमाचे हप्ते-चार १. २५ टक्के रक्कम भूखंड खरेदीसाठी २. २५ टक्के रक्कम जोत्यापर्यतचे	पात्रता- उपरोक्त अ मधील क्र. १ ते ७ नुसारच कागदपत्रे-१. भूखंड मालकाचे विक्रीबाबत संमतीपत्र २. भूखंड मालकाचा त्यावर निर्विवाद हक्क असल्याचे	१. प्रपत्र ए मध्ये करारानामा २. प्रपत्र सी मध्ये प्रतीपूतीबंधपत्र (अस्थायी व १८ महिन्यात सेवानिवृत्त होणाऱ्या स्थायी कर्मचाऱ्यांकरीता). ३. उपरोक्त अ मधील अ.क्र. ३ नुसार	१. उपरोक्त अ मधील अ.क्र. १,३,४ व ५ नुसार २. वसूली-पहिला हप्ता काढल्यापासून १८ व्या महिन्याच्या किंवा बांधकाम पूर्ण झाल्यानंतरच्या महिन्याच्या वेतनापासून,	१.अग्रिमाच्या पहिल्या हप्त्याची रक्कम काढल्या पासून ३ महिन्याचे आत भूखंड खरेदी करुन खरेदी खत सादर करणे. २. भूखंडावर खरेदी दाराच्या निर्विवाद हक्कांबाबतचा पुरावा ३. भूखंड व त्यावर बांधावयाच्या घराचे प्रपत्र

Section 4(1)(b)(v)

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
	बांधकामासाठी ३. ४० टक्के रक्कम छतापर्यंतचे बांधकामासाठी. ४. १० टक्के रक्कम उर्वरित बांधकामा साठी	हमीपत्र ३. इसार पावती व अर्जदार व भूखंड मालक यांच्यातील नोंदणीकृत करारनामा ४. भूखंड बिगर शेती व विकसित जागेबाबतचा पूरावा. ५. प्रस्तावित बांधकामाचा मंजूर नकाशा व बांधकाम परवानगी आदेश		(यापैकी जे अगोदर असेल) त्या महिन्यापासून वसूली सुरु.	बी मध्ये यशदाकडे गहाण खत करुन व ते नोंदणी करुन सादर केल्यावर दुसऱ्या हप्त्याची रक्कम मंजूर केले जाईल. ४. बांधकाम जोत्यापर्यंत पूर्ण झाल्याचे व दुसऱ्या हप्त्याच्या रकमेचे पूर्ण विनियोग झाले बाबतचे प्रमाणपत्र दिल्यावर तिसरा हप्ता ५. बांधकाम छतापर्यंत पूर्ण झाल्याचे प्रमाणपत्र दिल्यावर पुढील चौथा हप्ता. ६. संपूर्ण अग्रिमाचे विनियोग प्रमाणपत्रचे काम छतापर्यंत झाले बाबतचे प्रमाणपत्र दिल्यावर तिसरा हप्ता ७. उपरोक्त अ मधील अ. क्र. सहा नुसार
क) घर	१. अग्रिम मूळ	पात्रता- उपरोक्त अ	१. प्रपत्र अे-१ मध्ये	उपरोक्त अ मधील	१. दोन महिन्याचे आत भूखंड

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
बांधण्यासाठी भूखंड खरेदीसाठी घरबांधणी अग्रिम	वेतनाच्या ७० पट किंवा रु. एक लाख यापैकी कमी असलेली रक्कम २. अग्रिमाचे हप्ते-संपूर्ण रक्कम एकाच हप्त्यात	मधील १ ते ७ नुसारच कागदपत्र- उपरोक्त ब मध्ये नमूद केलेली अ.क्र. १ ते ४ व ७ ते ८ नुसार	करारनामा २. उपरोक्त अ मधील अ.क्र. २ व ३ नुसार	अ.क्र. १ ते ५ नुसार	खरेदी करुन खरेदी खत सादर करणे. २. निर्विवाद हक्क प्रस्थापित झाल्याचा पुरावा सादर करणे. ३. प्रपत्र बी-१ मध्ये भूखंड यशदाकडे गहाण करुन त्याची नोंदणी करुन नोंदणीपत्र सादर करणे. ४. उपरोक्त अ मधील अ.क्र. ६ नुसार
ड). स्वतःच्या जागेवर नविन घर बांधणेसाठी घर बांधणी अग्रिम	१. मुळ वेतनाच्या ७० पट किंवा रु. तीन लाख यापैकी कमी असलेली रक्कम	पात्रता- उपरोक्त अ मधील क्र. १ ते ७ नुसार कागदपत्रे- १. भूखंड स्वतःच्या नांवावर असल्याचा विवरणासह पुरावा २. निवास भूखंड बिगर शेती	१. भूखंड व त्यावर बांधावयाचे घराचे गहाणपत्र-प्रपत्र बी-२ मध्ये करुन त्याची नोंदणीकृत प्रत सादर करणे. २. प्रती भूती बंधपत्र प्रपत्र-सी मध्ये उपरोक्त ब मध्ये नमुद केल्यानुसार	१. १९२ पेक्षा जास्त नसलेल्या मासिक हप्त्यात अधिनाची व ४८ पेक्षा जास्त नसलेल्या हप्त्यात व्याजाची वसूली. २. अग्रिमाची पहिला हप्ता काढल्यापासून १८ व्या महिन्याच्या किंवा बांधकाम पूर्ण झाल्यानंतरच्या	१. बांधकाम जोत्यापर्यंत पूर्ण झाल्याचे व पहिल्या हप्त्याच्या विनियोगाबाबत प्रमाणपत्र दिल्यावरच दुसरा हप्ता मंजूर केला जाईल. २. बांधकाम छतापर्यंत पूर्ण झाल्यावर व विनियोग प्रमाणपत्र दिल्यावर अग्रिमाचा तिसरा हप्ता देय.

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
		परवानाबाबत जिलाधिकाऱ्यांचे प्रमाणपत्र ३. प्रस्तावित बांधकामाचा सक्षम अधिकाऱ्याने मंजूर केलेला नकाशा ४. बांधकामास सक्षम ऑथॉरिटीची मंजूरी ५. अधिकृत वास्तुशिल्प शास्त्रज्ञाकडून अपेक्षित खर्चाबाबतचे प्रमाणपत्र ६. करभरणा अद्यावत असल्याबाबत		महिन्याच्या यापैकी अगोदरचे असेल त्या वेतनातून वसूली सुरु. ३. उपरोक्त अ मधील अ.क्र. ३, ४ व ५ नुसार.	३. घराचे बांधकाम पूर्ण होवून निवास योग्य झाल्यावर अग्रिमाच्या विनियोगाबाबतचे प्रमाणपत्र. ४. विम्याबाबत उपरोक्त अ मधील अ.क्र. ६ नुसारच

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
		७. पात्रताबाबतची आवश्यक प्रमाणपत्रे			
	२. जमीनीची किंमत वगळून घराची एकूण किंमत मूळ वेतनाच्या १५० पट परंतू कमाल रु.६ लाख अधिक नको.				
	३. अग्रिम ३ हप्त्यात देय पहिला हप्ता-३० टक्के प्लॉट गहाणानंतर दुसरा हप्ता-४० टक्के जोत्यापर्यंत बांधकाम झाल्यावर तिसरा हप्ता उर्वरित ३० छतापर्यंत बांधकाम झाल्यावर				
इ) .... वित्तिय संस्थाकडून तयार घर / सदनिका या साठी घेतलेल्या कर्जाची परतफेड	१. वित्तीय संस्थेकडून घेतलेल्या कर्जाची रक्कम वजा अग्रिम मंजूरीच्या तारखेपर्यंतची	पात्रता-उपरोक्त अ मधील अ.क्र. १ ते ७ (क्र. ५ वगळून) ८. तयार घराचे बाबतीत	प्रपत्र अे-२ मध्ये करारनामा. २) उपरोक्त अ किंवा ब मध्ये नमूद केल्याप्रमाणे (लागू असले त्याप्रमाणे)	१. अग्रिमाची रक्कम काढल्यापासून नंतरच्या महिन्याच्या वेतनातून / रजावेतनातून वसूली	१. संबंधित वित्तीय संस्थेला रक्कम देवून परतफेड पुर्ण केल्यास मुद्रांकित पावती. २. खरेदी केलेले / बांधलेले घर, सदनिका शासनाकडे

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
करणेसाठी घरबांधणी अग्रिम	परतफेड किंवा कर्जाची बाकी किंवा मूळ वेतनाच्या ७० पट किंवा रु. ३ लाख यापैकी कमी असलेली रक्कम. २. उपरोक्त ड मधील क्रमांक २ प्रमाणेच ३. अग्रिमाची रक्कम शक्यतो एकाच हप्त्यात परंतू निधी उपलब्ध नसल्यास अधिक हप्त्यात.	नियमित नेमणूक व १० वर्षे अखंडसेवा. ९. वित्तीय संस्थेकडून कर्ज घेण्यापूर्वी शासनाची किंवा सक्षम अधिकाऱ्याची पूर्वपरवानगी किंवा कार्योत्तर मंजूरी कागदपत्रे-१) विकत घेतलेल्या / बांधलेल्या / बांधण्यात येत असलेल्या घराचा / सदनिकेचा मान्यताप्राप्त नकाशा. २) घरबांधणी किंवा	प्रपत्र-सी मध्ये प्रतिभूति बंधपत्र	सुरु. २. उपरोक्त ड मधील क्रमांक १ नुसार ३. उपरोक्त अ मधील ३, ४ व ५ नुसार	गहाण प्रपत्र बी-४ मध्ये गहाणपत्र करुन दुय्यम निबंधकाकडे करुन सादर करणे. ३. घरचा मान्यताप्राप्त नकाशा इत्यादी. ४. उपरोक्त ड मधील अ. क्र. ४ नुसार विम्याबाबत.

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
		विकत घेण्यासाठीच कर्ज घेतले असल्याबाबत वित्तीय संस्थेचे पत्र. ३) घेतलेले / बांधलेले घर स्वतःच्या नावे व महाराष्ट्रात असल्याबाबत पूरावा. ४) किंमतीबाबत अधिकृत मुल्यांकन अधिकाऱ्याचे प्रमाणपत्र ५) कर्जाची रक्कम, झालेली परतफेड व शिल्लक याबाबत वित्तीय संस्थेचे पत्र ६)			

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
		पात्रतेबाबतची आवश्यक प्रमाणपत्रे.			
प) राहत्या घराचे बांधकाम विस्तार करणेसाठी घरबांधणी अग्रिम	१. मुळ वेतनाच्या ७० पट किंवा रु. एक लाख यापैकी कमी असेल ती रक्कम २. संपुर्ण अग्रिम एका हप्त्यात	पात्रता- उपरोक्त अ मधील क्र. ५ वगळून १) ते ७ नुसार कागदपत्रे २) पूर, वादळ, आग अगर भूकंप यासारख्या नैसर्गिक आपत्तीमुळे नुकसान झाले असल्यास त्या बाबतीतील असाधारण व विशेष दुरुस्त्यांसाठीच अग्रिम अनुज्ञेय. कागदपत्रे- १) घर स्वतःचे नांवे असल्याचा नकाशासह पूरावा.	उपरोक्त प मधील १ व २ नुसार	१. ७२ पेक्षा जास्त नसलेल्या मासिक हप्त्यात अग्रिमाची व २४ पेक्षा जास्त नसलेलया हप्त्यात व्याजाची वसूली. २. उपरोक्त ड मधील क्र. २ व ३ नुसार	उपरोक्त प मधील अ.क्र. १ व २ नुसार

अग्रिमसाठी रक्कम	अग्रिम मर्यादा व हप्त्यांची संख्या	अर्ज करताना आवश्यक पात्रता व सोबत	अग्रिम प्रदानापूर्वी आवश्यक प्रमाणपत्रे	अग्रिमाची व व्याजाची वसूली	अग्रिमाची रक्कम प्रदान झाल्यावर सादर करावी लागणारी कागदपत्रे प्रमाणपत्रे
१	२	३	४	५	६
		२) उपरोक्त ड मधील क्र. ३ ते ५ नुसार ३) पात्रतेबाबतची आवश्यक प्रमाणपत्रे			

YASHADA

Amendment One to the Apex Manual

For

ISO 9001:2000

Yashwantrao Chavan Academy Of Development Administration

Raj Bhavan Complex, Baner Road Pune 411 007

LIST OF CONTROLLED COPY HOLDERS

The following officers' names has been deleted in the List of Controlled Copyholders

No.	Designation	For Which Office	Type of Manual
2	Management Representative	YASHADA	All Manuals

The following officers' names has been added in the List of Controlled copyholders

No.	Designation	For Which Office	Type of Manual
11	Director MDC	YASHADA	All Manuals

The following points are inserted as the last three points in Page No. 7

The Manuals will have the Designations written in pen on the cover of the Manual followed by the stamp of the concerned officer.

The Manuals be displayed on the Intranet site in a read only format using Acrobat reader.

The Master copies will carry the signatures of the preparing authority and approving the manual in original. While the controlled copies will carry the word sd/- xxx and controlled copy stamp in red ink.

The following points are deleted from the above document No:-

COP

    Faculty Activities
    Planning Division
    Research

SOP

  IT Support
  Library
  Hostel & Mess
  YMRC
  Publications

MOP

  Administration
    Establishment
    Record Keeping
    Provision of resources
        Purchases
        Maintenance
            Inward/ Outward
  Accounts
FJS
Protocol

The following table has been inserted.
Parameter for each activity are detailed in Functional Manuals as follows:

The processes have been defined in detail giving activity-wise break-up in the respective manuals

S. NO.	MAIN PROCESS	SUB PROCESS	MANUAL IN WHICH IT IS COVERED	CLAUSE NO.	SECTION OF MANUAL IN WHICH IT IS COVERED	RESP DEPT
1.	Training	Training needs Analysis.	COP	7.2	Planning- 03-17	TMC & all depts.
		Training design		7.3		
		Monitoring of training		7.5		
		ATC preparation	COP	7.1	Planning- 18-24	COURSE CELL & TMC
		Resource Planning for training		6.2 6.3 7.2		
		Evaluation & quality training		8.2		
2.	Research	Research monitoring	COP	7.5	RD/00-03	RDC
		Project monitoring		7.5		
3.	CRM	Grievance Redressal	COP	8.2 7.23	CRM/00-06	Administration
4.	Policy & Planning	-	Apex manual	5.0	QMS/10-19	Planning Division
5.	Implementation measurement, Analysis	-	Apex manual	8.1-8.5	QMS/36-45	-
6.	Computer Application & IT Support	-	SOP	6.3	CIT/00-19	CIT
7.	Library related process	-	SOP	6.3	LIB/1-11	Library
8.	Hostel & Mess related process	-	SOP	6.3	HOS/01-06	Hostel & Mess
9.	Publication process		SOP	6.3	YMRC/PUB/01-06	YMRC
10.	Audio-visual equipment	-	SOP	6.3	YMRC/AVC/01-04	YMRC

	provision process					
11.	Administration process	Establishment	MOP	6.2	Admin/01-15	Establishment
		Record keeping		4.2.4	Admin/24	
		Purchase		7.4/6.1	Admin/16-18	
		Maintenance		6.3	Cont/01/TRP/01, Admin/20	
		Inward/outward		7.5	Admin/21-23	
		FJS		7.5	Admin/22	
		Protocol		7.5	Admin/25	
12.	Accounts	-	MOP	6.2	Accts/01-14	
				7.5		
				6.1		
				8.1		

The document No. YASHADA/QMS/04 Page 12 shall now be read as follows:

Identification of Process

Following Sub-Processes have been identified in YASHADA for the Quality Management System

COP

Training

Training Design
Conducting of Training & Evaluation
Training Monitoring
Course Cell activities of planning for training.
Policy and Plan Implementation

Research

Research Monitoring Process
Project Monitoring Process
CRM Process

SOP

i. Computer Applications & IT support
Library Processes
Audio Visual Equipment Provision Process
Hostel & Mess

MOP

Administration
Resource Provision
Record Keeping

Accounts

Section 4(1)(b)(v)   392

The processes listed above are explained in detail in the respective manuals. In addition to the functional processes within the Academy, the following processes are identified as QMS for the academy. They are:

No	Process	Standard	Reference in the Manual
1	Document Control	4.2.3	YASHADA/QMS/09
2	Control of Records	4.2.4	YASHADA/QMS/10
3	Monitoring Process	8.2.3	YASHADA/QMS/37

YASHADA has established and maintained Quality Systems for Training and other support activities through the following set of documents and records:

Apex Quality Manual (AQM) - Consisting of policy and summary of the entire Quality Management System

Functional Manuals for various activities - explaining detailed procedures of the activities. Add from previous page. The functional manuals consist of:

The following manuals have been prepared

Apex Manual

COP Manual

SOP Manual

MOP Manual

Work-related Procedures
Purpose, scope and details of activities
Reference documents
Records in the form of files
Checklists
Formats
M. I. S. Parameters

Each Document is numbered as follows:
Organization/ process/dept./no
e.g.:Yashada/cop/trng/01

All documents will be circulated in paper-copy as well as soft copy through the intranet.

4.2.2 Quality Manual

Purpose: To establish a documented system as per the requirements of ISO 9001: 2000.

Scope: The scope of the QMS is as follows:
The Quality Manual is the Apex Document. It specifies the goals, perspectives and concerns of the organization. The principles adopted to meet the desired objectives have been defined in this manual.

Procedure:

The Quality Manual includes all the clauses which are mandatory as per the requirements of ISO 9001: 2000 norms

The Vision & Mission Statement has been incorporated in this manual

The Apex Manual is prepared by DDG planning & approved by DG.

Amendments to Apex Manual, if required will be incorporated on a half-yearly basis

Apex Manuals will be circulated only to the Top Management

The interaction of various processes are defined in sec 4.1

The scope excludes the following clauses: -

Clause 7.5.4: There is no customer property for which Yashada is accountable.

Clause 7.6: The department does not undertake any activity, which requires sophisticated equipment for monitoring and measurement

Responsibility

It will be the responsibility the top management to prepare/incorporate changes in the Quality Manual

Records:

NIL

Cross Reference:

(1) Vision – Mission Statement

4.2.4 Control of Records

Purpose:

The purpose of this procedure is to ensure effective control of Quality Records.

Scope:

Applies to the entire organisation.

<div align="center">

PROCEDURE:

</div>

It covers all records of the Quality Management System. "Record" denotes documents, which will be made available to the auditors, as well as documents, which are the output of certain activities. It also includes "record", which is the end product of a complete activity.

It covers record generated by ISO 9001: 2000 Systems

Files etc.

The custodian of this record in YASHADA will be at two levels.

At OIC level

At the Section level

It cover records which are created by every Department/Section/Cell

The respective faculty members will create the electronic records. The machines will have passwords. The faculty members will decide as to which data should be made shareable and access to which data should be denied.

It shall be the responsibility of these officers to ensure to keep the respective records legible, identifiable, retrievable and duly protected from damage and deterioration. They shall ensure that the records are disposed off by shredding only after the retention period is over. Due mention of the destruction shall be recorded in writing. The concerned officer destroying the record to that effect shall retain a certificate.

Records Responsibility:

It shall be the responsibility of MR/DDG (Planning)/Dept./Institute Heads /OICs to maintain complete list of records pertaining to their respective Manuals which will include:

Description

Format Number

Location at which stored and

Retention period etc.

(Format No. ISO-Apex/Form No. 5)

Mission Statement

YASHADA's Mission is to enable equitable and sustainable development by promoting people-cantered good governance. This is achieved by bringing together practical knowledge, applied research, appropriate technology and innovative training of public administrators, community-based organizations and people's representativ**es.**

WORK NORMS

Based on this mission statement, work norms for each faculty member have been prescribed.

The Mission statement is received every year for its continuing suitability.
It is used as a basis for defining objectives & work norms.

5.4.1 Quality Objectives

No	Quality Objectives	Measuring Unit
1	Impart training in development administration to public administrators, managers of public sector undertakings, officials and non-officials of local self government bodies, and functionaries of civil society institutions and organizations;	Number of Training Programmes, Workshops, Seminars and extension activities conducted by each Dept/Section/Cell
2	To carry out applied research facilitating public policy formulation and evaluation of programmes aimed at sustainable development;	Number of Training Programmes, Workshops, Out-of-campus interactions and Research projects undertaken & Completed
3	To provide platform for consultancy services in Development and Public Administration	Number of consultancy projects

The Director General reviews the progress in Review Meetings and monitored through CMIS system. For the purposes of training, the D-90/D-60 procedure is followed.

Quality objectives are reviewed and new targets are set for each year.

A set of targets is assigned to each faculty under Circular No. PC/2003-04/WFAC/001 dated 18 October 2003, to be amended from time to time.

Cross Reference

CMIS
TMIS
ATC

5.4.2 Quality management system planning

YASHADA has defined and documented the Quality Management System, mentioned in document No. YASHADA /QMS. /01 to meet the requirements of quality.

The Top Management ensures that the integrity of the QMS is maintained when changes to QMS are planned and implemented. Similarly changes are tracked with the help of Revision Lists. The Top Management will conduct quarterly Quality Control Review Meetings once in four months to ensure that the commitments are met as per the desired matrix.

Records: -

Nil

Cross Reference: -

Nil

PURPOSE: -

To provide a system for provision of resources.

SCOPE: -

All resources including human resources.

PROCEDURE: -

YASHADA receives grants from the Central as well as State governments. In addition, YASHADA generates funds through conducting sponsored programmes, research projects and by providing consultancy services. These funds are mainly allocated for the purpose of training of participants, conduct of projects, strengthening and upkeep of the existing facilities and towards establishment costs.

The Top Management has identified and provided resources including infrastructure and human resources needed for implementing and monitoring QMS and continually improving its effectiveness and also to enhance customer satisfaction by meeting customer requirements. The adequacy and suitability of resources is reviewed at the Management Review Meeting.

RESPONSIBILITY: -

For the overall resource management, the DG is supported by the Financial Advisor through the Deputy Director General (Administration). The proposals for investments are cleared by the Investment Committee under the Chairmanship of the Secretary, Finance, and Government of Maharashtra.

records:

Minutes of Meetings for
Faculty meeting
Think tank
Department review
MRM

cross refernce:

Purchase and Maintenance Process in MOP Manual

Purpose

To ensure consistently efficient performance of competent personnel.

Procedure
The Academy strives

To upgrade the skills of existing Faculty by deputing them on various training programmes;

To conduct in-house training programmes for the faculty by inviting eminent persons;

To invite guest speakers and resource persons for augmentation of training programmes;

To conduct seminars and workshops;

To encourage individual research projects;

To appoint consultants on contractual basis;

To enhance physical fitness and mental activities of the Faculty through Yoga, Vipassana and Stress Management techniques, and

To organize periodical retreats to develop a sense of commitment and belonging.

The records of training are maintained in the format of training competency profile Yashada/COP/Plng-12

These records also indicate the effectiveness of training given.

The establishment process also ensures appointment, transfers, promotions etc.

SCOPE: -

It is applicable for the personnel whose work affects Quality of Processes

RESPONSIBILITY: -

The DG along with DDG (Admin) and Registrar are responsible for provision and management of personnel in various departments.

Cross Reference:
Establishment Process/Admin/01-15

RECORDS: -

Training Records of YASHADA personnel. (TMC)-Training Competency profile (Yashada/COP/Plng-12)

Training profile of Individuals/ Service Book (TMC)

Profile of Guest Faculty (TMC)

Documentation of Retreat

The effectiveness of the training will be reviewed by the concerned OIC/DDG. After the completion of training the concerned OIC/DDG will make a remark in the training

competency profile as to the effectiveness of the training after six months from the date of completion of the training.

Cross-reference:

4) COP Manual Training Competency profile

PURPOSE: -

The purpose of this procedure is to ensure availability of required infrastructure for work within campus.

SCOPE: - APPLICABLE TO THE ENTIRE ORGANIZATION.

PROCEDURE: -

The person working in a particular place determines infrastructure requirement. The person processes the requirements through OIC/DDG who reviews and forwards, if justified, to the DG for approval. After approval of DG, the competent authority will process the requirement.

The infrastructure primarily consists of:

Air-conditioned and non – air-conditioned class rooms with teaching/training aids such as LCD, Overhead projector, audio – video conference systems

Conference Halls

Auditorium

Computer lab

Hostels

Dining facility and kitchen (i.e. Mess)

Library

Medical and sports facility

Facility for YOGA classes

Recreational area

Public call facility

On-campus banking facility

On-campus staff residential complex

RESPONSIBILITY: - Concerned officers, OIC/DDG & DG as specified above

CROSS-REFERENCE: -

Maintenance Process Yashada/MOP/cont/01

Yashada/COP/Plg-04 to 17

Library related process/SOP/LIB/1-11

Hostel & Mess related process/SOP/HOS/01-08

Computer Appliance & IT support process/SOP/CIT/00-19

Audio visual equipment process/YMRC/AVC/01-04

Purpose:

To determine work environment in the academy

Scope:

It covers the total environment of the academy.

Responsibility:

Procedure:-

A.   Healthy work environment is ensured through:

Faculty and Staff retreat

Faculty meetings and Think Tank meetings to freely express views

Reward for innovative ideas

Provision of support staff /services as required and as justified.

The DG, and other senior officers ensure that proper work environment is maintained.

B.   Physical work environment is ensured through ensuring a clean premises.

This is ensured by proper maintenance of the entire premises.

Records:

Policy Circulars

Cross-Reference:

House Keeping & Maintenance Process- Yashada/MOP/Admin/20
Garden Conservancy & Security- Yashada/MOP/GCS/01

In order to enhance the quality of training, the Course Directors design their courses based on Training Needs Assessment following an interaction with the clients (State Government Departments, NGOs etc.). TMC reviews the Design of Training and suggest improvements/modifications. Appropriate course material is provided to the trainees to supplement the training. Field visits are organized for providing exposure to real-life situations. A constant feedback through assessment sheets is used for redesigning and improving the course delivery.

Purpose:
Determination of requirements related to training.

Scope:
All training needs of Yashada.

Procedure:
The Academy has determined the training and workshop related processes in connection with the requirement of the participants. These are done through:

Training Needs Analysis

Design of Training

Training Process

Suggestions from participants

CRM Processes

FOR YASHADA PROGRAMMES

The expectations from the trainees are determined through a number of feedback rounds, interactive sessions as well as personnel discussion. Annual Training Calendar of the Academy is finalized after meetings and discussions with the Departmental Coordinators of the State Government as also the feedback from the participants during ongoing training programme and workshops. Based on these expectations and interaction, the ATC for the next year is finalized. The suggestions and feedback from the Participants also help in improving the infrastructure related facilities mainly in the field of hospitality or in improving the performance of faculty. When Yashada only lends its premises for a programme.

Cross-Reference: Yashada/COP/Plng.

Purpose: - Review of Course Evaluation with reference to Training Needs Analysis (TNA) and Design of Training (DoT)

Scope:

All training programmes.

Procedure:

The Course Directors evaluates the course as per the TNA and Design of the course. The review ensures that the process requirements are clearly defined and understood. The differences and perspectives, if any, with the participants are resolved and it is ensured that the organization has the ability to meet the defined requirements.

TMC and the Director General review the feedback and course evaluation report.

Records:
TNA
Design of training
Feedback

Cross-Reference: Yashada/COP/Plg.

The different ways by which the organization is communicating with the participants are given below:

1. About The Training Programmes:
The programmes planned by YASHADA as well as the customer expectations will be communicated to the Customer (sponsoring agencies, departments and expected course participants) through circulation of ATC and its updates to all the Customers through the Academy's website.

2. Regarding Customer Enquires:
The organization responds to enquiries from the customer, department, trainee or guest faculty through the Course Director.

3. Regarding Customer Complaints:
The Academy responds to complaints from the customer as per the Customer Complaints and Grievances Redressal Processes through the Registrar, YASHADA.

4. Regarding Customer Satisfaction:
The organization ensures customer satisfaction as per the Customer Related Processes. The Feedback from the Customer i.e. Trainee, is as specified in Sec. 8.1.

5. Workshop for Participant Representative:
The Academy organizes annual or periodic Workshop of Course Participants' Representatives in order to receive feedback and facilitate networking amongst participants an to develop a Recognised Users (RUs) database to help in the conduct of extension programmes.

<u>Cross Reference</u>:
    Grievance Redressal

Participants / Customers Suggestions Grievances Redressal System

Suggestions / complaint books are made available at specified points such as the Library,

Reception Lounge, Administration office and Hostel counters

Registrar, YASHADA monitors the process

Procedure

To be modified as discussed with addition of purpose service. The design of service provision is done through procedure / process of converting the training needs identified and defining objectives towards finalization of training modules.

Design inputs

The training needs, once identified are converted into specific training requirements with reference to performance problems and perspectives. The inputs for design need to consider all training expectations as evinced by potential customers.

Design output

The documented and approved design output is the form of course schedule, type of sessions-lectures, case studies, audiovisuals, faculty members etc.

Design review

The Design review conducted by the TMC in Planning Division, which reviews the design output and provides feedback. The TMC also reviews the Feedback received from the course participants and provides suggestions accordingly.

Deign Verification and Validation

Design verification is done by reviewing output as indicated earlier while validation is done by the feedback received from the course participants and Participants' Representatives (PR

Design Changes

Design changes are incorporated based on the feedback obtained from time to time

Cross-reference:

Training Process – COP/Plg

Purpose: -To define a process for purchasing.

Procedure: -

The purchasing process in YASHADA mainly relates as a support activity to ensure smooth and efficient conduct of training activities. The purchase is mainly related to stationery, support documents, mess equipment, consumables, teaching aids and items related to improved infrastructure. A set of rules in the form of Policy Circulars has been prescribed to smoothen the process. A Purchase Committee is functional to ensure that appropriate material is made available at a reasonable price at the required time and of the required quality. The principles of tender sanctity, avoidance of negotiations, two-bid system and inventory control are strictly followed.

Purchase related to services of Guest Faculty.

Scope: -

Applicable to Resource Management processes, and also indirectly applicable to all processes

Responsibility: -

Registrar, YASHADA

Reference Documents:

Policy Circular for Purchase and Expenditure Committee dated 23/01/2004

Policy circular dated 24 November, 2003

GR dated 2 Jan. 1994

Records:

For purchasing of material.

Cross-Reference:
Purchase Process- Yashada/MOP/Admin/18

Purpose: To provide services to the Trainee Officers and Participants

Scope: - Applicable to entire Academy

<div align="center">

PROCEDURE:

</div>

YASHADA shall carry out services under controlled conditions.
All services can be grouped into two categories:

> Training and Research related which is core function of the organization.
> All other support services such as library, hostel, mess audiovisual, housekeeping etc.

This shall include:

> The availability of information that describes the processes in the form of procedures/ activity sheets
> The availability of work instructions as required
> The implementations of monitoring & measuring mechanisms
> The time bound disposal of paperwork to ensure quality service by adhering to the principle of First In First Out (FIFO)
> Taking care of post delivery activities like record management
> Training of participants.
> Communication and recording information

All the services rendered will be reviewed through

> Inspection
> MIS
> Meetings and Discussions

Responsibility: OICs / Head of Section and all Course Directors

Cross-reference:

> Training Process- COP/Plg-04
> Research Process- COP/RD
> Admin Process- MOP/Admin 21-25

7.5.2 Validation of Processes for Production and Service Provision

This clause is not applicable to YASHADA as there are no services processes which need validation.

Customer Property:

This Clause is not applicable to YASHADA as Yashada does not receive any customer property that it uses for providing services to its customer.

Purpose:

To ensure that the records are properly maintained

Scope:

Applies to all the offices of YASHADA.

Procedure:

All the files/correspondence are to be classified into four categories depending on the retention period. "A" types of files are to be retained for unlimited period because of its importance and retainability. "B" types of files are kept for a period of 30 years after which time their importance/retainability does not exist. "C" type of files are retained for a period of 5 years and destroyed thereafter. "D" types of papers are to be retained for a period of one year and destroyed thereafter. The classification of records and retainability has to be reviewed every year and "A" and "B" type of files are to be kept in the Record Room.

Responsibility:

Record Keeper / Senior Clerk, Administration

Cross Reference:

Manual of Office Procedure

7.6 Control of Monitoring and Measuring Devices

This Clause is not applicable to YASHADA, as there are no monitoring & measuring devices that are used by Yashada.

Purpose:

To analyse and improve the quality of services

Scope:

Monitoring, measurement, analysis and improvement is planned through

> Course Cell and Training Monitoring Cell
>
> Monthly Review meetings of various departments
>
> Faculty Meeting (First Saturday of each month)
>
> Think Tank Meeting (Once in month)
>
> Interaction with Participants Representatives
>
> Project Monitoring Cell (RDC)
>
> Internal audits & inspection
>
> Internal audit of ISO -9001

Procedure:

These processes demonstrate conformity with service standards and ensures adherence to the quality management system and continually improve the effectiveness of Quality Management. YASHADA uses various statistical tools, techniques and methods to analyse the data generated through training programmes.

Responsibility: -

DDG/OIC

Records: -

Feedback forms

Cross Reference:

Circular No. DG-P-1/review meting dated 29th September 2004

Accounts Process: MOP/Accts/--

Purpose: -

The purpose is to deliver quality service to attain client satisfaction.

Scope: -

Applicable to all client oriented process. [YASHADA programmes / sponsored programmes]

Procedure: -

YASHADA monitors perception of trainees by analysing the information generated though feedback forms & customer suggestions through grievances raised. The Training Process defines the details of the methods followed for obtaining & using this information.

Records:

Feedback form.

Visitors' Register.

Participants' Grievance Redressal Register.

Cross Reference: -

Training Process- COP/Plg-18-24

Greviance redressal process- CRM/00-06

Purpose:

The purpose of this procedure is to ensure that QMS meets the requirements of ISO 9001 : 2000 standard to the requirements established by the YASHADA. It also ensures that it is effectively implemented and maintained.

Scope: Quality Management System.

Procedure:

- Internal Audit is organised at a minimum frequency i.e. once in four months. However, additional audits are planned as and when required with reference to previous audit results. Annual plan for audit is prepared.
- The MR prepares Audit Plan for every audit. It includes date of audit, name of auditor and audit section in advance. The plan is circulated to auditors and auditee in advance.
- Auditors will do inter – departmental audits
- Audit findings are recorded in the NCR format. Concurrence of the auditee is take. The auditee will take the immediate corrective actions & record the same in the NCR format.
- Non Compliance Report (NCR) is forwarded to the MR for further action.
- Concerned auditee shall implement corrective action within the stipulated time and offer to auditor for ensuring compliance of corrective action and closing the NCR.
- The MR shall prepare the details of NCR of the particular audit and use these as input to Management Review Meeting.

Responsibility: The Management Representative will be responsible for the same

Records:
> Non Compliance Reports
> Auditors training Record
> Audit Plan
> Details of NCR
> Annual Audit Plan

Cross Reference: - Audit and Inspection Process

Purpose:

The purpose of this procedure is to prevent the occurrence of potential non-conformity.

Scope:-

Applicable for all potential non-conformities

Responsibility:

All DDGs/ OICs/ CDs/ CAs/ Administrative staff

Records:-

Inspection Report

Feedback from customer (sponsoring / YASHADA / agencies and participants)

MIS

Format for summary of deviations

Cross Reference:-

Nil

Purpose:-

To define a method for analysis of data

Scope:-

It is applicable throughout the organization.

Procedure:-

The data regarding various process are collected as given in the Clause No 8.2.3 and analysed to demonstrate the effectiveness of Quality Management System. This is done through the various review meetings including management review process.

Responsibility: -

The total organization is responsible for the same.

Records: -

Files of various records

Graphs/ Tables of various analyses.

Cross Reference: -

Management Review Process

PURPOSE:

The purpose of this procedure is to identify system related non-conformities and implement corrective actions to prevent re-occurrence.

SCOPE:

It is applicable for any non-conformity related with system, process or activities.

PROCEDURE:

All non-conformities are identified and recorded on corrective and preventive action form

Cause of the non-conformities is / are identified.

Corrective actions are identified and planned. If necessary relevant documents are updated.

Corrective actions are implemented.

Implemented actions are reviewed for their effectiveness to see that the non-conformity is not repeated.

RESPONSIBILITY:-

OICs

RECORDS:-

MIS

Feedback

NCRs

Corrective and preventive action format

Think Tank

Feedback & suggestions during staff/ faculty retreat

Management Review Meetings

CROSS REFERENCE: -

Nil

PURPOSE:

The purpose of this procedure is to prevent the occurrence of potential non-conformities.

SCOPE:

It is applicable for all potential non-conformities.

PROCEDURE:

Potential non-conformities are identified. Work processes, customer complaints and customer feedback, audit results, quality records are used as sources of information to detect and analyse potential non-conformities and their causes.

Causes of the potential non-conformities are identified.

Actions are planned and initiated. If necessary, relevant documents are updated.

Results of action are reviewed for its effectiveness.

RESPONSIBILITY:

OICs / Section Heads

RECORD:

MIS

NCRs

Review meetings

Appendix – I

List of the Controlled Copy Holders

Sr. No	DESIGNATION	NATURE OF MANUALS						Sign
		Copy of ISO 9001: 2000 Standards	APEX	COP	SOP	MOP	Office Procedure Manual	
1	**Director General**	1 (R/C)	1 (R/C)	1 (R/C)	1 (R/C)	1 (R/C)	1	
2	**DDG (A)**	1 (R/C)	1 (R/C)	3 (O/C)	3 (R/C)	3 (R/C)	3	
3	DDG (P)	1 (R/C)	1 (R/C)	3 (R/C)	3 (R/C)	3 (R/C)	3	
4	DDG (R)	1 (R/C)	1 (R/C)	3 (R/C)	3 (R/C)	3 (R/C)	3	
5	ATI	1 (R/C)	1 (R/C)	3 (R/C)	3 (R/C)	3 (R/C)	3	
6	SIRD	1 (R/C)	1 (R/C)	3 (R/C)	3 (R/C)	3 (R/C)	3	
7	SIUD	1 (R/C)	1 (R/C)	3 (R/C)	3 (R/C)	3 (R/C)	3	
8	Registar	1 (R/C)	1 (R/C)	1 (R/C)	1 (R/C)	1 (R/C)	1	
9	F A	1 (R/C)	1 (R/C)	1 (R/C)	1 (R/C)	1 (R/C)	1	
10	Director MDC	1 (R/C)	1 (R/C)	1 (R/C)	1 (R/C)	1 (R/C)	1	

R/C: Restricted Copy

O/C: Copy Open for Distribution

All DDGs will be responsible for circulating the respective manuals within their department, as per their requirements

The DDGs will photocopy the relevant documents for circulation to their staff. Put the "Controlled Copy Stamp" in red ink and put in their signatures below it.

The DDGs will maintain a register of the number of copies circulated within their organization with their designations and signature of receipt of controlled copy. They can circulate as many copies of O/Cs as they deem fit.

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R/C denotes that the manual is restricted for circulation only for the Top management i.e. DG and DDGs.

O/C denotes that the manual is open for circulation to the staff members

Design and development planning: Whenever a new programme is decided the target group and the Course director are finalized and recorded in the ATC. For the design of each new training programme the stages involved are defined in the flow chart. Wherever the design process requires interaction with internal/external agencies this documented in the COP manual YAHADA/COP/Plng-10

Design and development inputs are received in the form of Training Need Analysis. They specify details such as identifying the need, identification of performance problem Entry behavior etc. the course director prepares it on the basis of the inputs of the target group

Design and development output: On the basis of the inputs received the training programme is designed in the format YAHADA/COP/Plng-10. This output ensures that all input requirements are met. As a part of the output the "outline of time- table is documented. This specifies any requirements of guest faculty if any.
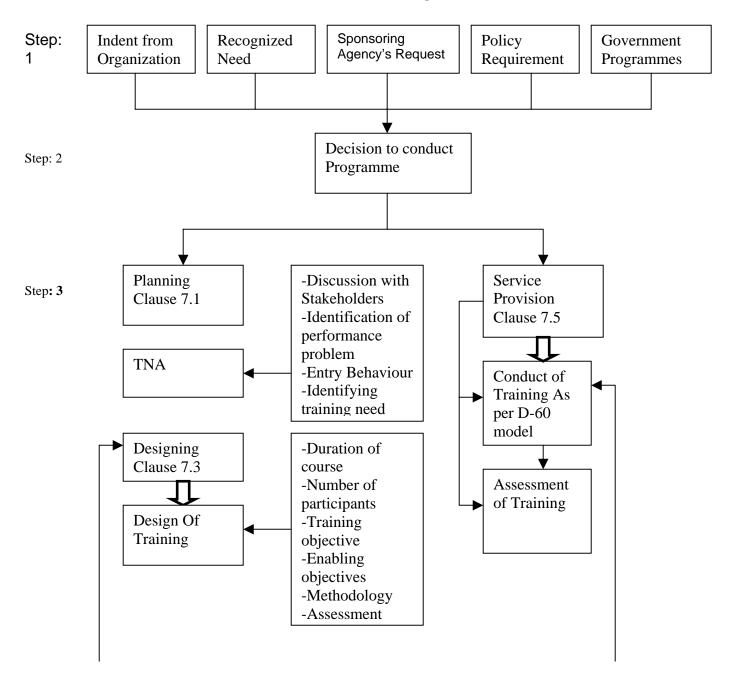
Design Review the output of the course director i.e. the DOT format, outline of timetable is reviewed by TMC along with a peer group if required. A review may also be conducted on the feedback given by the participant by TMC. The DDG Planning if required may also do a review.

Design and development verification of the design is done by the above mentioned review by the TMC and recorded in the Form DOT YAHADA/COP/Plng-10

Validation: the participants record their feedback in the Evaluation. Parameters like usefulness of training; appropriateness of the methodology used and achieving the course objectives are recorded by TMC manually. While reviewing the same file next time TMC ascertains that the corrective actions go into the DOT.

Design changes: whenever any changes are made in the training program the following documents are changed and forwarded to TMC. TMC reviews the changed documents and based on their comments the changes are incorporated

Flow Chart For Training

Step: 1	Indent from Organization	Recognized Need	Sponsoring Agency's Request	Policy Requirement	Government Programmes

Step: 2

Decision to conduct Programme

Step: **3**

Planning Clause 7.1

-Discussion with Stakeholders
-Identification of performance problem
-Entry Behaviour
-Identifying training need

TNA

Service Provision Clause 7.5

Conduct of Training As per D-60 model

Assessment of Training

Designing Clause 7.3

Design Of Training

-Duration of course
-Number of participants
-Training objective
-Enabling objectives
-Methodology
-Assessment

Reference Documents:

4. Purchase procedure in the MOP YASHADA/MOP/ADMN/16-19

This clause is not applicable since the Academy is into service Provision and there is no production of goods. Therefore there is no customer property in the Academy.

_____

ISO-...../NCR-..

Non-Conformance Report

Dept :	Auditee	Auditor	Clause No

Description of NCR

Signature of Auditor   Date by which compliance should be done:

Immediate Corrective action (To be filled by Auditee)

Sign of Auditee: Date of compliance:

Root Cause Analysis:

 Long term Corrective action: (to be filled up by Auditee)

Signature of Auditee   Date:

Verification of corrective action (By Auditor)

Signature of the Auditor   Date:

Section 4(1)(b)(v)

YASHADA

MOP Manual

**For
ISO 9001: 2000**

**Yashwantrao Chavan Academy Of Development Administration
Raj Bhavan Complex, Baner Road Pune 411 007**

Index

Section 4(1)(b)(v)

AMENDMENT SHEET

Sr. No.	Date	Particulars	Document No	Page No

Contents of Administration

Section 4(1)(b)(v)

Definitions for Establishment

Definitions:

Internal Client of Establishment Wing: - An Internal Client of the Establishment wing of YASHADA is defined as all employees of the Academy, including …………………

Scope of Personal Information System: - The YASHADA–PIS provides information and enables management of all Internal Clients through the parameters such as   , ,   , among others.

Cross Reference: -

Service Rules (as approved in
PRISM (Personal Resource Information and salary Management System)
Client Resource Management Process in the Client Oriented Process (COP) Manual

OBJECTIVE

To develop, maintain, update and control the YASHADA Employee Information System (EIS), preferably on a computer based network and database.

To ensure that all employees are monitored and therein accruable benefits are provided to them on time.

To ensure implementation of recruitment rules as approved by the Board of Governors of YASHADA from time to time for purposes of promotion, appointment on deputation as the case may be.

To ensure a positive and supportive working environment for all employees without any bias of gender, religion, caste or regional domiciles.

MEASURABLE OBJECTIVES

Ensuring regular updation of all parameters of EIS
Ensure final publication of seniority list in the first week of January every year

Enable prior processing on a D–30 schedule of time bound benefits to ensure timely release to employees.

Enable prior processing on a D–30 schedules of CRs to ensure timely updation of all employee records.

RECORD

Service Books

CRs

Appointment and Roster Register

Cross Reference
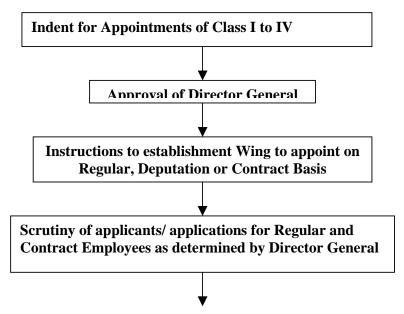
CMIS
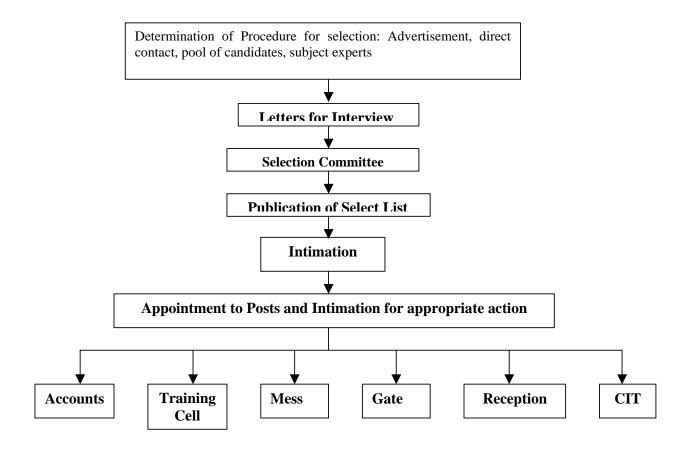
PRIS

PURPOSE : Appointment of Class I to Class IV Employees
SCOPE : Applicable for the entire organization
RESPONSIBILITY : Registrar, Establishment Wing
PROCEDURE :

```
┌─────────────────────────────────────────────────┐
│      Indent for Appointments of Class I to IV     │
└─────────────────────────────────────────────────┘
                        │
                        ▼
        ┌───────────────────────────────────┐
        │      Approval of Director General   │
        └───────────────────────────────────┘
                        │
                        ▼
    ┌─────────────────────────────────────────────┐
    │  Instructions to establishment Wing to appoint on │
    │    Regular, Deputation or Contract Basis         │
    └─────────────────────────────────────────────┘
                        │
                        ▼
 ┌───────────────────────────────────────────────────┐
 │  Scrutiny of applicants/ applications for Regular and │
 │  Contract Employees as determined by Director General │
 └───────────────────────────────────────────────────┘
                        │
                        ▼
```

Section 4(1)(b)(v)

```
┌─────────────────────────────────────────────────────────────┐
│ Determination of Procedure for selection: Advertisement,     │
│ direct contact, pool of candidates, subject experts          │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
                  ┌───────────────────────┐
                  │ Letters for Interview  │
                  └───────────────────────┘
                              │
                              ▼
                  ┌───────────────────────┐
                  │ Selection Committee    │
                  └───────────────────────┘
                              │
                              ▼
                  ┌───────────────────────┐
                  │ Publication of Select List │
                  └───────────────────────┘
                              │
                              ▼
                  ┌───────────────────────┐
                  │ Intimation             │
                  └───────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│ Appointment to Posts and Intimation for appropriate action   │
└─────────────────────────────────────────────────────────────┘
```

| Accounts | Training Cell | Mess | Gate | Reception | CIT |

PURPOSE : Confirmation of Probation

SCOPE : For all Regular employees as and when recruited

RESPONSIBILITY : Registrar, Establishment Wing

PROCEDURE :

```
┌─────────────────────────────┐
│  Completion of Probation    │
│           Period            │
└─────────────────────────────┘
               │
               ▼
┌─────────────────────────────┐
│  Clearance of Department     │
│     Exam, if required        │
└─────────────────────────────┘
               │
               ▼
┌─────────────────────────────┐
│       Approval & Orders      │
└─────────────────────────────┘
               │
               ▼
┌─────────────────────────────┐
│         Intimation           │
└─────────────────────────────┘
               │
               ▼
┌─────────────────────────────┐
│   Updating EIS & Service     │
│            Book              │
└─────────────────────────────┘
```
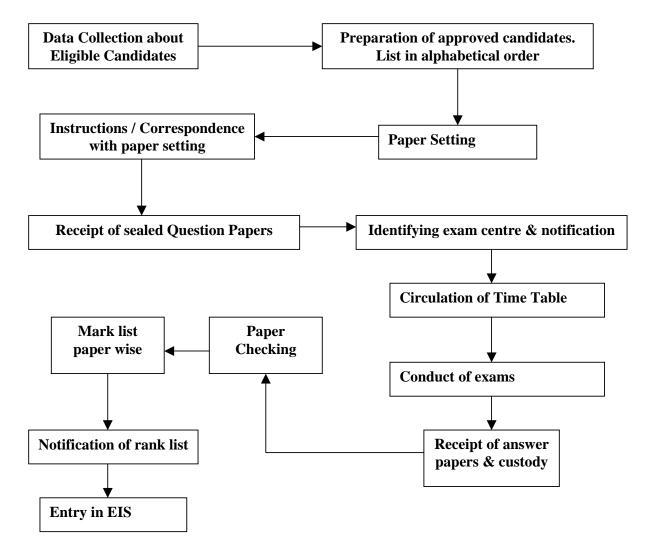
PURPOSE : Departmental Examination
SCOPE : New Recruits Class III
RESPONSIBILITY: Assistant Registrar, Establishment Wing
PROCEDURE :

```
┌─────────────────────────┐        ┌─────────────────────────────┐
│  Data Collection about  │───────▶│ Preparation of approved     │
│   Eligible Candidates   │        │ candidates.                 │
└─────────────────────────┘        │ List in alphabetical order  │
                                    └─────────────────────────────┘
                                                  │
                                                  ▼
┌─────────────────────────────┐        ┌──────────────────┐
│ Instructions / Correspondence │◀──────│  Paper Setting   │
│   with paper setting          │       └──────────────────┘
└─────────────────────────────┘
           │
           ▼
┌───────────────────────────────┐        ┌────────────────────────────────┐
│ Receipt of sealed Question     │───────▶│ Identifying exam centre &      │
│ Papers                         │        │ notification                   │
└───────────────────────────────┘        └────────────────────────────────┘
                                                       │
                                                       ▼
                                          ┌────────────────────────────┐
                                          │  Circulation of Time Table │
                                          └────────────────────────────┘
                                                       │
┌───────────┐     ┌───────────┐                        ▼
│ Mark list │◀────│  Paper    │           ┌────────────────────────────┐
│paper wise │     │ Checking  │           │     Conduct of exams       │
└───────────┘     └───────────┘           └────────────────────────────┘
      │                 ▲                               │
      ▼                 │                               ▼
┌────────────────────┐  │            ┌────────────────────────────┐
│ Notification of    │  └────────────│ Receipt of answer          │
│ rank list          │               │ papers & custody           │
└────────────────────┘               └────────────────────────────┘
      │
      ▼
┌────────────────┐
│  Entry in EIS  │
└────────────────┘
```

Records:

Service Books

Seniority List

PURPOSE: Handling Court Matters
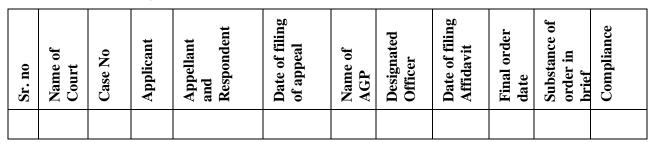
SCOPE: Entire Organization
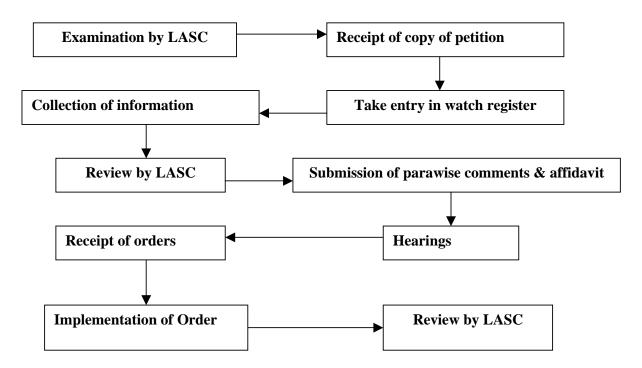
RESPONSIBILITY: Member secretary, Legal Advisory and Scrutiny Committee (LASC), YASHADA

PROCEDURE:
Format of Watch Register

Sr. no	Name of Court	Case No	Applicant	Appellant and Respondent	Date of filing of appeal	Name of AGP	Designated Officer	Date of filing Affidavit	Final order date	Substance of order in brief	Compliance

Examination by LASC	→	Receipt of copy of petition

Collection of information	←	Take entry in watch register

Review by LASC	→	Submission of parawise comments & affidavit

Receipt of orders	←	Hearings

Implementation of Order	→	Review by LASC

LASC: DDG (A) + FA + Registrar + EM + Assistant Registrar (Member Secretary)

Section 4(1)(b)(v)

PURPOSE : Disbursement of loan / advances to staff

SCOPE : Entire Organization

RESPONSIBILITY : Assistant Registrar, Establishment Section

Receipt of application for House Building Advance/Vehicle Advance/Festival Advance/Computer Advance/various allowances.

Scrutinize the application in light of provisions of the rules. To verify whether all required documents attached

To put up note with necessary information & opinion, financial implications, opinion availability of grants with concurrence of Accounts Officer etc.

To seek written approval of Accounts Officer and Registrar

To issue the necessary orders with signature of Registrar with conditions as per rules after obtaining the approval.

Cross Reference

Accounts Procedure
Service Rules
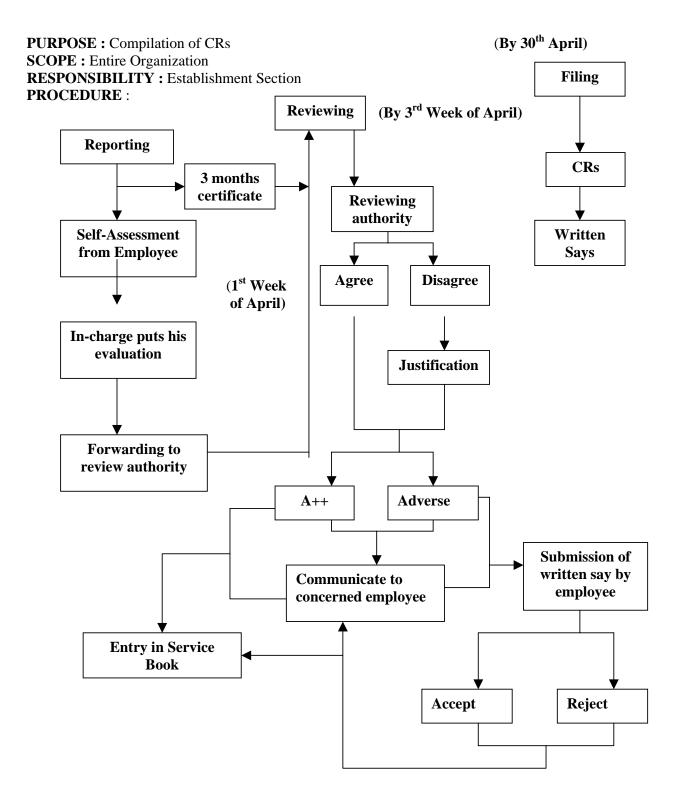
PURPOSE : Reporting, Reviewing & filing of Confidential reports (CRs)

SCOPE : Entire Organization

RESPONSIBILITY: HoDs/ OICs through DDGs/ DG and compilation by Registrar, YASHADA

PROCEDURE:

The concerned HODs/ OICs should report the CRs of their subordinates in the prescribed formats. These shall then be reviewed by the reviewing Officer. The procedure has been duly described in circular dated 01/02/1996 and 23/08/2001. If the period under review is less than three months, the reporting authority should give a certificate to that effect.

Section 4(1)(b)(v)

PURPOSE : Compilation of CRs
SCOPE : Entire Organization
RESPONSIBILITY : Establishment Section
PROCEDURE :

(**By 30th April**)

Filing

Reviewing   (**By 3rd Week of April**)

Reporting

3 months certificate

CRs

Self-Assessment from Employee

Reviewing authority

Written Says

(**1st Week of April**)

Agree   **Disagree**

In-charge puts his evaluation

Justification

Forwarding to review authority

A++   **Adverse**

Submission of written say by employee

Communicate to concerned employee

Entry in Service Book

Accept   **Reject**

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PURPOSE : Transfer Formalities

SCOPE : Entire Organization

RESPONSIBILITY : Establishment Section

PROCEDURE :

```
┌──────────────────────┐   ┌──────────────────────┐   ┌──────────────────────┐
│ Request Application  │   │  Completion of Term  │   │ Long leave / Training│
│                      │   │                      │   │         etc          │
└──────────────────────┘   └──────────────────────┘   └──────────────────────┘
                                      │
                                      ▼
                            ┌──────────────────────┐
                            │    Processing &      │
                            │     Approval         │
                            └──────────────────────┘
                                      │
                                      ▼
                            ┌──────────────────────┐
                            │   Transfer Orders    │
                            └──────────────────────┘
                                      │
                                      ▼
                            ┌──────────────────────┐
                            │ Joining reports & CTC│
                            └──────────────────────┘
                                      │
        ┌─────────────────────────────┼─────────────────────────────┐
        ▼                             ▼                             ▼
┌──────────────────┐      ┌──────────────────┐      ┌──────────────────┐
│ Information to    │      │ Updating service │      │ Information to    │
│ Reception & Main  │      │ books            │      │ Accounts         │
│ Gate              │      │                  │      │ Department       │
└──────────────────┘      └──────────────────┘      └──────────────────┘
```

Section 4(1)(b)(v)

PURPOSE : Publication of Seniority list

SCOPE : All Cadres

RESPONSIBILITY :

PROCEDURE :

SENIORITY LIST
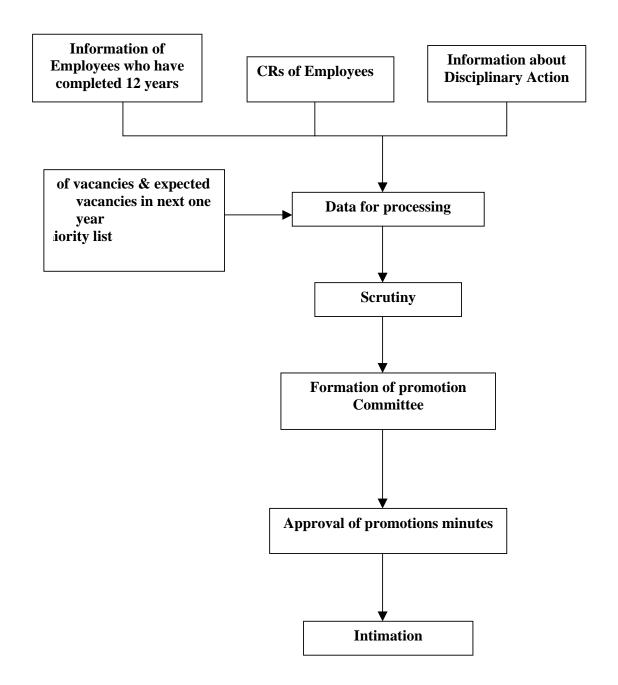
Preparation of provisional list → November

Publication of provisional seniority list →
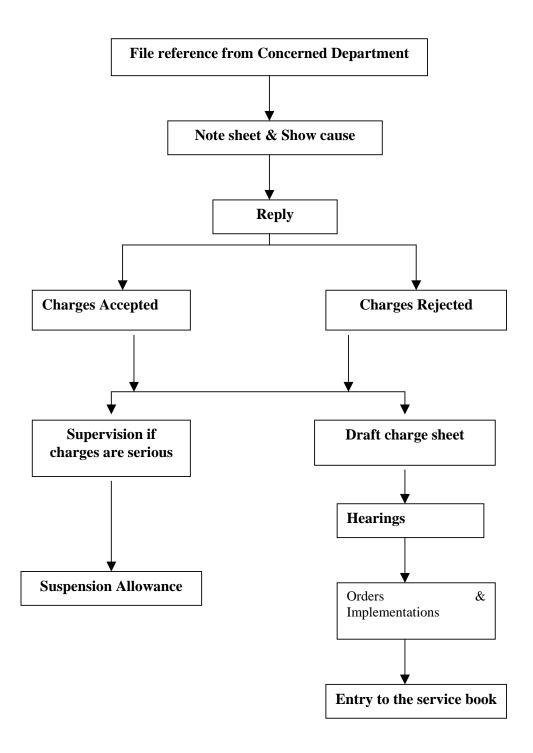
On receipt of objections, if any to put up note to the competent authority.

To convey the decision taken to concerned employee.

In February

To publish final seniority list → (on 3rd March every year)

```
┌─────────────────────┐   ┌──────────────────┐   ┌──────────────────────┐
│   Information of     │   │                  │   │  Information about    │
│ Employees who have   │   │ CRs of Employees │   │ Disciplinary Action  │
│ completed 12 years   │   │                  │   │                      │
└─────────────────────┘   └──────────────────┘   └──────────────────────┘
```

```
┌──────────────────────┐
│ of vacancies & expected│                    ┌──────────────────────┐
│   vacancies in next one│ ─────────────────▶ │  Data for processing │
│        year            │                    └──────────────────────┘
│    iority list         │
└──────────────────────┘
```

```
                           ┌──────────────────┐
                           │     Scrutiny     │
                           └──────────────────┘
```

```
                           ┌──────────────────────┐
                           │ Formation of promotion│
                           │     Committee         │
                           └──────────────────────┘
```

```
                           ┌──────────────────────────┐
                           │ Approval of promotions minutes│
                           └──────────────────────────┘
```

```
                           ┌──────────────────┐
                           │    Intimation    │
                           └──────────────────┘
```

Section 4(1)(b)(v)

Departmental Enquiry

```
        ┌─────────────────────────────────────────┐
        │  File reference from Concerned Department │
        └─────────────────────────────────────────┘
                            │
                            ▼
              ┌──────────────────────────┐
              │   Note sheet & Show cause │
              └──────────────────────────┘
                            │
                            ▼
                   ┌─────────────┐
                   │    Reply    │
                   └─────────────┘
                   │             │
                   ▼             ▼
      ┌──────────────────┐   ┌──────────────────┐
      │ Charges Accepted │   │ Charges Rejected │
      └──────────────────┘   └──────────────────┘
                   │             │
                   ▼             ▼
      ┌──────────────────┐   ┌──────────────────┐
      │  Supervision if  │   │ Draft charge     │
      │ charges are      │   │ sheet            │
      │ serious          │   └──────────────────┘
      └──────────────────┘            │
                   │                   ▼
                   ▼         ┌──────────────────┐
      ┌──────────────────┐   │    Hearings      │
      │ Suspension       │   └──────────────────┘
      │ Allowance        │            │
      └──────────────────┘            ▼
                          ┌──────────────────────┐
                          │ Orders            &  │
                          │ Implementations      │
                          └──────────────────────┘
                                     │
                                     ▼
                          ┌──────────────────────┐
                          │ Entry to the service │
                          │ book                 │
                          └──────────────────────┘
```

Personal Information System

Joining Report:

Subscription & Nomination (only in case of new recruits)

Application Form to enroll him as a Subscriber for the G.P.F.

Nomination Form   for G.P.F.

Nomination Form   for G.I.S.

Declaration of Native Place.

Oath of Allegiance

Nomination form Death-cum-Retirement Gratuity.

Details of Family.

Landed Property Declaration

Verification: (only in case of new recruits)

Employee is required to produce the following Original Documents.

Age proof (School Leaving Certificate)

Certificate regarding Educational Qualification.

Caste Certificate
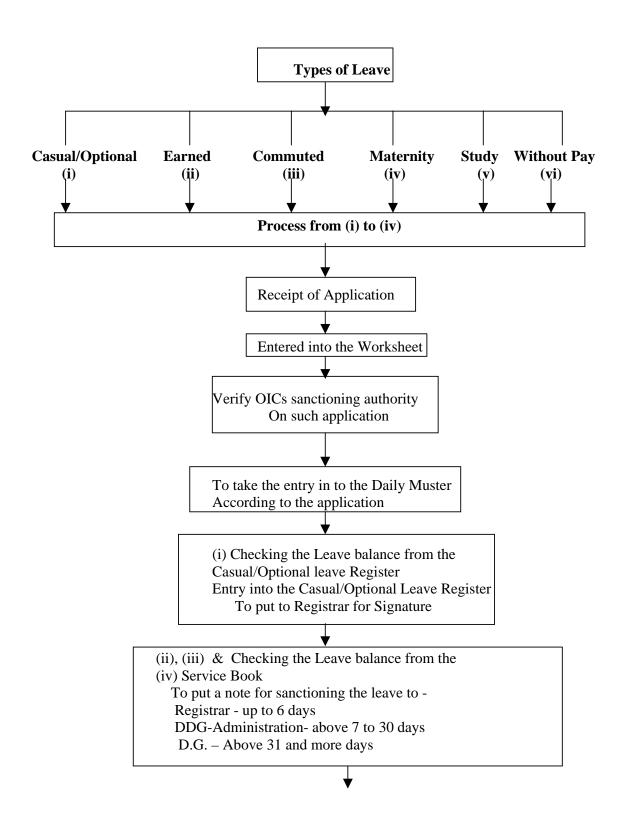
Medical Fitness
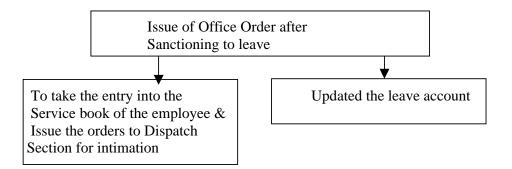
Opening of Service Book: (only in case of new joiners)

After Completion of above-mentioned formalities open the   Service book, in duplicate.
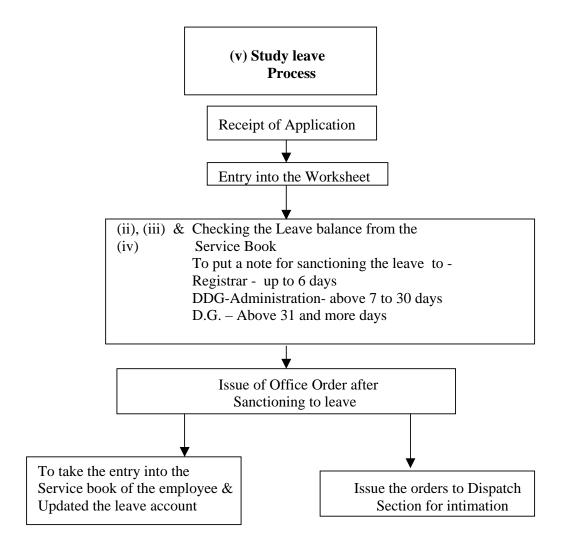
Maintenance of Service Book - As per directions in rule 38 & 39 all the important facts such as leave account, increment, pay fixation, nomination of G.I.S. & G.P.F., Punishment, Transfer, Relieve & Joining etc. whenever they occur should be recorded in service book.

Seniority List - Seniority list of each cadre as on 1st January of each year is to be prepared & published by the Appointing Authority.

Section 4(1)(b)(v)

Types of Leave

Casual/Optional (i)	Earned (ii)	Commuted (iii)	Maternity (iv)	Study (v)	Without Pay (vi)

Process from (i) to (iv)

Receipt of Application

Entered into the Worksheet

Verify OICs sanctioning authority
On such application

To take the entry in to the Daily Muster
According to the application

(i) Checking the Leave balance from the
Casual/Optional leave Register
Entry into the Casual/Optional Leave Register
To put to Registrar for Signature

(ii), (iii) & Checking the Leave balance from the
(iv) Service Book
To put a note for sanctioning the leave to -
Registrar - up to 6 days
DDG-Administration- above 7 to 30 days
D.G. – Above 31 and more days

```
┌─────────────────────────────────────────┐
│     Issue of Office Order after          │
│     Sanctioning to leave                 │
└─────────────────────────────────────────┘
         │                          │
         ▼                          ▼
┌──────────────────────┐   ┌──────────────────────────┐
│ To take the entry    │   │  Updated the leave account│
│ into the             │   │                          │
│ Service book of the  │   └──────────────────────────┘
│ employee &           │
│ Issue the orders to  │
│ Dispatch             │
│ Section for intimation│
└──────────────────────┘
```

Forms/Formats-

Casual /Optional Leave Form
Earned/Commuted/Maternity Leave
Form
Noting format
Order format

Section 4(1)(b)(v)

```
                    +--------------------------+
                    |    (v) Study leave       |
                    |        Process           |
                    +--------------------------+
                                |
                                v
                    +--------------------------+
                    |  Receipt of Application  |
                    +--------------------------+
                                |
                                v
                    +--------------------------+
                    | Entry into the Worksheet |
                    +--------------------------+
                                |
                                v
```

(ii), (iii) & (iv)	Checking the Leave balance from the Service Book
	To put a note for sanctioning the leave to -
	Registrar - up to 6 days
	DDG-Administration- above 7 to 30 days
	D.G. – Above 31 and more days

```
                                |
                                v
                    +--------------------------+
                    | Issue of Office Order after |
                    |   Sanctioning to leave   |
                    +--------------------------+
                        |                |
                        v                v
```

| To take the entry into the Service book of the employee & Updated the leave account | Issue the orders to Dispatch Section for intimation |

```
                    ┌─────────────────────────────────────┐
                    │  Leave Travel Concession/Home Town   │
                    └─────────────────────────────────────┘
                                     │
                          ┌────────────────────────┐
                          │ Receipt of Application │
                          └────────────────────────┘
                                     │
                          ┌────────────────────────┐
                          │ Entered into the Worksheet │
                          └────────────────────────┘
                                     │
                    ┌─────────────────────────────────┐
                    │   Verify OICs sanctioning authority │
                    │        for  such  LTC facility      │
                    └─────────────────────────────────┘
                                     │
              ┌────────────────────────────────────────────┐
              │ Checking the Leave balance and Home town which is │
              │  Declared by the employee in the Service book │
              └────────────────────────────────────────────┘
                                     │
                    ┌─────────────────────────────────┐
                    │ To put a note to Registrar for approval │
                    └─────────────────────────────────┘
                                     │
                 ┌────────────────────────────────────┐
                 │      Issue of Office Order after       │
                 │         Sanctioning the LTC            │
                 └────────────────────────────────────┘
                      │                          │
      ┌──────────────────────────┐   ┌──────────────────────────┐
      │ To take the entry into the │   │                            │
      │ Service book of the employee & │ │ Issue the orders to Dispatch │
      │ Updated the leave account  │   │    Section for intimation  │
      └──────────────────────────┘   └──────────────────────────┘
```

Forms/Formats-

1)   Casual /Optional/Earned Leave Form   (2)   LTC Form
(3)   Noting format   (4)   Order format
(5)   LTC file

 Check List - 1) In case of C.L.: -
 If C.L. is balance on his account. (From C.L.Register)
 No of employee's on Leave on that particular day.
 At a time C.L. can be sanctioned upped 7 days only.
 The period of C.L. and holidays should not exceed than 7 days.

 In case of Long Leave: -
 Check the balance from service book.
 Whether the reason is fair?
 In case of medical leave, sufficient evidence (i.e. medical certificate) is enclosed or not.
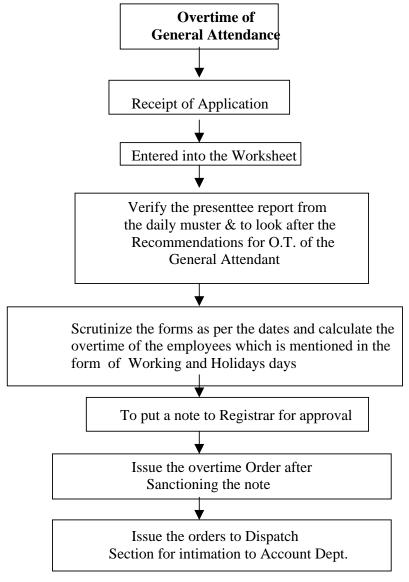
Section 4(1)(b)(v)

Increment

Regular / Advance →

| Proposal from HOO |
| 2 increment A+ for 5 years prior to the year of approval |
| 1 increment A+ for 3 years |

(A) Permanent Staff

(B) Deputation staff

| Checking the Increment Register in every month |

| Write a letter to a parent department every month about release the increment and intimate to this office by correspondence |

| It should be noted, that there is no objection from the Admn.Dept. |

| when the dept. send a letter/order to Institute, it should be noted into the worksheet |

| To put a note to the Registrar for sanctioning the increment of Employee |

| Verify from the leave record if the officers is on leave on 1st day in which month his increment is due. To put a note to the Registrar about increment |

| To prepare a Increment Certificate of the employee & to note down the amount in the Increment Register |

| To take the entry into the Service book of the employee and the Registrar should sign it. |

| To sent a copy to the dispatch section for further necessary action that the account department should be made |

Forms/Formats-

1) Increment Register   (2)   Noting Format
(3) Service Book   (4)   Order format
(5) Increment certificate

```
                    ┌─────────────────────┐
                    │    Overtime of      │
                    │ General Attendance  │
                    └─────────────────────┘
                              │
                              ▼
                ┌───────────────────────────┐
                │   Receipt of Application  │
                └───────────────────────────┘
                              │
                              ▼
                ┌───────────────────────────┐
                │ Entered into the Worksheet│
                └───────────────────────────┘
                              │
                              ▼
            ┌───────────────────────────────────┐
            │  Verify the presenttee report from│
            │  the daily muster & to look after │
            │  the Recommendations for O.T. of  │
            │  the General Attendant            │
            └───────────────────────────────────┘
                              │
                              ▼
        ┌───────────────────────────────────────────┐
        │ Scrutinize the forms as per the dates and │
        │ calculate the overtime of the employees   │
        │ which is mentioned in the form of Working │
        │ and Holidays days                         │
        └───────────────────────────────────────────┘
                              │
                              ▼
            ┌───────────────────────────────────┐
            │ To put a note to Registrar for    │
            │ approval                          │
            └───────────────────────────────────┘
                              │
                              ▼
            ┌───────────────────────────────────┐
            │   Issue the overtime Order after  │
            │       Sanctioning the note        │
            └───────────────────────────────────┘
                              │
                              ▼
            ┌───────────────────────────────────┐
            │   Issue the orders to Dispatch    │
            │ Section for intimation to Account │
            │              Dept.                │
            └───────────────────────────────────┘
```

Forms/Formats-

1) Overtime Form   2) Noting format
3) Order format   4) Overtime File

Section 4(1)(b)(v)

Roaster

Object : To fulfill the social reservation decided by the Govt.
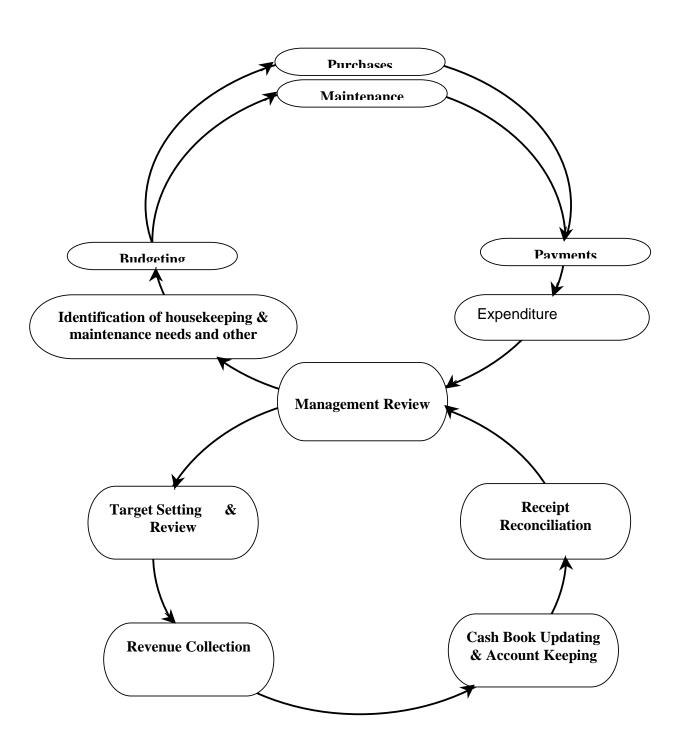
Policy : 1) To maintain a roster register for each cadre separately & according to the G.R.' s issued dated 18/10/97 & 6/3/97.

2) At the time of recruitment & promotion use the roster register so as to fulfill the percentage derived for each community.

3) Submit the Roster Register to the authority for verification in every year of recruitment.

Authority - In case of peon, clerk. B.C. shell in Divisional Commissioner office
In case of state level post (i.e. S.R. etc) Social Welfare deptt. in Mantralaya , Mumbai.

```
          ┌─────────────────────────┐
          │ Information of Recruitment/│
          │        promotion         │
          └─────────────────────────┘
                      │
                      ▼
          ┌─────────────────────────┐
          │   Update the Roster      │
          │       Registers          │
          └─────────────────────────┘
                      │
                      ▼
          ┌─────────────────────────┐
          │ For verification to concern│
          │        Authority         │
          └─────────────────────────┘
                      │
                      ▼
          ┌─────────────────────────┐
          │  After verification, at the time│
          │   of recruitment/promotion│
          │   fulfill the backlog if any.│
          └─────────────────────────┘
                      │
                      ▼
                  ⬭ End ⬭
```

Main Flow Chart

```
                          Purchases

                          Maintenance


   Budgeting                                    Payments

   Identification of housekeeping &             Expenditure
   maintenance needs and other

                    Management Review


   Target Setting    &                    Receipt
   Review                                  Reconciliation


   Revenue Collection              Cash Book Updating
                                   & Account Keeping
```

Section 4(1)(b)(v)

Purchase Procedure (Quotation/Tenders/Rate Contact)

```
                              Scrutiny
        ┌────────────────────────┼────────────────────────┐
        ▼                        ▼                        ▼
┌──────────────────┐   ┌──────────────────┐   ┌──────────────────┐
│        A         │   │        B         │   │        C         │
│ Purchase by      │   │ Purchase on Rate │   │ Purchase by      │
│ Calling 3        │   │ Contract         │   │ calling tenders  │
│ Quotations       │   │                  │   │                  │
└──────────────────┘   └──────────────────┘   └──────────────────┘
        │
        ▼
┌──────────────────┐   ┌──────────────────┐  ┌──────────────────┐  ┌──────────────────┐
│ By placing       │   │ Selecting the    │  │ By giving wide   │  │ Select the agency│
│ enquiry          │   │ agency listed    │  │ publicity and    │  │ by               │
│                  │   │ Rate Contract,   │  │ calling tenders  │  │ 1. Past          │
└──────────────────┘   │ if more than one │  │ Two Bid System   │  │    Performances  │
        │              │ then             │  │                  │  │ 2. Reputation    │
        ▼              └──────────────────┘  └──────────────────┘  │    /Goodwill.    │
┌──────────────────┐            │                     │            │ 3. After Sale    │
│ Check if at least│            ▼                     ▼            │    Services      │
│ 3 quotations     │   ┌──────────────────┐  ┌──────────────────┐  └──────────────────┘
│ /tenders are     │──▶│ Give a second    │─▶│ Give a third     │
│ received, if not │   │ call, and if poor│  │ call, and if     │
│                  │   │ response give    │  │ response is poor │
└──────────────────┘   │ final deciding   │  │ decision from    │
        │              │ call             │  │ received         │
        ▼              └──────────────────┘  │ quotations       │
┌──────────────────┐                         │ /tenders taken   │
│ Receipt of sealed│◀────────────────────────└──────────────────┘
│ envelopes        │                                  │
└──────────────────┘                                  ▼
        │                    ┌──────────────┐
        └───────────────────▶│   Scrutiny   │◀─────────────────
                             └──────────────┘
                                    │
                                    ▼
                    ┌────────────────────────────────┐
                    │ Proposal for administrative     │
                    │ Sanction                        │
                    └────────────────────────────────┘
                                    │
                                    ▼
                    ┌────────────────────────────────┐
                    │ Administrative Approval         │
                    └────────────────────────────────┘
                                    │
                                    ▼
                    ┌────────────────────────────────┐
                    │ Receipt of material as per      │
                    │ delivery schedule               │
                    └────────────────────────────────┘
                                    │
                                    ▼
                    ┌────────────────────────────────┐
                    │ Payment as per procedure        │
                    └────────────────────────────────┘
                                    │
                                    ▼
                    ┌────────────────────────────────┐
                    │ Entry in Dead Stock Register    │
                    └────────────────────────────────┘
```

PURCHASES

Item less than Rs. 5,000/- (Single purchase) such items to be directly purchased from co-opt. Stores or from the market directly.

Item costing up to Rs/ 50,000/- by calling 3 quotations

Item costing more than 50,000/- to be purchased by inviting tenders.

POWERS

The delegation of powers for purchase of stores is as follows.

Up to Rs. 5,000/- :- Respective OIC/DDG's

Above Rs. 5,000/- & less than Rs. 50,000/- through purchase committee & Add. DG

Above 50,000/- & up to Rs. 1,00,000/- thorough purchase committee & Addl. DG after obtaining the views of accounts department

Rs 1,00,000/- to 6,00,000/- through purchase committee DG after obtaining the views of financial advisor & Addl. DG

Rs. 6,00,000/- to 10,00,000/-executive committee

Above Rs. 10,00.000/- BOG

CONTRACT

Fixing of Quantity Contract / Rate Contract shall be done as per existing Govt. procedure laid down in

GR dated 2nd January 1992 & manual of office procedure for purchase of stores for Govt. depts. (CSPO)

Section 4(1)(b)(v)

Time Frame for Purchase Activity

Sr No	Activity	Time frame
01	Receipt of Demand / Indent	D – 45 days
02	Scrutiny of papers	D – 30 days
03	Classification	D – 30 days
04	News Paper advertisement	D – 21 days
05	Receipt of Sealed tender	Day (D)
06	Opening of tender/ Technical bids & Commercial bids	D + 1 day
07	Comparative Statement	D + 1 day
08	Award of works	D + 7 days
09	Issue work order	D + 8 days
10	Receive Goods Services	As per terms in tender say R
11	Entry in dead stock register	R + 1
12	Payment to party	R + 7

YASHADA has to enter into maintenance contracts for the following services

Housekeeping,
Conservancy Security,
Pest control,
Mess,
Water tank Cleaning,
Garden,
Ticketing,
Flower arrangement,
Franking EPBX,
Fax machine,
Duplicating machine,
Photocopy vending

For every contract a period of not more than one year should be prescribed.

Before expiry of the previous contract, procedure for new contract shall be initiated. The tender notice period should be for 14 – 21 days, depending upon the urgency.

The prescribed procedure shall be as per GR dated 2/1/1992 and CSPO manual.

The procedure will be as per purchase procedure

Sr No	Activity	Time frame
01	Receipt of Demand / Indent	D – 45 days
02	Scrutiny of papers	D – 30 days
03	Classification	D – 30 days
04	News Paper advertisement	D – 21 days
05	Receipt of Sealed tender	Day (D)
06	Opening of tender/ Technical bids & Commercial bids	D + 1 day
07	Comparative Statement	D + 1 day
08	Award of works	D + 7 days
09	Issue work order	D + 8 days
10	Receive Goods Services	As per terms in tender say R
11	Entry in dead stock register	R + 1
12	Payment to party	R + 7

Cross-reference:
Purchase Procedure

Section 4(1)(b)(v)

Procedure for : Vehicle maintenance

Scope : Ensure availability and up keep of all vehicles of the Academy

Responsibility : Vehicle manager

Activities

No	Activity	Time frame	Responsibility
1	Allotment of duties to drivers as per vehicle requisition received from officers / staff, for official – Private use. (The outstation tours have to be approved by D.G. Yashada & requisition slip authorized by Registrar YASHADA.)	For local use the Slip should be submitted at least 2 hrs in advance and for outstation tours at least 2 days in advance.	Vehicle Manager
2	Logbooks maintained separately for each vehicle by drivers, log book entries to be made by Concerned drivers	Daily	
3	Draw an abstract of KMS run & fuel filled in the vehicle at the end of each month by the concerned driver.	Monthly	
4	Process the bills after refilling have to be entered checked & endorsement on the bills to be done by transport in-charge.	Daily	
5	Update history sheets of each vehicle to the maintained after a vehicle is repaired the details of the repairs & the bills there of have to be entered in the history sheet and the bills have to be endorsed by registrar confirming the correct entries.	As and when	

No	Activity	Time frame	Responsibility
6	Purchase of new vehicles / consumables décor for new / old vehicles to be made by transport section with approval of registrar – DDG – DG as required.	As per requirement	
7	Hire vehicles if required the payments for the said propose to be done by transport in-charge by submitting Bills to Registrar, taking into consideration availability of YASHADA vehicles.	As required	
8	Overseeing / arranging transport arrangements during important workshop – Ministers visit etc.	As required	
9	Drawing over time of drivers – crosschecking in out register maintained at security gate & log book maintained by drivers.	Monthly	
10	Process private use bills / office orders in r/o users to be submitted to each individual.	Monthly / Bi monthly	
11	Observe schedule for Insurance premiums to be paid processed for each vehicle – Insurance claims to be settled in case of accident vehicles.	Yearly	
12	RTO correspondence: - registration – payment of taxes to be done in case of new vehicles.	Yearly	
13	Sale procedure – auction etc in case of old un-serviceable vehicles – Old spares / tyres also to be auctioned/disposed	As required	

Section 4(1)(b)(v)

No	Activity	Time frame	Responsibility
14	Process advances for functioning to duties – POL imprest / field visits to be drawn and settled.	As and when required	

Reference Documents

1.. Insurance Policy

2.Logbook

3.RC/ TC books

4. In-Out register at main gate

5. History sheet books

6. Purchase procedure

Forms

Vehicle requisition forms

Vehicle repair sheets

M.I.S. Parameters

Timely maintenance

Maintenance Schedule

 Availability of vehicles in time

percentage of on round vehicle minimum 80%

Activity: Garden

Garden maintenance is being done through PMC work norms still not specified – contractual agreement not done any work order received at this end. On verbal instructions of superiors the following is being done.
Supervision is with this section. Billing is done through estate section.

Daily attendance – Over seeing garden work – watering / Pesticide sprays work (schedule to

be worked out)

Activity : Conservancy

Checking daily attendance – Certifying at the end of each month the bills raised by the concerned agency.

and the bills checked, processed and sent to accounts section for payment.
Campus cleaning – arranging classrooms with the help of conservancy workers, supervisors being checked daily. Campus maintenance such as electricity / fixtures any general failure etc. to be co-ordinated & reported to Estate / Registrar / DDG & DG as per occurrences. Campus maintenance rounds with registrar every week.

Activity : Security
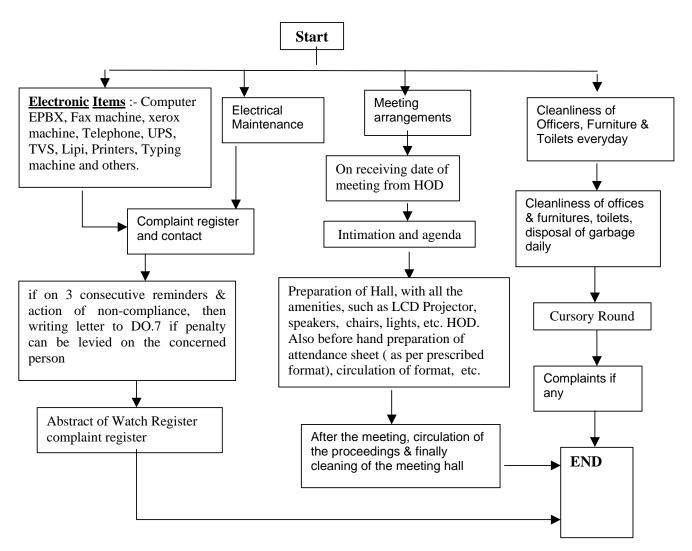
Daily attendance / checking of registers maintained by security staff and night rounds conducted for smooth functioning. The bills checked, processed and sent to accounts section for payment.

Any other duty such as liaison with VIP's and other work entrusted by DG / DDG & registrar.

Crosse Reference:

Purchase & Maintenance Procedure

Section 4(1)(b)(v)

House Keeping and Maintenance

Start

Electronic Items :- Computer EPBX, Fax machine, xerox machine, Telephone, UPS, TVS, Lipi, Printers, Typing machine and others.

Electrical Maintenance

Meeting arrangements

Cleanliness of Officers, Furniture & Toilets everyday

Complaint register and contact

On receiving date of meeting from HOD

Cleanliness of offices & furnitures, toilets, disposal of garbage daily

Intimation and agenda

if on 3 consecutive reminders & action of non-compliance, then writing letter to DO.7 if penalty can be levied on the concerned person

Preparation of Hall, with all the amenities, such as LCD Projector, speakers, chairs, lights, etc. HOD. Also before hand preparation of attendance sheet (as per prescribed format), circulation of format, etc.

Cursory Round

Complaints if any

Abstract of Watch Register complaint register

After the meeting, circulation of the proceedings & finally cleaning of the meeting hall

END

Cross-reference

Purchase and maintenance procedure
Cit Process Manual
YMRC Process Manual

Inward Procedure

```
                        ┌─────────────────┐
                        │ Receipt of Mails │
                        └─────────────────┘
```

| By Speed post | By RPAD | By Courier | Gen.Post | Govt. | By Fax |

Entry in Inward Register

Department wise Classification by Inward Section

All mail for perusal of HOO

| **Routine** | **Urgent** |

e.g. LAQ/ Court Summons, Lok-Ayukta, DO letter Public Grievance

Acknowledgement to the Sender

Cross Reference:
Office procedure Manual

Section 4(1)(b)(v)

File Journey System

```
                    ┌─────────────────────────┐
                    │   Entry in worksheet    │
                    └────────────┬────────────┘
                                 │
                    ┌────────────┴────────────┐
                    │     Classification      │
                    └──┬──────────────────┬───┘
                       │                  │
                 ┌─────▼─────┐      ┌─────▼─────┐
                 │  Urgent   │      │  Routine  │
                 └─────┬─────┘      └─────┬─────┘
                       │                  │
                    ┌──▼──────────────────▼───┐
                    │   Top sheet  & details  │
                    └────────────┬────────────┘
                                 │
                    ┌────────────▼────────────┐
                    │  Approval by OIC/DDG/DG │
                    └────────────┬────────────┘
                                 │
                    ┌────────────▼────────────┐
                    │    Order & Intimation   │
                    └──┬──────────┬───────┬───┘
                       │          │       │
             ┌─────────▼──┐  ┌────▼─────┐ │  ┌──────────────────────┐
             │  Outward   │  │ Put up   │ └─►│ Weekly abstract of w/s│
             └────────────┘  │Note sheet│    └──────────────────────┘
                             └────┬─────┘
                                  │
                        ┌─────────▼─────────┐
                        │ Submission of note│
                        │ sheet to DDG/OIC  │
                        └─────────┬─────────┘
                                  │
                             ┌────▼─────┐
                             │  Record  │
                             └──────────┘
```

Cross Reference:

Office Procedure Manual

Outward/Dispatch

```
┌─────────────────────────────────┐
│ Receipt of mails from all desks │
│ with their outward number       │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│ Entry in o/w register without   │
│ assigning Separate number       │
└─────────────────────────────────┘
                │
                ▼
┌──────────────────────────────────────────────────────────┐
│ Deciding mode of delivery & Sorting mails -              │
│ (1) General mail (2) Govt. Mail (3) Speed Post, (4) Parcel,│
│ (5) RPAD, (6) Telegram  (7) Delivery by Special messenger. │
└──────────────────────────────────────────────────────────┘
                │
                ▼
┌──────────────────────────────────────────────────────┐
│ Affixing Stamp & dispatch, Compilation of            │
│ acknowledgements whenever applicable & handing       │
│ over to respective desk                              │
└──────────────────────────────────────────────────────┘
                │
                ▼
┌──────────────────────────────────────────────┐
│ Prepare monthly abstract for Inward  &       │
│ Outward for submission to DDG (ADMN)         │
└──────────────────────────────────────────────┘
                │
                ▼
┌──────────────────────────────────────────────┐
│ Daily reconciliation of Stamps & submit      │
│ monthly abstract to Accounts                 │
└──────────────────────────────────────────────┘
```

Cross Reference:

Office Procedure Manual

Section 4(1)(b)(v)

Record Procedure

```
                    ┌─────────────┐
                    │   START     │
                    └──────┬──────┘
                           ▼
        ┌──────────────────────────────────────┐
        │ Files are to be maintain in six bundles │
        └──────────────────┬───────────────────┘
                           ▼
    ┌──────────────────────────────────────────────┐
    │ All complete files where decisions have been taken │
    └──────────────────────┬───────────────────────┘
                           ▼
            ┌──────────────────────────┐
            │  Classify files in 6 bundles │
            └─────────────┬────────────┘
                          ▼
        ┌────────────────────────────────────────┐
        │ Categorize into A, B, C,D               │
        │ A – Permanently                         │
        │ B -  30 Years, 35 Years, 12 and 10 Years│
        │ C – 5 Years, 3 Year                     │
        │ D – 1 Year.                             │
        └──────────────────┬─────────────────────┘
                           ▼
        ┌────────────────────────────────────────┐
        │ Prepare list of files to be sent to record / │
        │ or destruction                          │
        └──────────────────┬─────────────────────┘
                           ▼
            ┌──────────────────────────┐
            │   Approval of H.O.D        │
            └─────────────┬────────────┘
                          ▼
            ┌──────────────────────────┐
            │ Physically tying bundles  │
            │ and sending to record     │
            └─────────────┬────────────┘
                          ▼
                    ┌─────────────┐
                    │    END      │
                    └─────────────┘
```

Procedure for : **Sending records to Records Room**

Scope : To preserve all records for the Academy

Responsibility : Concern person in each department

No	Activity	Time	Responsibility
1	Classify files/papers as per ABCD list. (Classified list enclosed) 'A' - Preserved for 30 years 'B' - Preserved for 10 years 'C' - Preserved for 5 years 'D' preserved for 1 year 'D-1' Preserved for 1 month	1st to 7th each month	Concern person, CA or staff
2	Number each file due to go in record room using tri-letter system		
3	Send the files along with list approved by the OIC to Record Room		
4	Receive papers /files marked as A, B, C,D, D-1 and place on the racks year wise in different coloured Rumals	1st to 7th each month	Record keeper
5	Keep papers as follows : 'A' papers in Red Rumals 'B' papers in Yellow Rumals 'C' papers in White Rumals		
6	Review papers in different Rumals and papers due for destruction should be destroyed under supervision of Registrar	Yearly Once in the year (last week of January)	Registrar

Access to record room is only with the permission of Registrar only
Fumigation of record room should be ensured at fixed time intervals (Action :- by Record keeper)
Record room should be clean at any given point of time (record keeper)
Course files to be weeded and sent to TMC which will be kept in TMC for one year and then sent to Repository

Section 4(1)(b)(v)

Reference Documents:

> Procedure circulars
> Docket Sheet
> Endorsement Sheet
> ABCD list for Departments
> Training Procedure
> Office procedure manual
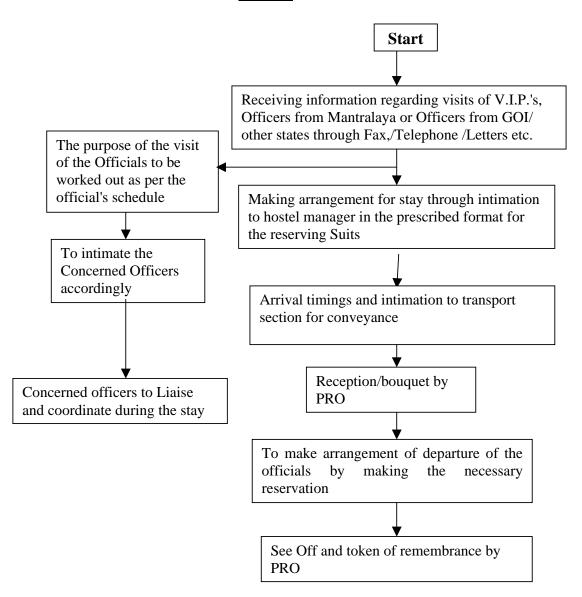
Files / Formats :
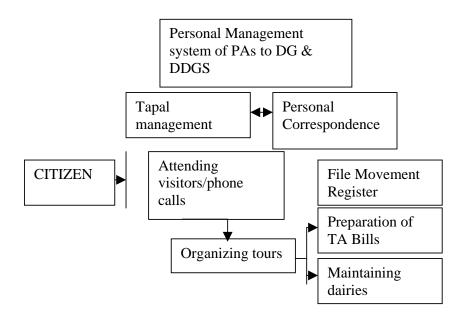
> 1) List of files in record room

M.I.S. Parameters

> Timely disposal of records.
> Fumigation on time

<u>Protocol</u>

```
┌─────────┐
│  Start  │
└─────────┘
     │
     ▼
┌────────────────────────────────────────────┐
│ Receiving information regarding visits of   │
│ V.I.P.'s, Officers from Mantralaya or       │
│ Officers from GOI/ other states through     │
│ Fax,/Telephone /Letters etc.                │
└────────────────────────────────────────────┘
     │
     ▼
┌──────────────────────┐      ┌─────────────────────────────────────────┐
│ The purpose of the   │◄─────│ Making arrangement for stay through     │
│ visit of the         │      │ intimation to hostel manager in the     │
│ Officials to be      │      │ prescribed format for the reserving     │
│ worked out as per    │      │ Suits                                   │
│ the official's       │      └─────────────────────────────────────────┘
│ schedule             │           │
└──────────────────────┘           ▼
     │                        ┌─────────────────────────────────────────┐
     ▼                        │ Arrival timings and intimation to       │
┌──────────────────────┐      │ transport section for conveyance        │
│ To intimate the      │      └─────────────────────────────────────────┘
│ Concerned Officers   │           │
│ accordingly          │           ▼
└──────────────────────┘      ┌─────────────────────────────────────────┐
     │                        │ Reception/bouquet by PRO                │
     ▼                        └─────────────────────────────────────────┘
┌──────────────────────┐           │
│ Concerned officers   │           ▼
│ to Liaise and        │      ┌─────────────────────────────────────────┐
│ coordinate during    │      │ To make arrangement of departure of the │
│ the stay             │      │ officials by making the necessary       │
└──────────────────────┘      │ reservation                             │
                              └─────────────────────────────────────────┘
                                   │
                                   ▼
                              ┌─────────────────────────────────────────┐
                              │ See Off and token of remembrance by PRO │
                              └─────────────────────────────────────────┘
```

Section 4(1)(b)(v)

```
        ┌─────────────────────┐
        │ Personal Management │
        │ system of PAs to DG &│
        │ DDGS                │
        └─────────────────────┘

   ┌──────────────┐      ┌──────────────┐
   │ Tapal        │◄────►│ Personal     │
   │ management   │      │ Correspondence│
   └──────────────┘      └──────────────┘

┌──────────┐   ┌──────────────┐    ┌──────────────┐
│ CITIZEN  │──►│ Attending    │    │ File Movement│
│          │   │ visitors/phone│   │ Register     │
└──────────┘   │ calls        │    └──────────────┘
               └──────────────┘    ┌──────────────┐
                      │            │ Preparation of│
                      ▼            │ TA Bills     │
               ┌──────────────┐    └──────────────┘
               │ Organizing   │─┐  ┌──────────────┐
               │ tours        │ └─►│ Maintaining  │
               └──────────────┘    │ dairies      │
                                   └──────────────┘
```

Contents of Accounts

Purpose : Salary and related allowances of staff

Scope : Regular staff of YASHADA, staff on Deputation and contract

Responsibility : Pay bill clerk cashier

Activities :
   Receive information about joining, appointment, increment, leave etc. from administration

   Prepare of pay-bill or voucher along with pay slips, challans and schedules

   Maintain pay-bill register

   Prepare of bills of arrears of pay and allowances

   Prepare of bills of arrears of Dearness Allowance

   Send for approval of bills by AO and Registrar and disburse pay and allowances by crediting the
      amount to bank account of the staff or by cheque.

   The expenditure will be debited to the concerned head through 'Tally' Software

   Package.

Reference Documents:

Joining reports,

Last Pay Certificates,

Orders of leave,

Certificates of increment,

Information regarding deduction of income tax, GPF received from staff, orders of additional pay etc.

Records:
Pay bill register

Advances related to pay and allowances registers.

 Copies of schedules and challans

MIS Parameters
1. In case of bills other than pay bills after receiving necessary information from administration

Section 4(1)(b)(v)

PURPOSE: To disburse Traveling allowance of staff

SCOPE: All staff of YASHADA for official tours.

RESPONSIBILITY: Pay bill clerk

PROCEDURE:

1. Receipt of details of tour from staff member in format no.

2. Checking sanction for the tour in general and air travel etc. in particular

3. Calculation of Daily allowance and actual expenses

4. Preparation of TA bill and its approval by Accounts officer and Registrar

5. Special approval by DG for hotel expenses and food charges if free lodging and boarding are not available

6. Disbursal of traveling allowance after recovery of advance if any

7. The expenditure will be debited to concerned head through 'Tally' Software Package.

Reference Documents: YASHADA Service Rules to determine the Daily Allowance

Records:
Following Records are maintained

a. Traveling allowance bill register

b. Voucher of the TA bill

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)

1. By 10th & 25th of every month for bills received during the month

PURPOSE: Disbursal of various types of advances such as Vehicle advance, House Building Advance, computer advance

SCOPE: Advances of this type are admissible only to regular YASHADA staff

RESPONSIBILITY: Pay bill clerk

PROCEDURE:

The order sanctioning the advance is issued by administration specifying the amount of advance, installments- amount and number for principle amount of advance.

Bill for advance is prepared and approved by Accounts Officer and Registrar

Amount of advance is credited to the incumbents' bank account

After recovery of Principle is over interest is calculated on the basis of prevalent rate of interest and recovered in installments

A register of advances is maintained in which order no. of sanction, amount sanctioned, number of installments and amount of installments is mentioned.

The expenditure will be debited to the concerned head through 'Tally' Software Package.

Reference Documents: Order issued by administration sanctioning the advances

Government Resolution for determining the rate of interest

Resolutions of the Executive Committee

Records:

Following Records are maintained

a. Register of advances sanctioned and disbursed

b. List of advances recoverable on 31st of March of every financial year

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)
1. Bills be prepared within 7 days of receiving the order

Section 4(1)(b)(v)

PURPOSE: Calculation and recovery of Income Tax of staff and issue of TDS certificate, filing of Income Tax Return in Form No. 24

SCOPE: All YASHADA staff- regular, deputation and contract

RESPONSIBILITY: Pay bill clerk

PROCEDURE:

Probable Income Tax of incumbent is calculated in the beginning of financial year

The Income tax so calculated is intimated to the staff and they are instructed to intimate to the Accounts section tax to be deducted from salary taking into consideration their investments within 7 days.

Review of Income Tax is taken in September, December and December, February and the staff is informed accordingly and they should inform accounts section of their I tax deduction accordingly within 7 days

TDS certificate in form no. 16 is issued to the staff member

Income Tax Return for the staff of the institute is filed in Form No. 24

The expenditure will be debited to the concerned head through 'Tally' Software

Package.

Reference Documents: Income Tax Act
Information received from staff regarding investment, rebates available and tax to be deducted

Records:
Following Records are maintained
a. Copies of TDS Certificate
b. Copy of income Tax return
c. Copy of proof of investment given by staff

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)

PURPOSE: Medical Reimbursement to the staff

SCOPE: Reimbursement of medical expenses incurred by regular and deputation staff of YASHADA

RESPONSIBILITY: Accounts Clerk

PROCEDURE:

Submission of medical bill along with vouchers of hospital, chemist etc. in prescribed format by the staff member, with remarks by YASHADA Medical Officer about the rule of YASHADA service rules under which the bill is to be treated

Submission of the bill to the Director General if the bill requires use of his discretionary powers to sanction the bill

Preparation of the bill, its entry in relevant register and approval by Accounts Officer and Registrar

Disbursal of admissible amount to the staff member within 15 days from the receipt of the bill in Accounts Branch.

The expenditure will be debited to the concerned head through 'Tally' Software

 Package.

    Reference Documents: YASHADA Service Rules
Information about dependents submitted by staff member

    Records:
Following Records are maintained
Voucher of medical reimbursement
b. Register of medical reimbursement bills

    MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)
Within the period of fifteen days from the receipt of the bill in the Accounts Branch.

Section 4(1)(b)(v)

PURPOSE: Payment of advances to staff – advances for petrol and lubricants, tour, course advance, medical advance

SCOPE: payment of advance for fuel to drivers, tour advance to staff, course advance to course directors, medical advance to applicant incumbent.

RESPONSIBILITY: Assistant Accounts Officer, Cashier and Accounts Clerk

PROCEDURE:

Sanction for advance by appropriate authority.

Payment of advance if previous advances have been settled after the appropriate form for advance is

submitted to Accounts Section duly signed by the applicant, Accounts officer and Registrar

Maintenance of record of advance sanctioned and pending settlement.

Pursuance of settlement of advances within a period of 10 days after closure of a course.

Settlement of advance and its entry in cash book after necessary form is filled by the

person who has availed of the advance along with vouchers and unspent balance if any.

The expenditure will be debited to the concerned head through 'Tally' Software

Package.

7) P.O.L. advance to be recouped within a period of seven days from the date of

advance taken.

Reference Documents: YASHADA Service Rules
Policy Circulars issued in this matter

Following Records are maintained
a. Records: Register of advance sanctioned
b. Records of advances settled in cashbook
c. List of advance pending prepared at the end of each financial year

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)
1. The advance forms should be submitted to accounts section upto 2.30 p.m.clocks under any circumstances and advance should be availed of before 3.00 p.m.

PURPOSE: Maintenance of Cash Book, Ledgers, Preparation of Annual Financial Accounts including Trial Balance, Receipt and Payment Accounts, Income and Expenditure Accounts, and Balance Sheet with various relevant statements

SCOPE: YASHADA main accounts

RESPONSIBILITY: Cashier and Accounts Clerk

PROCEDURE:
To write daily cash book in Tally software

Drawing daily closing balance of cash in hand and in account in Saraswat Bank

Preparation of monthly Bank Reconciliation Statement

Preparation of Monthly Receipt and Payment Account

Preparation of Trial Balance, Receipt and Payment Account, Income and Expenditure Statement and

Balance Sheet at the end of Financial year

Annual Financial Report includes various other Statements such as list of security deposits,

investments, advances pending recovery, assets etc.

The expenditure will be debited to the concerned head through 'Tally' Software Package.

Reference Documents: Vouchers of payments
Receipts
Register of cheques issued

Records:
Following Records are maintained
a. Vouchers
b. Receipts
c. Register of cheques issued
d. Advance settlement forms
e. Bank reconciliation statement
f. Annual Financial Report

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)
1. The Annual Accounts should be ready within 4 months of closure of the financial year

Section 4(1)(b)(v)

PURPOSE: Payment of Bills of contractors, suppliers and consultants.

SCOPE:

RESPONSIBILITY: Accounts Clerk and Assistant Accounts Officer

PROCEDURE:

Bills received from various departments, in prescribed form along with original voucher from supplier, passes for payment by the department head and with all necessary certificates

The bill is scrutinized by accounts clerk in case of supplier, annual maintenance contractor and head accountant in case of contractor for proper sanction, procedure, certificates, measurements etc

Entry of the bill is taken in bills register

After approval of bill by Accounts Officer and Registrar (other higher appropriate authority if amount of bill so demands) cheque is issued

Income Tax is deducted at source as per applicable rate and credited to State Bank of India and TDS certificate is issued to concerned and income tax return is filed for the financial year.

The expenditure will be debited to the concerned head through 'Tally' Software Package

Reference Documents: 1.Blue and white form with all necessary certificates
2. Measurement Books in case of payment for civil works

Records:
Following Records are maintained
   a. Bill Register
   b. Vouchers
   c. Acknowledgment of payment
   d. Works Payment Register

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)
1. Payment of bills within 7 days of receiving it in accounts section with all necessary accompaniments and certificates
2. Payment of Income Tax as per rules within specified period in SBI

PURPOSE: Submission of Annual Budget and Revised Budget Estimate to G.o.M, submission of Monthly Expenditure Statement to G.o.M, reconciliation of expenditure with expenditure booked by Accountant General

SCOPE: Submission next financial year's budget and current year's revised budget to General Administration Department, and Rural Development Department, G.o.M for both recurring and non-

recurring expenditure, submission of MES to the said two departments G.o.M. Reconciliation of expenditure booked by Accountant General against the institute based on expenditure booked by Treasury on quarterly basis

RESPONSIBILITY: Assistant Accounts Officer, Accounts Officer

PROCEDURE:

Each Section of the institute such as Estate, Library, Administration, Publications, and CAVP etc. ate instructed to submit their estimated demands of expenditure to Accounts Section. These demands should be intimated to accounts section within 7 days of issue of circular to that effect by accounts section.

Based on these demands and further instructions by DDG (Admin) and DG. Budget estimates are submitted to GAD and RDD.

MES is prepared on the basis of cash book and submitted monthly to GAD and RDD

GAD and RDD intimate.

The Budgetary grants actually sanctioned to the institute. To obtain grants sanctioned by GAD Accounts Officer submits a bill to Treasury. Divisional Commissioner, Revenue, and Pune disburse the Grants sanctioned by RDD to this office. The grants sanctioned are distributed section wise by DDG (Admin) and DG.

If the Grants sanctioned are inadequate the GAD and RDD are requested to sanction appropriate grants by submitting Revised Budget Estimate.

The Budget Estimates and Revised Budget Estimates are submitted for approval by Board of Governors

Reference Documents:

1. Maharashtra Budget Manual
2. White Book for Budgetary Provisions
3. Requirements of funds as intimated by sections of the institute
4. Minutes of the meetings (B.o.G.) regarding distribution of Grants to sections
5. Actual expenditure for previous 3 years

Section 4(1)(b)(v)

Records:

Following Records are maintained

a. Item-wise actual expenditure incurred.

b. Requirements of funds as intimated by sections.

c. Distribution of funds section-wise.

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)

1. The budgetary calendar as specified in Maharashtra Budget Manual

PURPOSE: Investment of the Surplus Funds of the Institute

SCOPE: Investment of Surplus funds of YASHADA as per Board of Governors Resolution and directives of Finance Department, G.o.M regarding investments and Decisions of Investment Committee comprising Principal Secretary (Exp), Finance Department, G.o.M, Director General, YASHADA, Financial Adviser, YASHADA {included as a member of the Investment Committee vide Minute No.74 , of Agenda Item No.B.o.G.: XXXIII :08(A)-BoG dated 27th August 2004 } and Accounts Officer, YASHADA.

RESPONSIBILITY: Assistant Accounts Officer, Accounts Officer, Financial Adviser and Investment Committee

PROCEDURE:

A review of surplus funds of YASHADA not required immediately is taken by Assistant Accounts Officer and Accounts Officer from time to time.

A note regarding surplus funds available for investments is submitted to Director General

If the Director General decides so, a meeting of the Investment Committee is convened.

As per prevalent Guidelines of Finance Department, G.o.M, rates of interest from Nationalized Banks are obtained and comparative statement of the rates of interest is prepared

The Investment Committee decides the amount to be invested, the period of investment and the institute with which the amount is to be invested.

The investment is made in form of Fixed Deposit as per decision of the investment committee.

Reference Documents:

1. Resolutions of the Finance Department, G.o.M regarding guidelines of investment.

2. Rates of interest quoted by nationalized banks.

3. Decision of Investment Committee.

Section 4(1)(b)(v)

Records:

Following Records are maintained

a. Minutes of the meetings of Investment Committee

b. Comparative statements of interest

c. Investment Register in which all investments made is recorded in detail.

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)

1. Timely review of bank balance in Saraswat Bank above Rs.50 lacks within 1 month.

PURPOSE: Internal and statutory audit

SCOPE: Internal Auditors and Statutory Auditors are appointed for the Institute and internal audit is conducted on quarterly basis while the Statutory Auditors audit the Annual Financial Statements.

RESPONSIBILITY: Accounts section

PROCEDURE:

Internal Auditors carry out accounts and procedural audit every three months and every voucher is checked

The comments of the Internal Auditors are communicated to concerned sections and rectifications if necessary are carried out in accounting entries. The concerned section should report compliance to the points in 15 days to accounts section

The statutory audit is carried out after the Annual Financial Report is ready and this is also for procedural and accounting aspects.

The observations and comments in the Audit Report of the Statutory Auditors is carried out.

The Audit Report of the Statutory Auditors and the Annual Accounts are submitted to the Board of Governors for approval

Reference Documents: Annual Accounts Report
Reports of the Internal Auditors
Report of the Statutory Auditors
Agenda and minutes of BoG meeting regarding approval of Audit Report and Annual Accounts

Records:
Following Records are maintained
a. Annual Accounts
b. Audit Report of Statutory Auditors
c. Minutes of approval of Accounts by Board of Governors
d. Compliance of observations in the Audit Report

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)
1. The Audit Report and Annual Accounts should be submitted to the approval of BoG within 4 months of closure of previous financial year.

Section 4(1)(b)(v)

PURPOSE: Maintenance of Accounts of Projects and Sponsored courses

SCOPE: YASHADA receives money from agencies other than G.o.M; GoI for carrying out projects, conducting sponsored courses. Accounts Section keeps the accounts of these Projects and Sponsored courses

RESPONSIBILITY: Assistant Accounts Officer, Cashier, Accounts Clerk

PROCEDURE:
Receipt is issued for the funds received to the funding agency.
A separate bank account is opened for keeping these funds if the funding agency so desires
A separate ledger head is opened for keeping accounts of the project/ sponsored course and expenditure properly authorized is debited to this account.
In case of projects Annual Accounts are prepared including Balance Sheet
Utilization Certificate is issued to the funding agency when the funds have been utilized on the basis of cashbook, ledger and vouchers
Project Coordinator should also maintain record of expenses and receipts and monthly reconcile the same with accounts section

Reference Documents:

Records:
Following Records are maintained
a. Final account of all projects
b. Vouchers of expenditure of all projects
c. Other correspondence related to accounts.

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)
1. Ensuring monthly reconciliation between project coordinator and accounts section

2. Ensuring statutory compliances

PURPOSE: The Leave salary and Pension Contribution is paid to Government of Maharashtra.

SCOPE: YASHADA contributes the share of Leave Salary and Pension of the staff on deputation to the Government of Maharashtra.

RESPONSIBILITY: Assistant Accounts Officer, Accounts officer,

PROCEDURE:

The Assistant Accounts Officer calculates the Leave Salary and Pension contribution to be made by YASHADA of the staff on Foreign Service as per Maharashtra Civil Service Rules (Foreign Service), 1982.

Accounts Officer and Financial Advisor verify the calculation.

A demand draft of the LSPC contribution is sent to various departments.

Reference Documents: Maharashtra Civil Service Rules, 1982

Service record of the staff on deputation

Salary bill

Records:

Following Records are maintained

a. Statement of calculation of LSPC

b. Submission of statement of calculations LSPC to concerned Accountant General.

MIS Parameters (Qualitative, Specific to YASHADA objectives, with reference to time)

1. The LSPC contribution has to be sent to respective departments by 15th April.

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Index to Training, Research and Client Related Concerns

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Amendments

No	Date	Particulars	Page No	Document No

Section 4(1)(b)(v)

Definitions

Clients of YASHADA include:

Government Of Maharashtra[1] and specific Ministries of Government Of India[2]
Participants, trainee or attendee
Collaborating agency for training, research and consultancy projects
Funding or Sponsoring Institutions for training, research and consultancy projects
Nominating Agency
Facility hiring Agency or Individual

Programme:

 A programme is defined as an activity that involves:
External and or internal attendees
Use of classrooms facilities or conference halls
 Residential accommodation, if required, provision of boarding facilities
Conduct of training and/or discussion sessions
Distribution of course material
May include the time and inputs of a member of the faculty and/or support staff and guest faculty.

Proper procedure:

The proper procedure to complete training related activity will have the following steps:
Initiate the course/program file
Determining slot availability with the Course Cell
Correspondence with the nominating and or sponsoring agency
Forward the Budget to nominating and or Sponsoring agency
Approval of budget from the nominating and or sponsoring agency
Follow D-90 as defined subsequently

Proper procedure for projects:

The proper procedure to complete research/project-related activity will have the following steps:
Initiate the file by RDC or project coordinator in RDC or in other departments/centres/cells
Determining the Project schedule
Correspondence with the nominating and or sponsoring agency
Forward the Budget to nominating and or Sponsoring agency
Approval of budget from the nominating and or sponsoring agency
Implement Project related activities.
Follow D-90 as defined for training related activities within research projects.

Monitoring ongoing activities at YASHADA (other than ATC as approved or as and when amended):

To enable all levels of Management to Monitor and evaluate status of action taken regarding proposed, ongoing and completed activities.
To provide pre-formatted cover sheets for activities as follows to enable Top Management including EC and BOG to monitor proposed, ongoing and completed activities:

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Infrastructure projects
Sponsored Courses
Research Projects
Miscellaneous works
To enable periodic and annual reports of proposed, ongoing and completed activities
Regarding financial transactions, purchases/disposal of consumables and permanent equipment
and structures and evaluation of achievement of intended objectives.

Objectives of YASHADA's COP Manual are as follows:

To ensure and provide Quality training to the Participants, trainees, attendees of Yashada training
programmes, workshops, seminars and out-reach programmes
To ensure and provide quality support for programmes and research activities within the Academy
To establish Grievance redressal mechanisms
To strive for continual improvement in imparting training and carrying out research activities

Measurable Objectives:

Number of programmes conducted
Number of research projects coordinated and published
Number of complaints received and disposed off

Records generated:

Course files
Research Documents
Publication
Evaluation reports
Course booklet
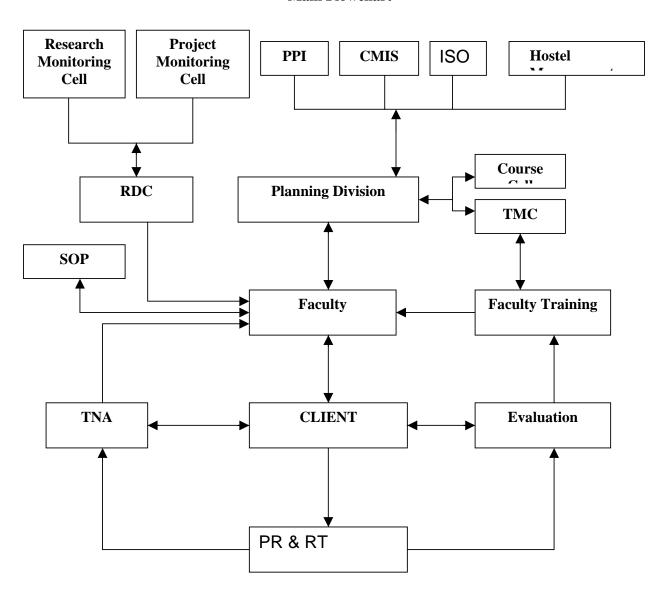
Measures:

Comprehensive Management Information System (CMIS)

Cross-reference:

www.yashada.org & intranet website the Academic Planning system intranet pages for CMIS

Section 4(1)(b)(v)

Main Flowchart

Research Monitoring Cell	Project Monitoring Cell

PPI	CMIS	ISO	Hostel Management

RDC

Planning Division

Course Cell

TMC

SOP

Faculty

Faculty Training

TNA — CLIENT — Evaluation

PR & RT

CONTENTS OF PLANNING PROCESS

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3	5.0	PPI Cell	Yashada/COP/ Plng-01	14-15
	5.0	Communication of Minutes	Yashada/COP/ Plng-02	16-17

Functional Structure of Planning Division

01   The Policy Circular is being issued further to discussion during the Faculty Meeting held on 5 February 2005 regarding the need to ensure convergence within and for training, planning and administration within YASHADA.

The Training Division within the Academy will be henceforth known as the "YASHADA PLANNING DIVISION" and the Deputy Director General (Training) will officiate as the Officer - in-Charge (OIC) of the YASHADA PLANNING DIVISION.

DDG (Training) will henceforth be designated as DDG (Planning)

The "YASHADA PLANNING DIVISION" will include the following Centre / Cells / Units –

Policy and Plan Implementation Cell

Course Cell

Training Monitoring Cell

ISO Facilitation Cell

MIS & C – MIS Facilitation Unit

ISO Facilitation Cell and MIS & C- MIS Facilitation Unit will also coordinate activities under the guidance and support of DDG (Administration).

OIC, CIT will also provide guidance for enabling software, hardware, Internet and Intranet support in collaboration with CIT.

The concerned members of faculty/ officer /staff within these Centres /Cells /Units, except for the Course Cell, may also hold additional responsibilities / conduct training programmes and

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Workshop / Coordinate responsibilities / conduct Training programmes and Workshop / Coordinate research projects and KRAs from time to time or as part of their regular activities.

Training Manager, Course Cell and Stenographer /Clerk / Assistant, Course Cell should not hold any other responsibilities other than the activities of the Course Cell.

The YASHADA PLANNING DIVISION would be required to coordinate and activate separate INTRANET facilitations in order to enable dissemination and documentation of training administration activities within the Academy.

The YASHADA PLANNING DIVISION would be required to coordinate and activate separate INTERNET facilitation in order to enable dissemination and documentation of training programmes and activities the Annual Training Calendar and interim and schedules from time to time, through the Internet.

STAFFING PATTERN:

The staffing pattern for the YASHADA PLANNING DIVISION will be as follows:

Name of the centre/Cell/ Unit	Coordination		Support staff		Method of appointment
	Designation	Nos.	Designation	Nos.	
Office of DDG (Planning)	DDG (Planning) &Professor	1	--		Permanent
			Planning Manager	1	Permanent
Policy & Plan Implementation Cell	DDG (Planning) & OIC-PPI, ISO, Course Cell, TMC & MIS	1			Permanent
			Stenographer & Meeting Secretary	1	Permanent
			Master Plan Manager	1	Permanent

			General Attendant	1	Permanent
Course Cell	Training Manager	1			Permanent
			Assistant to Training Manager	1	Permanent
	TMIS Software Coordinator Research Officer	1			Permanent
			Office Assistant	1	Permanent
ISO Facilitation Cell	Management Representative and Assistant Professor	1			Permanent
			Assistant to MR	1	Permanent/ Contract
Training Monitoring cell	TMC Coordinator & Associate Professor	1			
			Research Assistant	1	Permanent/ Contract
			Office Assistant	1	Permanent/ Contract
MIS Facilitation Unit	MIS & CMIS Coordinator	1			
			Assistant to MIS Coordinator	1	Required

SEATING PATTERN & LOCATION:

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In order to ensure efficient and effective coordination of the requirements for planning and administration of training programmes, workshop and seminars in the Academy the PLANNING DIVISION will be located as follows:

The North Wing on the Ground Floor of the Administrative Building will be recognized as the staff location of the YASHADA PLANNING DIVISION.

The senior most member of faculty within the PLANNING DIVISION will occupy the cabin for the Associate Professor. If the concerned member of faculty is on deputation or leaves service with YASHADA,Training Manager will occupy the cabin.

DDG (Planning) will occupy the Cabin for the Professor / DDG in the concerned wing.

The Computer – Server for the INTRANET facilitation by the PLANNING DIVISION should be located within the concerned wing on the Ground Floor of the Administrative Building, to facilitate regular updating and maintenance.

The YASHADA PLANNING DIVISION will coordinate the following meetings/workshops on a regular basis:

Monthly Faculty Meetings-9.30 to 11 a.m. on the first Saturday of each month.

Coordination meetings of Planning Division-11.00 a.m.-1.00 p.m. each Wednesday.

DG's Monthly Review of Planning Division-10.30 to 11.00 a.m.-3rd Wednesday.

DGs monthly Review of ATC-11.00 a.m. to 12.00 noon-3rd Wednesday.

Faculty and Staff Retreat- Half Yearly as per the ATC.

The budget and expenditures including refreshments etc as per number of attendees.

Printing of ATC, interim training calendars, OG +EC+ LC Agenda Notes and Minutes and relevant documents, compilation of Minutes of Appropriate Meetings from time to time.

Bookbinding material including consumables for spiral binding and lamination.

Travel expenses, as permissible for faculty and staff, for attending training programmes/meetings/workshops/seminars upon nomination, confirmation and approval of DDG (Planning) or if requires, Hon. Director General, Yashada.

Communication expenses to coordinate and manage the BOG, EC, LC and other Meetings and ATC related activities, through the use of telephone, fax, mobile phones and other expenses if on tour.

Expenditure for Cellular (Mobile) phones along with payment/reimbursement of monthly mobile phone bills of (1) DDG (Planning), (2) Training Manager, (3) TMC Coordinator &(4) Meeting Secretary

Design and conduct of training must be based on a systematic assessment of training needs, sector by sector. This will help course directors to spell out the training objectives in specific terms.

The CCAT should be strengthened so that it can carry out a minimum of 10 intensive training programmes every year, besides taking on assignments in systems development.

The emphasis must shift from departmental to multisectoral training and the Committee proposes that the training calendar have the following components.

-Composite foundation courses for fresh MPSC recruits

-General Management Courses for promoters and other Class-I   Officers

g for MOs, Administrators and Financial Managers of Public Sector Undertakings

-Workshops on specific schemes and projects

-Training of trainers from other government institutes

The training *of* Class I Officers in their technical subjects should be left to departmental training institutes. YASHADA's own relations with these institutes should be based on equality and not supervision or direction. It may be worthwhile to consider a network *of* government institutes in Maharashtra, which could meet periodically under the Chairmanship of the Chief Secretary to discuss areas of mutual cooperation.

Note: The Functional structure of the Planning Division has been provided in detail in the COP

manual because of its important nodal coordinating role in the Academy

01.   Determination of Agenda for Review Meetings of the Policy and Plan Implementation Cell by Director General:

The Agenda for Review Meetings of the Policy and Plan Implementation Cell by Director General would   -RDD courses both functional and sectoral   comprise the following points:

To   review -Computer training for creating awareness of the potential of these machines in day-to-day administration   status   of   action

taken   on   minutes   of   the previous meeting.

(ii)   To review the project management schedule for the comprehensive YASHADA

MASTER PLAN comprising (#1) YASHADA campus master plan, (#2) SIRD

MASTER PLAN, and (#3) various infrastructure plans for the Academy.

(iii)   To review status of action taken for the approved minutes of the meetings of the

(a) Board of Governors (b) Executive Committee, (c) Local Committee, (d)

Construction Supervision Committee, and (e) Any other meetings as may have been held from time to time.

To review status of implementation of decisions undertaken.

To review action taken on Policy Circulars and Intra-Office Memos issued by the Policy and Plan Implementation Cell under the aegis of the Office of the Director General.

To consider status of implementation of decisions undertaken in the Review Meetings of the Policy and Plan Implementation Cell.

A Core Group is to be established to provide support and guidance to the Policy and Plan Implementation Cell in terms of enabling implementation of decisions undertaken in the meetings of the (a) Board of Governors (b) Executive Committee, (c) Local Committee, (d) Construction Supervision Committee, and (e) Any other meetings as may have been held from time to time.

The members of the Core Group will include (#1) DDG Administration, (#2) Financial Advisor, (#3) Registrar, (#4) Accounts Officer and, (#5) Estate Manager. The Group will be chaired by DDG Administration and convened by OIC, Policy and Plan Implementation Cell.

Terms of reference for the Policy and Plan Implementation Cell (PPI Cell).

(a)   The following enhanced specific terms of reference for the Policy and Plan Implementation Cell are to be recorded. This is with reference to Policy Circular No. PPI-2004/XXXIIIrd BoG/ SA-21 (6) /PC dated September 8, 2004 redesignating OIC, Policy and Plan Implementation Cell as the SECRETARY of the Academy.

(b)   The following three specific terms of reference for the Policy and Plan Implementation Cell are being included:

To review status of action and ensure follow up of approved minutes of the meetings of the (a) Board of Governors (b) Executive Committee, (c) Local Committee, (d) Construction Supervision Committee, and (e) Any other meetings as may have been held from time to time.

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To monitor the Project Implementation Schedule for the comprehensive YASHADA MASTER PLAN comprising the (#1) YASHADA campus master plan, (#2) SIRD MASTER PLAN, and (#3) various infrastructure plans for the Academy.

To develop, issue, monitor and review status of Policy Circulars through the PPI on behalf of the Director General.

Purpose: To develop and maintain the Property Register for the Academy and thereby the ownership for maintaining the documents and specific details of the properties of the Academy under restricted access.

Distribution of approved minutes of the meetings of the (a) Board of Governors, (b) Executive Committee, (c) Local Committee and the (d) Construction Supervision Committee

(a) The minutes of the Meetings of the **Board of Governors** of YASHADA upon approval will be circulated as follows:

All Members of the Board of Governors of YASHADA

All Special Invitees of the specific meeting of the Board of Governors of YASHADA

All Invited Attendees of the specific meeting of the Board of Governors of YASHADA

All Members of the Executive Committee of YASHADA

All DDGs and OICs of YASHADA, if not included in the above lists

Copy to YASHADA Information Officer subsequently with acknowledgement with reference to the Right to Information Act

Copy for the file to be maintained at the Office of the Director General, YASHADA specifically in his capacity as Appellate Authority of the Academy with reference to the Right to Information Act

Copy to Coordinator of YASHADA Website for uploading on the Academy's web pages

(b) The minutes of the Meetings of the **Executive Committee** of YASHADA upon approval will be circulated as follows:

All Members of the Executive Committee of YASHADA

All Special Invitees of the specific meeting of the Executive Committee of YASHADA

All Invited Attendees of the specific meeting of the Executive Committee of YASHADA

All Members of the Board of Governors of YASHADA

All DDGs and OICs of YASHADA, if not included in the above lists

Copy to YASHADA Information Officer subsequently with acknowledgement with reference to the Right to Information Act

Copy for the file to be maintained at the Office of the Director General, YASHADA specifically in his capacity as Appellate Authority of the Academy with reference to the Right to Information Act

Copy to Coordinator of YASHADA Website for uploading on the Academy's web pages

The minutes of the Meetings of the **Local Committee** of YASHADA upon approval will be circulated as follows:

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All Members of the Local Committee of YASHADA

All Special Invitees of the specific meeting of the Local Committee of YASHADA

All Invited Attendees of the specific meeting of the Local Committee of YASHADA

All Members of the Executive Committee of YASHADA

All DDGs and OICs of YASHADA, if not included in the above list

Copy to YASHADA Information Officer subsequently with acknowledgement with reference to the Right to Information Act

Copy for the file to be maintained at the Office of the Director General, YASHADA specifically in his capacity as Appellate Authority of the Academy with reference to the Right to Information Act

Copy to Coordinator of YASHADA Website for uploading on the Academy's web pages

(d) The minutes of the Meetings of the **Construction Supervision Committee** of YASHADA upon approval will be circulated as follows:

All Invited Attendees of the specific meeting of the Construction Supervision Committee of YASHADA

All DDGs and OICs of YASHADA, if not included in the above list

Copy to YASHADA Information Officer subsequently with acknowledgement Academy with reference to the Right to Information Act

Copy for the file to be maintained at the Office of the Director General, YASHADA specifically in his capacity as Appellate Authority of the Academy with reference to the Right to Information Act

Copy to Coordinator of YASHADA Website for uploading on the Academy's web pages

CONTENT OF TRAINING PROCESS

Sr. No	ISO CLAUSE NO	Particulars	Document Number	Page No
1	--	Contents	Yashada/COP/Plng-03	18
2	7.2	Typology of Training Programmes	Yashada/COP/Plng-03	19-23
3	7.5	Monitoring of Training Process for Yashada programmes	Yashada/COP/ Plng-04	24-27
4	7.5	Monitoring of Training Process for Sponsored Programme/DOPT	Yashada/COP/ Plng-05	28-29
5	7.5	Movement of Training Course File	Yashada/COP/ Plng-06	30
6	7.5	Checklist for Training	Yashada/COP/ Plng-07	31-33
7	7.3	Design of Training	Yashada/COP/ Plng-08	34
8	7.2	Training Needs Assessment	Yashada/COP/ Plng-09	35
9	7.2	Form for TNA & DoT	Yashada/COP/ Plng-10	36-39
10	7.5	Guidelines for preparing reading material	Yashada/COP/ Plng-11	40
11	6.2	Training Competency Profile	Yashada/COP/ Plng-12	41-43
12	8.2.1	Course Evaluation Form	Yashada/COP/ Plng-13	44-46
13	7.1 & 8.2.1	Guest Empanelment	Yashada/COP/ Plng-14	47-48
14	7.1 & 8.2.1	List Formats for Training Procedure	Yashada/COP/ Plng-15	49
15	7.1 & 8.2.1	Agreement	Yashada/COP/ Plng-16	50
16	7.1 & 8.2.1	Estimate for use of Yashada facilities	Yashada/COP/ Plng-17	51-52

TYPOLOGY OF TRAINING PROGRAMMES

YASHADA conducts various types of training programmes, which need to be, administered differently depending on its nature and type. Since training is the most important activity of our Academy more systematisation of the processes is essential while conducting the training programmes. Considering the need for ISO 9001: 2000 categories of courses are formed and accordingly the processes, which are mandatory for it, are indicated.

1. ATC Programmes: -

The Annual Training Calendar (ATC), lists the regular training programmes based on needs of the client organization, departments of GoM or the sponsoring bodies. There is clear mention of dates, target groups and the objectives of such programmes in the ATC.

(Note: The programmes under ATC and those approved by DG and DDGs from time to time would fall under different categories mentioned later. The mandatory processes would therefore be based on Type of Programs)

Processes Mandatory for Training Programmes listed in ATC				
Training Needs Assessment	Design of Training	**Program Planning**	**Administrative work**	**Evaluation report**
Yes, as per D–60	Yes, as per D–70	Yes, as per D–60	Yes, as per D– 60	Yes, as per D-60

2. Department of Personnel and Training (Government Of India) Programmes: -

Training programmes, which are designed and indented by DoPT for YASHADA. Courses such as DTS, DOT, TNA, EOT etc. are also covered in this category. The design is determined and conducted in manner–specific as indicated by DoPT and should be routed through TMC.

Processes mandatory for training programmes				
Training Needs Assessment	**Design of Training**	**Program Planning**	**Administrative work**	**Evaluation report**
Yes, as per D-90	If available or as per D-70	Yes, as per D-60	Yes, as per D–60	Yes, as per D-60

3. Foundation Training Programmes:

Foundation Training Programmes for the new entrant in any Government Department, or for a specific cadre, and when new recruitment is done at Government level.

Processes mandatory for training programmes				
Training Needs Assessment	Design of Training	**D-60**	**Administrative work**	**Evaluation report**
Yes, as per D-90	If available or as per D-70	Yes, as per D-60	Yes, as per D–60	Yes, as per D-60

4. Subject Specific Programmes:

Training programmes with focus on specific issues, e.g. Watershed Management, Ethical Issues, Training of Trainers, Right to Information, Child Labour, TQM etc.

Processes mandatory for training programmes				
Training Needs Assessment	**Design of Training**	**D-60**	**Administrative work**	**Evaluation report**
Yes, as per D-90	If available or as per D-70	Yes, as per D-60	Yes, as per D–60	Yes, as per D-60

5. Refresher Courses:

Refresher training provided for in-service officers more than five years of service to update knowledge and share experiences.

Processes mandatory for training programmes				
Training Needs Assessment	**Design of Training**	**D-60**	**Administrative work**	**Evaluation report**
Yes	*Yes*	D-60 may not always be possible to follow & therefore may not be mandatory. (However, should be determined by concerned DDG/OIC)	Yes	Yes

6. Sponsored programmes:

Design provided by/ negotiated with the sponsoring body with certain predetermined training requirements and financial support for conducting the programmes.

Processes mandatory for training programmes				
Training Needs Assessment	**Design of Training**	**D-60**	**Administrative work**	**Evaluation report**
As required or determined by the Clients	Yes in consulting with Client	D-60 may not always be possible and should be determined by DDG/OIC	Yes	Yes

7. Repeated Training Programmes:
Programme conducted with a design previously approved by TMC and being conducted again without any change up to 5 programmes or within a year from approval. Repeat programme after one year of approval or after six programmes including the approved one should be re-submitted to TMC for evaluation and validation.

Processes mandatory for training programmes				
Training Needs Assessment	**Design of Training**	**D-60**	**Administrative work**	**Evaluation report**
Yes	Changes based on evaluation to be incorporated after 5 similar number of courses	D-60 may not always be possible and should be determined by DDG/OIC	Yes	Yes

8. Workshops / Seminars / Meetings:
Seminar or workshop could be arranged for generating ideas and sharing experiences on certain development administration related issues or in order to discuss solution to a specific problem.

Processes mandatory for training programmes				
Training Needs Assessment	**Design of Training**	**D-60**	**Administrative work**	**Evaluation report**
No	Systematic scheduling is necessary instead of Training Design	Not required	Yes	Yes. A qualitative report

9. Outreach Programmes/ Project related workshops/seminars/meetings:

Outreach programmes are those conducted by YASHADA in a decentralised fashion in different Divisions/ Districts/villages etc. The courses are of short duration and no logistic burden is placed on the Academy

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Processes mandatory for training programmes				
Training Needs Assessment	**Design of Training**	**D-60**	**Administrative work**	**Evaluation report**
No	Yes	May not be feasible but should be determined by OIC/DDG	Yes	Yes

10. Project related workshops/seminars meetings:
Project related workshops/seminars/meetings are those conducted by YASHADA in a decentralised fashion in different Divisions/ Districts/villages etc. The courses are of short duration and no logistic burden is placed on the Academy

Processes mandatory for training programmes				
Training Needs Assessment	**Design of Training**	**D-60**	**Administrative work**	**Evaluation report**
No	Yes	May not be feasible but should be determined by OIC/DDG	Yes	Yes

11. Facility providing courses:

YASHADA provides facilities only without any inputs for training

Processes mandatory for training programmes				
Training Needs Assessment	**Design of Training**	**D-60**	**Administrative work**	**Evaluation report**
As required or determined by the Clients	Yes, in consultation with Client	D-60 may not always be possible and should be determined by Client	Yes	Yes

Cross Reference:

Circular No. DG/TMC/Typology dated 4th December 2004

<div align="center"><u>**Training Activity**</u></div>

Purpose: To propose, design, plan, coordinate, conduct and evaluate in campus and out of campus training programmes, workshops, seminars meetings and thereupon submit evaluation reports and accounts reports.

Scope: It covers all training programmes listed in the Academy's Annual Training Calendar and those approved by DG or DDGs from time to time

Responsibility: Course Directors, Course Facilitators and Associate Faculty as & when identified in the ATC and when proposed by DG or DDGs. All courses should be conducted in as prescribed in the typology and adhere to the D-60 formula that has been adapted in YASHADA and in use for more than ten years.

Part One: TNA and DoT Coordination between Course Director, Course Cell and TMC

S. No.	Activities	D-90	D-60	Non D-60	Responsibility	Cross Reference
1.1a	For programmes listed in ATC: Reconfirm with TMC & Course Cell for the Slot and Dates	D-100	D-70	D-6 +	Course Director	ATC
1.1b	For programmes not listed in ATC: Obtain permission from OIC /DDG /DG and inform TMC and Course Cell and confirm availability of slot	D-100	D-70	D-6 +	Course Director	
1.2a	Preparation of Course File if in ATC: Prepare Course File and forward to Course Director	D-100	D-70	D-6 +	TMC	
1.2b	Preparation of Course File if not in ATC: Inform TMC about new proposal for Programme and request for Course File to be Received	D-100	D-70	D-6 +	Course Director and TMC	COP/Plng-22
2.1	Training Needs Analysis TNA: Previous TNA if appropriate, to be approved by OIC /DDG for repeat use	n/a	D-70	D-5 +	Course Director	
2.2a	Training Needs Analysis TNA: Start and Conduct TNA	D-90	n/a	D-5 +	Course Director	Schedule TM 2.0 needs to be utilised here
2.2b	Training Needs Analysis TNA: Completed TNA to be approved by OIC/ DDG	D-80	n/a	D-5 +	Course Director	FORMAT COP/Plng-09
2.3	Design of Training DoT: Start and finalise DoT	D-75	n/a	D-4 +	Course Director	Apex Manual /QMS/28, COP /Plng-10
2.4a	Design of Training DoT: Previous DoT if appropriate, to be approved by OIC /DDG for repeat use	n/a	D-70	D-5 +	Course Director	Apex manual/ QMS/28
2.4b	Design of Training DoT: Completed DoT to be approved by OIC /DDG	D-70	n/a	D-4 +	Course Director	Apex Manual/ QMs/28
2.5	TNA and DoT: Finalised or Repeat TNA and DoT to be submitted with Course Profile to TMC	D-70	D-70	D-5 +	Course Director	

S. No.	Activities	D-90	D-60	Non D-60	Responsibility	Cross Reference
3.1	Course Material: Reference Documentation for the programme to be compiled, submitted for approval by OIC /DDG and forwarded to TMC for perusal	D-70	D-70	D-5 +	Course Director	/COP/Plng-11
4.1	TNA and DoT: Finalised TNA and DoT to be returned by TMC to Course Director	D-65	D-65	D-4 +	TMC	
5	Intimate the Course Cell (through LAN) in the format that they are seized of the commencement of their course 60 days thereafter and are going to conduct it as scheduled. (Course Cell Circular dated 10/5/2004) or Report cancellation or rescheduling (in very exceptional circumstances) of any course to Course Cell through OIC	D-60	D-60	D-4 +	Course Director	
6	Pre-course Activities					
6.1	Correspond with resource persons	D-40 to D-10	D-40 to D-10	D-4 +	Course Director	COP/Plng-14
6.2	Correspond with nominees	D-30 to D-10	D-30 to D-10	D-4 +	Course Director	
6.3	Obtain nominations	D-60 to D-30	D-60 to D-30	D-4 +	Course Director	
6.4	Prepare copies of the reading material	D-30 to D-05	D-30 to D-05	D-4 +	Course Director	
6.5	Correspond for administrative arrangements	D-4 to D-00	D-4 to D-00	D-4 +	Course Director	
7	Conduct of Course	D-00 to D+3	D-00 to D+3		Course Director	
8	Appoint PR	D+5			Course Director	
9	Post Course Activities					

S. No.	Activities	D-90	D-60	Non D-60	Responsibility	Cross Reference
9.1	Settling Administrative Matters	D+5 to D+10	D+5 to D+10		Course Director	
9.2	Preparing Evaluation Report	D+5 to D+20	D+5 to D+20		Course Director	
9.3	Send a copy of evaluation report to TMC for evaluation of delivery of services	D+5 to D+20	D+5 to D+20		Course Director	
9.4	Send file for preservation to TMC/ COC	D+5 to D+20	D+5 to D+20		Course Director	

Reference Documents:

Vaswani Ramesh M. (1998) A Handbook for Training Course Management
        YASHADA
Minutes of the meeting held under Chairmanship of Hon. DG on 26 March 2004 to review status of pre-course activities for the courses from April -June 2004.
Annual Training Calendar
Guidelines for preparing course materials by TMC
Guidelines for the Design of training Course / Programme
Participant's Representative: Concepts and Issues

Forms / Formats:

    As described in the Training manual

M. I. S. Parameters

    Evaluation Report rating 3.5+

Cross Reference:

        Intranet Website TMIS: http://data-server/yashada-aps/BharatMasterIndex/BBMasterIndex.htm
        CMIS:
        Record room procedure: Record Process as per the MOP Manual
For Sponsored Programmes/DOPT programmes:

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Purpose: To conduct Sponsored Training Programme if not within the D-90/D-60 Typology.

Scope: It covers all sponsored training programmes (Co-operation dept. etc) described in the ATC of the academy

Responsibility: Course Director and the concerned department (Sp. Co-op Cell, SIRD, ATI etc.)

Activities:

No	Activity	Time Frame	Responsibility
A	Pre-Course Activities		CD
	1. Obtain nominations from sponsoring authority	D-20 to D-10	
	2. Correspond with sponsoring authority/Dopt for confirmation of their participation	D-20 to D-10	
	3. Prepare Course Schedule	D-15 to D-10	
	4. Prepare Course Budget and seek approval of HoD or sponsoring authority	D-10 to D-5	
	5. Correspond with resource persons	D- 10 to D-02	
	6. Prepare copies of the reading material	D-05 to D-01	
	7. Correspond for administrative arrangements	D-05 to D-01	
B	Conduct of Course	D-00 to D+03 or D-00 to D+04	
	Hand over the stamped receipts to the course participants for the payment received, before course ends if relevant to the programme		
C	Post Course Activities		
	1. Settling Administrative matters	D+4 to D+10	
	2. Preparing evaluation report		
	3. Send report to sponsoring authority		
	4. Send file to record room for preservation	DN + 10	

Reference Documents:
   Vaswani Ramesh M. (1998) A Handbook for Training Course Management Pune YASHADA p. 196
   Annual Training Calendar
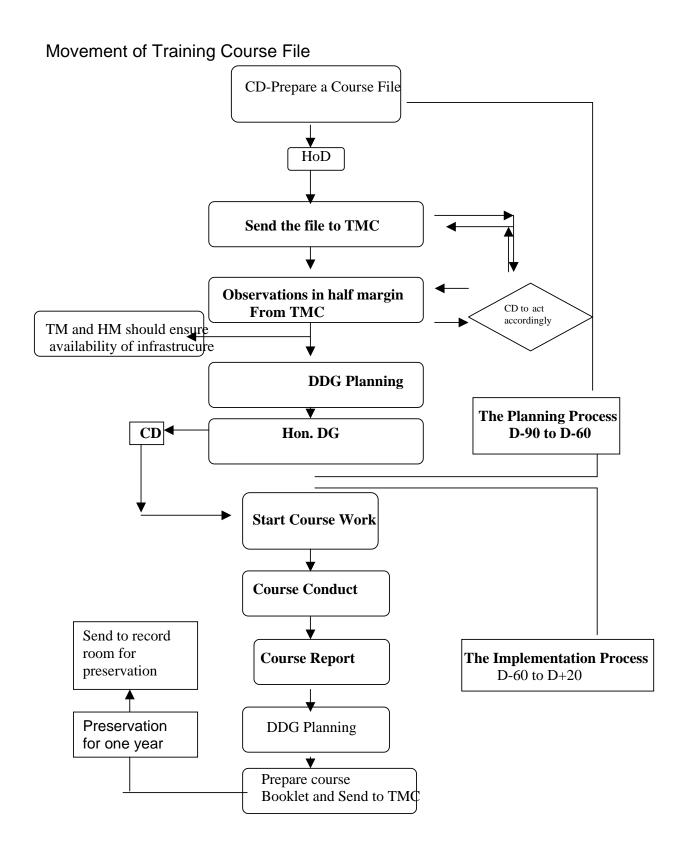
M. I. S. Parameters

   Evaluation Report rating 3.5+

Cross Reference:

         Intranet Website TMIS
         CMIS
         Record room procedure

Movement of Training Course File

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                    ┌─────────────────────────┐
                    │ CD-Prepare a Course File │──────────────────┐
                    └─────────────────────────┘                   │
                                │                                 │
                             ┌──────┐                             │
                             │ HoD  │                             │
                             └──────┘                             │
                                │                                 │
                    ┌─────────────────────────┐                  │
                    │   Send the file to TMC   │                  │
                    └─────────────────────────┘                  │
                                │                                 │
                    ┌─────────────────────────┐      ◇           │
                    │ Observations in half     │◄─── CD to act    │
                    │ margin From TMC          │──►  accordingly  │
┌──────────────────────┐  └────────────────────┘                 │
│ TM and HM should     │◄──────│                                 │
│ ensure availability  │       │                                 │
│ of infrastrucure     │       │                                 │
└──────────────────────┘       │                                 │
                    ┌─────────────────────────┐   ┌──────────────────────┐
                    │      DDG Planning        │   │ The Planning Process │
                    └─────────────────────────┘   │    D-90 to D-60      │
                                │                  └──────────────────────┘
         ┌────┐     ┌─────────────────────────┐
         │ CD │◄────│        Hon. DG           │
         └────┘     └─────────────────────────┘
            │
            │       ┌─────────────────────────┐
            └──────►│    Start Course Work     │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │      Course Conduct      │
                    └─────────────────────────┘
                                │
┌──────────────────┐ ┌─────────────────────────┐  ┌──────────────────────────┐
│ Send to record   │ │      Course Report       │  │ The Implementation       │
│ room for         │ └─────────────────────────┘  │ Process  D-60 to D+20    │
│ preservation     │             │                └──────────────────────────┘
└──────────────────┘ ┌─────────────────────────┐
         ▲           │       DDG Planning        │
┌──────────────────┐ └─────────────────────────┘
│ Preservation     │             │
│ for one year     │ ┌─────────────────────────┐
└──────────────────┘ │ Prepare course           │
                     │ Booklet and Send to TMC  │
                     └─────────────────────────┘
```

Checklist For Training
Title of the course
(Indicate course number as in ATC)
Course Duration

Course Director
Course Assistant

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
1.	Prepare file for the course and course profile	D-90			CD and CA	
2.	Identify nominating authorities and Prepare list of their address	D-90			CD	
3.	Identify Training Needs and Design of Training	D-90 to D-70		01 & 02	CD	
4.	Seek advice from TMC and approval from DDG (P) & DG	D-70 to D-60		03	CD	
5.	Intimate as per format to the Course Cell (through LAN) that they have initiated the process as per D – 90/ D – 60 & that they are going to conduct the course as per schedule (Course Cell Circular dated 10/5/2004)	D-60th Day		O4	CD	
Obtaining Nominations						
6.	aft the letters requesting nomination of officers with prescribed designations 2.Send soft copy of 'requesting nomination' to CIT for publishing on YASHADA website 3.Receive Correspondence from Nominating Authorities	D-60 to D-30+			CA CD	
Correspondence with Nominees						
7.	Prepare list of participants with name and addresses	D-30 to D-10			CA	
8.	Send letter to nominated officers				CA	

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
9.	Send soft copy of accepted nominations to CIT for publishing on web. Receive Correspondence from Nominated officers				CD	
	Design course schedule					
10.	Prepare course schedule /timetable on the basis of approved design in the tabular form	D-60 to D-40			CD	
	Correspondence with resource persons					
11.	Send letter to resource persons	D-40 to			CD	
12.	Finalise the course schedule	D-10			CD	
	Identify and compilation of reading materials					
13.	Identify reading materials for the course as suggested by TMC. Ensure that Course structure and course material are synchronized and there is no disruption of flow. All PPTs and PPT slides are made part of the reading material	D-60 to D-30			CD	
	Duplicating and binding of reading materials					
14.	Prepare cover pages and content for the reading materials.	D-30 to D-05			CA	
15.	Print desired copies of reading materials				CA	
	Administrative Arrangement					
16.	Prepare budget and seek approval of the authority for cash advances	D-10 to D-1			CD	
17.	Obtain stationery required for the course				CA	
18.	Apply for cash advance					
19.	Confirm the classroom				CD	
20.	Prepare office note and send it to all concerned persons				CA	
21.	Confirm the faculty				CD	
22.	Check classroom and name plates etc.	D-1			CA	
	Conducting training programme					
23.	Registration of participants	D to D+5			CA	
24.	Inform DoPT by fax if Training Programme is sponsored by DoPT					

No.	Activities	Expected Date	Actual Date	Form No	Responsibility	Remark
25.	Meet classroom requirements like duster, writing pens, LCD, computer etc.	D to D+5				
26.	Distribute reading materials before the course begins. Do the course introduction. Course structure and objectives to be clearly outlined at the beginning of the course. It should be clearly mentioned that 'Continual Improvement' is a permanent objective of the Academy. All participants should be properly introduced.				CA CD	
27.	Receive faculty				CD	
28.	Offer honorarium				CA	
29.	Appoint Participants Representatives				CD	
30.	Administer evaluation / feedback forms				CD	
31.	Prepare certificate				CA	
32.	Prepare relieving report				CA	
33.	Ensure return of library books				CA	
	Settling administrative matters					
34.	Prepare course expenses statement	D+5 to				
35.	Settle advance taken	D+20			CA	
	Prepare evaluation report					
36.	Prepare course expenses statement	D+5 to			CA	
37.	Prepare CDs report for course	D+20			CD	
38.	Send evaluation report to TMC and DDG (P) for information				CD	
39.	Provide course information Proforma to course cell				CA	
40.	Arrange file properly and send for preservation in a booklet form				CA	

Cross reference: Intranet website http://data-server/eyashada/index.htm

Design of Training

Course Title:

Duration of Course:

Client Organization:

Context of training programme:

Performance Problem:

Aim of the training:

Benefit:

Entry Behaviour:

No	Training objectives	Enabling Objectives	Content to be covered	Methods	Time required	Validation measure	Faculty proposed
	After the end of the course the trainees will be able to do	The part of objectives in sequential manner	To achieve the objectives	For enabling objectives	(This may not commensurate with the session time)	How to measure that objectives are fulfilled	

Training Needs Assessment

1	Course Title	
2	Course Date	
3	Name of Course Director	
4	Objectives	1.
		2.
		3.
		4.

5   Reference (Similar course conducted in the Academy)

5-1	Course Title	
5-2	Date	
5-3	Course Director	

6   Note about your training needs assessment of the target group
(It should include observations, discussions with representatives from target group, Interviews with nominating authorities, stakeholders etc.)

Date   Signature of CD

7   Remarks of TMC

Training Needs Analysis and Design of Training

1   Course Title

2   Duration of Course

4   Course Director

3   Client Organization /
       Department

4   Context in which training programme is organised: -

Training Needs Assessment Form

1 Meet the representative of target group.
   (Personal meetings/ through telephone/e-mail etc.)
   Brief details: -

2 Collect information regarding their nature of jobs, duties etc.
   Brief details: -

3 Discuss the challenges and opportunities before their department / office

   Brief details: -

4 Focus on the performance areas relating to the subject of the course and gather
   information
   Brief details: -

5 Identify task related problems in the given subject and different factors affecting
   their performance
   Brief details: -

6 Meet possible stake holders who are either affected by or interested in the
   performance of the target group
   Brief details: -

7 Study nature of complaints they generally encounter, if possible
   Brief details: -

8   Tap the perception of the training needs of the target group, if relevant.
    Brief details: -

9   Specify performance problem identified
    Brief details: -

10 Distinguish between problems which can be solved by training, and problems
    beyond training solutions
    Brief details: -

11 Training Needs Identified

    1

    2.

    3.

    4.

    5.

    6.

    7.

B. Design of Training

1   Aim of Training

2   Expected Benefits

3   Expected Entry Behaviour of trainees

Course Director's Signature and Date

HoD

TMC
Observations: -

Signature and date

Hon. Director General

Guidelines for preparation of Reading Material

Reading material for any course should be relevant to the content of the course.

Pre-course reading material (to bring all trainees on the same understanding level of the subject)
A PowerPoint handout of what is or will be covered in the session. The ppt should be printed with the option of slides with notes.

The material, which could have been covered but could not be covered due to time constraint or faculty.

The course material, which will be useful after returning to the job situation for ready reference.

One copy of the reading material should be sent to the Library for preservation and indexing.

Theme –based and activity-separation outline to help in developing a training day-schedule

	Day 1	Day 2	Day 3	Day 4	Day 5
Themes	EO 1	EO 1 & 2	EO 2 & 3	EO 1+2+3	Goals outcome
Session 1 **Lecture**	**Introduction EO 1**	**Recap EO 1 & Introduction to EO 2**	**Recap EO 2 & Introduction to EO 3**	**Recap EO 1+2+3**	**Goals & outcome**
Session 2 **Discussion**	**Discussion on EO 1**	**Discussion on EO 1&2**	**Discussion on EO 2 & 3**	**Discussion on EO 1+2+3**	**Discussion on outcome**
Session 3 **Group Work**	**Group work on EO 1**	**Group work on EO 2**	**Group work on EO 3**	**Group work on EO 1+2+3**	**Group work on outcome**
Session 4 **Discuss Field situations**	**Experience Sharing on EO 1**	**Experience Sharing on EO 2**	**Experience Sharing on EO 3**	**Experience Sharing on EO 1+2+3 and Goals**	**Group presentations and Valedictory**

EO= Enabling Objectives

Training Competency Profile

Name:

Designation:

Educational Qualification:

a) Diploma b) Degree c) P. G. Degree d) Doctorate e) any other

Subject of Specialization:

Parent Department:

Cadre:

Work Experience:

Teaching Experience:

Research Experience:

Trainers Development Programmes Completed:

DTS		DOT		TNA	
Year		Year		Year	
Title of Course		*Title of Course*		*Title of Course*	
Venue		Venue		Venue	
TOT (General)		TOT (Subject-specific)		TOT (Technical)	
Year		Year		Year	
Title of Course		*Title of Course*		*Title of Course*	
Venue		Venue		Venue	
EOT		MOT		OTHERS	
Year		Year		Year	
Title of Course		*Title of Course*		*Title of Course*	
Venue		Venue		Venue	

Training Programmes Attended

(Past Five Years)
(Please mention year, title of training programmes, venue)

9) Areas of Interest:

10) Training Programme conducted (during 2 years):

11) Training Requirements as perceived by the faculty member:

Signature of the Faculty

Comments and signature of concerned DDG/OIC:

Based on the above-mentioned information I feel that Shri/Smt _____ is

competent for conducting courses in the following areas: -

<u>Signature of DDG (P)</u>

DG

Course Evaluation Form:

Participant Name**:**
Designation & Address**:**

Course Evaluation -- Please Note: 4 = Excellent, 3 = Very Good, 2 = Good, 1 = Fair

No	Details	4	3	2	1
	COURSE MANAGEMENT:				
	Does the structure & organisation of the course meet objectives?				
	Role of the Course Director				
	How useful will this training be to you immediately in your job?				
	How useful is this training for the future jobs you may handle?				
	Was the course methodology appropriate e.g. lectures, field trips?				
	Have you benefited from interaction with fellow participants?				
	Was the course material relevant and related to the course?				
	Was the Coverage of Subjects appropriate to the objectives?				
	Field Trip arrangements, Vehicle & Activities				

INFRASTRUCTURE: To what extent are you satisfied with the following?

	Academy and Campus Facilities				
	Hostel Reception and Room Service				
	Residential Accommodation including Housekeeping				
	Food Quality and Service				
	Classroom facilities, cleanliness, messages etc.				
	Library Facilities				
	Recreation Facilities				
	Computer Facilities				
	Administrative Help (Telephones, tickets, medical etc.)				
	YOGA				
	Audio-Visual Equipment				

III. Please give your detailed comments and suggestions on the following points:

Areas of Concern & Comments	Suggestions and Critical Remarks
Academy, Campus Facilities, Hostel Mess and Infrastructure	
Course Facilities, Library,	

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Computer Centre, Classroom, Audio-Visual Equipment & Course Material	
Course Faculty, Director, Group Sessions, Workshops, Participant Seminar and Field Trip	
Interaction with other participants, faculty, resource persons, library staff and Administration	

IV.   Which three sessions did you find MOST useful in the course/what subjects do you wish should have been   included.

SNo.	Course Session Title	Remarks
1		
2		
3		

V.   Which three sessions did you find LEAST useful in the course/which sessions should have been replaced them

SNo.	Course Session Title	Remarks
1		
2		
3		

VI. Improvements in working situation after the course

SNo.	Details of Question
A	Did you get any specific ideas about improvements in your working situation? YES /NO
B	If Yes, Can you spell them out briefly?
	Knowledge
	Skills
	Attitude
C	**Any other comments /observations you wish to make about the course?**

GUEST FACULTY EVALUATION

Assessment of Training Sessions (Kindly indicate how effective were the following Faculty/ topics to you during the course) Note = D1 is Day One and S1 is Session One.

Course Evaluation -- Please Note: 4 = Excellent, 3 = Very Good, 2 = Good, 1 = Fair

Sr. No.	Day and Date	Session Topic	Faculty Name	4	3	2	1
D1S1	9.45– 11.15						
D1S2	11.30 – 01.00						
D1S3	02.00 – 03.30						
D1S4	03.45 – 05.15						
D2S1	9.45– 11.15						
D2S2	11.30 – 01.00						
D2S3	02.00 – 03.30						
D2S4	03.45 – 05.15						

Sr. No.	Day and Date	Session Topic	Faculty Name	4	3	2	1
D3S1	9.45–11.15						
D3S2	11.30 – 1.00						
D3S3	02.00 – 03.30						
D3S4	03.45 – 05.15						

Guest Empanelment

PERSONAL HISTORY

Family Name	First Name	Middle Name
Date of Birth	MM DD YY	
Permanent address	Present address	Office Telephone No. Office Fax No. E mail ID

What is your preferred subject on which you can give training?

_____

_____

_____

Knowledge of languages- what is your mother tongue?

Languages	READ		WRITE		SPEAK		UNDERSTAND	
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily

Note: Guest faculty can be invited from the List published on the Intranet site. This procedure is to be followed when the Guest is being invited for the first time in YASHADA.

EDUCATIONAL Qualifications
Give full details – N.B. Please give exact titles of degree in original Language.
A) UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.

NAME PLACE & COUNTRY	ATTENDEND FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./year	Mo./year		

LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIL, PUBLIC OR INTERNATIONAL AFFAIRS

LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Please attach)

EMPLOYMENT RECORD: Start with your present post, list in reverse order every employment you have had. Use a separate block for each post. If you need more space, attach additional pages of the area of your work.
However the process of empanelment will be reviewed every year by honourable DG at the time of finalisation of ATC. The file will be submitted by DDG (P.). The format for review will be as follows –

Name of the Dept./ cell	Subject	Name of the speaker	Ratings of Lectures (Average) of last 3	Name of course	Subject of Lecture	Rating Obtained
				1		
				2		
				3		

List of Formats for the Training Procedure

The format for TRAINING NEEDS ANALYSIS
The format for DESIGN OF TRAINING
The format for COURSE PREPAREDNESS
A model letter for obtaining NOMINATIONS
A model letter for inviting GUEST FACULTY (resource person)
A model letter for inviting IN-HOUSE FACULTY
A model for informing NOMINATED TRAINEES
The format for COURSE BUDGET
 The format for application for COURSE ADVANCE
 The format for course directors circular for ADMINISTRATIVE ARRANGEMENTS
The format for requisition for STATIONERY ITEMS
 The format for requisition for HOSTEL FACILITIES
 The format for requisition for VEHICLE SUPPORT
A model article on Welcome to YASHADA
A sample COURSE SCHEDULE
 A sample LIST OF PARTICIPANTS
 A sample content page for READING MATERIAL
 The format for REGISTRATION SHEET
The format for HONORARIUM VOUCHER
 The format for payment of TRAVELLING EXPENSES TO GUEST FACULTY
The format for claiming expenses under PETTY SUPPLY
A model RELIEVING REPORT
The format for COURSE COMPLETION CERTIFICATE
The format for SETTLEMENT OF COURSE ADVANCE ACCOUNT
The format for recording UTILITY IF MESS SERVICE
The format for COURSE INFORMATION to be sent to course cell
 The format for EVALUATION QUESTIONNAIRE
 The format for COURSE DIRECTOR'S REPORT
 The format for CONVEYING SESSION RATING TO FACULTY
 The format for YOGA CLASS ATTENDANCE REPORT
Format for sanction of FIELD VISIT
Certificate for EXPENSES OF THE COURSE

AGREEMENT

This deed of Agreement made on this ……….day between …… on behalf of.. Hereafter called as party one and the Director General Yashwantrao Chavan Academy of Development Administration (YASHADA) Raj Bhavan Complex Baner Road Pune 411 007 Here after called YASHADA

Title of the Training Programme:

Duration:

Name and address of the Co-ordinating body:

Sponsoring organization:

The deed of agreement for providing Training Facilities at YASHADA campus witness and the parties mutually agree as follows:

Party one agrees to pay Rs. …………. per participant per day (as per the enclosed scheduled). This includes training charges, hostel, mess (bed tea + morning tea & breakfast + lunch+ evening tea and dinner) facility, and other infrastructure facility related to training and available at YASHADA.

The charges for participants will be on the basis of the maximum number present for the training programme/or the number of participants proposed to attend whichever is higher. The billing will be on a basic minimum slab of 20,25,30,35,and so on.

The 100% charges are payable in advance.

Party one agrees to pay hiring charges as specified by the latest circulars issued by the Academy and conveyed to them in advance unless otherwise provided by DG..

Party one agrees to use the instruments, equipment, classroom etc with proper care and any damage to it will be charged to the party.

Extra amount will have to be paid for the training programmes conducted on public holidays or on Sundays.

All the participants will keep decorum of the campus and will not act or do any thing, which will harm reputation of the Academy.

Terms and conditions are agreed by

For YASHADA   Signature
                                                                     Name:
                                                                    Designation:
                                                                  Organization:

<div align="center">

Estimate for Use of YASHADA facilities
</div>

The earlier approved minute of the 21st BoG of YASHADA is presented for easy reference and record as follows:

Agenda Item No. BoG:XXI:12 : Charges for various programmes conducted by /at YASHADA

Charges for various programmes conducted by/at YASHADA.
1) Full fee for residential   Rs. 1500 per participant per day.
                                                  (Minimum group of 25 participants for 5 days)

This will be a flat rate irrespective of the number of participants attending. In case an outside organisation wishes to invite faculty members, YASHADA's liability would be limited to meeting the local transport

expenses and honorarium at the rate YASHADA pays to its guest faculty. When no lodging is provided, this rate of Rs.1500/- would be reduced to Rs. 1000/- and in case neither lodging facility nor faculty support is provided by YASHADA, the rate would be further reduced to Rs. 750/- per head per day. Concession in rate can be @ 40% to Government of India departments, local bodies and NGOs (on a selective basis to be decided by DG)

Approvals of the 34th BoG of YASHADA :

DG proposed to the 34th BoG that it would be essential for the Director General, YASHADA, to be able to -

(a) Modify the financial payment rates /schedule for the Sponsored Programmes at the Management Development Centre, on a case-by-case basis, as also,

(b) Offer a higher financial package, Non-Government and Corporate Sector and Funding Agencies, depending upon the paying capabilities of the concerned organizations.

The approved minute of 34th Board of Governors is as follows:

Minute No. 34BoG: 74

      The members noted the plans, their status and operational details of the MDC at YASHADA and approved the proposal to authorize the Director General, YASHADA to be able to -
(a) Modify the financial payment rates /schedule for the Sponsored Programmes at the Management Development Centre, on a case-by-case basis, as also,

(b) Offer a higher financial package, Non-Government and Corporate Sector and Funding Agencies, depending upon the paying capabilities of the concerned organizations.

Considering the fact that various rates were approved in the XXI meeting of Board of Governors dated 15 February 1997 and that there has been a steady increase in rates of expenditure and further considering that the infrastructure in the Academy has been suitably increased with the construction of the Management Development Centre. It is now necessary to establish a new schedule of rates for hiring of facilities at the Academy. The following rates will now be applicable:

Class Rooms

Sr. No.	Class Room	Capacity	Facility	Charges Rs.
	Lezim	150 - 200	Computer, LCD, OHP, 3 Mike, 2 Speakers, Conference System	15,000/-
	Auditorium	80	Computer, LCD, OHP, 3 Mike, 2 Speakers, Conference System	8,000/-
	C-1 C-5 C-6	45	Computer, LCD, OHP, 2 Mike, 2 Speakers	4,000/-
	C-2 C-3 C-4	25	Computer, LCD, OHP	3,000/-
	Syndicate Rooms	20 to 25	Computer, LCD, OHP	1,500/-
	Board Room	50	Computer, LCD, OHP, Conference System	7,000/-

Accommodation

Sr. No.	Particular	Private (Rs.)	On Govt. Duty (Rs.)
	Dormitory (Single Bed)	50	20
	Single Occupancy (Non-VIP) on sharing basis	125	100
	Double Occupancy	100	75
	VIP AC Room (Shamme) Double Occupancy	500	150
	VVIP AC Room (Shamee) Single Occupancy	750	250

Boarding

Sr. No.	Particular	Charges (Rs.)
	Full meal (Bed Tea, Breakfast, 2 times Tea, Lunch & Dinner)	150
	Lunch and 2 times Tea	120
	Half Day food (Lunch and 1 time Tea)	100

Note:
Concession in the rates of 50% will be offered to institutions with whom YASHADA has entered into MoU.

The DG, YASHADA reserves all rights in modifying the above rates.

Section 4(1)(b)(v)

Contents of Course Cell and TMC

Sr. No	ISO CLAUSE NO	Particulars	Document Number	Page No
1		Contents of Course Cell	Yashada/COP/Plng-18	53
2	7.1	Preparation of ATC	Yashada/COP/Plng18	54-55
3	7.1	Accommodation of changes in the ATC	Yashada/COP/ Plng-19	56-57
4	7.1	Capacity building of faculty members	Yashada/COP/ Plng-20	58
5	7.1	Outside agencies to use Yashada facilities	Yashada/COP/ Plng-21	59
6	7.1	Allotment of classrooms	Yashada/COP Plng-22	60-61
7	7.1	Submission of Evaluation Report	Yashada/COP/ Plng-23	62-63
7	7.1	Quality monitoring of training	Yashada/COP / Plng-24	64

PURPOSE: -   To prepare plan of training activity for the entire year

SCOPE: - To cover training activity for the entire year

RESPONSIBILITY: - As shown alongside each activity in the table below –

Activity No 1 – Preparation of the Annual Training Calendar

Sr No	Work Activity	Time Limit	Person/s responsible
01	Regular interaction with various Govt. Departments in order to assess training needs as a background preparation for the Annual Training Co-ordinators' Workshop	Continual activity up to the end of August each year	All Faculty Members
02	Announcement of the Annual Training Co-ordinators' Workshop to be held preferably on the 3rd Saturday in October, by writing to Secretaries / Heads of Departments / PSUs	By the end of September	Course Cell
03	Issue of letter to all faculty members to furnish detailed Course Profiles, based on their interaction with Govt. Departments, for tentative proposals for the ensuing year	By 05 September	Course Cell
04	Furnishing of detailed Course Proposals to Course Cell for compilation in set format	By 15 September	All Faculty Members
05	Scheduling of a faculty meeting at DG's level for discussion on the tentative proposals by issuing a circular in writing	By 30 September	Course Cell
06	Conducting of the Annual Training Co-ordinators' Workshop	3rd Saturday in October or other date in October as would be decided by DG	Course Cell with help of all Faculty Members
07	Furnishing of final proposals for courses for the ensuing year by incorporating changes, if any, based on discussion in the Training Co-ordinators' Workshop in set format	By end of October	All Faculty Members
08	Finalisation of ATC for the ensuing year by scheduling courses indicated by the faculty members	By 15 November	Course Cell
09	Finalisation of proposals for DoPT under the scheme of 'Training for all – State Category'- (i) Circulation of copies of DoPT letter to all faculty members (ii) Faculty Members to furnish proposals in prescribed format to Course Cell (iii) Give proposals to Registry Desk for despatch to DoPT	(i) Within 2 days of receipt in Course Cell (ii) Within 1 week of receipt from Course Cell (iii) Within 5 days thereafter	(i) Course Cell (ii) All Faculty Members (iii)Course Cell
10	Providing hard and soft copies of complete course profiles to Publications Cell for printing of the ATC	By end of December	Course Cell
11	Providing printed copies of the ATC to Course Cell	By 15 January	Publications Cell
12	Despatch of ATC to Govt. Departments and PSUs	By 25 January	Course Cell
13	Posting of ATC on Website (Course Cell to give soft copy to YCIT by 28 January).	By 30 January	YCIT

Section 4(1)(b)(v)

Reference Documents: -

Records: - (Files, Formats, registers, etc.)

        Files
        Reports of Faculty members
        Attendance sheet
        Website

MIS Parameters (Qualitative, specific to YASHADA objectives, w.r.t. time)

1.
2.

PURPOSE: -   To accommodate changes necessitated in the ATC

SCOPE: - To cover training activity for the entire year

RESPONSIBILITY: - As shown alongside each activity in the table below –

Activity No 2 – Managing Changes in the ATC

Changes in the ATC after it is published are inevitable. It could be to accommodate requests for new courses; re-schedule existing courses or even cancels scheduled courses. Changes can be necessitated either at the level of the Course Cell or individual Course Directors, but this need cannot be predicted.   What is important in this activity is that **no changes should be decided without <u>prior</u> knowledge of the Course Cell and DDG (P)**, as it will disrupt the training activity. Course cancellation should be at least one month in advance. The written approval of DG is mandatory. DG may grant such permissions only if there is proper justification by the CD and there are valid reasons for cancellation. The CD will have to ensure that he utilizes the slot for some other workshop/course by changing the title of the slot.

The procedure will be as follows: -

Sr No	Work Activity	Time Limit	Person/s responsible
1A	Whenever the need for any change (as envisaged in the foregoing note) is realised by any Course Director, he/she will send the proposal through his/her HoD to the Course Cell (not to **DG directly**) giving reasons for the change proposed.	Immediately (But at least 1 month in advance)	Course Director concerned
1B	The request received will be processed and comments submitted to DDG (P). The file will then be sent to DG for approval of cancellation	Within 5 days of receipt of the request in the Course Cell	Course Cell
1C	Decision on the request for change will be communicated to the concerned Course Director, by marking the file to him/her.	Within 3 days of the file being received back in the Course Cell	Course Cell
2A	Whenever the need for any change is realised by the Course Cell, it will be put up to DDG (P) giving reasons for the change proposed, <u>after prior discussion</u> with the concerned Course Director.	Immediately	Course Cell
2B	Decision on the request for change will be	Within 3 days of	Course Cell

Sr No	Work Activity	Time Limit	Person/s responsible
	communicated to the concerned Course Director, by marking the file to him/her.	the file being received back in the Course Cell	
3A	Whenever any change is realised due to requests from any external agency, such requests will be put up with remarks about feasibility of change to DDG (P) & Head, Course Cell and DG **after** consultation with Course Director whose course is likely to be affected.	Within 5 days of receipt of the request in the Course Cell	Course Cell
3B	Decision on the request for change will be communicated to (i) the concerned agency in writing, (ii) the Course Director whose course is affected (if at all), by marking the file to him/her.	(i) Within 5 days and (ii) within 3 days of file being received back in the Course Cell	Course Cell
4	All changes in the ATC schedule will be communicated by LAN or in writing to YCIT for updating the website	Within 3 days of the file being received back in Course Cell	Course Cell
5	Changes in the website will be effected	Within 2 days of intimation being received in YCIT	YCIT

Reference Documents: -

Records: - (Files, Formats, registers, etc.)

       Files
       Log of LAN
       Website

Following records are maintained

a)
b)
c)
d)

MIS Parameters (Qualitative, specific to YASHADA objectives, w.r.t. time)

1.
2.

Section 4(1)(b)(v)

PURPOSE: -   Capacity building of faculty members

SCOPE: - Faculty members

RESPONSIBILITY: - As shown alongside each activity in the table below –

Activity No 3 – Deputing Faculty for training in other institutes

As part of faculty development, it is necessary to depute faculty members for training in other institutes, either for training in their areas of work in YASHADA or for developing expertise in a new area. The procedure for the same would be as follows –

Sr No	Work Activity	Time Limit	Person/s responsible
1A	Display of literature announcing the course on the notice board. The literature will remain on notice board for up to 8 days, depending upon last date for sending nominations.	Within 2 days of the literature being received in the Course Cell	TMC
1B	Note regarding the above course will be submitted with name/s of faculty member/s who has/have communicated to the Course Cell in writing his/her/their interest in the concerned course, if at all, with comments to HoD, DG.	Within 10 days of course literature being displayed on notice board	TMC
1C	Decision on the note will be communicated to the concerned institute in writing and copy endorsed to the faculty member concerned.	Within 3 days of the file being received back in the Course Cell	TMC
2	In case information regarding training in other institutes is received directly by any faculty member, it will be incumbent upon him/her to immediately pass it on to Course Cell for processing, where after the procedure mentioned in 1A - 1C above will be followed.	Immediately	Faculty Member concerned, and, thereafter, Course Cell

PURPOSE: -   To consider requests from outside agencies for use of YASHADA facilities

SCOPE: - All who will make such requests

RESPONSIBILITY: - As shown alongside each activity in the table below –

Activity No 4 – Processing requests for use of YASHADA facilities

A number of requests are received from time to time for use of YASHADA facilities like hostel, classrooms, etc. The procedure for dealing with such requests would be as follows –

Sr No	Work Activity	Time Limit	Person/s responsible
1	Submit note to HoD, Course Cell (and DG, if necessary) on the request received alongwith comments on feasibility of accommodating the request.	Within 3 days of the request being received in the Course Cell	Course Cell
2	DDG (P) to identify Activity Coordinator with concurrence of DG YASHADA to coordinate and implement requirements.	Within 3 days of the request being received in the Course Cell	DDG (P)
3	Activity Coordinator to facilitate the program in role and responsibilities of Course Director	As per the scheduled requirements	Activity Coordinator
4	Decision on the request to be communicated to the concerned organisation in writing and copy endorsed to the personnel/section concerned in YASHADA.	Within 3 days of the file being received back in the Course Cell	Course Cell

Reference Documents: -
Records: - (Files, Formats, registers, etc.)

   Files

Following records are maintained

a)
b)
c)
d)

MIS Parameters (Qualitative, specific to YASHADA objectives, w.r.t. time)

PURPOSE: -   To allot classrooms for conduct of training programmes

SCOPE: - All courses / events conducted in YASHADA

RESPONSIBILITY: - As shown alongside each activity in the table below –

Activity No 5 – Allotment of Classrooms

At any given time, there are multiple courses being conducted in the Academy, for which it is necessary to allot classrooms. Since the capacity of each classroom is different, the criteria for allotment would primarily be the number of participants projected to attend the course, as indicated **in advance** by the respective Course Directors. The procedure for allotting classrooms would be as under –

Section 4(1)(b)(v)

Sr No	Work Activity	Time Limit	Person/s responsible
1	See the projected number of participants for courses, as indicated **in advance** by the respective Course Directors, and allot classrooms according to capacity. This allotment is to be displayed on the Notice Board and in the Course Cell on a monthly basis.	In the last week of the preceding month.	Course Cell
2	If any Course Director desires any change in this allotment, he/she should approach the DDG (P) & Head, Course Cell in this regard and, if the request for change is accepted, it should be brought to the notice of the Course Cell.	Within 2 days of the consent being given by the DDG (P) and Head, Course Cell, if it is given.	Course Director concerned

Reference Documents: -

Records: - (Files, Formats, registers, etc.)

    Annual Training Calendar
    Approvals for additional courses
    Files

Following records are maintained

a)
b)
c)
d)

MIS Parameters (Qualitative, specific to YASHADA objectives, w.r.t. time)

1.
2.

PURPOSE: -   To have a check that evaluation is carried out and reported to DG at the end of each course.

SCOPE: - All courses / events conducted in YASHADA

RESPONSIBILITY: - Faculty members as also those shown alongside each activity in the table below –

Activity No 6 – Compilation of Evaluation Reports

At the end of each course, an evaluation exercise is carried out on set parameters. This evaluation report is submitted to DG by the concerned Course Director, after which it is sent to the Course Cell for compilation. The course director should ensure that proper analysis of the evaluation report is done. The CD should do the root cause analysis if the rating has come down below the prescribed norms. He should change the strategy taking into account the factors, which were rated below the benchmark. All negative feedback should be communicated by the CD to the concerned department for corrective action. The procedure for this would be as under –

Sr No	Work Activity	Time Limit	Person/s responsible
1	Analysis of the evaluation report	Within 20 days of completion of the course	CD
2	Communication of the negative feedback to the concerned departments for corrective action	Within 20 days of completion of the course	CD
3	At the end of each month, make a list of courses for which Evaluation Report is not received.	By the end of the first week of the following month.	Course Cell
4	Put up this list to DDG (P) & Head, Course Cell and issue letters in writing to concerned Course Directors setting a time-limit of ten days.	Within 3 days of approval being received from DDG (A) & Head, Course Cell	Course Cell
5	In case evaluation reports are still not received, a cursory written reminder will be attempted, after which matter will be reported to the DG.	Within 3 days after expiry of time limit of 10 days	Course Cell

Reference Documents: -
Records: - (Files, Formats, registers, etc.)
      Annual Training Calendar
      Additional courses
      Files

Following records are maintained

a)
b)
c)
d)

MIS Parameters (Qualitative, specific to YASHADA objectives, w.r.t. time)

1.
2.

Section 4(1)(b)(v)

Procedure for: - Quality Monitoring of Training Process

Responsibility: TMC
Pre course activities

No	Activity	Time limit	Responsibility
1	Receive file from CD with course profile, TNA and DoT along with proposed course material in prescribed format {1}	Before D-60	CD
2	Comments on TNA, DoT and Course material by TMC -format {2}		TMC
3	Send file to DDG (P) for his remarks on TMC's comments. If required the file may be referred to peer group for review		TMC
4	Send file to CD or DG accordingly		TMC
5	In case of resubmission file reaches TMC in Five days		CD
6	Submission to DG		TMC

b) Study evaluation formats

No	Activities	Time and Responsibility
1	Receive course files with consolidated evaluation and CD's report	On or after D+20 Responsibility CD
2	TMC reviews the CD Report	Coordinator TMC
3	Check if negative remarks are communicated to the corrective concerned authority for corrective actions	
4	Submit fortnightly report to DG	Every first and third Monday
5	Send files back to Course Cell with copy of remarks	TMC

Records

1. Handbook for training course management.
Forms of TNA & DoT in Training Procedure {1}
TMC advice form {2}

Contents of Research and Documentation Centre

Sr. No	ISO CLAUSE NO	Particulars	Document Number	Page No
1	--	Contents	Yashada/COP/RDC/00	65
2	7.1	Units in R&DC	Yashada/COP/RDC/01	66-71

<u>**Research & Documentation Centre (R&DC)**</u>

The short-term objectives of R& D Centre are to support YASHADA faculty's research on the key issues on development and to undertake professional sponsored research projects in the field of development. Through the above, the Centre aims at achieving the following objectives in the long run:

To facilitate the necessary policy reform in the State through formulating research based policy recommendations.

To create a systematic and verified documentation on developmental issues for effective planning, monitoring and evaluation of the Development process.

To enhance the quality and effectiveness of training of Development Administration personnel in the State by feeding the research findings into the training process.

To disseminate crucial developmental information to all sections of society through effective use of publications and audio – visual and electronic media.

To enhance the research capabilities of the in-house faculty through internal training sessions in scientific research methods and research consultation.

To identify projects for conducting sponsored research assignments and consulting opportunities, to negotiate the terms of reference for such projects, and to execute such projects with the help of internal and external experts and other requisite resources.

Research & Documentation Centre (RDC) works in different units.

Key Result Area (KRA) Programme

Project Monitoring Cell (PMC)

YMRC (please refer SOP page no. 75-102)

Key Result Area (KRA) Programme

In this programme thirteen Social and Developmental issues have been identified for Action Research to document their present status and to recommend key interventions. This Programme is essentially a team endeavour. KRA Programme has a strong orientation to teamwork and consultative-participatory activities. KRA Programme is guided by specific needs, challenges and priorities in each area. KRA is a cyclic process of research, action and evaluation and action.

The KRA Programme was initiated with the following Objectives:

To document the **present status** of key issues in the State, and to make a **diagnostic analysis** of the existing gaps and problems

Section 4(1)(b)(v)

Based on the above, to formulate **intervention plans** including critical **policy prescriptions** for bridging the gaps and correcting the problems

To continuously **monitor** the progress of interventions and assess their **impact**

To undertake **capacity building of stakeholders** and to facilitate an **interface dialogue** for effective convergence of their roles and activities

To develop **resource centres** or **knowledge repositories** on key issues through a continuous cyclical process consisting the above.

Accordingly the cell initiates and guides the KRA teams to prepare ISRs, to plan interventions, to conduct action research projects and document the research findings. A broad strategic process is followed to ensure uniformity of activities across all thirteen areas identified. (A faculty member from R&D Centre is appointed to co-ordinate the KRA functioning) The process consists of the following steps:

Process:

Formation of Peer Group

A peer group consisting of YASHADA faculty-members with relevant background and expertise is formed to anchor the particular KRA

Formation of Core Group

The core group consists of, besides peer group members, eminent thinkers, experts, researchers, NGO functionaries from the society at large, who are an established authority on particulars issues.

Identification of Stakeholders

The stakeholders are individuals or institutions who are involved in, and who affect or get affected by, the issues in question. For most issues, the spectrum of stakeholders is very broad, and includes from citizens' representatives, voluntary groups / agencies, Governmental agencies, private sector enterprises, etc

Review of literature

Attempt is made to compile every available piece of literature such as Government statistics & reports, independent research literature, popular writings and books reflecting societal views on the issue at hand, international reports, and content analysis of newspaper clippings.

Workshops of Stakeholders

The Literature review is followed by workshops of stakeholders, which helps in catching their first-hand impressions and perceptions about the present scenario of various issues.

Formulation of Interim Status Report (ISR)

On the basis of review of literature, consultation with stakeholders, field visits, etc., an interim status report is prepared providing a diagnostic analysis of the gaps and problems in particular areas. ISR also contains concrete policy prescriptions for the Government, and an intervention plan in terms of training, capacity building, action research, etc., to pursue the issue.

7. Implementation of Intervention Plan and Follow Up of Policy Prescriptions

This is the most crucial phase of KRA, where implementation of proposed interventions is attempted at through collaborative effort of YASHADA faculty and various stakeholders including public functionaries.

8. Preparation of Action Taken Report (ATR)

Action taken report is not merely a report on the interventions made, but is also an analysis of problems in their monitoring, their impact observed in the field, continuing gaps and problems, need for further review and analysis, etc.

Forms and Format

1.ISR Format

Reference Documents

KRA Booklet

ISR

Action Taken Report

Policy Recommendations

Project Monitoring Cell – (PMC)

YASHADA's sponsored projects are prestigious, professional assignments commissioned by the State Government, Central Government as well as the National & International Donor Agencies. These assignments are of varied nature and involve Action Research, Process Documentation, Monitoring & Evaluation, Policy Advocacy, Capacity Building, etc. Sponsored Projects play an important role in establishing the institute's credibility and visibility as a professional solution provider in the field of development administration. They are also a major source of resource mobilization for YASHADA. The Project Monitoring Cell serves as the Central Co-ordination Unit for all the

Section 4(1)(b)(v)

sponsored projects. The projects are handled by different Centres/ Streams in YASHADA depending on their domain expertise.

Objectives

To inventorise the need and opportunity for undertaking sponsored projects.

To identify specific sources of commissioning and funding of sponsored projects.

To develop systematic proposals for sponsored projects and do the necessary follow up for getting the approval and funding from the concerned agencies.

To formulate designs and plans of implementation of the approved projects and to delegate such projects to suitable Centres / faculty members of YASHADA.

To provide active consultation and support to the concerned Centres / faculty members throughout implementation of the project, and to monitor quality of implementation and output.

Identify synergies between the sponsored projects and the training programmes / faculty research projects, so as to pool together the relevant information, knowledge and insights.

To evolve a strategy for widely disseminating the findings of sponsored projects.

Process:

1. To identify opportunities for developing sponsored projects.

To formulate proposals /other documents as required for procuring funding from suitable donor agencies.

To carry out the follow up with donor agencies for approval of projects and release of funds.

Upon approval, to prepare a plan of execution of projects and to procure the human resources and infrastructure as approved by the donor agency.

To execute the project and to formulate progress reports/interim reports as required by the donor agency.

To complete the execution of project, formulate the completion report, ensure the release of full amount of project funds, facilitate preparation of financial accounts, and properly close the project.

Records

1. **As provided by donor agencies from time to time for preparation of project proposals, reports, etc.**

Reference Documents

Project Files

Project Proposals / ToRs

Project Reports

Plans of Project Implementation

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Contents of Client Related Matters (CRM)

Sr. No	ISO CLAUSE NO	Particulars	Document Number	Page No
1	8.2.1	Contents	Yashada/COP/CRM/00	72
2	8.2.1	Objectives	Yashada/COP/CRM/01	73
3	8.2.1	Grievance Redressal	Yashada/COP/CRM/02	74
4	8.2.1	Flow Chart for Grievance Redressal	Yashada/COP/CRM/02	75
5	8.2.1	Scrutiny of complaint	Yashada/COP/CRM/03	76
6	8.2.1	Dissemination of Information	Yashada/COPCRM/04	77
7	8.2.1	Feedback mechanism	Yashada/COP/CRM/05	78

1. –OBJECTIVES: -

To ensure that the grievances of the clients including the sponsoring authority within stipulated time frame

To ensure the Service delivery as per the prescribed time standards

To ensure effective communication to \clients through various mechanisms like
Automatic mechanism by using mediums like
- -Web-site
- -Posters
- -Info-boards
- -Checklists
- (b) On demand
  - -Telephones
  - -Letters
  - -Emails
- (c) Special
  - (For changes & announcements)

Taking feedback from clients.
Disposing off the applications under the Right to Information Act as per the procedure laid down in the Act.

2. - MEASURABLE OBJECTIVES: -

Grievance redressal in time
Communication
Number of negative feedbacks received/client complaints

3. - MEASURE (Target): -

Acknowledgement
- 1 day
Final reply
- 1 month

4. - RECORD WITH FREQUENCY: -

Register

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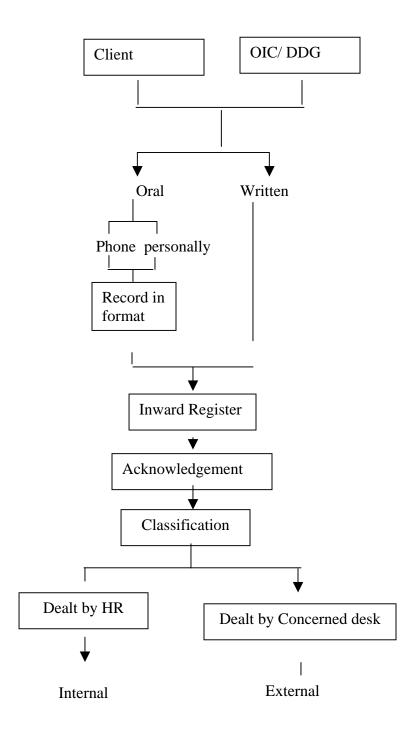
Inspection / audit report
Evaluation forms

5. – TIME FRAME: -

As mentioned in 3.
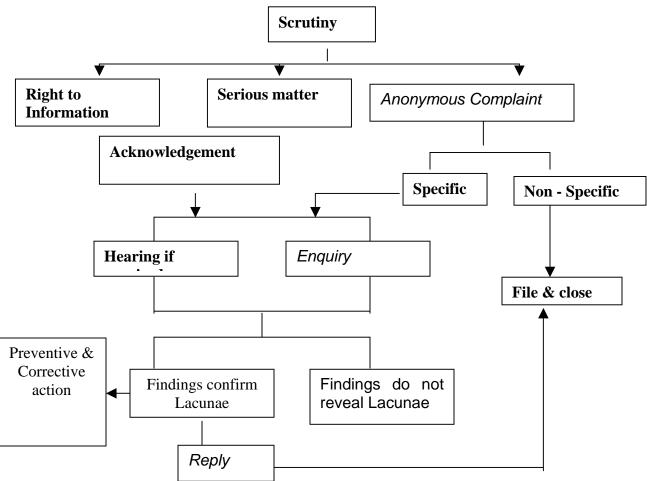
1.   Name of the Activity: Grievance Redressal

2.   Objectives: To resolve the grievances raised by the Clients/ employees.

3.   Priority: **Top**

4.   Decision Making Authority: DG/DDG

6.   List of Documents to be annexed for decision-making:
        1) Complaint

7.   Output of Activity and no. of copies.-   Report

8.   Reports generated: - Monthly

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Name of the Activity – Grievance Redressal

```
        ┌──────────────┐        ┌──────────────┐
        │    Client    │        │   OIC/ DDG   │
        └──────┬───────┘        └──────┬───────┘
               │                       │
               └───────────┬───────────┘
                           │
               ┌───────────┴───────────┐
               ▼                       ▼
             Oral                   Written
        ┌─────┴─────┐                  │
        ▼           ▼                  │
      Phone    personally              │
        │                              │
   ┌────┴────┐                         │
   │ Record in│                        │
   │ format   │                        │
   └────┬─────┘                        │
        └──────────────┬───────────────┘
                       ▼
              ┌─────────────────┐
              │ Inward Register │
              └────────┬────────┘
                       ▼
              ┌─────────────────┐
              │ Acknowledgement │
              └────────┬────────┘
                       ▼
              ┌─────────────────┐
              │ Classification  │
              └────────┬────────┘
              ┌────────┴────────────┐
              ▼                     ▼
      ┌──────────────┐    ┌────────────────────────┐
      │  Dealt by HR │    │ Dealt by Concerned desk │
      └──────┬───────┘    └────────────┬───────────┘
             ▼                         │
         Internal                   External
```
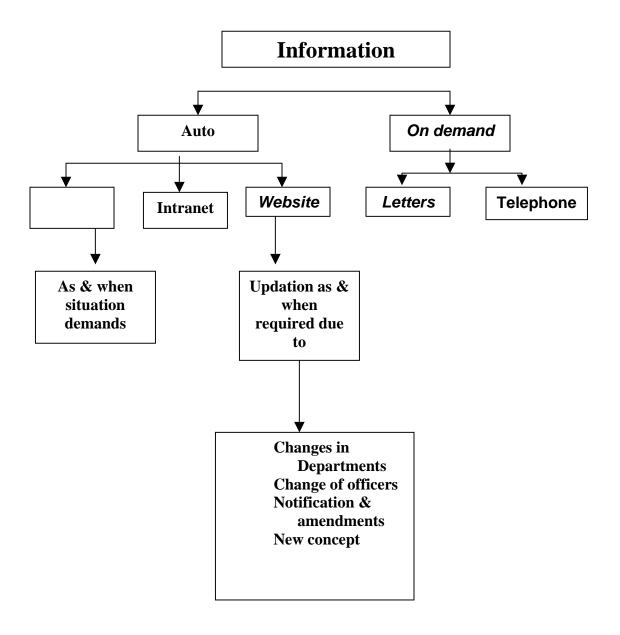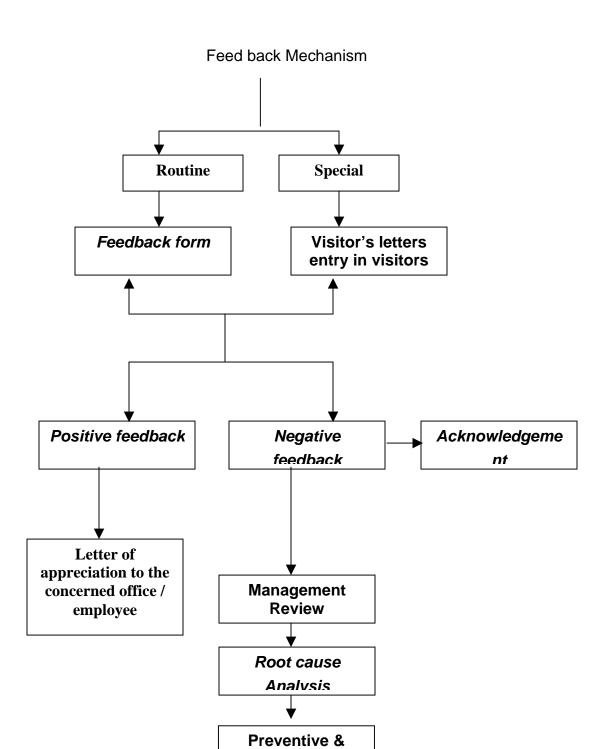
Officers Designated under Right to Information:
        Information Officer – Shri Yogesh Bhosale (Assistant Registrar)
        Appellate Authority – DG

Scrutiny of complaint

```
                          ┌─────────────┐
                          │   Scrutiny  │
                          └──────┬──────┘
        ┌────────────────────────┼────────────────────────────┐
        ▼                        ▼                             ▼
┌──────────────┐        ┌───────────────┐           ┌──────────────────────┐
│  Right to    │        │ Serious matter│           │ Anonymous Complaint  │
│  Information │        └───────────────┘           └──────────┬───────────┘
└──────────────┘                                         ┌─────┴─────┐
        ┌──────────────────┐                             ▼           ▼
        │  Acknowledgement │                       ┌──────────┐ ┌──────────────┐
        └────────┬─────────┘                       │ Specific │ │ Non-Specific │
                 │                                  └──────────┘ └──────┬───────┘
         ┌───────┴──────────────┐                                      │
         ▼                      ▼                                      ▼
┌──────────────┐        ┌───────────────┐                     ┌──────────────┐
│  Hearing if  │        │    Enquiry    │                     │ File & close │
└──────────────┘        └───────────────┘                     └──────────────┘
```

| Preventive & Corrective action | ← | Findings confirm Lacunae | | Findings do not reveal Lacunae |

Reply

Dissemination of Information

```
                    ┌─────────────────────┐
                    │    Information      │
                    └─────────────────────┘
                              │
              ┌───────────────┴───────────────┐
              ▼                               ▼
        ┌───────────┐                   ┌───────────┐
        │   Auto    │                   │ On demand │
        └───────────┘                   └───────────┘
              │                               │
      ┌───────┼───────┐               ┌───────┴───────┐
      ▼       ▼       ▼               ▼               ▼
 ┌───────┐ ┌────────┐ ┌─────────┐ ┌─────────┐ ┌───────────┐
 │       │ │Intranet│ │ Website │ │ Letters │ │ Telephone │
 └───────┘ └────────┘ └─────────┘ └─────────┘ └───────────┘
     │                     │
     ▼                     ▼
┌───────────┐       ┌───────────────┐
│ As & when │       │ Updation as & │
│ situation │       │    when       │
│ demands   │       │ required due  │
└───────────┘       │     to        │
                    └───────────────┘
                            │
                            ▼
              ┌───────────────────────────┐
              │ Changes in                │
              │     Departments           │
              │ Change of officers        │
              │ Notification &            │
              │     amendments            │
              │ New concept               │
              │                           │
              └───────────────────────────┘
```

Feed back Mechanism

```
                    ┌──────────┐          ┌──────────┐
                    │ Routine  │          │ Special  │
                    └────┬─────┘          └────┬─────┘
                         │                     │
                    ┌────▼─────────┐    ┌──────▼──────────┐
                    │ Feedback form│    │ Visitor's letters│
                    │              │    │ entry in visitors│
                    └──────────────┘    └─────────────────┘
```

Feedback form

Visitor's letters entry in visitors

Positive feedback

Negative feedback → *Acknowledgement*

Letter of appreciation to the concerned office / employee

Management Review

Root cause Analysis

Preventive & Corrective

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YASHADA

Support Oriented Process

(SOP) Manual

For

ISO 9001:2000

Yashwantrao Chavan Academy Of Development Administration

Raj Bhavan Complex, Baner Road Pune 411 007
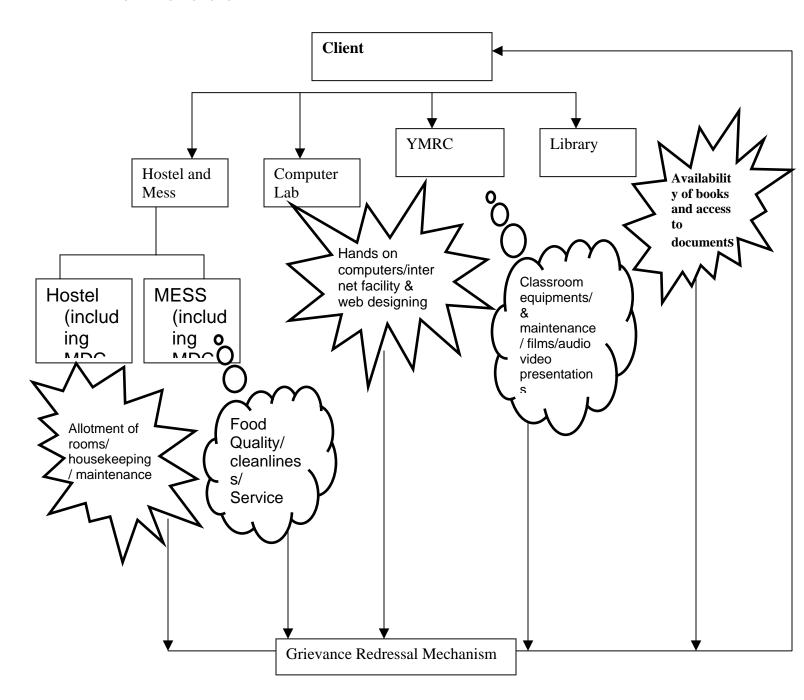
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2	6.3	Amendment Sheet	YASHADA/SOP/ AMEND/No-2	3
3	6.3	Flow chart	YASHADA/SOP/FC /No-3	4
4	6.3	Objectives	YASHADA/SOP/OBJECT/No-4	5
5	6.3	CIT	YASHADA/SOP/ Cit/01-019	6 – 31
6	6.3	CDM Control Room	YASHADA/SOP/CDM /Control Room/	32
7	6.3	Library	YASHADA/SOP/ Lib /	33 – 65
8	6.3	Hostel	YASHADA/SOP/Hostel/	66 – 74
9	6.3	YMRC	YASHADA/SOP/YMRC/	75– 102

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Amendments

No	Date	Particulars	Page No	Document No

Main Flowchart

OBJECTIVES

Good quality support services to the client, i.e., trainee-participants and users of facilities

MEASUREABLE OBJECTIVES

AS PER CMIS

MEASURE (Target)

Set annually

RECORD WITH FREQUENCY

Review meetings

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Contents of CIT's Support Oriented Process

Sr. No	ISO CLAUSE NO	Particulars	Document Number	Page No
1	6.3	Training	YASHADA/SOP/CIT/01	7
2	6.3	Support and Maintenance	YASHADA/SOP/CIT/02	8 – 9
3	6.3	**IT Solutions**	YASHADA/SOP/CIT/03	10 – 11
4	6.3	**E – Gain Project**	YASHADA/SOP/CIT/04	12 – 13
5	6.3	**Website and Intranet**	YASHADA/SOP/CIT/05	14
6	6.3	**IT Expert**	YASHADA/SOP/CIT/06	15
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8	6.3	Administrative support	YASHADA/SOP/CIT/08	17 – 20
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9	6.3	**Form No 1**	YASHADA/SOP/CIT/09	21
10	6.3	**Form No 2**	YASHADA/SOP/CIT/10	22
11	6.3	**Form No 3**	YASHADA/SOP/CIT/11	23
12	6.3	**Form No 4**	YASHADA/SOP/CIT/12	24
13	6.3	**Form No 5**	YASHADA/SOP/CIT/13	25
14	6.3	**Form No 6**	YASHADA/SOP/CIT/14	26
15	6.3	**Form No 7**	YASHADA/SOP/CIT/15	27
16	6.3	**Form No 8**	YASHADA/SOP/CIT/16	28
17	6.3	**Form No 9**	YASHADA/SOP/CIT/17	29
18	6.3	**Form No 10**	YASHADA/SOP/CIT/18	30
19	6.3	**Form No 11**	YASHADA/SOP/CIT/19	31
20	6.3	CDM Control Room	YASHADA/SOP/CDM /Control Room/	32

Purpose: - Training

Scope: - To conduct training

Responsibility: - OIC CIT, Research Officers, and Course Associates

Activities: -

As per YASHADA ISO Training manual

Reference Documents: -
CMIS

Records: -
    Course File

Section 4(1)(b)(v)

Purpose: - Support and Maintenance

Scope: - To support and maintain hardware & software

Responsibility: - Network Assistant

Activities: -

Maintenance

Staff Machines (Once in a Month)

    Check if all Systems are working properly or not i.e. CD-ROM, Floppy Disk
        Drive, L.A.N., Anti Virus Update etc.

    If problems are found, solve it, analyze it, or if time consuming forward it to
        Resident Engineer

Classrooms Machines (Weekly)

    Check all Systems whether they are working properly or not i.e. CD-ROM,
        Floppy Disk Drive, L.A.N., Anti Virus Update, multimedia etc.

    If problems are found, solve it, analyze it, if time consuming forward it to
        Resident Engineer

Lab Machines (Weekly)

    Check all System are working properly or not i.e. CD-ROM, Floppy Disk
        Drive, L.A.N., Anti Virus Update, multimedia etc.

    Removing unnecessary files, Load course related software, Operating System.
        Etc.

    Any problem identified solve it analyze it, if time consuming forward it to
        Resident Engineer

Servers (Weekly / Alternate Day)

    Event Log Checking,
    Anti Virus Updating,
    Clearing Event Logs and Temp files,
    User Management,
    Backup (Weekly),
    Performance Monitor,

Network Management (Weekly/ Alternate day)

    Speed and Bandwidth monitoring,
    LAN Switches (Checking and Resetting)
    Collision Monitoring at Switch Level,
    Network Expansion,

Preventive Maintenance of all Hardware

    Servicing of all Computer Hardware in YASHDA under AMC by AMC
        provider quarterly

Support Activities (Corrective Maintenance)

    Security Support
    File Sharing and Anti Virus Support

Hardware / Software complain from user

    Call received from user for hardware / software complain

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Register it in Complaints Register
Allot complaint number to User
Send engineer to attend call
Compliance signature of user on complain register

Priority-action to be completed by

Servers – Immediate, High Priority
Class Rooms – Immediate
Staff – 24 Hours
Labs – 24 Hours.

Hardware problem, those that cannot be solved at YASHADA

Reporting by Engineer that hardware cannot be repaired at YASHADA
Prepare Gate Pass
Send to Agency
Follow up for repair item send
Receive repaired item
Check if repair is successful
Get it installed

Reference Documents: -

CRM Procedure in the COP Manual

Records: -
Complaint register.
Preventive maintenance register.

M.I.S. Parameters: -

Internet uptime percentage
PC downtime

Section 4(1)(b)(v)

Purpose: - IT Solutions

Scope: - Provide IT Solutions to YASHADA and outside agencies

Responsibility: - OIC CIT, Research Officer

Activities: -

Initiation from User or CIT about the project through internal note or request letter
Discussion with concerned person (Feasibility study)
      Operational
      Technical
      Economical

Preparation of feasibility report – within 15 days from initiation

      Prepare Terms of Reference (TOR) – responsibility and terms – one week after finalization of feasibility report
      Project Documentation
      System Analysis
      System Design
      Test plan

      Estimation (time and cost) – Project plan / schedule

Project monitoring and evaluation

      Coding and Development
      Preparation of test plan
      Testing
      Preparation of user manual
      Implementation

Project hand over

      Ownership of database
      Installation of software module

Project Maintenance

      Project modifications
      Database modifications
      Database Backup and restore

Reference Documents: -

1. Input formats as per existing system

Records: -

      Feasibility Report

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Request Letter / internal note
TOR
Test plan
SRS
User Manual
Input Formats

M.I.S. Parameters: -

Number of software applications developed
Number of consultancy in a year
Number of IT projects in a year

<u>Scope of Work, responsibilities and activity Spectrum of CIT Projects on IT & E-Governance</u>

To design and deliver IT sessions as part of all the courses planned at YASHADA, so as to ensure that the training course of a state government officer also focuses on the functional effectiveness through use of Information and Communication Technology (ICT).

To design and deliver ICT courses which focus on capacity building within various organizations of the state government so as to improve Management ability, Technical ability and Operational ability across the state government in effective use of e-governance.

To provide consultancy to various state government organizations with respect to Project Conceptualization, Business Process Re-engineering, Project Management, Handholding during the project etc.

To monitor and evaluate e-governance initiatives across the state on behalf of the Directorate of IT.

To provide technical and managerial support in related activities to the Directorate of IT.

Provide Management related inputs and co-ordinate the activities to ensure success.

Design and conduct of workshops, courses, special sessions (Preparation of Syllabus, Assignments / Exercises, Course Material etc.).

Preparation / design of formats for Data collection, evaluation and other documentation work.

Visit and Study of various departments, Data collection from departments and other state government organizations

Report on Analysis of data collected and studies conducted.

Preparation of suggestive e-governance project concept and preparation of RFP, RFQ, SRS etc. in consultation with the user organization and YASHADA team.

One time Preparation of state and National level 'Best Practices Compendium' and continuous updation and evaluation / assessment of the new initiatives. Bi-Monthly newsletter on e-gain activities and e-governance activities across the state.

Strategic tie-ups with relevant and important national institutions involved in the e-governance management domain and liaison with them to ensure productive relationship

<u>Activity Spectrum–</u>

Project Management Related –

Section 4(1)(b)(v)

1. Business Process Re-engineering (BPR)
2. System Requirement Specifications (SRS)
3. Infrastructure Requirement and design (IRD)
4. Proof of Concept or Pilot development (POC)
5. Turnkey - Conception to Transformation

Capacity Building Related –

Training to Administrators, Officers, operational staff or Technical Staff (TRG)

Administrators will be trained on Information Management to help strategizing and operationalising the ICT initiatives.

Officers would be trained on Operational Management and usage of ICT.

Operational staff would be trained on benefits and usage of ICT systems, in addition to their evaluation on basic computer literacy.

Technical staff would be trained to take the responsibility of System Administration (Hardware, Network, Operating Systems, Databases)

2. Documentation work for training manual, user manual, system manual etc. (DOM)

Strategy Related -

1. Study on status of computerization, internal knowledge base etc.
2. Survey, Discussions or negotiations for MOU with a national body, or networking with such institutions which would help YASHADA & project team build better process capabilities and better results.
3. E-Governance related data repository, research etc.

Purpose: - Website and Intranet

Scope: - To manage and maintain web sites and intranet

Responsibility: - Research Officer

Activities: -

http://yashadacgg.mah.nic.in site maintenance
Member related work -
Check new members applied for membership (daily)
If the member is government employee, phone to his office to confirm (same day)
If the person exists, confirm him (same day)

Best practice work -
Checking mail and respond to sender immediately (daily)
If someone has send a best practice, submit it to DG for approval (same day)
If sanctioned, upload it (one day)
If not sanctioned, send a regret mail to sender (same day)

To keep www.yashada.org site updated
Note received about changes
Make changes and upload within 24 hours

C) Website backup (once in a month)
-Take backup of website folder

D) YASHADA Intranet
Note received about changes
Make changes and upload within 24 hours

Reference Documents: -

Records: -
1. Administrative notes regarding changes

M.I.S. Parameters: -
Intranet updating
Internet updating

Section 4(1)(b)(v)

Purpose: - Function as an IT Expert on panel

Scope: - To Function as an IT Expert on panel

Responsibility: - OIC CIT

Activities: -

Request from concerned department
Note for approval from DG
Periodical interactions / contributions
Role analysis report - Benefits to organization and YASHADA

Reference Documents: -

Records: -

Request letter from concerned department
Note to DG
Role analysis report

M.I.S. Parameters: -

15 % of time spent or the average number of hours per day spent in performing these duties

Purpose: - Research

Scope: - To conduct Research

Responsibility: - OIC CIT, Research Officer

Activities: -

As per R & D Process

Reference Documents: -

Records: -

1. Research Report

M.I.S. Parameters: -

     Individual research
     KRA research
     Sponsored projects
     Project related training

Section 4(1)(b)(v)

Purpose: - Administrative Management

Scope: - To manage administrative work

Responsibility: - OIC CIT

A1: Consolidated purchase indents to purchase committee
    Hardware / Software requirement received from staff for purchases
    Scrutinize the indent
    If proper, send to purchase committee

A2: Conducting written tests
    Note received from Administration to conduct test
    Identify qualification required for the post
    Design test
    Conduct Test
    Prepare result sheet
    Submit to Administration

A3: Download rate contract from GOM site
    Visit Maharashtra Government Site
    Download Rate Contracts

A4: Download GRs from GOM site

    Visit Maharashtra Government Site
    Download GRs

A5: YASHADA Mails
    Check mail
    - Configure Outlook Express on one of the PC
    - Check VSNL mail & POP mail (daily)

    Pop mail account maintenance (for every employee / centre of YASHADA)
    - Information received from administration about joining or relieve of an employee
    - Create / Delete a popmail account (same day)
    - Training to user to use popmail account (one day)

A6: Institutional membership
    Note to DG for membership
    If approved send a note to accounts for preparing
      DD
    Send a letter to institute with DD
    Receipt from institute

A7: Training to newly joined staff
    Note received from Administration to train newly joined staff
    Meeting with joined person
    Identify his / her computer skill

Design a training module as per need
Conduct training for CMIS/HMIS

A8: Prepare budget
Identify new hardware / software required for coming year
Identify cost
Prepare budget
Submit to accounts

A9: Purchase of new hardware
Requirement from user for purchase of hardware
Open a file
Scrutinize whether hardware is really needed or not
If yes, find out what will be estimated cost
Call quotations / tenders
Make purchases through the purchase committee
Take entry in dead stock register
Install hardware
Process bill

A10: Purchase of new software
Requirement from user for purchase of software
Open a file
Scrutinize whether software is really needed or not
If yes, find out what will be estimated cost
Call quotations / tenders
Make purchases through the purchase committee
Take entry in dead stock register
Install software
Take entry in software library register
Make 2 sets of CD
Process bill

A11: Up gradation of software
Check Software upgrades
Note put up to HoD for up gradation of software
Upgrade software

A12: Renewal of domain name
- Get information from web to know charges for renewing
- Put up a note to HoD for sanction

Send a note to Accounts to prepare DD on the name of agency that will renew domain name for us
- Send a letter and DD to concerned agency to renew domain name
- Get confirmation
To host Yashada web site
- Contact vendor and arrange meeting
- If satisfied with vendor, put up a note to DDG(A) for approval
- If sanctioned, send a letter of acceptance to vendor
- Host site

Section 4(1)(b)(v)

Bill is received from vendor
Put up payment order to registrar for signature
Send payment order to accounts

Print web statistics
- Open web statistics site
- Print web analysis
- Submit to HoD
- Analyze failure links
- Remove cause of failure

A13: Help in conducting lab sessions
Letter received from Course Director for conducting lab session
Check whether lab is available or not
Identify software / hardware required for lab session
Arrange required software / hardware
Help to participants during lab session

A14: Comprehensive Annual Maintenance Contract
- Procedure to call tender
Put up a note to Director General to call tenders
Prepare tender document
Get approval to tender document
Call tenders - advertisement in newspaper
Open tender - Technical bid
Scrutinize technical bid
Open Price bid
Prepare comparative statement
Put up a note to DG through DDG (Admn) for approval
Send letter to vendor about approval
Agreement between vendor and YASHADA

- Bill received from vendor (quarterly)
Get sanction from DDG (Admn)
Prepare payment order
Send to Accounts for payment

A15: Hardware repairs
Report from engineer to get hardware repaired
Ask estimated expenses for repairs
Scrutinize whether repairs are worth
If no, put up a note to DDG to write off that hardware
If expenses are less than Rs/-1000, get sanction from DDG
If expenses are more than Rs/-1000 but less than Rs/-50000, call quotations
Get repairs done
Check whether the problem is resolved
Process bill

A16: Temporary Hardware / software requirement
Note from user for temporary hardware / software requirement
Check whether it's available
If yes, take entry in register for temporary issue of hardware / software
Cancel the entry when hardware / software is returned back

Reference Documents: -
  Rate Contract
  Internal circulars and notes
  Office Procedure Manual
  Purchase Procedure Policy circular

Records: -
  Note received from Administration to conduct test
  Test Paper
  Result sheet
  Rate Contracts
  GRs
  Note to DG for membership
  Note to accounts for preparing DD
  Letter to institute with DD
  Receipt from institute

M.I.S. Parameters: -
  Purchases in time
  PC downtime

Form No 1-

Purpose – To administrator server and network (Weekly)

Date -

Sr No	Performance Monitoring	Backup	Defragmentation	User Management	Collision and network monitoring at swatch level	Anti virus

Signature -

Name -

Form No 2-

Purpose – To maintain computer lab (Weekly)

Date -

Sr No	Update / Check vaxine	Cleaning and reloading of O/S	De fragment hard disks	Load related software	Alter LAB PC setup

Signature -

Name -

Section 4(1)(b)(v)

Form No 3-

Purpose – To manage mail accounts (Daily)   Month and
Year -

Date	cit@yashada.org	yashada@vsnl.com	Lotus Notes mail	cgg@yashada.org	CGG Site membership

Signature -

Form No 4-
Purpose – Web Statistics and Website Backup (Monthly)
Year –

Month	Web Statistics	Website Backup	Payroll Backup
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Signature -
Name

Section 4(1)(b)(v)

Form No 5-

COMPLAINT REGISTER

Complaint Number	Date of Report	Dept / Name of Individual	Machine No.	Nature of Problem	Signature of Engineer	Spares replaced	Date of Repairs	Remarks if any	Signature of user

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Form No 6 -

YESHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
(Government of Maharashtra Training Academy)
Raj Bhavan Complex, Baner Road, Pune 411 007
Ph (020) 25657262, 25650784, 25650064   Fax (020) 25659135

GATE PASS

Sr No.

To,
Security In charge,
YASHADA

Please allow Shri / Smt _____ of _____
company / institute to take the following material outside YASHADA campus.

Sr. No.	Particulars	Serial No.	Quantity	Purpose / Remarks

Issued by
Name _____
Designation _____
Receiver's Signature

Section 4(1)(b)(v)

Form No. 7

Purpose – Publish Advertisement on Web

Name _____

Designation _____

Details about Advertisement-

      Heading _____

      Date to Upload _____

      Date to remove _____

      Soft copy provided in which format (tick appropriately)

          1. PDF   2. Word   3.HTML

                          Signature
                          Date

Form No. 8

Purpose – Publish Magazines on Web

Name _____

Designation _____

Name of Magazine _____

Date to Upload _____

Date to remove _____

Soft copy provided in which format (tick appropriately)

      1. PDF   2. Word   3.HTML

Signature
Date

Section 4(1)(b)(v)

Form No. 9

Purpose – Information about newly joined staff / relieved staff

Name _____

Designation _____

Date of Joining / Relieving _____

Department in YASHADA _____

User name and password to create while logon:
      Username _____
      Password _____

                         Signature
                         Date

Form No 10

CIT facilities requisition form

1. Name of Officer / Staff - _____

2. Designation - _____

3. Department - _____

4. Requirement -

Sr No	Hardware	Software

Signature

Signature of OIC

Section 4(1)(b)(v)

Form No. - 11

Purpose – To develop and maintain software

Department/ Center: -

Requirement: -

Any Specific Suggestion: -

Signature
Name: -
Designation: -

MEERP – VSAT Project
        (Maharashtra Earthquake Emergency Rehabilitation Project)

The State of Maharashtra has a total of 35 districts and all are connected to the Main –
        Control Room at Mantralaya – Mumbai as well as Stand – by Hub at YASHADA
        – Pune.

After Latur Earthquake on 30th September 1993 the Government of Maharashtra has
        setup its own network other than the basic telephony network for fast and faithful
        communication. Hence this project was designed to make-up the demand for the
        faster communication in case of disaster – natural as well as man – made. The
        MEERP Project has been started from 1999.

The project is designed in such a fashion that it is having total four facilities:-
        VSAT Telephony Service
        VSAT Fax Service
        Mahanet Email as well as data transfer Service
        Video Conferencing

The project has redundant HUB system –
        Main HUB is at Mantralaya & Stand By Hub at YASHADA, Pune. It is having
        total 41 remote sites located at Collectorate & Division Commissionerate. One
        site is at MRSAC, Nagpur.

Video Conferencing: - Line Speed of 384 KBPS is used with the help of Radyne
        Satellite Modem. Phone & fax communication is done through Channel Units.
        Mahanet Email & data transfer is through Data Channel Units.

VSAT: - It is an advanced technology using satellite communication through very small
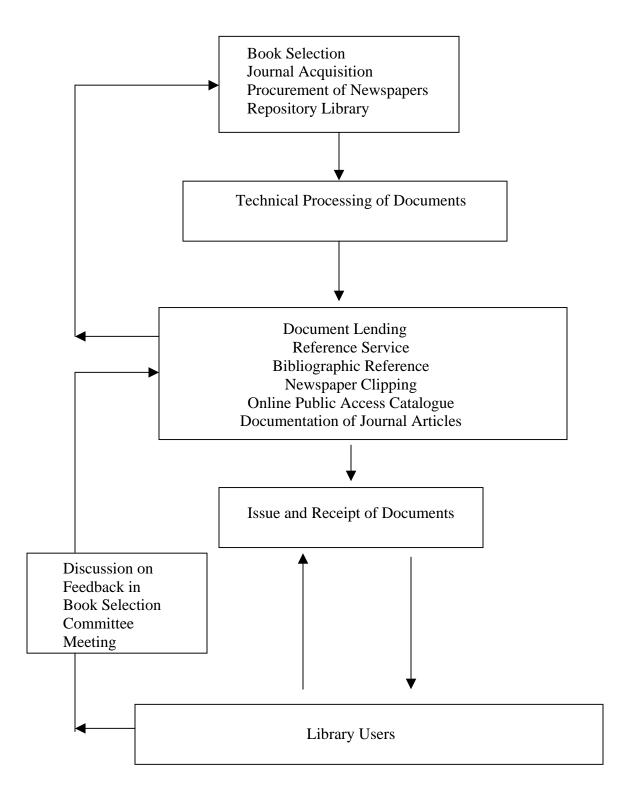   aperture antenna in the range of 3.8 meter to 4.5 meter.

CONTENTS OF LIBRARY

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Section 4(1)(b)(v)

Amendments

Sr. No.	Date	Particulars	Document No	Page No

Section 4(1)(b)(v)

Flowchart of Library Activities

```
                    ┌──────────────────────────────┐
                    │  Book Selection              │
          ┌────────►│  Journal Acquisition         │
          │         │  Procurement of Newspapers   │
          │         │  Repository Library          │
          │         └──────────────┬───────────────┘
          │                        │
          │                        ▼
          │         ┌──────────────────────────────┐
          │         │  Technical Processing of      │
          │         │  Documents                    │
          │         └──────────────┬───────────────┘
          │                        │
          │                        ▼
          │         ┌──────────────────────────────┐
          │◄────────┤  Document Lending            │
          │         │  Reference Service            │
          ┌─────────┤  Bibliographic Reference      │
          │         │  Newspaper Clipping           │
          │         │  Online Public Access Catalogue│
          │         │  Documentation of Journal Articles│
          │         └──────────────┬───────────────┘
          │                        │
          │                        ▼
          │         ┌──────────────────────────────┐
          │         │  Issue and Receipt of Documents│
          │         └──────────────────────────────┘
  ┌───────┴────┐
  │ Discussion │
  │ on         │
  │ Feedback in│
  │ Book       │
  │ Selection  │
  │ Committee  │
  │ Meeting    │
  └───────┬────┘
          │         ┌──────────────────────────────┐
          │◄────────┤  Library Users               │
                    └──────────────────────────────┘
```

Book Selection
Journal Acquisition
Procurement of Newspapers
Repository Library

Technical Processing of Documents

Document Lending
Reference Service
Bibliographic Reference
Newspaper Clipping
Online Public Access Catalogue
Documentation of Journal Articles

Issue and Receipt of Documents

Discussion on
Feedback in
Book Selection
Committee
Meeting

Library Users

No	Activity	Target	Remarks
1	Book Selection	1000 documents to be added	
2	Technical Processing of documents	Circulate new addition list each month	
3	Acquisition of Journals	25 articles documented per month	
4	Procurement of Newspapers	Weekly newspaper clipping list	
5	Issue and receipt of documents	Update record of the user	
6	Repository Library	Add 50 documents every month	

MIS Parameters

Sr. No	Item	Target For the year	Achievements		Remarks
1	2	3	4		5
				Total	
1	Books	1000			
	Purchased				
	Gratis				
	Repository	600			
2	Members				
	Guest Membership	20			
	Participant Members	1000			
3	Issuance				
	Check In	500			
	Check Out	500			

The YASHADA library seeks to select, acquire, preserve and disseminate the documents and information useful for trainers, trainees, faculty members, researchers and staff. Internet facilities are also made available in the library. For the convenience of the library users, library is kept open late in the evening.

Recently, the Government of Maharashtra designated the YASHADA library as a **State Repository Library** for their publications.

This manual presents the **Quality Management Procedures** for the Academy's library. The basic library functions are divided into five sections like **Selection of documents, Technical processing of documents, Journal acquisition and process, Newspaper acquisition, Issue and Receipt of documents.** All procedures are presented with respect to specific activities and responsibilities so as to have clarity of purpose.

Section 4(1)(b)(v)

Purpose: -To define time frame for the selection of books by the faculty / staff

Scope: - Select books and other documents to add in the library collection from local and other vendors

Responsibility: - Librarian & Asst. Librarian

Activities: - A. The time frame for entire activity would be 8 weeks.

Sr. No	Activities	Time frame	Responsibility
1	Visit to different bookshops in Pune city, (if possible with faculty.)	1st, 2nd, 4th & 5th Week	Librarian
2	Receive books on approval Check against the existing catalogue for duplication Return duplicate book/s to the vendor Obtain receipt of returned books from the vendor Put unique code number for each vendor, approval memo number and date on each book received	3rd & 6th week	Assistant Librarian
3	Prepare subject wise list for circulation for circulation among the faculty members	6th Week	Assistant Librarian
4	Send circular along with list to faculty for their suggestions for purchase	7th Week	Assistant Librarian
5	Display books for selection by the faculty and staff	7th Week	Assistant Librarian
6	Arrange meeting of faculty for selection	7th Week	Librarian
7	Call for recommendations	7th Week	Librarian
8	Scrutinize recommendations	7th Week	Librarian
9	Prepare final list for approval	8th Week	Librarian
10	Send note for approval	8th Week	Librarian
11	Receive approval from the authority	8th Week	Librarian
12	Call invoices bills for approved books	8th Week	Assistant Librarian

Activities: - B. For the books purchased or recommended for urgent purchase by the faculty

Sr. No	Activities	Time frame	Responsibility
1	Receive purchased documents / recommendation for urgent purchase from the faculty /staff/ member	Process documents from 21st – 24th of every month	Librarian
2	Check availability of documents, if yes, send note for approval of the authority		

Reference Documents :-

1. Book Selection Committee Policy Circular

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2. List of Approved Vendors with their library codes

Records :-

      1. Approval Memo File
      2. Catalogue of Library
      3. File 'CIRCULAR' to the faculty
      4. Sanction File

M.I.S. Parameters :-

Organizing complete procedure in a given time frame.
Avoiding duplication unless demanded
100 books in each month
Amount spent against budget available
Minimum 75% selection by the faculty members.

Section 4(1)(b)(v)

Purpose :- Technical processing and classification of books.

Scope :- To complete internal technical procedure for acquired documents and keep them ready for circulation.

Responsibility :- Librarian

Activities :-

Sr. No	Activity	Responsibility
1.	Receive the books acquired.	Sr. Lib, Lib, Ass. Lib.
2.	Check the price on the bill vs. the book	Asst. Librarian
3.	Inform the difference in price to Librarian, if any.	Asst. Librarian.
4.	Send the bill and the books in a proper sequence (as in the bill) for accession	Asst. Librarian
5.	Complete entries in accession register	Librarian
6.	Put the accession number on the title page and selected pages 50,100 etc and on 3 to 4 pages at random.	Librarian
7.	Classify according to the existing classification system of Dewey Decimal Classification Scheme Ed. 19th with local Variations.	Librarian
8.	Put the class number on the title page and in the accession register in Pencil only.	Librarian
9.	Process computer catalogue entries	Sr. Librarian
10.	Put due date slip, rubber stamp of academy, and pocket on the book.	Library Attendant
11.	Generate barcode label of the corresponding accession number and attach the barcode label on the book.	Asst. Librarian.
12.	Write book card	Asst. Librarian

Duration for completion of activities – one week

13.	Display the book on the New Arrival /Display Stand for 15 days.	Asst. Librarian
14.	Book may be issued to the user after minimum 5 days on display rack.	Sr. Librarian, Librarian, Asst. Librarian
15.	Place the book in its proper place as per the classification on the shelf after 15 days.	Asst. Librarian
16.	Note the accession numbers on the back of the bill on the certificate for payment	Asst. Librarian
17.	Submit the Blue / White form for the accounts section to enable payment.	Asst. Librarian
18.	Record cheque /DD details in the Library Purchase Register and send the cheque or handover it to the concern agency and get due acknowledgment.	Asst. Librarian
19.	Send receipt to Accounts Section	Assistant Librarian

Expected duration of completion - one week

Reference Documents:-

Dewey Decimal Classification Schedule Ed.19
Copy of local variations in Dewey decimal classification.
Instructions for generating barcode

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Records: -

Sanction/ approval note file
Bill / invoice file
Accession Registrar (Purchase)
Accession Registrar (Gratis Books)
Video CD registrar
Book Purchase B/W file O/C
Purchase Register/ Invoice register
Due Date Slip
Book Card
Blue /White Form

M.I.S. Parameters

Completing procedure from accessioning to display of book on rack within 2 weeks.

Time taken for payment to vendors (within 30 days) from the date of receipt of bills to actual delivery of cheque / DD

Number of books accessioned per day/ in a month (100) Books.

4. Minimum 3 key words per document for catalogue entries.

100% consistency and accuracy in classification.

100% correct checking of price on bills.

Barcode to every document.

Every document catalogued.

Up to date catalogue entries.

Section 4(1)(b)(v)

Purpose: - To acquire Journals and Periodical Publications

Scope: - To purchase and display Journals and Magazines for the use by library users

Responsibility: - Senior Librarian

Activities: -

Sr. No	Activity	Time Frame	Responsibility
1.	Collect and call recommendations for new journal titles to be subscribed for next year.	1st week of October	Senior Librarian.
2.	Send note for approval for the next year.	2nd week of October	Senior Librarian
3.	Call for invoices for continuation of subscriptions.	2nd Week of October to 1st week of December	Assistant Librarian.
4.	Process invoices and bills for journals for accounts section to enable payment.	1st week of December onwards	Assistant Librarian.
5.	Record cheque /DD details in the Library Purchase Registrar and send the cheque or handover it to the concern agency and get due acknowledgment.	1-4 weeks of December.	Assistant Librarian.
6.	Ensure renewal process through computer.	1st week of January	Senior Librarian
7.	Receiving the journals/ magazines	Weekly/ Monthly/Quarterly/half yearly/ yearly	Assistant Librarian
8.	Make entries in the computer.	Same day of the receipt of the issue.	Assistant Librarian
9.	Give computer control number on each issue.	Immediately after the entry	Assistant Librarian
10.	Mark and document important articles for documentation.	Same day of receipt	Senior Librarian
11.	Display Journals in pre determined sequence.	Next day of receipt.	Assistant Librarian
12.	Send reminders for non receipt of Journals/	Within 15 days from its due date.	Assistant Librarian
13.	Remove back issue for binding when volume is complete or after one year.	First week of February	Assistant Librarian

Reference Documents:

      List of subjects for documentation.
      Year wise list of Journals subscribed with address, subscription amount etc.

Records:

> Journal subscription file
> Instructions for entries in computer
> Stray issues register

M.I.S/ Parameters

Timely actions in all activities
Current display of Journals
Documentation of minimum 25 articles in every month.

Section 4(1)(b)(v)

Purpose:- To acquire daily news papers for the use of library users

Scope   :- To acquire newspapers from the local vendor for
Library
Hostel
Others

Activities:-

Sr. No	Activity	Time Frame	Responsibility
1.	Prepare list of Newspapers to be received at Library, Hostel.	1st week of December	Assistant Librarian
2.	Send a note for approval by the concerned.	2nd week of December	Senior Librarian
3.	Send a letter to the local newspaper vendor for the supply of news papers as approved	3rd week of December	Senior librarian
4.	Mark the daily attendance of newspapers in newspapers attendance register.	Daily before 9.45	Library Attendant
5.	Display the papers	Daily before 9.45	Library Attendant
6.	Check daily attendance of papers	Daily before 10.00	Senior Librarian
7.	Check marked sections for cuttings.	Daily	Librarian / Senior Librarian
8.	Store old news papers in sequence	End of the day	Library Attendant
9.	Obtain certificate for receipt of news papers from the concerned persons	Before 10th of every month	Assistant Librarian
10	Process bill to enable accounts section for payment	Between 10th to 15th every month	Assistant Librarian
11.	Record cheque /DD details in the Library Purchase Register and send the cheque or handover it to the concern agency and get due acknowledgment.		

Reference Documents:-

Reference note for newspaper requisition
Address with phone number of local vendor
List of topics for newspaper clippings.

Records :

Newspaper clipping files

Purpose: To issue and return documents to the users

Scope: The users of the library in the academy

Activity:

I-Document Delivery

Sr. No	Activity	Time Frame	Responsibility
1.	Help in locating document	Respond time maximum 30 minutes	Assistant Librarian
	Issue / Check Out		
2.	Put due date stamp	Within 5 minutes	
3.	Scan bar code of the document		
4.	Show documents on name to the user on demand		
5.	Put book cards in sequence		
Return /Check in			
6.	Scan Barcode for return	Within 10 minutes	Assistant Librarian
7.	Generate reminders for overdue & Unreturned books	Once in two months	

II-Shelving

11.	Shelving of return documents	Within one working day	Assistant Librarian

III- Membership Cancellation

Sr. No	Category	Activity	Time Frame	Responsibility
1	Guest Member	Receive application form for cancellation of membership	**Three days**	Assistant Librarian
2		Check dues on the name of the user		
3		Prepare no dues certificate		
4		Attach original /copy / deposit receipt		
5		Submit Blue/White form to accounts section to enable the payment		
6		Record cheque /DD details in the Library Purchase Registrar and send the cheque or handover it to the concern agency and get due acknowledgment.		
7		Cancel entries in computer and in register.		

Reference Documents:
    Library Rules
    Office note for course with participant list
    Appointment letter

Section 4(1)(b)(v)

Records:-

 Membership register
 Membership application forms
 Receipt book
 Amount Deposited in A/c section Registrar
 Document shelving schedule- check list

M.I.S. Parameters: -

 Timely action
 Shelving of books on the same day

Purpose: -To define procedure for Repository Library

Scope: - Documents received for Repository Library

Responsibility: - Senior Librarian

Activities: -

Sr. No	Activities	Time frame	Responsibility
1	Establish communication with Government Department to forward their documents to the State Repository Library	Every month	Senior Librarian
2	Receive documents for repository library	As and when received	Assistant Librarian
3	Classify and register documents in the special accession register for repository library		Senior Librarian
4	Put label of repository library and other necessary stamps.		Library attendant
5	Preserve it in the repository library section	On the same day	Assistant Librarian
6	Receive demand for photocopy of document available in the repository library		
7	Confirm the availability		
8	Calculate the charges for photocopying		
9	Ask for and receive the amount required		
10	Send relevant document / part of the document for photocopying		
11	Prepare receipt of the amount received		
12	Send document and receipt to the concerned by register post/ hand delivery or book post as required by the client		

Reference documents:
   Government Resolution: - YASHADA 2004/333/ Case No 63/04/12- A dated 6th September, 2004

Records:
   Accession register for Repository Library
   Correspondence regarding repository library- File
   Repository library file

MIS Parameters:

Number of books received for repository library in a month

Section 4(1)(b)(v)

Book Suggestion Slip

To,
Librarian
YASHADA

Following book / books are suggested for purchase our library. The information about the book/s is as follow:

Author: ....
Title: ....
....
Publishers: ....Price: ....

Suggested By

Name
Department   Designation

SANCTION NOTE

Submitted:

Enclosed here with please find a list of (Number of Books/ Documents) documents recommended for purchase by the faculty members/ officer/staff/course participant/ library member etc.

The approx cost of these documents is Rs.........(Rs.................... ....Only)

Submitted for the kind sanction for payment please.

Librarian

OIC Library

Section 4(1)(b)(v)

LIB
Date:

To,

<u>**Sub**</u>**: Catalogues of latest publications.**

Sir,

YASHADA is an apex training institute of Maharashtra for training Senior Officers of the State. The academy houses a prestigious library on various topics like Development Administration, Disaster Management, Panchayat Raj, Rural Development, Management, Environment, and Human Resource Development etc.

You are requested to send a catalogue of your latest publications for our information and also keep our name on your mailing list.

With regards,

Yours sincerely

Librarian

LIB
Date:

To,

Sub: Enquiry of availability of publication

Sir,

We would like to purchase following titles if readily available with you. Details of the book / books are as follows:

01.
02.
03
04.

Please send a Proforma invoice along with the special library discount at the earliest.

Thanking you,

Yours sincerely,

Librarian

Section 4(1)(b)(v)

LIB
Date:

To,

Subject: Order of books

    Ref: Your approval memo/ Invoice No. Dated.

Sir,

Kindly supply us the books mentioned in the enclosed list. You are also requested to arrange to collect books, which have not been approved.

Please send a bill in duplicate.

Thanking you,

           Yours sincerely,

           Librarian

Encl: List of books.

LIB/. /YASHADA
Date:

To,

Sub: Order of books / documents

Ref:

Sir,

We would like to purchase following documents / books available with you.
Kindly send the books by registered post / personally along with the bill in duplicate for payment.

Thanking you,

Yours sincerely,

Librarian

Section 4(1)(b)(v)

LIB
DATE:

To,

Subject: Payment of Rs................/-
Reference: Your bill/Invoice No....dated........

Dear Sir

Please find enclosed here with a Demand Draft/ Cheque No../.../..., for Rs...../- (Rupees ....) drawn on the Saraswat Co-operative Bank Ltd. Pune towards full / part settlement of your bill/ invoice   No.......... dated...   .

Please send a stamped receipt for our record at the earliest.

Thank you,

Yours sincerely,

Librarian

LIB –II/140../NP

Date:

Office Note :

M/s. Shelke Brothers Newspapers Agent Aundhgaon, Pune has supplied newspapers to Hostel / DG/ DDG for the month of.....

The bill in duplicate is received for the said period for Rs..../-

(Rs..)

Please certify on the reverse side of the bills, that the newspapers have been received in the DG's residence/ DDG's residence/YASHADA Hostel /.....on time and have been used personally /by participants. Please also certify that the amount mentioned in the bill is correct.

Senior Librarian

Section 4(1)(b)(v)

LIB-II/
Date:

NO DUES CERTIFICATE

This is to certify that Shri./ Smt. .... has returned all library books/ due from him/her. His/Her library account No........ shows no dues on his/ her name.

Copy to   Senior Librarian

Registrar, YASHADA

Daily Schedule for Shelving of Books

Month...........   Responsibility: - Assistant Librarian

Date	Book shelved	Assistant Librarian	Senior Librarian	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Section 4(1)(b)(v)

NEWS PAPER RECEIPT SHEET

Date	Times of India	Economic times	Indian Express	Financial Express	Maharashtra Herald	Maharashtra Times	Lokmat	Loksatta	Kesari	Sakal	Pudhari	Samna	Navakal	Hindu
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18 ...														
Total														

File No LIB-II/120.. /MIS

YASHADA –C-MIS- DATA REPORTING PERFORMANCE

Reporting Item – Library

Table No Lib- XI

Report for the month ending ......

Sr. No	Item	Target For the year	Achievements		Remarks
1	2	3	4		5
				Total	
1	Books				
	Purchased				
	Gratis				
	Repository				
2	Members				
	Guest Membership				
	Participant Members				
3	Issuance				
	Check In				
	Check Out				

Senior Librarian

To,
OIC, Library

Copy to:
CIT for compilation:

File No: LIB-III/250.../Membership

Yashwantrao Chavan Academy Of Development Administration
Raj Bhavan Complex, Baner Road, Pune- 411 007

To,
OIC, Library
YASHADA Pune –7

Subject: Guest Membership to YASHADA Library

Sir,
I, the undersigned, wish to become a member of the YASHADA Library. I agree to pay the deposit and the Library fee.

	Deposit (Refundable)	Annual Fee (Non – refundable)
a) Maharashtra Government Officer / Other	Rs. 200/-	Rs. 250/-

2. If I am allowed membership, I agree to abide by the rules of the library.

Thanking you,   Yours faithfully,

                                                      (Signature)

NAME   DESIGNATION:

Whether Maharashtra Government   Yes   No

The date of retirement: ....
Address :   Official   :   Residential   :   :

Telephone No   :   :
                :   :
Recommended by :

Senior Librarian   OIC, Library

For **YASHADA** Library use only
Membership No.....   Payment details for deposit

          Receipt No............   Date............   Amount Rs..............

Date :

To,

OIC, Library

Subject : Cancellation of Library Membership

Reference : Membership No.**...**

Respected Sir,

I wish to cancel my Library Membership. The receipt of the deposit paid is enclosed / not enclosed. The deposit amount Rs.....   may kindly be refunded to me at the earliest.

Thanking you,

Yours truly,

(Name :   )

For Office Use only

Receipt enclosed/not enclosed   Deposit amount Rs..   Membership No....

Deposit may be refunded   Assistant Librarian   Senior Librarian

Section 4(1)(b)(v)

To,
Date :

Senior Librarian

Book Reservation Slip

Following book may kindly be reserved for me.

Title :...

Author:...Accession No............................

Name:..   Membership No.............................

Telephone no:

_____

For Office Use Only

Book is issued to Membership No.................... Due on...../.../....

Assistant Librarian

Please inform the Membership No.....   when returned by Membership No....

Senior Librarian

RULES OF LENDING DOCUMENTS

The library will remain open as follows:

Days	Time
Monday to Friday	9.00 AM to 10 PM
Saturday 1st, 3rd, 5th	9.00 AM to 5.15 PM
Saturday 2nd and 4th	9.00 Am to 1.00 PM

(Closed on Sundays and Public Holidays)

The Director General YASHADA may change the timings as and when required. The limit of books and time period for each category of users is as below:

No	Category	No of books	Period
1.	Faculty	5	1 Month
2.	Research officer/ officers	5	
3.	Research Assistant / Course Associate/ Course Assistants	5	
4.	Staff	2	
5	Guest Members	2	
6	Participants	4	Course duration

Library Card will be prepared for each member. The members / participants should return their cards and books before cancellation of membership / end of the training programme.

Books will be issued to the Staff members for a period of 30 days. At the end of the period, the reader will compulsorily return the books

Borrowers are not permitted to exchange books and/ or periodicals among themselves. Each book or periodical borrowed shall be returned to the Library

New books will be displayed for 15 days at a prominent place in the Library before they are issued.

Journals and periodicals publications will be kept for display.

Journals and Reference Books will NOT be issued out of the library.

Every member shall be responsible for the safe custody and return of books and/ or periodicals issued to him/ her. In the event of books or periodicals having been lost or damaged, the borrower shall either replace the book/ having been lost or damaged. The borrower shall either replace the book/ periodical or pay such compensation as may be determined by the Librarian.

Readers are requested to observe silence in the Library. Smoking is strictly prohibited. They should not write upon, damage, tear out the pages or make any mark upon any book, manuscript, belonging to the Library. Readers noticing any defect in or damage to any book, periodical or manuscript, are requested to point put the same to the Librarian immediately.

Books or periodicals marked as "Reference" will not be issued outside the library, but will be available for use in the library during the working hours.

A fine of Rs. 1/- per day per book will be charged if the book is not returned on the due date.

Readers are responsible for the safe custody of their cards. They shall take back their 'readers cards' on return of books. The Library is not responsible for the loss of cards. However, a lost card may be replaced if requested by the member by paying Rs. 5/- per card.

Senior Librarian

Approved by Director General

Yashwantrao Chavan Academy Of Development Administration
Raj Bhavan Complex, Baner Road, Pune- 411 007.
Phone No. (020) : 25608000, After officers hrs. 25608271

RULES OF GUEST MEMBERSHIP FOR YASHADA LIBRARY

Membership of the Library will be open to all faculty officers and staff members of YASHADA.

During the course of any training programme, the participants may be given membership for the duration of the programme, if they so desire. Participants have to return all borrowed material before lunchtime on the last day of the course.

Guest Faculty/ Ex-trainees/ Government officer/ Retired officers/Researchers/Ex-YASHADA faculty & staff/ Ex-deputation faculty etc. also can, with prior written permission from the OIC, Library become members. Details of deposit and fees are as mentioned below:

No	Type of library User	Deposit (Refundable)	Annual Fees (Non-refundable)
a	Government of Maharashtra Officers	200/ per book	250/-
b	Others		
c	Invitee Special Members (Upon approval of DG YASHADA only)	Gratis	Gratis

Only two books will be issued at a time for a period of 30 days. Reference Material and Journals will not be issued outside the library.

Retired government officials will be treated as non- government officials for purpose of guest membership to YASHADA Library.

If a member desires to discontinue membership, he/ she should submit an application giving all the details of membership to the OIC, Library or Senior Librarian. Member will have to return all borrowed materials and the Library cards issued to him/her.

If a member wish to discontinue membership, he / she will have to submit the deposit receipt along with the prescribed application form. An amount of Rs. 25/- will be deducted from the deposit if receipt is not available.

With prior permission of the Senior Librarian, Government officials and Research Scholars may avail of reading facilities without paying the deposit. He/she should have to provide letterform the competent authority, if demanded. Books will not, however, be lent to them.

Members or Visitors are required to sign on the visitors register at the time of the entering. Bags, files etc, should be left at the entrance.

Members/ Visitors are not expected to shelve books, however, newspapers, magazines and journals should be kept on appropriately marked place after use.

Right of Membership and Reading Room facility is reserved with the OIC, Library / Director General

Contents of Hostel and Mess (including MDC)

Sr. No	ISO Clause No	Particulars	Document Number	Page No
1	NIL	Contents	YASHADA/SOP/CONTENTS/No-1	66
2	6.3	Amendment Sheet	Yashada/SOP/HOS/02	67
3	6.3	Check in & allocation of the room	Yashada/SOP/HOS/03	68 – 69
4	6.3	House keeping & Maintenance of rooms	Yashada/SOP/HOS/04	70 – 71
5	6.3	Catering Management	Yashada/SOP/HOS/05	72 – 73
6	6.3	Suggestion / complaint register & Weekly abstract	Yashada/SOP/HOS/06	74

Amendments
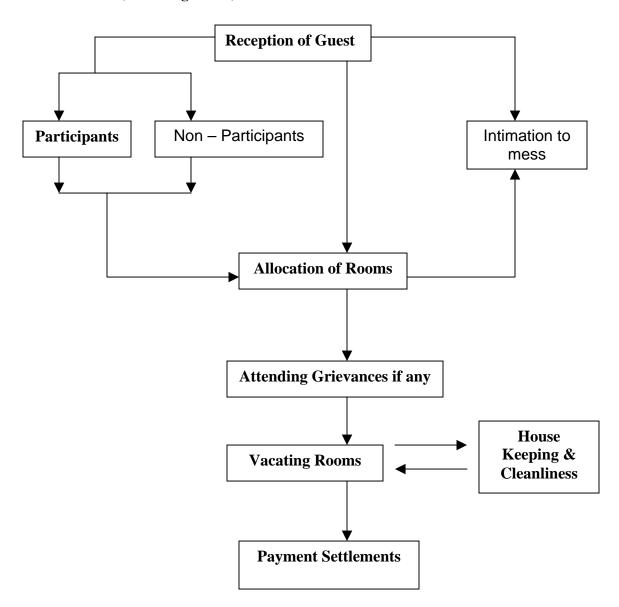
Sr. No.	Date	Particulars	Document No	Page No

Purpose: Check in / Allocation of room

Scope: All hostel rooms and it capacity utilization

Responsibility: Hostel Manager

Hostel & Mess (including MDC)

```
                        ┌──────────────────────┐
         ┌──────────────│  Reception of Guest  │──────────────┐
         │         ┌────└──────────────────────┘              │
         │         │              │                           │
         ▼         ▼              │                           ▼
  ┌─────────────┐ ┌──────────────┐│                    ┌──────────────┐
  │ Participants│ │Non–Participants││                   │ Intimation to│
  └─────────────┘ └──────────────┘│                    │     mess     │
         │         │              │                     └──────────────┘
         ▼         ▼              │                            ▲
         └─────────┐              │                            │
                   │              ▼                            │
                   └──►┌──────────────────────┐────────────────┘
                       │  Allocation of Rooms  │
                       └──────────────────────┘
                                  │
                                  ▼
                       ┌──────────────────────────┐
                       │ Attending Grievances if any│
                       └──────────────────────────┘
                                  │
                                  ▼
                       ┌──────────────┐   ┌──────────────┐
                       │Vacating Rooms │──►│    House     │
                       │              │◄──│  Keeping &   │
                       └──────────────┘   │  Cleanliness │
                                  │        └──────────────┘
                                  ▼
                       ┌──────────────────────┐
                       │  Payment Settlements  │
                       └──────────────────────┘
```

Cross Reference:

CMIS

Reference Documents:

Duties of receptionist
HMIS

Records:

Conduct rules
Office note
Register of entries
 Advance booking register
Hostel requisition slip
Arrival and Departure chart - format
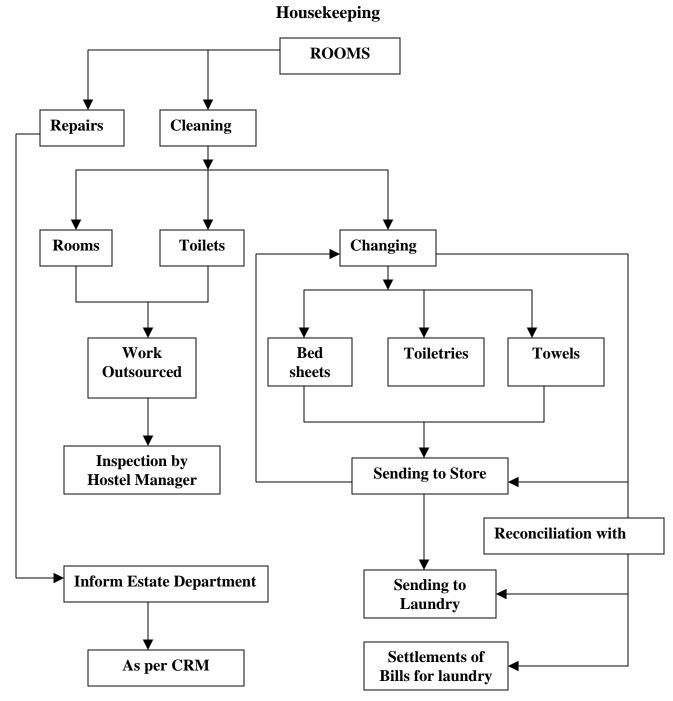
MIS Parameters:

Occupancy percentage
Remarks of the visitors
Suggestions of the visitors

Purpose: House keeping of the rooms/ Maintenance of the rooms
Scope: All hostel rooms
Responsibility: Hostel Manager
Activities:

Housekeeping

```
                                    ┌─────────────────┐
                                    │     ROOMS       │
                                    └─────────────────┘
            ┌──────────────────────────────┘
            │
   ┌──────────────┐        ┌──────────────┐
   │   Repairs    │        │   Cleaning   │
   └──────────────┘        └──────────────┘
                                    │
            ┌───────────────────────┼─────────────────────────┐
            │                       │                          │
   ┌──────────────┐        ┌──────────────┐           ┌──────────────┐
   │    Rooms     │        │   Toilets    │           │  Changing    │
   └──────────────┘        └──────────────┘           └──────────────┘
            │                                                  │
            │                      ┌────────────┬─────────────┼─────────────┐
            │                      │            │             │             │
   ┌──────────────┐        ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
   │    Work      │        │     Bed      │ │  Toiletries  │ │    Towels    │
   │  Outsourced  │        │    sheets    │ │              │ │              │
   └──────────────┘        └──────────────┘ └──────────────┘ └──────────────┘
            │
   ┌──────────────┐                         ┌──────────────┐
   │ Inspection by│                         │Sending to Store│
   │Hostel Manager│                         └──────────────┘
   └──────────────┘                                  │
                                            ┌──────────────┐
                                            │ Reconciliation with │
                                            └──────────────┘
   ┌────────────────────┐                   ┌──────────────┐
   │ Inform Estate      │                   │  Sending to  │
   │ Department         │                   │   Laundry    │
   └────────────────────┘                   └──────────────┘
            │                                        │
   ┌──────────────┐                         ┌──────────────┐
   │  As per CRM  │                         │ Settlements of │
   └──────────────┘                         │Bills for laundry│
                                            └──────────────┘
```

Cross Reference:

MoU with House Keeping Agency
Purchase & Maintenance Process MOP Manual\
CMIS of Estate Department

Reference Documents:

HMIS

Records:

Check list for guest items
Maintenance slip
Room cleaning - daily report
Schedule of changing linen
Room ok / lost /found /damage report
Approved rate chart for rooms
Receipt book
Charge handing over and taking over - register
 Lost and found register/
 Intimation letter to the concern

M. I. S. Parameters:

Timely action
Promptness
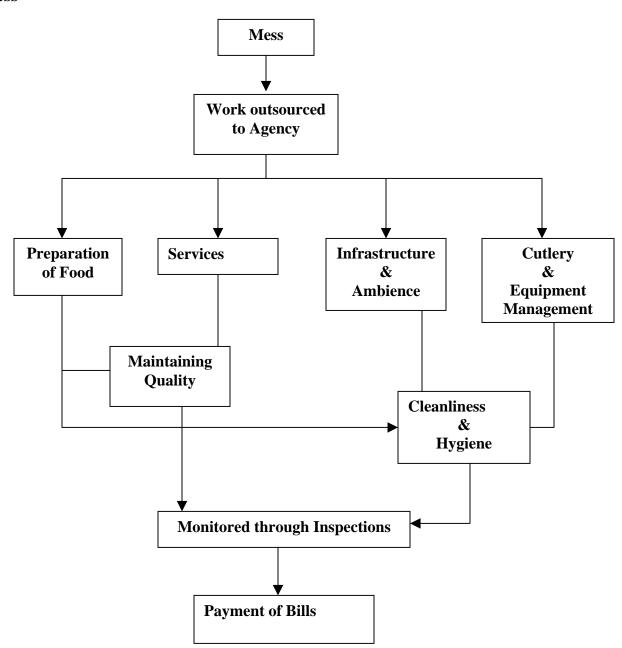
Purpose: Catering Management
Scope:
Responsibility: Hostel Manager
Activities:

Mess

```
                        ┌──────────────┐
                        │     Mess     │
                        └──────┬───────┘
                               │
                               ▼
                        ┌──────────────┐
                        │Work outsourced│
                        │  to Agency   │
                        └──────┬───────┘
```

| Preparation of Food | Services | Infrastructure & Ambience | Cutlery & Equipment Management |

Maintaining Quality

Cleanliness & Hygiene

Monitored through Inspections

Payment of Bills

Records:
Evaluation Forms

Cross-reference:

Purchase Procedure
House Keeping & Maintenance
MoU with Mess Contractor

Reference Documents:

Records:

Inspection report format
Office note
Guest reservation information slip
Menu Chart
Mess feedback
Food quality and service daily inspection format
Directions for disposal
Format and instructions for payment of bills by contractor

M.I.S. Parameters

1. Timely action
2. Food quality evaluation report
3. Regular checking and inspection

Suggestion / complaint register

Sr. No.	Name of the Participant / Guest	Room no.	Nature of Suggestion / complaint	Date of Complaint	Signature	Corrective action taken by concerned department	Date of resolving the problem	Signature of suggestion/ complaint for resolving complaint to his / her satisfaction

Weekly abstract

No. of suggestions/ complaints	Name of complaint	Status	Corrective action taken

Contents of YMRC

Sr. No	ISO Clause No	Particulars	Document Number	Page No
1	6.3	Contents of YMRC	Yashada/SOP/YMRC	75
2	6.3	Sections in YMRC	Yashada/SOP/YMRC	76
3	6.3	Work allotment	Yashada/SOP/YMRC/Pub	77 – 78
4	6.3	Publication of journal	Yashada/SOP/YMRC/PUB/01	79
5	6.3	Format of Subscription of Yashmanthan	Yashada/SOP/YMRC/PUB/01	80
6	6.3	Format of Subscription of Ashwattha	Yashada/SOP/YMRC/PUB/01	81
7	6.3	Format of Register for Subscriber's mailing List	Yashada/SOP/YMRC/PUB/01	82
8	6.3	Format making payment to contributors of Journals	Yashada/SOP/YMRC/PUB/01	83
9	6.3	Format of Cash Book (Register)	Yashada/SOP/YMRC/PUB/01	84
10	6.3	Publication of publicity reports etc	Yashada/SOP/YMRC/PUB/02	85
11	6.3	Requisition Form	Yashada/SOP/YMRC/PUB/02	86
12	6.3	Publication of Books	Yashada/SOP/YMRC/PUB/03	87
13	6.3	Format for Project Proposal for Book Publication	Yashada/SOP/YMRC/PUB/03	88
14	6.3	Delivery Challan cum Bill	Yashada/SOP/YMRC/PUB/03	89
15	6.3	Format of stock book for priced publication	Yashada/SOP/YMRC/PUB/03	90
16	6.3	Format of Register of Yashada's publication	Yashada/SOP/YMRC/PUB/03	91
17	6.3	Radio & TV Talks by Resource Persons	Yashada/SOP/YMRC/PUB/04	92
18	6.3	Publication of Articles in News Papers	Yashada/SOP/YMRC/PUB/05	93
19	6.3	Publication of News items in Newspaper	Yashada/SOP/YMRC/PUB/06	94
20	6.3	Format for Requisition of Organizing Programme on AIR/ Doordarshan	Yashada/SOP/YMRC/PUB/04	95
21	6.3	Format of Requisition for Publication of Articles in News Papers	Yashada/SOP/YMRC/PUB/05	96
22	6.3	Format of Requisition for Publication of News Items in News Papers	Yashada/SOP/YMRC/PUB/06	97
23	6.3	Provision of Audio Visual equipments in Classrooms	Yashada/SOP/YMRC/AVC/01	98
24	6.3	Provision of suitable Audio Visual backup to Yashada Training	Yashada/SOP/YMRC/AVC/02	99

25	6.3	Enrichment of Training Resources	Yashada/SOP/YMRC/AVC/03	100 – 101
26	6.3	Long-term Maintenance of Equipment and Breakdown	Yashada/SOP/YMRC/AVC/04	102

Introduction

YASHADA Media and Resource Centre (YMRC) is divided into two sections

1. Publications Cell- **responsible for production and sale / distribution of the Academy's various publications in print form**

2. **Audio-Visual Cell-**responsible for production and distribution of audio-visual materials and maintenance of audio-visual equipment required for training purpose.

The YMRC's organizational structure and job charts of personnel are presented in the subsequent pages.

The various activities performed by YMRC are briefly described in this manual. The sample copies of records and formats used are also included in this manual.

Work allocation in the Publications Cell

Core Staff

YMRC (Publications Cell)		
No.	Name and Title	Duties
1.	DDG (Res.) & HoD, YMRC	licy formulation and strategic planning to achieve the objectives of YMRC erall supervision and direction of YMRC Activity oduction of multimedia training modules y other duties assigned by the DG
2.	Assistant Professor (Publications) & OIC, Publications Cell	blication of Quarterly Journal in English blication of internal documents like Brochures etc. mmissioning publications from internal and external sources erseeing the reprographics contracts dgeting and reporting - Publications pervision over publication stock, sale and distribution. y other duties assigned by the DDG (R) / HoD, YMRC
3.	Assistant Publications Officer	rketing and Sales (including records, receipts, follow-up etc.) aison with Press, Radio and TV rangement for Publication of News Items / Articles and Radio / TV Programme ocessing of all purchases, printing orders, bills etc. sisting in the production of Marathi Quarterly Journal and all other commissioned publications/ sisting in all communication and follow-up with commissioned authors - both internal and external y other duties assigned by the DDG (R) / HoD, YMRC
4.	Course Associate / Publications Assistant	pesetting, design, layout of YASHADA's journals, Annual Report, ATC, brochures etc. mpilation of material from external sources, and its design and layout aintenance / updating of subscription lists aintenance of records, inventory for Computer hardware, software, peripherals, consumables aintenance of files dealing with publication y other duties assigned by the DDG (R) / HoD, YMRC

YMRC (Audio-Visual Cell)		
No.	Name and Title	Duties
1.	DDG (Res.) & HoD, YMRC	licy formulation and strategic planning to achieve the objectives of YMRC erall supervision and direction of YMRC Activity oduction of multimedia training modules y other duties assigned by the DG
2.	Research Officer & OIC, Audio-Visual Cell	erall supervision on Audio-Visual Cell oduction of media training modules pervision on film production
3.	Audio-Visual Officer	deo documentation of training sessions, best practices, case studies etc. coordinate with Doordarshan in the production of programmes on development and governance issues network with the public and private mass media, the DGIPR, etc. ntification of resources to provide YASHADA with state-of-the-art and audio-visual facilities make the necessary purchases, and streamline inventory in these articles dgeting the reporting - audio-visuals
4.	Assistant Audio-Visual	Care and maintenance of A-V Equipment Care and maintenance of AV Classroom/theatre Assistance in Press Conferences / Events Establishing and maintaining a video library of entertaining and education feature films documentaries Ware, software, peripherals, consumables Maintenance of files dealing with AV equipment

ACTIVITY NO.1: Publication of Quarterly Journal in English
ACTIVITY NO.1A: Publication of Quarterly Journal in Marathi

Sr No	Work Activity	Time Limit	Person/s responsible
	Obtain articles and research papers	D-90 to D-60	Editor / Asst. Prof.
	Refer set of articles to editorial committee	D-60 to D-50	Editor / Asst. Prof.
	Finalize contents of the issue	D-50 to D-35	Editorial Committee
	Carry out DTP, Proof Reading and editing of the draft	D-35 to D-15	Asst. Prof. / Publication Assistant
	Seek approval for printing cost and issue work order to Printing Contractor	D-15 to D-10	A. P. O.
	Receive delivery of Printed Copies	D-10 to D	A. P. O.
	Receive bill/s, Make entries in Stock Register, Processing of bill/s and payment of Honorarium	D to D+15	A. P. O.
	Uptodation of Mailing List	D to D+5	A. P. O.
	Commence Distribution	D to D+15	A. P. O.

Reference Documents:

Policy Circular No: PC/2003-04/YMRC/001 dated 29.3.04
YASHMANTHAN and ASHWATTHA Files

Records:

Subscription Forms and register
Mailing lists
Contributor's Honorarium Records (Receipt Format)
Sale records (As per YASHADA Formats) Cash book, Register

Format of Subscription for Yashmanthan
यशदा यशमंथनच्या वर्गणीदारांसाठी अर्जाचा नमुना

मला / आम्हाला .... ते .... या कालावधीसाठी **'यशदा यशमंथन'** ची **त्रैमासिक वर्गणी** भरावयाची इच्छा आहे.

मला / आम्हाला खालील पत्त्यावर 'यशदा-यशमंथन' चे अंक पाठविण्यात यावेत.

नांव (व्यक्ती / संस्था) _____

पद _____

पोष्टाचा पत्ता _____

_____

_____

शहर / जिल्हा ————————————— पिन कोड :

दूरध्वनी क्र.   फॅक्स क्र.

ई-मेल

ह्यासोबत रु. १२०/- (एकशे वीस फक्त) ची मनी ऑर्डर पाठविण्यात येत आहे.

सही

नांव ———————————————

प्रति

सहाय्यक प्राध्यापक (प्रकाशन)
यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी (यशदा)
राजभवन आवार, बाणेर रोड, पुणे ४११ ००७
दूरध्वनी : ०२०-२५६०८२२७
फॅक्स : ०२०-२५६५९१३५

Format of Subscription for Ashwattha

The Yashwantrao Chavan Academy of Development Administration (YASHADA) brings out its English journal Ashwattha on a quarterly basis. Thus in a year, we bring out four issues of the journal for the periods January-March, April-June, July-September and October-December. From the July-September, 2001 issue, Ashwattha has become a priced publication. The price per copy being Rs.15, the annual and three yearly subscription charges are Rs.60 and Rs. 180 respectively. If you wish to subscribe to Ashwattha, kindly fill in the necessary details as mentioned below.

Subscription Form

I/We would like to subscribe to Ashwattha for the following period : (Tick mark the appropriate column)

Sr No	Period	Duration (mm/yr to mm/yr)	No of Issues	Price (In Rupees)	Tick Mark (✓)
1.	One Year		**4**	**60/-**	
2.	Two Years		**8**	**80/-**	
3.	Three Years		**12**	**120/-**	

I/We would like to receive Ashwattha on the address as mentioned below:

Name & Designation:
_____

Organization:
_____

Address   :

_____

_____

City/District   : _____   **Pin Code :** _____

Tel No   : _____   **Fax No :** _____

E-mail   : _____

Enclosed herewith is a DD / MO bearing the No._____, dated _____, for Rs._____, drawn in favor of the Director General, YASHADA, Pune.

Signature & Date

To,
The Executive Editor, Ashwattha
Yashwantrao Chavan Academy of Development Administration Raj Bhavan Complex, Baner Road
Pune 411 007. Tel. : 020-25608227

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Format of Register for Subscriber's Mailing List

Sr. No.	Name of Address of the Subscriber	Receipt No.	Period

Format for Making Payment to Contributors of Journals

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, PUNE

R E C E I P T

Name of the Journal   :

Volume No and Issue   :

Name and Address of   :
Contributor

Received Cheque No.   , dated   , drawn on

          for the sum of   , by way of honorarium for

contributing an Article titled   for

from the Yashwantrao Chavan Academy of Development Administration (YASHADA),

Pune – 7, on the date   .

Signature of Assistant Professor (Pub.)   Signature of
Contributor, Ashwattha

Format of Cash Book (Register)

Sr. No.	Receipt No.	Date	Name of the Purchaser	Amount (Rs.)

ACTIVITY NO.2: **Publication of Brochures, Publicity Material etc**

Sr No	Work Activity	Time Limit	Person/s responsible
	Obtain write-ups inputs from all relevant YASHADA sources	D-60 to D-40	A.P.O. / A.P.
	Compile and Refer materials to Head, YMRC	D-40 to D-35	A.P.O. / A.P.
	Finalize contents and typeset material	D-35 to D-25	
	Proof read, edit and carry out DTP	D-35 to D-20	A. P. / P. A.
	Obtain Administrative and Financial Approval	D-20 to D-15	A.P.O.
	Receive delivery of printed copies	D-15 to D	A. P. O.
	Receive and process bill and make entry in Publications Register	D to D+15	A. P. O.
	Commence Distribution	D to D+α	A. P. O.

Reference Documents**:**

Policy Circular No: PC/2003-04/YMRC/001 dated 29.3.04

Records:

Publication specific file
Indents received from various sections of YASHADA

YASHADA
Publications Cell

Requisition form for non-priced and complimentary copies of priced Publications
(Books / Journals / Annual Report / Annual Training Calendar / Brochures)

Separate slip for each publication.
Slips to reach Assistant Professor (Pub.) at least 24 hours before requirement.

Date :

To,
The Assistant Professor (Publications)
Publications Cell
YASHADA, Pune 411 007.

Kindly provide .... copies of the following publications.

Title / s :

Purpose for which required :

Delivered to whom :

**Name, Designation & Signature of
Indenting Officer**

Passed by

OIC / Publications Cell

DDG (R) / HoD, YMRC

Receivers Signature

Note : 1. All priced publications should be approved by DDG (R) / HoD, YMRC
2. All non-priced publications will be approved by OIC, Publications, YMRC

ACTIVITY NO. 3: Publication of Books

Sr No	Work Activity	Time Limit	Person/s responsible
	Receive indent for publication of book and manuscript	D- to D-270	A. P. O. / A. P.
	Obtain administrative approval	D-270 to D-240	A. P. O. / A. P.
	Refer for content and language editing	D-240 to D-180	A. P. O. / A. P.
	Carryout DTP of 1st draft	D-180 to D-150	P. A.
	Refer for Proof Reading	D-150 to D-120	A. P. O. / A. P.
	Make corrections and carryout D.T.P. of 2nd Draft	D-120 to D-90	A. P. O.
	Refer to proof-reader and or author for finalization of draft	D-90 to D-60	A. P. O. / A. P.
	Obtain financial approval and print-out on tracings and issue work order	D-60 to D-45	A. P. O. / A. P.
	Follow-up and receive delivery of printed copies and process	D-45 to D	A. P. O.
	Receive and process bill/s and make entry in the stock Register	D to D+15	A. P. O.
	Conduct releasing ceremony and commence Distribution / Sale	D to D+30	A. P. O.

Reference Documents:
   KRA Policy
   Annual Publication Plan / Budgetary provisions
   Applicable Acts and Laws/Bye-laws

Records: (Files, Formats, Registers, etc.)
   Publication specific file and containing project proposal for book publication
   Delivery Challans
   Publication Register
   Stock Book
   Requisition form for non-price and complimentary copies of price publications

Format for Project Proposal for Book Publication

Proposed title of the Publications

Name of Author / Editor / Compiler

Brief Description of Contents of the Book
(Attach additional sheets if required))

Utility of the Book

Target audience
(No. of copies)

Terms and Conditions with Author/s
(copyright and Royalty etc.)

Whether sponsored / or not

Author / Proposer

Assistant Professor (Publications)

Format of Stock Book for Priced Publication

Delivery Challan cum Bill

Yashwantrao Chavan Academy of Development Administration
Publication Cell

Raj Bhavan Complex, Baner Road, Pune 411 007. Ph : 020-25608227

To. _____   No. _____

_____   Date: _____

Sr. No.	Title of Publication	No. Of Copies	Printed Price	Discount	Amount (Rs.)
			Total Rs.		

Complimentary Copy / Receipt No.

Receiver's Sign   for **YASHADA** (Publication Cell)

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Date	Opening Balance	Receipt No. / Complimentary Copies	Nos.	Closing Balance

Format for the Register of YASHADA's Publications

Sr. No.	Title of the Publication	Particulars	No. of Copies	Contractor's / Supplier's Name, Bill No. & Date	Amount of Bill (Rs.)	Signature

ACTIVITY NO. 4 : Organize Radio & TV talks by Resource Persons

Sr No	Work Activity	Time Limit	Person/s responsible
	Obtain script from concerned faculty members / resource person	D-90 to D-60	A.P.O.
	Obtain approval from HoD, YMRC	D-60 to D-55	A.P.O. / A.P.
	Refer the script to AIR / Doordarshan Centre	D-55 to D-50	A.P.O.
	Receive intimation letter	D-50 to D-20	A.P.O.
	Organize resource person's visit to studio for recording	D-20 to D	A.P.O.
	Intimate CAVP to record the telecast	D to D+5	A.P.O.

Reference Documents:

KRA Policy

Records: (Files, Formats, Registers, etc.)

Requisitions for Organising Programmes on AIR / Doordarshan Collection of Audio and Video Cassettes / CDs

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ACTIVITY NO. 5 **: Publication of Articles in News Papers**

Sr No	Work Activity	*Time Limit*	*Person/s responsible*
	Receive indent for publication of articles in Newspaper	D-30 to D-20	A.P.O.
	Obtain approval from HoD, YMRC	D-20 to D-15	A.P.O.
	Send to relevant Newspapers	D-15 to D-10	A.P.O.
	Follow-up and get it published	D-10 to D	A.P.O.
	Distribute the cuttings to concerned resource person and collection file	D to D+5	A.P.O.

Reference Documents:

KRA Policy

Records: (Files, Formats, Registers, etc.)

Requisitions for Publication of Articles in Newspapers
File for preservation of published Articles

ACTIVITY NO. 6 : **Publication of News items in Newspaper**

Sr No	Work Activity	Time Limit	Person/s responsible
	Receive indent for publicity		A.P.O.
	Finalize the draft of news item		A.P.O.
	Deliver the news item to Newspaper / Radio / TV		A.P.O.
	Intimate the concerned officials about publication and display on notice board		A.P.O.
	Preserve in collection of news items.		A.P.O.

Reference Documents:

   KRA Policy

Records: (Files, Formats, Registers, etc.)

   Requisition for Organizing Programme on AIR / Doordarshan
   File for preservation of published News Items

Format for Requisition of Organizing Programme on AIR/ Doordarshan

आकाशवाणी / दूरदर्शनवर कार्यक्रम सादर करण्यासाठी

१.   आकाशवाणी / दूरदर्शनसाठी सादर करावयाचा कार्यक्रमाचा विषय

२.   मुलाखत / चर्चासत्र / भाषण

३.   सहभागी व्यक्तींची नांवे

४.   अवधी

५.   कार्यक्रम सादर करण्याचा विषय आपणास ठरवून दिलेल्या KRA शी संबंधित आहे / नाही

६.   यापूर्वी कार्यक्रम सादर केलेली तारीख

७.   यापूर्वी सादर केलेल्या कार्यक्रमाचा विषय

८.   सोबत कार्यक्रमाची संहिता जोडली आहे / नाही.

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Format of Requisition for Publication of Articles in News Papers

वृत्तपत्रांमध्ये लेख प्रकाशित करण्यासंबंधी

१.   लेखाचा विषय

२.   लेख प्रकाशित करण्याचा उद्देश

३.   लेख KRA शी संबंधित आहे / नाही

४.   प्रकाशित करण्याची संभाव्य तारीख

विद्याशाखा अधिकाऱ्याचे नांव व स्वाक्षरी

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Format of Requisition for Publication of News Items in News Papers

प्रसारमाध्यमांसाठी बातमी देण्यासाठी

१. कार्यक्रमाचे नांव

२. कार्यक्रमाची तारीख व वेळ

३. कार्यक्रमाचे स्थळ

४. प्रमुख उपस्थितांचे / मान्यवरांचे नांव

५. आकाशवाणी / दूरदर्शन / वृत्तपत्रे यापैकी कोणत्या माध्यमांसाठी बातमी द्यावयाची त्याचा तपशील

६. फोटो / व्हिडीओ Clip किंवा बाहेरील पत्रकारांना निमंत्रित करावयाचे आहे / नाही

PURPOSE :- To provide reliable AV equipments in the Classroom

SCOPE :- It covers entire Academy

RESPONSIBILITY :- AVO, YMRC

Activity No 1 :- Deployment of AV Equipment as per requisition

Sr No	Work Activity	Time Limit	Person/s responsible
	Receive requisition for audio visual equipment	H-72	AVA
	Scrutinize demands	H-48	AVA
	Plan for supply	H-24	AVA
	Install at location	H-1	AVA
	Ensure smooth working	H	AVA
	Return equipment to YMRC and reporting on its condition	H+1	AVA
	Initiate action for any repairs/purchases needed	H+24	AVO
	Undertake Preventive maintenance of AV equipment other than AMC	Weekly	AVO

Reference Documents:-
Office note
Time table
AV Equipment Requisition Form

Records:-
Equipment Movement Register
Non-AMC Maintenance Register
Imprest Account Records

MIS Parameters :-
YMRC-08: Maintenance Expenses

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PURPOSE :- **To provide suitable AV backup to YASHADA Training**

SCOPE :- **It covers all Academy**

RESPONSIBILITY :- **OIC / YMRC**

Activity No 2 :- Purchase of Audio Visual Equipment

Sr No	Work Activity	Time Limit	Person/s responsible
01	Receive demands	D-30	Head, YMRC
02	Get decision on file on intent to purchase	D-25	OIC / YMRC
03	Complete Quotation/Tender process	D-10	AVO
03	Complete proposal for purchase	D-5	OIC / YMRC
04	Obtain clearance from Purchase Committee	D-3 days	OIC / YMRC
05	Place order	D	Head YMRC
06	Acquire equipment	D+N	AVO
06	Enter in the Dead Stock Registrar/ Consumable Items Register	D+N+1	AVA
07	Notify all YASHADA faculty and staff about acquisition, through LAN/ circular	D+N+5	OIC / YMRC

Reference Documents: -
Demand/decision for purchase of equipment
Policy Circular on Purchase

Records:-
Minutes of relevant meeting (BOG, EC, Think Tank, YMRC Review etc)
Individual purchase files
Dead Stock Register
Consumable Articles Register
Operational Manuals of equipments
Warranty or Guarantee of the equipments

MIS Parameters: -
YMRC-07: Capital Purchases
YMRC-08: Maintenance Expenses
   *** If decision id negative intimate the persona who had raised the
   demand. in search case remaining steps would be come redundant**

PURPOSE: - To enrich Training Resources at YASHADA

SCOPE: - Entire Academy

RESPONSIBILITY: - Head, YMRC

Activity No 3**: – Production of Audio Visual Programmes/Documents**

Sr No	Work Activity	Time Limit	Person/s responsible
01	Received proposal for video production	D - 60	YASHADA Faculty
02	Proposal for approval to video production approval committee	D - 55	Head, YMRC, and OIC / YMRC
03	Obtain administrative approval	D - 50	Head, YMRC, and OIC / YMRC
04	Discussion with producer	D -45	Concern faculty and OIC / YMRC
05	Approval of the idea	D - 40	Head YMRC
06	Selection of producer and calling estimate of production by the committee	D - 30	OIC YMRC
07	Discussion with the producer	D - 25	Head YMRC / OIC YMRC
08	Obtain financial approval	D - 10	Head YMRC / OIC YMRC
09	Place the order	D - 5	Head YMRC / OIC YMRC
10	Evaluation of script and story board	D	Head YMRC / Concern faculty
11	Production	D + N	Head, YMRC
12	Preview of first cut and approval by committee	D + N + 10	AVO
13	Preview of final product and approval by committee	D + N + 15	AVO
14	Release of the final product	D + N + 20	Head, YMRC
15	Payment release	D + N + 25	Head, YMRC

Reference Documents: -

Minutes of relevant meeting.
DGIPR's shortlist of Outsource Firms
Budgetary provisions.
Demand for production.
AV production review committee.

Records: -

Theme paper/Script of the documentary
Annual Production Plan

MIS Parameters:

YMRC-04: Number of TV Programmes telecast
YMRC-05: Number of Radio Programmes broadcast
YMRC-06: Number of Films/Slideshows produced

PURPOSE: - **Long-term Maintenance of Equipment and Breakdown**

SCOPE: - **All Audio-Visual Equipment**

RESPONSIBILITY: - **A V Officer**

Activity No 4 – **Inventory and Maintenance of AV Equipment**

Sr No	Work Activity	Time Limit	Person/s responsible
	Stock-checking and inventory	Half-yearly	AVO
	Preparing annual maintenance plan, including disposal and acquisition	Yearly	AVO
	Entering in AMC for specified equipment	Yearly	Head YMRC

Reference Documents: -

Existing Inventory
Maintenance Procedure MOP Manual

Records: -

Existing AMCs
Dead Stock Register

MIS Parameters

None

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**The Government Resolution related with the functions
of YASHADA**

Sr. No.	Subject as given in the resolution	GR No. & Its date	Remarks if any
1.	Establishment of Academy	GAD, ASC-1884/999/VI dated 24/05/1984	Annexure 14
2.	Autonomy of Academy	सा.प्र.वि, आयडीए-१०८६/४७/१७ दिनांक ०८/०५/१९८६	
3.	Reservation policy For direct recruitment & promotion For promotion	सा.प्र.वि., बीसीसी-१०९७/प्र.क्र.२/९७/१६-ब दिनांक २९/०३/१९९७ १. सा.प्र.वि., बीसीसी-१०९७/प्र.क्र.६३/९७/१६-ब दिनांक १८/१०/१९९७	
4.	House Building Advance	वित्त विभाग, घबनि-१०९९/प्र.क्र.२/९९/विनियग दिनांक ०८/०७/१९९९	

Establishment of Maharashtra
Institute of Development
Administration (MIDA), Pune.

GOVERNMENT OF MAHARASHTRA
General Administration Department.
Resolution No. ASC-1884/999/VI.
Mantralaya, Bombay-400032, Dated 24th May 1984.

RESOLUTION

The question of establishing training and research facilities in Development Administration, more particularly, in Rural Development, as been engaging the attention of the Government. In recent years, many development programmes including those in the field of Rural Development have been launched. These programmes, for their effective and successful implementation, require active involvement and close coordination of officers at various levels belonging to different departments. There is also considerable devolution of powers at the power administrative levels, and local bodies, like the Zilla Parishads, are playing increasingly programmes. There is, therefore, a great need for imparting training to officials, in the development programmes and public administration. It is also recognised that the approach to training should be integrated and inter-disciplinary in nature and should be relevant to the situations and conditions prevailing in the State. In short, there is a need to reorient the training activities from merely training in administrative matters to training in Development Administration with a sharp focus on Rural Development.

2.   Government has, therefore, decided to establish a State level training institution which will be known as Maharshtra Institute of Development Administration (hereinafter referred to as MIDA). This Institution, which will be located in the Raj Bhavan Premises at Pune, will come into force with effect from 1st June 1984.

3.   Aims and Objects : The following will be the aims and objectives of the Maharashtra Institute of Development Administration :

    i)   to impart foundation training in the field of rural development and public administration;
    ii)   to impart in-service training to officials engaged in rural development and administration at the district, regional and State levels;
    iii)   to organise training programmes, seminars, conferences, workshops for experts, academicians, administrators, researchers and other officials and non-officials on various problems of rural development and administration;

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iv)   to provide training and guidance to other training institutions under the State Government, particularly those engaged in the training of officials and non-officials in rural development;

v)   to undertake action-oriented researches on various problems of rural development and administration so as to prepare case-studies as an input for the training programmes;

vi)   to serve as the apex centre for the collection and dissemination of information regarding rural development and administration;

vii) to provide consultancy services on problems of rural development and administration;

viii) to function as the premier State level training institution in the field of rural development.

4.   MIDA will impart training principally to the Class I and Class II officers engaged in development activities at the district, regional and State levels.

5.   Governing Council : MIDA will function under the administrative control of the General Administration Department and will be headed by a Director. This institution will be guided in its training policies and activities by a Governing Council consisting of the following :

1	Chief Minister	President of the Governing Council.
2	Minister for Rural Development	Vice-President of the Governing Council.
3	Minister for Planning	Vice-President of the Governing Council.
4	Minister of State (GAD)	Vice-President of the Governing Council.
5	Chief Secretary	Executive Chairman.

<div align="center">Official Members</div>

6	Secretary to Government,	General Administration Deptt.
7	Secretary to Government,	Planning Department.
8	Secretary to Government,	Finance Department.
9	Secretary to Government,	Rural Development Department.
10	Secretary to Government,	General Administration Department (A. R. & O. M.)
11	Divisional Commissioner,	Pune Division, Pune.
12	Director, Maharashtra Institute of Development Administration, (Member-Secretary)	

<div align="center">Non-Officials Members</div>

| 13 | Vice-Chancellor, Pune University. |

14 Four to six eminent persons drawn from various fields, as may be necessary.

The tenure of the non-official members should be two years from the date of appointment.

The Governing Council shall meet at least once a year and shall decide the broad policy matters of the Institute.

6. Executive Committee : There shall be an Executive Committee constituted under the chairmanship of the Chief Secretary. The Executive Committee shall consist of the official and non official members of the Governing Council excepting the President and the Vice-Presidents, and will be empowered to take decisions on the administrative and financial matters, training arrangements, and policy of Maharashtra Institute of Development Administration. The decisions of the Executive Committee will be reported to the Governing Council.

The Executive Committee shall meet as often as may be necessary, but at least twice in a year.

7. The non-official members of the Governing Council / Executive Committee shall be entitled to draw travelling allowance and daily allowance at the rates sanctioned by Government from time to time. Local non-official members will be entitled to the conveyance allowance at the rates prescribed by Government.

8. The sanctioned posts of the Administrative Staff College, Bombay as specified in Annexure 'A' hereto will stand transferred to the Maharashtra Institute of Development Administration along with the incumbents of these posts on the establishment of the MIDA with effect from the 1st June, 1984.

9. The expenditure on this account should be debited to the budget head '265 Other Administrative Services (S) – Training (3) Maharashtra Insitute of Development Administration' and the requirements of Rs. 5,55,000/- should be met from out of the advance of Rs. 555000/- from the Contingency Fund sanctioned in Government Memorandum, Finance Department. No CNF 1184/20/BUD-14, dated the 24th May 1984. Action to open the new sub-head of account should be taken separately in consultation with the Finance Department / Accountant General. The requisite Supplementary Demand to recoup the advance from the Contingency Fund should be presented to the Legislature at its ensuing session.

10. This Resolution issues with the concurrence of the Finance Department vide its unofficial reference No. 1343-EXP-4, dated the 8th May 1984.

By order and in the name of the Governor of Maharashtra.

B. K. HALVE,
Additional Chief Secretary to Government.

The Secretary to Governor,
The Private Secretary to the Chief Minister,
The Private Secretary to the Minister for Finance,
The Private Secretary to all other Ministers,
The Personal Assistants to all Ministers of State,
All Divisional Commissioners.

B]   Collectors of Districts,
The Chief Executive Officers of all Zilla Parishads,

Heads of Departments and Heads of Offices under the several Departments of Mantralaya,
The Secretary, Maharashtra Public Service Commission, Bombay (By letter),
The Accountant General (Accounts and Entitlement), Maharashtra, Bombay.
The Accountant General (Accounts and Entitlement), Maharashtra, Nagpur.
The Accountant General-I (Audit), Maharashtra, Bombay.
The Accountant General-II (Audit), Maharashtra, Nagpur.
The Planning Department,
The rural Development Department,
The Finance Department,
The Other Departments of Mantralaya,
The Government of India, Ministry of Rural Development, Krishi Bhavan, New Delhi (By letter),
The Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms (Training Division), New Delhi (By letter),
The Director General, National Institute of Rural Development, Rajendra Nagar, Hyderabad – 500030 (By letter).

ACCOMPANIMENT TO GOVERNMENT RESOLUTION, GENERAL ADMINISTRATION DEPARTMENT, NO. ASC-1884/999/VI, DATED 24TH MAY 1984.

ANNEXURE – 'A'

Staffing Pattern of Maharashtra Institute of Development Administration, Pune.

Sr. No.	Designation	No. of Posts	Scale of Pay
1	2	3	4
	CLASS - I		Rs.
1.	Additional Director	1	1500-50-1550-75-1925 (plus a special pay of Rs. 200/-)
2.	Joint Director	1	700-40-1100-50-1600 (plus Special Pay of Rs.200/-)
3.	Deputy Director	1	680-40-100-EB-50-1500
4.	Under Secretary and Administrative Officer	1	1000-50-1500
	CLASS – II		
5.	Programmes and Research Officer	1	600-30-750-EB-40-1150
6.	Superintendent	1	500-20-700-25-900
	CLASS – III		
7.	Librarian	1	500-20-700-25-900
8.	Assistant	2	365-15-500-20-600-Ex-20-760
9.	Accountant-cum-Cashier	1	365-15-500-20-600-Ex-20-760 (plus Special Pay of Rs. 50/-)
10.	Stenographer (Higher Grade)	1	600-30-750-40-950
11.	Stenographer (Lower Grade)	1	395-15-500-20-700-Ex-20-800
12.	House-keeper	1	335-15-500-20-590-Ex-20-680
13.	Clerk-Typist (Marathi)	2	260-10-390-15-420-Ex-15-495 (Plus Special Pay of Rs. 20/-)
14.	Typist (English)	2	290-10-390-15-495-Ex.-15-340
15.	Bill Accountant	1	260-10-390-15-420-Ex.15-495 (plus Special Pay of Rs.20/-)
16.	Clerk	3	260-10-390-15-420-Ex.-15-495
17.	Telephone Operator	1	260-10-390-15-420-Ex.-15-495
18.	Assistant Librarian	1	260-10-390-15-420-Ex.-15-495
19.	Driver	1	250-7-285-10-385-Ex.-10-435
20.	Roneo Operator	1	205-5-250-7-285-10-305-Ex.-10-385
21.	Peon	6	200-3-230-5-255-Ex.-5-280
22.	Watchmen	3	200-3-230-5-255-Ex.-5-280
23.	Sweeper	3	200-3-230-5-255-Ex.-5-280

Section 4(1)(b)(vi)

Sr. No.	Designation	No. of Posts	Scale of Pay
1	2	3	4
24.	Mali	1	200-3-230-5-255-Ex.-5-280
25.	Hamal	1	200-3-230-5-255-Ex.-5-280

ABSTRACT

Class I	4
Class II	2
Class III	18
Class IV	15
TOTAL	39

महाराष्ट्र विकास प्रशासन संस्था, पुणे
नोंदणीकृत संस्थेमध्ये रुपांतर करण्याबाबत.

महाराष्ट्र शासन,
सामान्य प्रशासन विभाग,
शासन निर्णय क्रमांक : आयडीए-१०८६/४७/१७,
मंत्रालय, मुंबई ४०० ०३२,
दिनांक : ८ मे, १९८६.

पहा : १) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक : एएससी-१८८४/९९९/६,
          दिनांक २४ मे, १९८४,

       २) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक : एएससी-१८८४/९९९/(ए)/६, दिनांक
          २४ मे, १९८४,

       ३) शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक : आस्थापना-१८८५/१६३५/
          (प्र.क्र.६/८५)/१७, दिनांक २०/२/१९८६.

शासन निर्णय :

मुंबई येथील प्रशासकीय अधिकारी महाविद्यालय विसर्जित करुन त्याऐवजी महाराष्ट्र विकास प्रशासन संस्थेची स्थापना पुणे येथे १ जून, १९८४ रोजी करण्यात आली. या संस्थेतर्फे विकास प्रशिक्षणाचे विशेषतः ग्रामीण विकासाशी संबंधित अधिकाऱ्यांच्या प्रशिक्षणाचे काम केले जाते. अन्य राज्यातील आय. ए. एस. व अन्य सेवेतील अधिकाऱ्यांच्या प्रशिक्षणाची व्यवस्थाही केंद्र शासनातर्फे या संस्थेत करण्यात येते. या संस्थेला तिचे उद्दिष्ट योग्य रितीने व सुलभपणे साध्य करता यावे या दृष्टीने अधिक प्रमाणात आर्थिक व धोरणात्मक स्वायतत्ता देण्याची बाब शासनाच्या विचाराधीन होती. त्याबाबत शासनाने आता असा निर्णय घेतला आहे की, महाराष्ट्र विकास प्रशासन संस्था, पुणे या संस्थेचे सोसायटीज रजिस्ट्रेशन ॲक्ट, १८६० या अधिनियमाखाली नोंदणीकृत संस्थेमध्ये रुपांतर करण्यात यावे. हे रुपांतर केल्यानंतर महाराष्ट्र विकास प्रशासन संस्थेसाठी अंदाजपत्रकात केलेली आर्थिक तरतूद संस्थेला अनुदान (ग्रॅंट-इन-एड) या स्वरुपात देण्यात यावी. नियोजित संस्थेचे संस्थापन समयलेख (मेमोरंडम ऑफ असोसिएशन) शासनाने स्वतंत्रपणे मंजूर केला आहे. संस्थेचे सेवा नियम (सर्व्हिस रुल्स) हे संबंधीत विभागांशी विचारविनिमय करुन तयार करण्यात यावेत. तसेच महाराष्ट्र विकास प्रशासन संस्थेला दिलेली जमीन व इतर मालमत्ता यांचे नवीन सोसायटीच्या नांवे हस्तांतरण करण्यात यावे.

ज्या दिनांकापासून महाराष्ट्र विकास प्रशासन संस्थेचे नोंदणीकृत संस्था म्हणून प्रत्यक्षात नोंदणीकृत होईल त्या दिनांकापासून संस्थेच्या आस्थापनेवरील सर्व पदे नोंदणीकृत संस्थेकडे वर्ग करण्यात यावीत.

Section 4(1)(b)(vi)

तसेच ही पदे धारण करणाऱ्या सर्व पदधारकांच्या सेवा एक वर्षाच्या कालावधीसाठी संस्थेकडे तिच्या अधिकृत नोंदणी दिनांकापासून वर्ग करण्यात याव्यात. संस्थेचे सर्व्हिस रुल्स प्रसृत झाल्यावर संबंधी पदधारकांना संस्थेच्या आस्थापनेवर पुढे चालू ठेवण्याबाबत निर्णय घेण्यात यावा.

संस्थेसाठी १९८६-८७ च्या अंदाजपत्रकात जी तरतूद केली आहे, त्यापैकी एप्रिल ते जुलै, १९८६ पर्यंत तरतूद संस्थेस यापूर्वीच लेखानुदान स्वरुपात देण्यात आलेली आहे. या लेखानुदान तरतूदीपैकी मे ते जुलै, १९८६ या कालावधीसाठी असलेली तरतूद त्या संस्थेस सहायक अनुदान म्हणून मंजूर करण्यात आली आहे. १९८६-८७ च्या अंदाजपत्रकास विधानमंडळाची मान्यता मिळाल्यावर महाराष्ट्र विकास प्रशासन संस्थेसाठी असलेली उर्वरित तरतूद सहायक अनुदान म्हणून मंजूर करण्यात यावी.

हा शासन निर्णय, वित्त विभाग अनौपचारिक संदर्भ क्रमांक सीआर ९९५ / व्यय-४ दिनांक ८ मे १९८६ द्वारे त्या विभागाच्या अनुमतीने निर्गमित करण्यात येत आहे.

<div align="center">महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नांवाने,</div>

<div align="right">(म. कृ. जोशी)
उप सचिव, महाराष्ट्र शासन.</div>

प्रति,
संचालक, महाराष्ट्र विकास प्रशासन संस्था, पुणे,
महालेखापाल, महाराष्ट्र-१, मुंबई.
महालेखापाल, महाराष्ट्र-२, नागपूर,
वित्त विभाग,
नियोजन विभाग,
सार्वजनिक बांधकाम विभाग,
सामान्य प्रशासन विभाग, कार्यासन क्र. १९, २५, २६,
निवड फाईल.

आर. के. सभरवाल आणि इतर विरुद्ध पंजाब
राज्य प्रकरणी सर्वोच्च न्यायालयाच्या
निकालाच्या अनुषंगाने आरक्षणाबाबतचे आदेश

महाराष्ट्र शासन,
सामान्य प्रशासन विभाग,
शासन निर्णय क्र. बीसीसी-१०९७/प्र.क.६३/९७/१६-ब,
मंत्रालय, मुंबई-४०० ०३२.
दिनांक : १८ ऑक्टोबर , १९९७.

शासन निर्णय :- सर्वोच्च न्यायालयाने आर. के. संभरवाल आणि इतर विरुद्ध पंजाब राज्य, यांच्या प्रकरणी दिलेल्या निर्णयाच्या अनुषंगाने शासनाने असा निर्णय घेतला होता की, केंद्र शासनाने किंवा इतर राज्य शासनाने आदेश निर्गमि केल्यानंतर, शासन त्याचप्रमाणे आदेश निर्गमित करील.

२.   केंद्र शासनाने त्यांच्या ज्ञापन क्रमांक - ३६०१२/२/९६-इएसटीटी (आरईएस), दिनांक २ जुलै, १९९७ अन्वये वरील याचिकेसंदर्भातील मार्गदर्शक तत्वासंबंधीचे आदेश निर्गमित केलेले आहेत. ते विचारात घेऊन, सेवा भरती व बिंदुनामावलीसंदर्भात, शासन खालीलप्रमाणे आदेश देत आहे :-
आरक्षण हे संवर्गाच्य पदसंख्येस (संवर्गातील एकूण पदांची संख्या विचारात घेऊन टक्केवारीनुसार) लावावे. रिक्त होणाऱ्या जागांच्या संदर्भात लागू नये. बिंदुनामावली ही आरक्षणाची विहित टक्केवारी पूर्ण होईपर्यन्त वापरात ठेवावी. विहित टक्केवारी पूर्ण होताच बिंदु नामावली वापरण्याची आवश्यकता नाही. त्यानंतर ज्या प्रवर्गाची जागा रिक्त होईल त्या प्रवर्गातील कर्मचाऱ्यांद्वारे ती जागा भरण्यात यावी व त्या बिंदुपुढे तो बिंदु त्या प्रवर्गासाठी उपयोगात आणला अशी नोंद घ्यावी.

गुणवत्तेवर नियुक्त झालेल्या मागासवर्गीय कर्मचाऱ्याची आरक्षण पदावर गणना करण्यात येऊ नये व त्याची नियुक्ती आरक्षण बिंदुवर दर्शवू नये. त्याची गणना खुल्या पवर्गात करावी.

वर (१) येथे नमूद केल्यानुसार बिंदुनामावली ही रिक्त होणाऱ्या पदावर आधारित नसावी. ती संवर्गाच्या संख्येवर आधारित असावी.

बिंदुनामावली ही मागासवर्ग प्रवर्गाचे आरक्षण निश्चित करण्यासाठी आहे. ज्येष्ठता निश्चित करण्यासाठी नाही.

बिंदुनामावली वापरताना खालील मूलभूत तत्वे विचारात घ्यावीत.
मागास प्रवर्गाना विहित केलेले आरक्षण हे टक्केवारीनुसार असावे व एकूण आरक्षण हे प्रचलित आरक्षणानुसार संवर्गाच्या ५२ पेक्षा जास्त असता कामा नये.

Section 4(1)(b)(vi)

सरळ सेवा भरतीसाठी आणि पदोन्नतीसाठी वेगळी बिंदु नामावली ठेवावी. या व्यतिरिक्त अन्य भरती माध्यम असल्यास त्यासाठी देखील वेगळी बिंदुनामावली ठेवावी.

बदली, प्रतिनियुक्तीच्या पदांना बिंदुनामावली वापरु नये.

'मागासवर्गीयांना सेवेत आरक्षण व इतर सवलती' या पुस्तिकेतील प्रकरण १ (अ) २ पृ. १८/१९ यातील आदेश विचारात घेऊन छोट्या संवर्गाचे गट करण्यात यावे.

एकाकी पदास बिंदुनामावलीनुसार आळीपाळीने आरक्षण ठेवावे. सुरुवातीस अनुसूचित जाती व त्यानंतर खुला असे आळीपाळीने (एका आड एक) या तत्वावर याचे पालन व्हावे.

यापुढे पदोन्नती मध्ये भटक्या जमाती (क), धनगर व तत्सम यांना ३.५ व भटक्या जमाती (ड), वंजारी व तत्सम यांना २ आरक्षण विहित करण्यात येत आहे. नवीन १०० बिंदुनामावली सोबत जोडलेली आहे. ती १९९६-९७ च्या निवड सूची पासून अंमलात आणावी आणि तसे करताना बिंदु क्र. १ पासून ती वापरावी. हे आरक्षण त्या त्या निवडसूची वर्षापुरते राहील तसेच ते 'अ', 'ब', 'क', 'ड' या प्रवर्गात अंतर्गत परिवर्तनीय Transportably राहील.

वरील आदेशानुसार बिंदुनामावलीचा वापर करण्यासंबंधीच्या सविस्तर सूचना सोबतच्या परिशिष्टात नमूद करण्यात आल्या आहेत. हे आदेश दिनांक २ जुलै, १९९७ पासून अंमलात येतील. त्यापूर्वी तयार करण्यात आलेल्या निवडसूच्या अंतिम करण्यात आल्या असल्यास, त्यात बदल करण्याची आवश्यकता नाही. यापुढे सरळ सेवा भरती किंवा पदोन्नतीचे प्रस्ताव विचारात घेताना, त्या त्या संवर्गातील आरक्षित पदधारकांच संख्या विचारात घेऊन, कार्यवाही करावी.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नांवाने,

(रवि भू. बुद्धिराजा)
प्रधान सचिव (सेवा)

प्रति,

राज्यपालाचे सचिव,
मुख्य मंत्र्याचे सचिव / उप मुख्य मंत्र्याचे सचिव
सर्व मंत्री / राज्यमंत्री यांचे ख्राजगी सचिव,
मुख्य सचिव / अपर मुख्य सचिव / प्रधान सचिव / सचिव
सर्व मंत्रालयीन विभाग,
सर्व विभागीय आयुक्त,

सर्व जिल्हाधिकारी,

सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी

प्रबंधक, उच्च न्यायालय, मूळ शाखा, मुंबई,

प्रबंधक, उच्च न्यायालय, अपील शाखा, मुंबई

प्रबंधक, लोकायुक्त आणि उप लोकायुक्त यांचे कार्यालय, मुंबई,

सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई,

सचिव, सर्व प्रादेशिक निवड मंडळे,

सचिव, राज्य निवड मंडळ,

संचालक, समाज कल्याण, पुणे.

आयुक्त, आदिवासी विकास, नाशिक,

संचालक, आदिवासी संशोधन व प्रशिक्षण संस्था, पुणे

संचालक, सेवायोजन, मुंबई,

सहाय्यक आयुक्त (मागासवर्ग कक्ष), सर्व विभागीय आयुक्तांची कार्यालये,

महालेखापाल, महाराष्ट्र १/२, (लेखा व अनुज्ञेयता), मुंबई/नागपूर,

महालेखापाल, महाराष्ट्र १/२ (लेखा परीक्षा), मुंबई/नागपूर

अधिदान व लेखा अधिकारी, मुंबईश

निवासी लेखा अधिकारी, मुंबई,

सर्व मंत्रालयीन विभागांच्या अधिपत्याखालील विभाग प्रमुख व कार्यालयप्रमुख,

सामान्य प्रशासन विभागातील सर्व कार्यासने,

निवड नस्ती.

पत्राने.

परिशिष्ट

बिंदूनामावलीचा वापर करण्यासंबंधीच्या सूचना

सरळसेवा भरती करिता शासन निर्णय क्रमांक बीसीसी-१०९७/प्र.क्र. २/१६-ब, दिनांक २९/३/१९९७ नुसार विहित केलेले १०० बिंदू नामावली वापरण्यात यावी.

सेवा पवेश नियमांनुसार प्रत्येक भरती माध्यमाकरिता (सरळसेवा व पदोन्नती इत्यादी) वेगवेगळी बिंदूनामावली दर्शविण्यात यावी. बिंदूनामावलीचा वापर करताना सेवा-भरती नियमातील तरतूदी विचारात घ्याव्यात.

बिंदू नामावली ही मागास प्रवर्गाचे आरक्षण निश्चित करण्यासाठी आहे. ज्येष्ठता निश्चित करण्यासाठी नाही.

सध्या असलेली संवर्गातील पदसंख्या लक्षात घेऊन आरक्षण बिंदू निश्चित करण्यात यावेत. भविष्यात संवर्ग संख्येत वाढ झाल्यास अथवा घट झाल्यास आरक्षण बिंदूची संख्या त्यानुसार त्या प्रमाणात जास्त अथवा कमी करण्यात यावी.

जेथे सध्या विहित आरक्षणापेक्षा जास्त नियुक्त्या करण्यात आल्या आहेत त्यामुळे सध्याच्या तेथील नियुक्त्यांना बाधा येणार नाही.

सर्व मंत्रालयीन विभाग प्रमुखांनी यानुसार तातडीने कार्यवाही करुन प्रत्येक संवर्गाबाबत वरील मार्गदर्शक सूचनेनुसार आढाव घ्यावा व त्यानुसार कार्यवाही करावी.

सध्या अस्तित्वात असलेले विविध शासन आदेश वरीलप्रमाणे सुधारण्यात आले असल्याचे गृहित धरण्यात यावे.

पदोन्नतीच्या वाट्यातील पदे भरण्यासाठी निवडसूची बनविताना आणि पदोन्नतीच्या वाट्याबाहेरील अन्य पदावर तात्पुरत्या पदोन्नत्या देण्यासाठी पदोन्नती सूची बनविताना दोन वेगवेगळ्या बिंदू नामावल्या वापराव्यात.

पदोन्नतीची १०० बिंदु नमुनेवजा नामावली

१.	अनु. जाती	२६.	खुला	५१.	अनु. जाती	७६.	खुला
२.	अनु. जमाती	२७.	अनु. जाती	५२.	खुला	७७.	भ.ज. (ड)
३.	वि.जा. (अ)	२८.	खुला	५३.	अन.जाती	७८.	खुला
४.	भ.ज.(क)	२९.	खुला	५४.	खुला	७९.	खुला
५.	खुला	३०.	खुला	५५.	खुला	८०.	खुला
६.	खुला	३१.	भ.ज.(क)	५६.	खुला	८१.	अनु. जाती
७.	भ.ज.(ब)	३२.	खुला	५७.	भ.ज. (क)	८२.	खुला
८.	खुला	३३.	अनु. जमाती	५८.	खुला	८३.	भ.ज. (ब)
९.	खुला	३४.	खुला	५९.	खुला	८४.	खुला
१०.	खुला	३५.	खुला	६०.	खुला	८५.	खुला

११.	भ.ज. (ड)	३६.	खुला	६१.	अनु. जाती	८६.	खुला
१२.	अनु. जाती	३७.	अनु. जाती	६२.	खुला	८७.	वि.मा.प्र.
१३.	खुला	३८.	खुला	६३.	अनु. जमाती	८८.	खुला
१४.	खुला	३९.	खुला	६४.	खुला	८९.	खुला
१५.	वि.मा.प्र.	४०.	खुला	६५.	६५५ड६	९०.	खुला
१६.	खुला	४१.	वि.जा. (अ)	६६.	खुला	९१.	अनु.जाती
१७.	खुला	४२.	खुला	६७.	अनु. जाती	९२.	खुला
१८.	खुला	४३.	अनु. जाती	६८.	खुला	९३.	अनु.जमाती
१९.	खुला	४४.	खुला	६९.	खुला	९४.	खुला
२०.	खुला	४५.	खुला	७०.	खुला	९५.	खुला
२१.	अनु. जाती	४६.	खुला	७१.	अनु. जमाती	९६.	खुला
२२.	खुला	४७.	भ.ज. (ब)	७२.	खुला	९७.	अनु. जाती
२३.	अनु. जाती	४८.	खुला	७३.	अनु.जाती	९८.	खुला
२४.	खुला	४९.	खुला	७४.	खुला	९९.	भ.ज. (ब/क) (आळीपाळीने)
२५.	खुला	५०.	खुला	७५.	खुला	१००.	खुला

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सरळसेवा प्रवेश व पदोन्नतीसाठी सुधारित बिंदू
नामावली विहित करण्याबाबत....

महाराष्ट्र शासन,
सामान्य प्रशासन विभाग,
शासन निर्णय, क्रमांक - बीसीसी-१०९७/प्र.क्र. २/९७/१६-ब
मंत्रालय, मुंबई ४०० ०३२. दिनांक :- २९ मार्च १९९७.

१)   शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक - बीसीसी - १०९४/प्र.क्र.६८/९४/१६-ब,
        दिनांक २६ जुलै, १९९५.
शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक - बसीसी - १०९४/३६०९/प्र.क्र. ५६/९४/१६-ब,
दिनांक १५ सप्टेंबर, १९९५.
शासन निर्णय, सामान्य प्रशासन विभाग, क्रमांक - बीसीसी - - १०९४/३६०९/प्र.क्र. ५६/९४/१६-ब,
दिनांक १५ फेब्रुवारी, १९९६.

प्रस्तावना :- उपरोक्त दिनांक २६ जुलै, १९९५ व दिनांक १५ सप्टेंबर १९९५ च्या शासन निर्णयान्वये
विहित करण्यात आलेल्या २०० बिंदू व ५० बिंदू नामावल्या मागे घेण्यात येत असल्याची घोषणा,
दिनांक १९ डिसेंबर, ११९५ रोजी विधान परिषदेत झालेल्या चर्चेच्या वेळी शासनातर्फे करण्यात आली.
त्य अनुषंगाने, उपरोक्त क्रमांक-३ येथील दिनांक १५ फेब्रुवारी, १९९६ च्या शासन निर्णयान्वये,
घोषणेच्या दिनांकापासून म्हणजेच दिनांक १९ डिसेंबर १९९५ पासून, २०० बिंदू व ५० बिंदू
नामावल्या मागे घेण्यात आल्या. मात्र दरम्यानच्या काळात कामकाजाची अडचण होऊ नये म्हणुन
तात्पुरती २०० बिंदू/५० बिंदू नामावली विहित करण्यात आली. बिंदू नामावली सुधारित करण्याचा
प्रश्न शासनाच्या काही काळ विचाराधीन होता.

शासन निर्णयय :- सरळसेवा प्रवेशासाठी व पदोन्नतीसाठी बिंदू नामावल्या सुधारित करण्याच्या
प्रश्नासंदर्भात शासनाने मा. उप मुख्य मंत्री यांच्या अध्यक्षतेखाली एक समिती गठित केली होती. या
समितीने केलेल्या शिफारशीनुसार सरळसेवा प्रवेशासाठी सुधारित १०० बिंदू नामावली व
पदोन्नतीसाठी सुधारित ५० बिंदू नामावली याद्वारे विहित करण्यात येत आहेत. सुधारित बिंदू
नामावलीचा नमुना सोबत जोडला आहे.

या निर्णयाच्या दिनांकापूर्वी ज्या प्रकरणी कार्यवाही पूर्ण झालेली आहे, त्याचे पुनर्विलोकन करण्याची
आवश्यकता नाही. मात्र, यापुढे सरळसेवा भरती व पदोन्नतीसंदर्भात, सोबतची सुधारित बिंदू
नामावली अनुसरण्यात यावी. विद्यमान बिंदू नामावलीनुसार यापूर्वी ज्या क्रमांकापर्यंतचे बिंदू वापरले
आहेत, त्यापुढील बिंदू पासून सुधारित बिंदू नामावलीचा अवलंब करण्यात यावा. मात्र त्यापूर्वीचा
अनुशेष असल्यास सरळसेवा भरती/पदोन्नती प्रसंगी विचारात घेण्यात यावा. विमुक्त जाती/भटक्या

जमाती करिता सरळ सेवेसाठी 'अ', 'ब', 'क', 'ड' या प्रवर्गातील आरक्षण परिवर्तनीय (Internally Transferable) राहील.

मंत्रालयीन विभागांनी, सरळसेवा भरती व पदोन्नतीच्या वेळी, या सुधारित बिंदू नामावलीचा अवलंब करावा. तसेच त्यांच्या नियंत्रणाखाली सर्व शासकीय कार्यालयांना, यासंदर्भात उचित सूचना देण्यात याव्यात.निमशासकीय सेवा, मंडळे, महामंडळे इत्यादीमध्ये, हे आदेश लागू करण्यासंबंधी संबंधीत मंत्रालयीन विभागांनी योग्य ते आदेश निर्गमित करावेत.

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महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

रवि. भू. बुंद्धीराजा,

सचिय (सेवा

</div>

प्रति,
राज्यपालांचे सचिव,

एच - १४४० (५,००० - ४ - ९७) १

मुख्य मंत्र्यांचे प्रधान, सचिव,
उप मुख्य मंत्र्यांचे सचिव,
सर्व मंत्री/राज्यमंत्री यांचे खाजगी सचिव,
मुख्य सचिव/अपर मुख्य सचिव/प्रधान सचिव/सचिव,
सर्व मंत्रालयीन विभाग,
सर्व विभागीय आयुक्त,
सर्व जिल्हाधिकारी,
सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी,
प्रबंधक, उच्च न्यायालय, मूळ शाखा, मुंबई,
प्रबंधक, उच्च न्यायालय, अपील शाखा, मुंबई,
प्रबंधक, लोकायुक्त आणि उप लोकायुक्त, मुंबई,
सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई,
सचिव, सर्व प्रादेशिक निवड मंडळे,
सचिव, राज्य निवड मंडळ,
संचालक, समाजकल्याण, पुणे,
आयुक्त, आदिवासी विकास, नाशिक,
संचालक, आदिवासी संशोधन व प्रशिक्षण संस्था , पुणे,
संचालक, सेवायोजन, मुंबई,
सहाय्यक आयुक्त (मागासवर्ग, कक्ष, सर्व विभागीय आयुक्तांची कार्यालये,

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महालेखापाल, महाराष्ट्र १/२ (लेखा व अनुज्ञेयता), मुंबई/नागपूर,
महालेखापाल, महाराष्ट्र १/२ (लेखा परीक्षा), मुंबई/नागपूर,
अधिदान व लेखा अधिकारी मुंबई निवासी लेखा अधिकारी, मुंबई,
सर्व मंत्रालयीन विभागांच्या अधिपत्याखालील विभाग प्रमुख व कार्यालय पमुख,
सामान्य प्रशासन विभागातील सर्व कार्यासने,
निवड नस्ती.

पत्राने.

सरळसेवा भरतीसाठी १०० बिंदू नामावली.

१.	अनुसूचित जाती	५१	अनुसूचित जाती
२.	अनुसूचित जमाती	५२	खुला
३.	विमुक्त जाती(अ)	५३	अनुसूचित जमाती
४.	भटक्या जमाती (ब)	५४	खुला
५.	इतर मागास वर्ग,	५५	इतर मागास वर्ग
६.	खुला	५६	खुला
७.	भटक्या जमाती (क)	५७	भटक्या जमाती (क)
८.	खुला	५८	खुला
९.	इतर मागास वर्ग	५९	इतर मागास वर्ग
१०.	खुला	६०	खुला
११.	भटक्या जमाती (ड)	६१	अनुसूचित जाती
१२.	अनुसूचित जाती	६२	खुला
१३.	खुला	६३	अनुसूचित जमाती
१४.	खुला	६४	खुला
१५.	विशेष मागास वर्ग,	६५	इतर मागास वर्ग
१६.	खुला	६६	खुला
१७.	इतर मागास वर्ग,	६७	अनुसूचित जाती
१८	खुला	६८	खुला
१९	इतर मागास वगू,	६९	इतर मागास वर्ग
२०	खुला	७०	खुला
२१	अनुसूचित जाती	७१	अनुसूचित जमाती
२२	खुला	७२	खुला
२३	अनुसूचित जमाती	७३	अनुसूचित जाती
२४	खुला	७४	खुला
२५	इतर मागास वर्ग,	७५	इतर मागास वर्ग
२६	खुला	७६	खुला
२७	अनुसूचित जाती	७७	भटक्या जमाती (ड)
२८	खुला	७८	खुला
२९	इतर मागास वर्ग	७९	इतर मागास वर्ग
३०	खुला	८०	खुला
३१	भटक्या जमाती (क)	८१	अनुसूचित जाती
३२	खुला	८२	खुला
३३	अनुसूचित जमाती	८३	विमुक्त जाती (अ)

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३४	खुला	८४	खुला
३५	इतर मागास वर्ग,	८५	इतर मागास वर्ग,
३६	खुला	८६	खुला
३७	अनुसूचित जाती	८७	विशेष मागास वर्ग,
३८	खुला	८८	खुला
३९	इतर मागास वर्ग	८९	इतर मागास वर्ग
४०	खुला	९०	खुला
४१	विमुक्त जाती(अ)	९१	अनुसूचित जाती
४२	खुला	९२	खुला
४३	अनुसूचित जाती	९३	अनुसूचित जमाती
४४	खुला	९४	खुला
४५	इतर मागास वर्ग	९५	इतर मागास वर्ग,
४६	खुला	९६	खुला
४७	भटक्या जमाती (बग	९७	अनुसूचित जाती
४८	खुला	९८	खुला
४९	इतर मागास वर्ग	९९	भटक्या जमाती (ब/क)
५०	खुला	१००	खुला

वर्गानुसार आरक्षित पदे

	वर्गानुसार आरक्षित पदे				बिंदू			
१.	अनुसूचित जाती (१३)	:-	१	१२	२१	२७	३७	७३
			६१	६७	७३	८१	९१	९७
२.	अनुसूचित जमाती (७)	:-	२	२३	३३	५३	६३	७१
३.	विमुक्त जाती (अ)(३)	:-	३	४१	८३			
४.	भटक्या जमाती (ब) (२.५)	:-	४		४७	९९ (ब/क)		
५.	भटक्या जमाती (क)(३.५)	:-	७	३१	५७			
६.	भटक्या जमाती (ड) (२)	:-	११	७७				
७.	विशेष मागास प्रवर्ग (२)	:-	१५	८७				
८.	इतर मागास प्रवर्ग (१९)	:-	५	९	१७	१९	२५	२९
			३९	४५	४९	५५	५९	९५
			६५	६९	८५	८९	९५	
९.	सर्वसाधारण (४८)		६	८	१०	१३	१४	१६
			२०	२२	२४	२६	२८	३०
			३४	३६	३८	४०	४२	४४
			४८	५०	५२	५४	५६	५८

६२	६४	६६	६८	७०	७२
७६	७८	८०	८२	८४	८६
९०	९२	९४	९६	९८	१००

पदोन्नतीसाठी नमुनेवजा नामावली (५० बिंदू रोस्टर)

१	अनुसूचित जाती	२६	खुला
२	खुला	२७	खुला
३	अनुसूचित जमाती	२८	खुला
४	खुला	२९	अनुसूचित जाती
५	विमुक्त जाती (अ)	३०	खुला
६	खुला	३१	खुला
७	विशेष मागास वर्ग	३२	खुला
८	खुला	३३	विमुक्त जाती भटक्या जमाती (अ/ब)
९	अनुसूचित जाती	३४	खुला
१०	खुला	३५	खुला
११	खुला	३६	खुला
१२	खुला	३७	अनुसूचित जाती
१३	अनुसूचित जाती	३८	खुला
१४	खुला	३९	खुला
१५	खुला	४०	खुला
१६	खुला	४१	अनुसूचित जाती
१७	भटक्या जमाती (ब)	४२	खुला
१८	खुला	४३	खुला
१९	खुला	४४	खुला
२०	खुला	४५	अनुसूचित जाती
२१	अनुसूचित जाती	४६	खुला
२२	खुला	४७	खुला
२३	खुला	४८	खुला
२४	खुला	४९	अनुसूचित जाती
२५	अनुसूचित जाती	५०	खुला

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अनुसूचित जाती	–	बिंदू क्रमांक	–	१	९	२१	२९	४१	४५	४९		७
अनुसूचित जमाती	–	बिंदू क्रमांक	–	३	१३	२५	३७					४
विमुक्त जाती/भटक्या जमाती	–	बिंदू क्रमांक	–	अ-५	ब-१७	अ/ब-३३						३
विशेष मागास प्रवर्ग	–	बिंदू क्रमांक	–	७								१
खुले	–	बिंदू क्रमांक	–	२	४	६	८	१०	११	१२		
				१४	१५	१६	१८	१९	२०	२२		
				२३	२४	२६	२७	२८	३०	३१		
				३२	३४	३५	३६	३७	३९	४०		
				४२	४३	४४	४६	४७	४८	५०		३५

घर बांधणी अग्रिम मंजूर करण्याकरिता
सुधारित वेतन श्रेणीतील मूळ वेतन विचारात घेण्याबाबत.

महाराष्ट्र शासन,
वित्त विभाग,
शासन निर्णय क्रमांक : घबनि-१०९९/प्र.क्र.२/९९/विनियग,
मंत्रालय, मुंबई-४०० ०३२. दिनांक ८ जुलै, १९९९.

निर्णय

राज्य शासकीय कर्मचाऱ्यांच्या वेतनश्रेणी दिनांक १ जानेवारी, १९९६ पासून सुधारण्याबाबतचे आदेश दिनांक १० डिसेंबर, १९९८ रोजी निर्गमित करण्यात आले आहेत. या सुधारित वेतन श्रेणीतील मूळ वेतन घर बांधणी अग्रिम मंजूर करण्याकरिता विचारात घेण्याचा प्रश्न शासनाच्या विचाराधीन होता. या संदर्भात शासनाने खालीलप्रमाणे निर्णय घेतले आहेत.

घर बांधणी अग्रिमाची कमाल मर्यादा :
घर बांधणी विषयक विविध प्रयोजनांसाठी राज्य शासकीय कर्मचाऱ्यांना अनुज्ञेय असलेला घर बांधणी अग्रिम मंजूर करण्याकरिता सुधारित वेतन श्रेणीतील त्यांचे मूळ वेतन विचारात घ्यावे. अशा वेतनावर आधारित असलेले अग्रिम मंजूर करण्याकरिता सुधारित कमाल मर्यादा खालीलप्रमाणे असतील.

प्रयोजन	घर बांधणी अग्रिमाच्या रकमेची कमाल मर्यादा
अ) जमीन खरेदी करुन त्यावर विहित कालावधीत घर बांधणे किंवा तयार घर खरेदी करणे.	मूळ वेतनाच्या ५० पट किंवा रु.७,५०,०००/- किंवा घराची किंमत किंवा अग्रिम परतफेडीची क्षमता यापैकी कमी असेल ती रक्कम.
ब) कालांतराने घर बांधण्यासाठी जमीन खरेदी करणे.	मूळ वेतनाच्या ५० पट किंवा रु.१,८०,०००/- किंवा जमिनीची किंमत किंवा अग्रिम परतफेडीची क्षमता यापैकी कमी असेल ती रक्कम.
क) स्वतःच्या मालकीच्या राहत्या घराचे नवीन बांधकाम करुन विस्तार करणे.	मूळ वेतनाच्या ५० पट किंवा रु.१,८०,०००/- किंवा बांधकामाची किंमत किंवा अग्रिम परतफेडीची क्षमता यापैकी कमी असेल ती रक्कम.
ड) सध्याचे राहते घर निवास योग्य करण्यासाठी असाधारण व विशेष स्वरुपाची दुरुस्ती करणे	मूळ वेतनाच्या २५ पट किंवा रु. ९०,०००/- किंवा घर दुरुस्तीचा खर्च किंवा

(असाधारण व विशेष दुरुस्ती म्हणजे पूर, वादळ, आग अगर भूकंप यासारख्या नैसर्गिक आपत्तीमुळे नुकसान पोहचलेले घर पुन: निवास योग्य करण्यासाठी आवश्यक असलेली दुरुस्ती होय. राहत्या घरात नवीन सोयी करुन घेणे किंवा अंतर्गत सजावट करणे म्हणजे असाधारण किंवा विशेष दुरुस्ती नव्हे व अशा कामांसाठी अग्रिम अनुज्ञेय नाही.)

अग्रिम परतफेडीची क्षमता यापैकी कमी असेल ती रक्कम.

२.	घराची किंमत मर्यादा :

नवीन बांधावयाच्या किंवा विकत घ्यावयाच्या तयार नवीन घराची / जुन्या घराची किंमत (जमिनी वगळून) शासकीय कर्मचाऱ्यांच्या मूळ मासिक वेतनाच्या २०० पट परंतू किमान रु. ३.०० लाख आहे. रु. १८.०० लाख या विहित मर्यादित असावी. घर बांधणी अग्रिम मंजुरीसाठी सक्षम प्राधिकारी किमान रु. ३ ही मर्यादा प्रकरण परत्वे गुणवत्तेच्या आधारे शिथिल करु शकतील, म्हणजेच शासकीय कर्मचारी लाख्रापेक्षा कमी किंमतीचे घर बांधण्यास / घेण्यास पात्र ठरविता येईल. मात्र कमाल रु.१८.०० लाख मर्यादा शिथिल करण्याचे अधिकार सक्षम अधिकाऱ्यांना नाहीत.

३.	घर बांधणी अग्रिमावरील व्याजदर

घर बांधणी अग्रिमावरील व्याजदर शासन निर्णय, वित्त विभाग, क्रमांक-घबांअ-१०९२/प्र.क्र.२३८/९ दिनांक ३/८/१९९३ अन्वये निश्चित करण्यात आले होते. सदर व्याज दरात पुढीलप्रमाणे बदल करण्यात व ते या आदेशाच्या दिनांकापासून अंमलात येतील. अग्रिमावरील व्याजाची परिगणना एकरुप दराने (UNI RATE) करावी.

व्याजदर

अ)	रु. ५०,००० पर्यतच्या अग्रिम रकमेवर	७.५
आ)	रु. १,५०,००० पर्यतच्या अग्रिम रकमेवर	९.००
इ)	रु. ५,००,००० पर्यतच्या अग्रिम रकमेवर	११.००
ई)	रु. ७,५०,००० पर्यतच्या अग्रिम रकमेवर	१२.००

अग्रिम परतफेडीच्या क्षमतेची परिगणना करण्याबाबत

राज्य शासकीय कर्मचाऱ्यांना अनुज्ञेय अग्रिम रक्कम ठरवितांना प्रथम त्याची अग्रिम परतफेड पुढीलप्रमाणे परिगणीत करावी.

घर बांधणी अग्रिमाची मंजूर रक्कम	व्याजदर

अ)	२० वर्षानंतर सेवानिवृत्त होणाऱ्या कर्मचाऱ्यांच्या बाबतीत.	मूळ मासिक वेतनाच्या ३५
ब)	१० वर्षानंतर परंतु २० वर्षाची सेवा पूर्ण होण्यापूर्वी सेवानिवृत्त होणाऱ्या कर्मचाऱ्यांच्या बाबतीत.	मृत्यू-नि-सेवानिवृत्ती उपदानाचे ६५ समायोजित केल्यावर मूळ मासिक वेतनाच्या ४०.
क)	१० वर्षाच्या आत सेवानिवृत्त होणाऱ्या कर्मचाऱ्यांच्या बाबतीत.	मृत्यू-नि-सेवानिवृत्ती उपदानाचे ७५ समायोजित मूळ मासिक वेतनाच्या ५०.

५.   वाढीव अग्रिम मंजूर करण्याबाबत

सदर आदेश निर्गमित होण्यापूर्वी ज्या प्रकरणात अग्रिम मंजूर केले आहे, परंतु संबंधित कर्मचाऱ्याची पूर्ण रक्कम घेतलेली नाही, अशा प्रकरणात संबंधित कर्मचाऱ्याकडून वाढीव अग्रिम मंजुरीसाठी तसा या दिनांकापासून सहा महिन्यांच्या आत सक्षम प्राधिकाऱ्याकडे प्राप्त झाल्यास त्यांना या आदेशातील राहून तसेच खालील अटींच्या अधीन राहून वाढीव अग्रिम मंजूर करण्यास हरकत नसावी.

अ)   वाढीव अग्रिमाची मर्यादा ठरविताना मूळ अग्रिम मंजूर करण्याच्या दिनांकास जुन्या वेतन श्रेणीतील जे मूळ मासिक वेतन विचारात घेतले होते, त्याचे त्यावेळचे सममूल्य काल्पनिक (नोशनल) सुधारित मूळ मासिक वेतन विचारात घ्यावे.

आ)   वाढीव अग्रिमाची रक्कम मूळ अग्रिमाच्या ५० पेक्षा अधिक नसावी.

इ)   अग्रिमाची सर्व रक्कम घेतलेली नसावी आणि / किंवा बांधकाम पूर्ण झालेले नसावे / घराची / सदनिकेची पूर्ण किंमत ठेकेदारास अदा करण्यात आलेली नसावी.

ई)   पूर्वी सादर करण्यात आलेल्या मंजूर बांधकाम नकाशात बदल नसावा.
पूर्वी सादर करण्यात आलेल्या खर्चाच्या अंदाजपत्रकातीलच रक्कम विचारात घ्यावी.
अग्रिम धारकाकडून वाढीव अग्रिमाबाबत आवश्यक असेल तर पूरक गहाणखत, वैयक्तिक बंधपत्र व जमिनखत घेण्यात यावे.
सदर ज्ञापनात विहित केलेल्या पद्धतीनुसार कर्मचाऱ्याची अग्रिम परतफेडीची क्षमता विचारात घेऊन अग्रिम मंजूर करावे आणि ते कर्मचाऱ्याच्या सेवानिवृत्तीपूर्वी व्याजासह वसूल होईल याची खात्री करावी.

ऐ)   वाढीव अग्रिमावर सुधारित व्याजदर आकारण्यात यावा. (सुधारित व्याजदर आकारण्यासाठी पूर्वी मंजूर केलेले अग्रिमावर सुधारित व्याजदर आकारण्यात यावा.)

ओ)   या आदेशानुसार वाढीव अग्रिम मंजूर करण्यात आल्यास कर्मचाऱ्यांकडून गहाणखत, वैयक्तिक बंधपत्र, जामिन यासंबंधी कागदपत्रे पुन्हा नव्याने घेण्यात यावीत. याबाबतचा खर्च कर्मचाऱ्यांनी स्वतः सोसावा.

६. अग्रिमाची व्याजासह वसुली २० वर्षात करण्यात यावी. प्रथम १९२ मासिक हप्त्यात मूळ अग्रिम व उर्वरित ४८ मासिक हप्त्यात व्याजाची वसुली करावी. २० वर्षापेक्षा कमी सेवा कालावधी असलेल्या कर्मचाऱ्यांना कर्ज परतफेडीचार जास्त भार पडू नये म्हणून त्यांना त्यांच्या सेवा-नि-मृत्यू-उपदानातून अग्रिमासह व्याजाची काही रक्कम शासनास परत करता येईल. परंतू त्यांच्या मासिक हप्त्याची रक्कम ठरविताना जर त्यांची २० वर्षे सेवा शिल्लक असती तर अग्रिम वसुलीबाबतचा दरमहा जो हप्ता ठरविण्यात आला असता त्यापेक्षा कमी रकमेचा मासिक हप्ता असू नये. तथापि, कर्मचारी त्याच्या इच्छेनुसार कमी कालावधीत अग्रिम व व्याज रक्कम फेडण्यासाठी मासिक हप्त्याची रक्कम विहित रकमेपेक्षा जास्त वाढवू शकेल.

७. मुंबई वित्तीय नियम-१९५९ च्या परिशिष्ट २६ मधील घरबांधणी अग्रिम विषयक नियमांमध्ये औपचारिक सुधारणा यथावकाश करण्यात येईल.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

बा. व. सावंत,
शासनाचे उप सचिव, वित्त विभाग.

प्रति,
महालेखापाल (लेखा व अनुज्ञेयता)-१, महाराष्ट्र, मुंबई-४०० ०२०,
महालेखापाल (लेखा व परीक्षा)-१, महाराष्ट्र, मुंबई-४०० ०२०,
महालेखापाल (लेखा व अनुज्ञेयता)-२, महाराष्ट्र, नागपूर,
महालेखापाल (लेखा परीक्षा)-२, महाराष्ट्र, नागपूर,
अधिदान व लेखा अधिकारी, वांद्रे / मुंबई,
निवासी लेखा परीक्षा अधिकारी, मुंबई.

Section 4 (1)(b) (v) format(C)

The Circulars related with the functions

Sr. No.	Subject as indicated in the circular	Circular No. & Its date	Remarks if any

Section 4 (1)(b) (v) format(D)

The office Orders/ Policy Circulars related with the functions of YASHADA

Sr. No.	Subject as indicated in the office order	No. & office order date	Remarks if any
	List of Policy Circulars	2003-05	Annexure 15

Policy Circular incerted in Section 4 (1)(b) (v) format(A)

Section 4 (1)(b)(v) format(E)

List of documents available in the office/section/ward/branch of YASHADA at Pune

SUBJECT OF DOCUMENT –

Sr. No.	Type of Document	Sub Topic	Person In charge/Designation	Location of the person if not situated in the above mentioned office
	As in ISO Manual			

Note - Each public authority shall prepare list of records duly indexed. Record includes document files & soft copies as well.

To prepare this list to facilitate Right To Information, we have to make it user friendly. Easy to inspect, taking notes, taking samples of materials etc.

First prepare office wise list of existing files, which includes current files, await files & papers in record. Details of documents to be found in each type of file. List of different kinds of registers maintained in each office specifying the column heads. List of documents, which are not files as well as registers but are used or created or maintained for official purpose, should also be listed. For easy retrieval these lists should be office wise, section wise, desk wise as it convenient for the clients of the specific office. The list may be prepared in the following format.

Section 4(1)(b)(vi)

**Statement of Categories of documents held in the office
of YASHADA at Pune**

Sr. No.	Subject	Type of Document file/muster/register/voucher etc	Particulars of Heading / type in the document	Periodicity of reservation
	List of Files (Annxure 16)	File	See List	See List

List of Files with Project and Consultancy Cell (PCC), CIT

Sr. No	Main Section/ Department	Sub Section	Subject		File Description			Location
			Main	Secondary	NO	Date of		
						Opening	Closing	
1	CIT	PCC	Internal Circulars	Circulars and Office Orders	CIT-03/1405/Circulars		--	Desk 3-1
2	CIT	PCC	Project Development	Course Infor.System	CIT-03/1203/SW-CIS	14.02.2003	--	Desk 3
3	CIT	PCC	Misc.	Work Norms	CIT-03/1703/WORK NORMS	20.10.2003	--	Desk 3
4	CIT	PCC	Project Development	Faculty MIS	CIT-03/1204/SW-FMIS	15.03.2004	--	Desk 3
5	CIT	PCC	Project Development	Compre. MIS	CIT-03/1204/SW-CompreMIS	09.08.2004	--	Desk 3

Sr. No	Main Section/ Department	Sub Section	Subject		File Description			Location
			Main	Secondary	NO	Date of		
						Opening	Closing	
6	CIT	PCC	Project Development	Spl Co-op Cell	CIT-03/1204/SW-COOP	13.08.2004	--	Desk 3
7	CIT	PCC	Project Development	Hostel MIS	CIT-03/1205/SW-HMIS	13.10.2004	--	Desk 3
8	CIT	PCC	Project Development	YASHADA Intranet	CIT-03/1205/SW-Intranet	18.03.2005	--	Desk 3
9	CIT	PCC	Personal	Shekhar Teke Personal File	CIT-03/1505/SBT-Personal	01.04.2005	--	Desk 3-1
10	CIT	PCC	Misc	Monthly Plan and Review	CIT-03/1705/ Plan&Review	01.04.2005	--	Desk 3
11	CIT	PCC	Consultancy	e-Readiness Project	CIT-03/1305/e-Readiness Project	09.05.2005	--	Desk 3
12	CIT	PCC	Personal	Vrushali S Chaskar Personal File	CIT-03/1505/VSC-Personal	17.05.2005	--	Desk 3-2
13	CIT	PCC	Personal	Ravneesh M Saini Personal File	CIT-03/1505/RMS-Personal	17.05.2005	--	Desk 3-3
14	CIT	PCC	Personal	Tejas D Deshpande Personal File	CIT-03/1505/TDD-Personal	17.05.2005	--	Desk 3-4
15	CIT	PCC	Project Development	TMIS Development	CIT-03/1405/SW-TMIS	20.05.2005	--	Desk 3
16	CIT	PCC	Project Development	Microplanning	CIT-03/1205/ Microplanning	23.05.2005	--	Desk 3
17	CIT	PCC	Project Development	Complaint Register	CIT-03/1205/Complaint Register Development	23.05.2005	--	Desk 3
18	CIT	PCC	Admin Tasks	"RTI Proactive Disclosures" on Yashada Website	CIT-03/1605/RTI Disclosures	22.06.2005	--	Desk 3

Section 4(1)(b)(vi)

Sr. No	Main Section/ Department	Sub Section	Subject		File Description				Location
			Main	Secondary	NO	Date of			
						Opening	Closing		
19	CIT	PCC	Misc	Ideas At Work Documents	CIT-03/1705/Ideas At Work Documents	28.06.2005	--		Desk 3-1
20	CIT	PCC	Project Development	Guest Faculty Directory	CIT-03/1205/GF Directory	11.07.2005	--		Desk 3
21	CIT	PCC	Project Development	RDC MIS	CIT-03/1205/RDC-MIS Development	16.08.2005	--		Desk 3
22	CIT	PCC	Project Development	Accounts S/w Modules	CIT-03/1205/SW-Acct	24.08.2005	--		Desk 3
23	CIT	PCC	Project Development	Publications Cell Project	CIT-03/1205/SW-Publ	06.09.2005	--		Desk 3
24	CIT	PCC	Project Development	MDC S/w Development	CIT-03/1205/SW-MDC	19.09.2005	--		Desk 3

DDG's SIRD Office Files

Sr No	File No.	Subject	Remarks
(1)	1	Personal File of Director, SIRD YASHADA, Pune.	
(2)	**SIRD-DDG/1004/TPSIRDFM**	Training Programmes to be attended by SIRD Faculty Members.	
(3)	**SIRD-DDG/2304/Office Note**	Office Note File.	
(4)	**SIRD-DDG/1504/ISO**	ISO Certification.	
(5)	**SIRD-DDG/2304/Circular**	Circular issued by the Director, SIRD, YASHADA.	
(6)	**SIRD-DDG/2604/Annual Report**	Annual Report of SIRD for the year 2003-2004.	
(7)	**SIRD-DDG/2304/Cir-Office Order**	DG Office Circular/Office Orders File.	
(8)	**SIRD-DDG/2704/Paper Clippings**	Newspaper Clippings by YASHADA Library.	
(9)	**SIRD-DDG/1604/EC**	Executive Committee Meeting.	
(10)	**SIRD-DDG/1604/HoD**	Minutes of Review of HoD's Meeting taken by the Director General.	
(11)	**SIRD-DDG/2604/Reporting Format**	Individual Reporting Format for Faculty.	
(12)	**SIRD-DDG/1604/CREDIT**	Minutes of CREDIT Meeting.	
(13)	**SIRD-DDG/2304/Official Copies**	Official Copies of the Director, State Institute of Rural Development (SIRD), YASHADA, Pune.	
(14)	**SIRD-DDG/1604/ATI**	Minutes of the Weekly Reviewing Meeting of ATI, YASHADA, Pune taken by the Director General, YASHADA, Pune.	
(15)	**SIRD-DDG/1604/Construction**	Minutes of Construction Supervision Committee Meeting	
(16)	**SIRD-DDG/1604/AAHEM**	Minutes of Review Meeting of Administration, Accounts, Hostel & Estate Management under the Chairmanship of Director General, YASHADA, Pune.	
(17)	**SIRD-DDG/1004/TMCS for SIRD**	Training Methods & Communication Skill for SIRD & ETCS (Sp. By NIRD)	
(18)	**SIRD-DDG/2504/Director's Tour**	Director, State Institute of Rural Development (SIRD)'s Tour Programme out of Pune.	
(19)	**SIRD-DDG/1604/RDC**	Review Meeting of Research & Documentation Centre, YASHADA, Pune.	
(20)	**SIRD-DDG/1604/BoG**	BoG Meeting File.	
(21)	**SIRD-DDG/2304/Policy Circular**	Director General's Policy Circulars File.	
(22)	**SIRD-DDG/1604/SIRD**	Minutes of the Review Meeting of SIRD,	

Sr No	File No.	Subject	Remarks
		YASHADA, Pune taken by the Director General, YASHADA, Pune.	
(23)	**SIRD-DDG/2704/Misc**	Misc. File.	
(24)	**SIRD-DDG/1604/CGG**	Weekly Review Meeting of Centre for Good Governance taken by Director General, YASHADA, Pune.	
(25)	**SIRD-DDG/1604/CESJ**	Minutes of Review Meeting of the Centre for Equity & Social Justice, YASHADA, Pune.	
(26)	**SIRD-DDG/1604/SIRD Faculty**	Minutes of the Review Meeting of Faculty of SIRD, YASHADA, taken by Director, SIRD.	
(27)		YASHADA Management Information System (MIS).	
(28)	**SIRD-DDG/2704/Paalvi**	Palvi File.	
(29)	**SIRD-DDG/1604/Think Tank**	Minutes of Think Tank Meeting.	
(30)	**SIRD-DDG/1604/Faculty**	Faculty Meeting File.	
(31)	**SIRD-DDG/1604/Purchase**	Purchase Committee File.	
(32)	**SIRD-DDG/1604/PPIC**	Minutes of review meeting of Policy & Plan Implementation Cell	
(33)	**SIRD-DDG/1604/CCPLCAVP**	Minutes of the Review Meeting of Course Cell, Publication, Library & CAVP.	
(34)	**SIRD-DDG/1404/Finance**	Financial Matters.	
(35)	**SIRD-DDG/2704/Management Audit**	Management Audit for the year 2003 "Panchayat Raj Institutions-IND/99/543".	
(36)	**SIRD-DDG/1604/CED**	Weekly Review Meeting of Centre for Environment & Development taken by the Director General, YASHADA, Pune.	
(37)	**SIRD-DDG/1605/UNFPA**	Annual Review of UNFPA Projects	
(38)	**SIRD-DDG/1005/SGSY**	SGSY Correspondence	
(39)	**SIRD-DDG/1605/YMRC**	Minutes of YMRC Review Meeting	
(40)	**SIRD-DDG/1005/Public Health**	Public Health Correspondence	
(41)	**SIRD-DDG/1605/MDC**	Minutes of MDC Core Group Meeting	
(42)	**SIRD-DDG/1005/ATC**	Annual Training Calendar	
(43)	**SIRD-DDG/1005/Co-operative**	Correspondence of Co-operative Societies	
(44)	**SIRD-DDG/1605/Local Committee**	Local Committee Meeting	
(45)	**SIRD-DDG/1105/ Phoenix Mill**	Research Project – Phoenix Mill	
(45)	**SIRD-DDG/1005/NIRD**	NIRD Correspondence	
(46)	**SIRD-DDG/1605/SHG**	Minutes of SHG Cell Core Group Meeting	

List of files

Dr. Ashok D. Kolhe

Associate Professor,
YASHADA

Sr. No	File No	Subject	Remarks
	SIRD-IV/ 2604/GKolhapur	Gram Sevak Training Center, Gargoti, Kolhapur	
	SIRD-IV/2604/KBKolhapur	Gram Sevak Training Center, Kasaba Bavada , Kolhapur	
	SIRD-IV/ 2604/Buldhana	Gram Sevak Training Center, Buldhana	
	SIRD-IV/ 2604/Amravati	Gram Sevak Training Center, Amravati	
	SIRD-IV/2604/Parbhani	Gram Sevak Training Center, Parbhani	
	SIRD-IV/2604/Shindhwahi	Gram Sevak Training Center, Shindhwahi, Chandrapur	
	SIRD-IV/ 2604/KHThane	Gram Sevak Training Center, Kosbad Hil, Thane	
	SIRD-IV/ 2604/Jalana	Gram Sevak Training Center, Jalana	
	SIRD-IV/ 2604/Manjari	Gram Sevak Training Center, Manjari Farm Pune	
	SIRD-IV/ 2704/KhThane	Panchayat Raj Training Center, Kosbad Hill, Thane	
	SIRD-IV/ 2704/KHJalgaon	Panchayat Raj Training Center, Khiroda,Jalgaon.	
	SIRD-IV/ 2704/VaSatara	Panchayat Raj Training Center, Varya, Satara	
	SIRD-IV/ 2704/GKolhapur	Panchayat Raj Training Center, Gargoti, Kolhapur	
	SIRD-IV/ 2704/GSolapur	Panchayat Raj Training Center, Goudgaon, Solapur	
	SIRD-IV/ 2704/MuLatur	Panchayat Raj Training Center, Murud, Latur	
	SIRD-IV/ 2704/KBuldhana	Panchayat Raj Training Center, Khamgaon, Buldhana	
	SIRD-IV/ 2704/Amravat	Panchayat Raj Training Center, Shivaji Nagar, Amravati	
	SIRD-IV/ 2704/HNNagpur	Panchayat Raj Training Center, Hanuman Nagar, Nagpur	
	SIRD-IV/ 2704/MChandrapur	Panchayat Raj Training Center, Mul, Chandrapur	
	SIRD-IV/ 2704/PYavatmal	Panchayat Raj Training Center,	

Sr. No	File No	Subject	Remarks
		Pusad,.Yavatmal	
	SIRD-IV/ 2704/CTCGargoti	Composite Training Center, Gargoti, Kolhapur	
	SIRD-IV/2604/FU	Gramsevak Training Center Correspondence	
	SIRD-IV/ 2704/ stat-PRTC	पंचायत राज प्रशिक्षण केंद्रांना एक्सटेंशन केंद्राचा दर्जा देणेबाबत	
	SIRD-IV/ 26-2704/Und-Comm	ग्रामसेवक प्रशिक्षण संस्थाची नियमक मंडळाच्या बैठका	
	SIRD-IV/2604/SYLLABUS	बाबत ग्रामसेवकांच्या पायाभुत प्रशिक्षण सत्राचा सुधारित अभ्यासक्रम	
	SIRD-IV/ 1004/Cust.car	Training Course On Custodial Care For Principal of Govt. Ashram School	
	SIRD-IV/ 1004/Cust.car02	Training Course on Custodial Care for Principal of Aided Ashram School	
	SIRD-IV/ 1004/EWSHGs	Empowerment of Women Through SHGs	
	SIRD-IV/1004/TRIESD	Course on executive skill development	
	SIRD-IV/1004/ SHGs 01	SHGs & Micro finance	
	SIRD-IV/1004/CEOs	Training Programme for CEOs ZP	
	SIRD-IV/1104/SJSY	Performance of SJSY – A Process study Research Project of NIRD	
	SIRD-IV/26-2704/M.Plan	A) Master plan for GTC's & PRTC's	
	SIRD-IV/26-2704/M. Plan	B) Master plans for GTC/ PRTC;s Original Proposals	
	SIRD-IV/2604/Status	A) Status of GTCs in the state	
	SIRD-IV/2604/Status	B) Status Report of GTCs	
	SIRD-IV/2604/	उपयोगीता प्रमाणपत्र पचायत राज प्रशिक्षण केद्र	
	SIRD-IV/1004/Cust.Car03	Training programme on Custodial Care for Head Masters of Primary School	
	SIRD-IV/1005/MF&ME	Work Shop on SGSY 10th to 11th March 2005	
	SIRD-IV/1005/UNB	Employment Programme with Reference to Cyclical Migration in Gadchiroli Dist. Utilization of Nucleus Budget 18th to 20th March 2005	
	SIRD-IV/1005/SM	Stress Management 25th to 27th March 2005	
	SIRD-IV/1005/ART	Course on Transfer of Appropriate	

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005
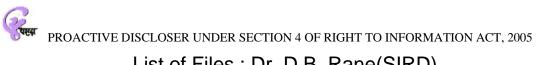
Sr. No	*File No*	*Subject*	*Remarks*
		Technology for Sustainable Development (AAB) 8th to 10th April 2005	
	SIRD-IV/1005/CDPO	Training Programme for Child Development Officers (ADK) 11th to 14th April 2005	
	SIRD-IV/1005/CustCar03	Training Programme on Custodial Care for Hostel Wardens Ashram School (ADK) 20th to 24th April 2005	
	SIRD-IV/1005/Pri	Training Programme on Head Masters of Primary School on Custodial Care (AAB) 20th to 22nd May 2005	

List of File
Jayashree Tadelkar- (Research Officer)
Rajani Gholap – (Course Associate)

Sr. No	File No	Subject	Remark
1	SIRD-VI/1005/SP. TDD/05	Workshop on Transfer of Cultivation & Value Technology in Herbal & Aromatic Medical Planning **18-20 March, 05**	
2	SIRD-VI/1005/W&CDD/05	Attitudinal Dev. For MAVIM OFFICER **4th to 8th April, 2005**	
3	SIRD-VI/1005/YP/05	Right to information for Tribal Dev.Dept. **16th to 18th May, 2005**	
4	**SIRD-VI/1005/W&CDD/05**	Attitudinal Dev. For Women & Child Dev. Officers **20th to 24th June,05**	
5	SIRD-VI/1005/Co-Op bank/05	**Managerial Effective Programme for Directors / Officers of Urban Co-Op. Banks** 01st to 04th August , 2005	
6	**SIRD-VI/1005/W&CDD/05**	Attitudinal Dev. For Women & Child Dev. Officers **8th to 12 August. 2005**	
7	SIRD-VI/1005/MoRD/05	Workshop on SGSY **27th August, 2005**	
8	SIRD-VI/1005/TDD/05	Departmental Enquires for Tribal Dev. Dept. **02nd to 04th Sept. 2005**	
9	SIRD-VI/1005/DoPT05	Gender Issues **15th to 17th Sept. 2005**	
10	SIRD-VI/1005/MoRD/05	TOT For Block Level Functionaries (Beed Dist.) **26th to 28th Sept. 2005**	

List of Files : Dr. D.B. Rane(SIRD)
01.04.2005 to 30.09.2005

Sr. No	File No	Subject	Remarks
1.	SIRD-II/1005/DLF	Training Programme for Agriculture Officers on dry land farming (11 – 13 April, 2005)	Course File
2.	SIRD-II/1005/WTO	Training Programme for Agriculture Officers on WTO and export of Agriculture Products (18 – 20 April, 2005)	Course File
3.	SIRD-II/1005/CCS	Managerial Effectiveness Programme for Directors/Officers of Co-operative Credit Societies(10 – 12 June, 2005)	Course File
4.	SIRD-II/1005/Agri	Refresher Course for Officers of Agriculture Department (20 – 23 June, 2005)	Course File
5.	SIRD-II/1005/MIS	Training Programme for Agriculture Officers on Micro-Irrigation Systems(25 – 28 July, 2005)	Course File
6.	SIRD-II/1005/DTS	Direct Training Skill(DTS) (01 – 05 August, 2005)	Course File
7.	SIRD-II/1005/DoT	Design of Training (DoT) (08 – 12 August, 2005)	Course File
8.	SIRD-II/1005/CCS	Managerial Effectiveness Programme for Directors/Officers of Co-operative Credit Societies(12 – 14 August, 2005)	Course File
9.	SIRD-II/1005/PP	Training of Trainers (ToT) under UNFPA Project (19 0 23 August, 2005)	Course File
10.	SIRD-II/1005/PP	Training Programme for Agriculture Officers on Peoples Participation in implementation of Agriculture Schemes(29 – 31 August, 2005)	Course File
11.	SIRD-II/1005/CCS	Managerial Effectiveness Programme for Directors/Officers of Co-operative Credit Societies(09 – 11 Sept. 2005)	Course File
12.	SIRD-II/1005/APMC	Training Programme for Officers of Agriculture Dept. and APMC on Agriculture Marketing (12 – 14 Sept. 2005)	Course File
13	SIRD-II/1005/AHD	Training Programme for Officers of Animal Husbandry Department on WTO and Export of Animal Products (19 – 21 Sept. 2005)	Course File
14.	SIRD-II/1205/UNFPA	UNFPA Project Correspondence	Project File

Center For Co-operation Training and Research
(D-4)

Sr.No.	File No.	Subject	Remarks
	CCTR-D4/1005/APMC	General Correspondence of Training Programmes of Agriculture Produce Market Committee (APMC)	
	COP-D4/1005/BLVAS	Training Programmes of Khadi and Village Industries Board (BLVAS)	
	CCTR-D4/1005/RR-DCC	Relieving Repot of DCC and Participants Details	
	CCTR-D4/1005/RR-DCC-Dir	Relieving Repot of DCC-Dir and Participants Details	
	CCTR-D4/1005/RR-DCC	Relieving Repot of UCB and Participants Details	
	CCTR-D4/1005/RR-UCB-Dir	Relieving Repot of UCB-Dir and Participants Details	
	CCTR-D4/1005/RR-CCS	Relieving Repot of CCS and Participants Details	
	CCTR-D4/1005/RR-APMC	Relieving Repot of APMC and Participants Details	
	CCTR-D4/1005/RR-Dairy	Relieving Repot of Dairy and Participants Details	
	CCTR-D4/1005/RR-Sugar	Relieving Repot of Sugar-MDC and Participants Details	
	CCTR-D4/1005/RR-Refre	Relieving Repot of Refresher and Participants Details	
	CCTR-D4/1005/PR	Participants Representatives	
	CCTR-D4/1005/BD-GF	Bio-Data of Guest Faculty	
	CCTR-D4/1005/TDB	Training Data Base	

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Sr.No.	File No.	Subject	Remarks
	CCTR-D4/1005/TT	Time Tables - CCTR	
	CCTR-D4/1105/FM	Faculty Meeting	
	CCTR-D4/1205/TTM	Thing Tank Meeting	
	CCTR-D4/1305/RM-Co	Review Meeting of Co-op	
	CCTR-D4/1405/RM-Oth	Review Meeting of other Centers	
	CCTR-D4/1505/Book	Correspondence regarding purchase of Books	
	CCTR-D4/1605/Core-Gp	बलुतेदार सहकारी मध्यवर्ती गट (Core Group)	
	CCTR-D4/1705/Cir	Circulars & Office Orders Yashada	
	CCTR-D4/1805/Gen	General Correspondence of D4	
	CCTR-D4/1905/LR	कार्यविवरण पत्रांचा साप्ताहिक गोषवारा (संग्राम इंदुलकर)	
	CCTR-D4/2005/LR	कार्यविवरण पत्रांचा मासिक गोषवारा (सी सी टी आर)	
	CCTR-D4/2105/ATI-M	प्रशासकीय प्रशिक्षण संस्थेच्या (ATI) आढावा बैठकीचे इतिवृत	
	CCTR-D4/2205/CKP	श्री सी के पाटील यांच्या नियुक्तीबाबत (करार तत्वावर)	
	CCTR-D4/2305/Cons	सनियंत्रक (Consultant)	
	CCTR-D4/2405/Cons	भोजनगृह बैठक	
	कार्यविवरण पत्रांची नोंदवही (संग्राम इंदुलकर)	कार्यविवरण पत्रांची नोंदवही (संग्राम इंदुलकर)	
	Movement Register	Movement Register	
	Await Register	Await Register	

LIST OF RECORD MAINTAINED BY ADMINISTRATION-IV
AS PER ISO 9001:2000

Department – Administration
File Related with Administration

Sr. No.	Name of Record	Nature of record File/Register Soft Copy/Hard Copy	Related procedure no/Apex manual section no	Location of record	Period of retention	Responsibility of generating record
1	Purchase	File	Yashada/MOP/Admin/18	Cupboard 1 Rack No.2	5 Years	Adm-III Clerk
2	CROCKERY	File	--	Cupboard 1 Rack No.2	5 Years	Adm-III Clerk
3	STATIONERY TENDER 205-06	File	--	Cupboard 1 Rack No.2	5 Years	Adm-III Clerk
4	PURCHASE COMPUTER CART./ /CD/FLOPPIER/ CART.REFILLING	File	--	Cupboard 1 Rack No.2	5 Years	Adm-III Clerk

record-type

LIST OF RECORD MAINTAINED BY ADMINISTRATION-III
AS PER ISO 9001:2000

Department – Administration

File Related with Administration

Sr. No.	Name of Record	Nature of record File / Register Soft Copy /Hard Copy	Related procedure no/Apex manual section no	Location of record	Period of retention	Responsibility of generating record
1	PEST CONTROL CONTRACT WITH ORIGINAL AGREEMENT OF M S Warehousing	File	Yashada/ MOP/Con t/01	Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
2	GARDEN CONTRACT (E.M.)	File		Cupboard 3 Rack No.1	1Years	Adm-IV Clerk
3	MESS CONTRACT	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
4	SECURITY CONTRACT	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
5	LAUNDRY CONTRACT	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
6	ISO	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
7	TELPHONE	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
8	PAYMENT OF POST DEPTT FOR USE OF FRANKING SERVICE	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
9	REPROGRAPHIC S CONTRACT	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
10	HOUSEKEE PING CONTRACT	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
11	CONSERVA NCY CONTRACT	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
12	XERPX CONTRACT	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
13	COMPOSITE FACILITIES MDC CONTRACT	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk
14	WATER TANKS CLEANING CONTRACT	File		Cupboard 3 Rack No.1	1 Years	Adm-IV Clerk

LIST OF FILES : MDC-I

Sr. No	File Reference Number	Subject	Remarks
1.	MDC-I/1005/MDC Plan	Plan of MDC	
2.	MDC-I/1005/Policy Circular	Policy Circulars & Personal File	
3.	MDC-I/1005/Policy Guidelines	Policy Guidelines – Management Development Centre, Yashada	
4.	MDC-I/1005/OOCs	Office Orders & Circulars etc.	
5.	MDC-I/1005/Programms	Programmes : M D C	
6.	MDC-I/1005/Minutes	Minutes of Meetings	
7.	MDC-I/1005/Luncheon	Luncheon Meetings	
8.	MDC-I/1005/FP & TM	Faculty Profile & Training Module	
9.	MDC-I/1005/ECM	Minutes of Executive Committee	
10.	MDC-I/1005/INFR	MDC Infrastructure	
11.	MDC-I/1005/NCLP	Newspaper Clippings	
12.	MDC-I/1005/CG-MTG	Minutes of Core Group Meetings	
13.	MDC-I/1105/Reprographics	Reprographics Material	
14.	MDC-I/1105/Folders	Purchase of Folders	
15.	MDC-I/1105/BROC	MDC Brochure/Correspondence	
16.	MDC-I/1205/ Imprest	Imprest	
17.	MDC-I/1405/Quotations	Quotations	
18.	MDC-I/2705/CLB	Collaboration with IIMs	

DDG ADMINISTRATION OFFICE

LIST OF FILES

Sr. No.	SUBJECT	FILE NO.
I	**P.A. to D.D.G. (A) : Administration**	
	PROJECTS - 10	
10-1	Ford Foundation- Functional Review	DDG(A)-PA / 1005 / FF
10-2	Right to Information - Training	DDG(A)-PA / 1005 / RTI
10-3	Narmada Project	DDG(A)-PA / 1005 / NP
10-4	E-Governance in Action project	DDG(A)-PA/ 1005 / E-Gov.
10-5	Government Correspondence	DDG(A)-PA/1005 / Gov.letter
10-6	MDC Building	DDG(A)-PA/1005 / MDC
	MEETINGS -11	
11-1	Board of Governors	DDG(A)-PA / 1105 / BoG
11-2	Executive Committee Meeting	DDG(A)-PA / 1105 / EC
11-3	Local Committee Meeting	DDG(A)-PA / 1105 / LC
11-4	Construction Supervision Committee	DDG(A)-PA / 1105 / CSC
11-5	Agenda for Pune	DDG(A)-PA / 1105 /Agenda
11-6	Think Tank Meeting	DDG(A)-PA / 1105 /TT
11-7	Faculty Meeting	DDG(A)-PA / 1105 /FM
11-8	Review Meeting / Minutes of Meeting	DDG(A)-PA / 1105 /RM
11-9	Hod Meeting / Top Management Meeting	DDG(A)-PA / 1105 /Hod
11-10	प्र.ले.व्य.स्था Meeting	DDG(A)-PA / 1105 /प्र.ले.व्य.स्था.ग्रा.
	PUBLICATION - 12	
12-1	Publication – News letters, Yashmanthan, Navankur etc..	DDG(A)-PA /1205 / Pub-01
12-2	Library Correspondence	DDG(A)-PA /1205 / Pub -02
	MISCELLANEOUS - 13	
13-1	VIP Visit	DDG(A)-PA/1305/VIP Visit
13-2	Memorandum of Understanding	DDG(A)-PA/1305/MoU
13-3	Miscellaneous	DDG(A)-PA/1305/ Misc.
I	**P.A. to D.D.G. : Administration**	
13-4	Office Copy	DDG (A)-PA/1305/OC

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13-5	Yashada Letter	DDG(A)-PA/1305/ Yashada letter
13-6	Telephone Bill	DDG(A)-PA/1305/Telephone
13-7	T.A. Bill	DDG(A)-PA/1305/T.A.Bill
13-8	Zanshi Bill – Tea	DDG (A)-PA/1305/ Tea Bill
ISO - 14		
14-1	ISO	DDG(A)-PA / 1404 / ISO
MIS REPORT - **15**		
15-1	MIS Report	DDG(A)-PA / 1505 / MIS
OFFICE NOTING –16		
16-1	Office Note	DDG(A)-PA / 1605 / O.N.
16-2	Office Orders	DDG(A)-PA / 1605 / OO
16-3	Office Note through Administration	DDG (A)-PA/1605/ O.N.
CIRCULAR - 17		
17-1	Policy Circular	DDG(A)-PA / 1705 / Policy
17-2	Circular / Important Circular	DDG(A)-PA / 1705 / IMP Cir
17-3	Circular from Administration	DDG(A)-PA / 1705 / Cir from Admn.
KEA RESULT AREA - 18		
18-1	Kea Result Area	DDG(A)-PA / 1805 / KRA
PERSONAL FILE – 19		
19-1	Personal file – Capt.A.V.Deshpande	DDG(A)-PA / 1806 / DDG - AVD
19-2	Personal file – Tanuja Naykodi	DDG(A)-PA / 1806 / PA-TSN

List of files of Policy and Plan Implementation Cell :

Sr. No.	File No.	Subject	Remarks
	PPI – MTG / 2005 / Review	Review Meeting of PPI – NIYOJAN Minutes	
	PPI – MTG / 2005 / EC –49	49th Executive Committee Meeting , YASHADA	
	PPI – MTG / 2005 / CSC	Construction Supervision Committee, YASHADA	
	PPI-YMP / 2005 / GOV – Ext	Right to Access of the Raj Bhavan Pune land to YASHADA	
	PPI-YMP / 2005 / SC – CSC (FSCC)	Construction Supervision Committee of Office of Sugar Commissioner for the construction of Second Phase of Farmer's Hostel	
	PPI-YMP / 2005 / HT-Algn	HT Alignment in YASHADA	
	PPI – NET / 2005 / DoPT	Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training, GoI)	
	PPI – NET / 2005 / PUN-CASP	Community Aid & sponsorship Programme (CASP) Pune	
	PPI – ADM / 2005 / MIS	Comprehensive MIS of PPI Cell	
	PPI – ADM / 2005 / Policy Circular	Policy Circulars during 2005	
	PPI – ADM / 2005 / I&DA Appn	Appointment of Information & Documentation Assistant in PPI Cell	
	PPI – ACC / 2005 / YCFA	To create specific budget head titled "YASHADA Course Fee Amount"	
	PPI – PERS / 2005 / SSK	Personal File	

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List of files of Office of DDG (P)

Sr. No.	File No.	Subject	Remarks
	PLNG-MTG / 2005 / WR	Weekly Review Meeting of Planning Division	
	PLNG-MTG / 2005 / Top Mgt	Top Management Committee, YASHADA	
	PLNG -MTG / 2005 / Review	Review Meeting of Course Cell – SANYOJAN Minutes	
	PLNG-ADM / 2005 / C-MIS	YASHADA Comprehensive MIS	
	PLNG-MTG / 2005 / Review	Review Meeting of Course Cell – SANYOJAN Minutes	
	PLNG-ADM / 2005 / Administration	Administrative Matters under Planning Division	
	PLNG-ADM / 2005 / Circular	Circulars & Office Orders from the Office of DDG (Planning)	
	PLNG-ADM / 2005 / Permissions-HM	Permissions from Hon. DG for DDG (Planning) in regard to Hostel Management	
	PLNG-ADM / 2005 / AAR	Academic Annual Report 2004-2005	
	PLNG-ADM / 2005 / Permission	Permissions from Hon. DG for DDG (Planning)	
	PLNG-ADM / 2005 / PC	Purchase Committee of YASHADA	
	PLNG-ADM / 2005 / CR	Confidential Reports	
	PLNG-OTH / 2005 / Gen. Corspn	General Correspondence from the Office of DDG (Planning)	

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PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Sr. No.	Name of Record	Nature of record File/ Register Soft copy/ Hard Copy	Related procedure no/Apex manual section no	Location of record	Period of retention	Responsibility of generating record.
1.	NCR File for July 2004 & December 2004	File	8.3	MR	1 year	MR
2.	NCR File for July 2005 & August 2005	File	8.3	MR	1 year	MR
3.	External Auditors	File	7.4	CA	Till completion of project	CA
4.	Project management consultant	File	7.4	CA	Till completion of project	CA
5.	PCMC consultancy	File	7.4	CA	Till completion of project	CA
6.	In-house training for ISO	File	6.2	CA	1 year	CA
7.	ISO training at Blue Diamond	File	6.2	CA	1 year	CA
8.	Course file On Internal auditing MAY 2005	File	7.1	CA	1 year	CA
9.	Policy Circular files	File	5.5	CA	1 year	CA
10.	Planning Division Meetings Minutes	File	5.5	CA	1 year	CA
11.	Ideas that work file	File	5.5	MR	1 year	Additional Director ATI
12.	Imprest file	File	6.1	CA	Till AG Audit	CA
13.	Travel Advance File	File	6.1	CA	Till AG Audit	CA
14.	File Movement register	Register	5.5	CA	1 year	CA
15.	Auditors Competency file	File	6.2	MR	Permanent	MR
16.	Faculty Competence file	File	6.2	MR	Permanent	MR
17.	List of controlled Copy holders	File	4.2.4	MR	Permanent	MR
18.	Master Copy Apex Manual	Book let	4.2.4	MR	Permanent	MR
19.	Master Copy COP	Book let	4.2.4	MR	Permanent	MR
20.	Master Copy SOP	Book let	4.2.4	MR	Permanent	MR
21.	Master Copy MOP	Book let	4.2.4	MR	Permanent	MR
22.	Office Procedure Manual	Booklet	5.5	MR	Permanent	MR
23.	ISO standards	Booklet	---	MR	Permanent	MR
24.	Job charts	File	---	CA	Permanent	CA
25.	Personal file	File	---	MR	Till Transfer	MR

Sr. No.	Name of Record	Nature of record File/ Register Soft copy/ Hard Copy	Related procedure no/Apex manual section no	Location of record	Period of retention	Responsibility of generating record.
26.	CMIS	File	8.2	MR	Permanent	CIT
27.	Faculty MIS Self	File	8.2	MR	1 year	MR
28.	Inward Outward	Register	--	CA	1 year	CA
29.	Circulars issued by ISO Cell	File	--	CA	1 year	CA
30.	Circulars for information	File	---	CA	1 year	CA
31.	DDG Planning Minutes	File	---	CA	1 year	CA
32.	MRM	File	---	MR	1 year	MR
33.	Faculty Meeting Minutes	File	---	CA	1 year	CA
34.	Think tank Meeting Minutes	File	---	CA	1 year	CA
35.	List of Files	Folder	---	CA	Permanent	CA
36.	Training course for chief chemist 12th sept to 14th sept 2005	File	--	CA	1 year	CA
37.	Training course for Chairman/Directors 12th sept to 13th sept 2005					
38.	TNA	File	--	MR	1 year	MR
39.	Advance & stock	Register	--	CA	1 year	CA

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Sr. No.	File No.	Subject	Remarks
PA-DDG(R)			
1	RDC-PA / 1004 / UNI	UNICEF	
2	RDC-PA / 1004 / FF	Ford Foundation	
3	RDC-PA / 1004 / NGO	Non Government Organization	
4	RDC-PA / 1004 / RTI	Right to Information	
5	RDC-PA / 1004 / ECL	Elimination of Child Labour	
6	RDC-PA / 1004 / NP	Narmada Project	
7	RDC – PA / 1004 / SJ	Equity and Social Justice	
8	RDC-PA / 1104 / HUDCO	HUDCO Correspondence	
9	RDC – PA / 1205 / BoG	Board of Governors	
10	RDC – PA / 1205 / EC	Executive Committee	
11	RDC – PA / 1205 / MR	Monthly Review Meeting with DG	
12	RDC – PA / 1205 / TT-FM	Think Tank /Faculty Meeting	
13	RDC – PA / 1205 / MM	Minutes of Meeting	
14	RDC-PA/1205/TM	Top Management Meeting	
15	RDC – PA / 1404 / Pub	Publication Library	
16	RDC – PA / 1504 / YMRC	YMRC	
17	RDC – PA / 1504 / Visit	VIP Visit	
18	RDC – PA / 1504 / RMDC	Rural Management Development Centre	
19	RDC – PA / 1505 / Gen	General Information	
20	RDC – PA / 1505 / DDG(R) Corrs	DDG(R) General Correspondence	
21	RDC – PA / 1605 / SC	RDC Staff Correspondence	
22	RDC – PA / 1604 / Appoin	Appointments	
23	RDC – PA / 1605/CL	नैमित्तीक/बदली रजा	
24	RDC – PA / 1604/BD	Bio-Data	
25	RDC – PA / 1705 / ISO	ISO	
26	RDC – PA / 1705 / ISO (i)	NCR File (RDC, ATI)	
27	RDC – PA / 1805 / MIS (i)	MIS Report	
28	RDC – PA / 1805 / MIS (ii)	MIS Report (Pradnya Dasarwar)	
29	RDC – PA / 1805 / MIS (iii)	MIS Report (Sumedh Gurjar)	
30	RDC – PA / 1805 / MIS (iv)	MIS Report (Nidhi Malick)	
31	RDC – PA / 1805 / MIS (v)	MIS Report (Sonali Shinde)	
32	RDC – PA / 1805 / MIS (vi)	MIS Report (Shashikant Waidande)	
33	RDC – PA / 1805 / MIS (vii)	MIS Report (Alka Somwanshi)	
34	RDC – PA / 1805 / MIS (viii)	MIS Report (Vinay Kulkarni)	
35	RDC – PA / 1805 / MIS (ix)	MIS Report (Ajay Pithe)	
36	RDC – PA / 1805 / MIS (x)	MIS Report (Meenal Narawane)	
37	RDC – PA / 1805 / MIS (xi)	MIS Report (Sonali Madhikunt)	
38	RDC – PA / 1805 / MIS (xii)	MIS Report (Ravindra Patil)	
39	RDC – PA / 1805 / MIS (xiii)	MIS Report (Priya Vadhyar)	
40	RDC – PA / 1805 / MIS (xiv)	MIS Report (Manisha Ladkat)	
41	RDC – PA / 1805 / MIS (xv)	MIS Report (Ajit Karpe)	
42	RDC – PA / 1805 / MIS (xvi)	MIS Report (Suresh Bhapkar)	

Sr. No.	File No.	Subject	Remarks
43	RDC – PA / 1805 / MIS (xvii)	MIS Report (Atul Shinde)	
44	RDC – PA / 1905 / OO	Office Orders	
45	RDC-PA/1705/ISO- (i)	NCR file (RDC, ATI)	
46	RDC-PA/1705/ISO- (ii)	Child Labour	
47	RDC-PA/1705/ISO- (iii)	KRA	
48	RDC-PA/1705/ISO- (iv)	NGO Project	
49	RDC-PA/1705/ISO- (v)	Social Justice	
50	RDC-PA/1705/ISO- (vi)	Cell for Community Microplanning	
51	RDC-PA/1705/ISO- (vii)	Narmada Rehabilitation Project	
52	RDC-PA/1705/ISO- (viii)	Functional Review	
53	RDC-PA/1705/ISO- (ix)	Evaluation of Centrally Sponsored Agriculture Programme	
54	RDC-PA/1705/ISO- (x)	Evaluation of Modernisation of the Police Department of Maharashtra	
55	RDC – PA / 2005 / Cir	Circular	
56	RDC – PA / 2004 / Policy	Policy / Important Circular	
57	RDC – PA / 2005 / RDC	Circular from RDC	
58	RDC –PA /2005 / ON	Office Note	
59	RDC – PA / 2504 / KRA	Kea Result Area	
60	RDC – PA / 2604 / NARI	National Aid Research Institute	
61	RDC – PA / 2604 / NIRD	NIRD Research Project	
62	RDC – PA / 2604 / TR	Tribal Research	
63	RDC – PA / 2904 / SIUD	State Institute of Urban Development	
64	RDC – PA / 3004 / KSN	Personal file – Dr. K. S. Nair	
65	RDC – PA / 3105 / ATI	ATI	
Elimination of Child Labour Cell			
66	RDC-CLS/1004/CL 01	इंडस प्रकल्प कोअर ग्रुप	
67	RDC-CLS/1004/CL 02	Appointment of Honorary Consultant for INDUS Child Labour Project	
68	RDC-CLS/1004/CL 03	शासकिय व स्वंयसेवी संस्थांच्या प्रशिक्षण संस्थांकडून माहिती मागविण्याबाबत	
69	RDC-CLS/1004/CL 04	ILO Capacity Building for Child Labour Project	
70	RDC-CLS/1004/CL 05	बालकामगार निर्मुलन कार्यक्रमासंदर्भात प्रशिक्षण कार्यक्रमाचा आराखडा तयार करण्याकरिता कार्यशाळादि.३०.८.०४	
71	RDC-CLS/1004/CL 06	Workshop on State Action Plan organization by State Resource Center MILS, at Panchagani on 23rd & 24th July 2004	
72	RDC-CLS/1004/CL 07	बालकामगार प्रकल्पांतर्गत संदर्भात जिल्हाधिकारी कार्यालय परभणी येथे प्रशिक्षण कार्यक्रमाचा अभ्यासक्रम बैठक ३.७.०४	
73	RDC-CLS/1004/CL 08	Customization & Field Testing of CLMS System in Maharashtra to be implemented by YASHADA	

Sr. No.	File No.	Subject	Remarks
74	RDC-CLS/1004/CL 09	महिला व बाल अत्याचार प्रतिबंध कक्ष सदस्यांची नावे आणि पत्ते पाठविण्याबाबत	
75	RDC-CLS/1004/CL 10	बालकामगार निर्मुलन प्रकल्पांतर्गत माहितीपट तयार करण्याबाबत	
76	RDC-CLS/1005/CL 11	One day workshop on Child Labour Monitoring System & Communication Strategy	
77	RDC-CLS/1005/CL 12	CORRESPONDES	
78	RDC-CLS/1005/CL 13	Training of Trainers for Representatives of NGOs from INDUS Project Districts on Child Labour	
79	RDC-CLS/1005/CL 14	Capacity Building Program on Child Labour for Information & Publicity Department Officers	
80	RDC-CLS/1005/CL 15	Capacity Building Program for Govt. functionaries on child Labour	
81	RDC-CLS/1005/CL 16	Capacity Building Program for NGOs on Child Labour	
82	RDC-CLS/1005/CL 17	Capacity Building Program for Block Education Officers on Child Labour	
83	RDC-CLS/1005/CL 18	Module Writing	
84	RDC-CLS/1005/CL 19	Capacity Building Program for officers from Labour Dept. on child Labour	
85	RDC-CLS/1005/CL 20	बालहक्क कक्ष अधिका-यांची बैठक - इतिवृत्तांत	
86	RDC-CLS/1005/CL 21	DOPT	
87	RDC-CLS/1005/CL 22	आयएलओ पुरस्कृत बालकामगार निर्मुलन प्रकल्प - प्रशिक्षण कार्यक्रमांच्या तारखांमध्ये बदल करण्याबाबत	
88	RDC-CLS/1005/CL 23	यशदा कालदर्शिका २००५-०६ Out Reach कार्यक्रमामध्ये बदल करण्याबाबत	
89	RDC-CLS/1005/CL 24	Capacity Building Programme for Employers organizarion on Child Labour	
90	RDC-CLS/1005/CL 25	Training of Trainers for trainers of Training Institute	
91	RDC-CLS/1005/CL 26	Capacity Building Programme for Urban Development Department	
92	RDC-CLS/1005/CL 27	बालकामगार विरोधी दिन दि. ३० एप्रिल ०५ - आय एल ओ पुरस्कृत बालकामगा निर्मुलन प्रकल्पाचा शुभारंभ करण्याबाबत	
93	RDC-CLS/1005/CL 28	Tot for Trainers of Dist. Inst. Of Education on Child Labour	
94	RDC-CLS/1005/CL 29	Capacity Building Prog. For Trainers of Social Work Colleges & Director, NSS, universities on child Labour	
95		Tot for representatives of Dist. Nehru	

Sr. No.	File No.	Subject	Remarks
	RDC-CLS/1005/CL 30	yuva Kendra center for project officer on child Labour	
96	RDC-CLS/1005/CL 31	Child Labour Programme Docket चे छपाई करुन घेण्याबाबत	
97	RDC-CLS/1005/CL 32	Agreement With ILO	
98	RDC-CLS/1005/CL 33	बालकामगार निर्मुलन प्रकल्प कालदर्शिका	
99	RDC-CLS/1005/CL 34	इंडस प्रकल्प प्रतिनिधीकरीता क्षमता वृध्दी प्रशिक्षण कार्यक्रम	
100	RDC-CLS/1005/CL 35	इंडस प्रकल्प प्रतिनिधीकरीता क्षमता वृध्दी प्रशिक्षण कार्यक्रम	
101	RDC-CLS/1005/CL 36	बालकामगार निर्मुलनासाठी कामगार विभागातील अधिका-यांसाठी प्रशिक्षकांचे प्रशिक्षण कार्यक्रम	
102	RDC-CLS/1005/CL 37	**INFORMATION**	
103	RDC-CLS/1005/CL Bal 38	बालसाथी	
104	RDC-CLS/1005/CL post 39	पोस्टर तयार करण्याबाबत	
105	RDC-CLS/1005/CL Cap 40	Capacity Building Programme for INDUS Functionaries	
106	RDC-CLS/1005/CL batch 41	बॅचेस तयार करण्याबाबत	
107	RDC-CLS/1005/CL Yoj 42	योजनांची माहिती	
108	RDC-CLS/1005/CL Tot 43	TOT for Urban Development Functionaries on C L	
109	RDC-CLS/1005/CL Tot 44	महिला व बालविकास विभागातील अधिका-यांकरीता प्रशिक्षकांचे प्रशिक्षण कार्यक्रम	
110	RDC-CLS/1005/CL Mod 45	CBT for Information and Publicity Officers	
111	RDC/CLS/1005/CL CB 46	CB Programme for Care Takers on Child Labour, 12-15 September, 05	
112	RDC/CLS/1005/CL-CB 47	CB Programme for Police Officers on Child Labour, 26-29 Sept., 05	
113	RDC/CLS/1005/CL-ToT 48	ToT for Revenue Functionaries on Child Labour, 03-07 October, 05	
114	RDC/CLS/1005/CL-ToT 49	ToT for PRI Functionaries on Child Labour, 17-21 October, 2005	
115	RDC/CLS/1005/CL-CB 50	CB Programme for Revenue Officers on Child Labour, 24-27 October, 2005	
116	RDC/CLS/1005/CL-Rpt. 51	Various Reports to ILO	
117	RDC/CLS/1005/CL-Apt. 52	Action Research on Child Labour - Appointment of Co-ordinator for Child Labour Free Slum	
118	RDC/CLS/1005/CL-Mtg. 53	Minutes of the meeting	
119	RDC/CLS/1005	Capacity Building Training Programme	

Sr. No.	File No.	Subject	Remarks
	/CL-CB 54	for Trainers from Social Work Colleges and Programme Officers of National Service Scheme on Child Labour, 07 - 10 November, 2005	
120	RDC/CLS/1005/CL-ToT 55	Training of Trainers for Officers from Information & Publicity Department on Child Labour, 14 -1 8 November, 2005	
121	RDC/CLS/1005/CL-ToT 56	Training of Trainers for Representatives of NGOs from INDUS Project District on Child Labour, 28 Nov. to 2 Dec. 2005	
122	RDC/CLS/1005/CL-SAP 57	State Action Plan for Elimination of Child Labour in Maharashtra.	
123	RDC/CLS/1005/CL-MB 58	Payment of Mess Bill	
124	RDC/CLS/1005/CL-MP 59	Material Printing	
KRA			
125	RDC-SSA/1105/ SSA-Eva- 01	Evaluation of SSA	
126	RDC-KRA/1105/ PE - 02	KRA- Primary Education	
127	RDC-KRA/1105/ PE - 03	KRA – Primary Education Workshop 24 & 29 March	
128	RDC-KRA/1105/ feedback 04	KRA Feedback	
129	RDC-KRA/1105/ PE - 05	KRA – Primary Education Workshop 8 April 05	
130	RDC-casp/1105/ casp 06	CASP Workshop	
131	RDC-KRA/1105/ kra correspondence 07	KRA Correspondence	
132	RDC-KRA/1105/kra- Pratham Edu. 08	KRA- Pratham Education	
133	RDC-KRA/1105/kra- WWM 09	Water & Watershed Management	
134	RDC-KRA/1105/kra- SLEG 10	Sustainable Livelihood & Employment generation	
135	RDC-KRA/1105/kra- Rural 11	Rural Micro-finance & SHGs	
136	RDC-KRA/1105/kra- Malnutri 12	Child Malnutrition & health	
137	RDC-KRA/1105/kra- E E 13	Elementary Education	
138	RDC-KRA/1105/kra- SCP 14	Special Component Plan	
139	RDC-KRA/1105/kra- TSP 15	Tribal Sub- Plan	
140	RDC-KRA/1105/kra- FMU 16	Financing & Management of Urban Infrastructure	
141	RDC-KRA/1105/kra- RMO 17	Resource Mobilization & Optimization	
142	RDC-KRA/1105/kra- E- Gover 18	E – Governance	
143	RDC-KRA/1105/kra- UPS 19	Urban Poverty & Shelter	
144	RDC-KRA/1105/kra- CL 20	Child Labour	
145	RDC-KRA/1105/kra- Ndis 21	Needs of Disabled	
146	RDC-KRA/1105/kra- Mis F 22	Miscellaneous File	

Sr. No.	File No.	Subject	Remarks
147	RDC-KRA/1105/kra- PTP 23	Polychnic Training Programme	
148	RDC-KRA/1105/kra- Tes F 24	Testing File	
149	RDC-KRA/1105/kra- cor g 25	Core Group Meeting	
150	RDC-KRA/1105/kra- kendra 26	Kendraprmukha	
151	RDC-KRA/1105/kra- dts 27	DTS - DOT	
152	RDC-KRA/1105/kra- rea pro 28	Research Proposal	
153	RDC-KRA/1105/kra- per 29	Personal	
154	RDC-KRA/1105/kra- reve 30	KRA Review	
NGO			
155	RDC-PMC/1204/NGO-01- (A) I &II (Box file)	Correspondence File	
156	RDC-PMC/1205/NGO-01- (A) III	Correspondence File	
157	RDC-PMC/1204/NGO-02	Accounts File	
158	RDC-PMC/1205/NGO-03-A	Info send by VO's in the prescribed format	
159	RDC-PMC/1205/NGO-03-B	Info send by VO's in the prescribed format	
160	RDC-PMC/1205/NGO-03-C	Info send by VO's in the prescribed format	
161	RDC-PMC/1205/NGO-03-D	Info send by VO's in the prescribed format	
162	RDC-PMC/1205/NGO-03-E	Info send by VO's in the prescribed format	
163	RDC-PMC/1205/NGO-03-F	Info send by VO's in the prescribed format	
164	RDC-PMC/1205/NGO-03-G	Info send by VO's in the prescribed format	
165	RDC-PMC/1205/NGO-03-H	Info send by VO's in the prescribed format	
166	RDC-PMC/1205/NGO-04-Part I	VO's info received from State Government Administration	
167	RDC-PMC/1205/NGO-04-Part II	VO's info received from State Government Administration	
168	RDC-PMC/1205/NGO-05	General responses to letters & Advertisement	
169	RDC-PMC/1205/NGO-06	Info Received from Women and Child Commisionerate, Pune	
170	RDC-PMC/1205/NGO-07 Part I	Info Received from VOs in the latest format	
171	RDC-PMC/1205/NGO-07 Part II	Info Received from VOs in the latest format	
172	RDC-PMC/1205/NGO-01- (B) I	Correspondence File	
173	RDC/PA/1705-ISO (iv)	ISO File	
174	RDC-PMC/1205/NGO-07 Part III	Info Received from VOs in the latest format	
Social Justice Project			
175	RDC-PMC/1305/SJ-01- Part I and	Correspondence File	

Sr. No.	File No.	Subject	Remarks
	II (Box File)		
176	RDC-PMC/1305/SJ-01- Part III	Correspondence File	
177	RDC-PMC/1305/SJ-02	Accounts File	
178	RDC-PMC/1305/SJ-03	Social Responsibility Bill- Correspondence File	
179	RDC-PMC/1305/SJ-04	Documentation File	
180	RDC-PA/1705/ISO- (v)	Social Justice ISO File	
CCMP Project			
181	RDC-PMC/1404/CMP-01	Accounts	
182	RDC-PMC/1404/CMP-02	Correspondence	
183	RDC-PMC/1404/CMP-03	Documentation	
184	RDC-PMC/1404/CMP-04	Themes and Case Studies	
185	RDC-PMC/1405/CMP-05	Shri Ravindra A Patil Project Coordinator	
186	RDC-PMC/1405/CMP-06	Microplanning Workshops	
187	RDC-PMC/1405/CMP-07	Circulars	
188	RDC-PMC/1405/CMP-08	Consultant - Ms. Molly Charles	
189	RDC-PMC/1405/CMP-09	Staff Recruitment File	
190	RDC-PMC/1404/CMP-10	Workshop held on 30/11/2004	
191	RDC-PMC/1405/CMP-11	Workshop held during 08/02/2005 to 09/02/2005	
192	RDC-PMC/1405/CMP-12	Microplanning Trainers Training Programme 11/04/2005 to 23/04/2005	
193	RDC-PMC/1405/CMP-13	Microplanning Trainers Training Programme 18/04/2005 to 30/04/2005	
194	RDC-PMC/1405/CMP-14	Minutes of Meetings	
195	RDC-PMC/1405/CMP-15	Microplanning Database	
196	RDC-PMC/1405/CMP-16	Nasik District	
197	RDC-PMC/1405/CMP-17	Regional Consultation Meet on Nutrition (19th – 20th May 2005)	
198	RDC-PMC/1405/CMP-18	Resource Persons Profile	
199	RDC-PMC/1405/CMP-19	Village Planning Trainers Training Programme 16/05/05 to 28/05/05	
200	RDC-PMC/1405/CMP-20	Correspondence to Water Supply and Sanitation Department	
201	RDC-PMC/1405/CMP-21	Tours of Shri Ravindra Patil	
202	RDC-PMC/1405/CMP-22	UNICEF – KCCI Internship 2005	
203	RDC-PMC/1405/CMP-23	Meeting with Secretaries, GoM on 27/05/05	
204	RDC-PMC/1405/CMP-24	Reflection Workshop for Facilitators (24/06/05 to 26/06/05)	
205	RDC-PMC/1405/CMP-25	District Planning Workshop	
206	RDC-PMC/1405/CMP-26	International Standard Organization	
207	RDC-PMC/1405/CMP-27	Top Sheet Vouchers	
208	RDC-PMC/1405/CMP-28	Extension of Appointment Order of Ms. Sonali Madikunt	
209	RDC-PMC/1405/CMP-29	Nandurbar District	

Sr. No.	File No.	Subject	Remarks
210	RDC-PMC/1405/CMP-30	Latur District	
211	RDC-PMC/1405/CMP-31	Chandrapur District	
213	RDC-PMC/1405/CMP-32	Yavatmal District	
214	RDC-PMC/1405/CMP-33	Thane District	
215	RDC-PMC/1405/CMP-34	Aurangabad District	
216	RDC-PMC/1405/CMP-35	Osmanabad District	
217	RDC-PMC/1405/CMP-36	Nanded District	
218	RDC-PMC/1405/CMP-37	Amravati District	
219	RDC-PMC/1405/CMP-38	Nagpur District	
220	RDC-PMC/1405/CMP-39	Staff Establishment	
221	RDC-PMC/1405/CMP-40	Community Managed Programming ISO file	
222	RDC-PMC/1405/CMP-41	Key Result Area (KRA)	
223	RDC-PMC/1405/CMP-42	NIRD – Hyderabad	
224	RDC-PMC/1405/CMP-43	Project Coordinator Tour and Mobile Bills	
225	RDC-PMC/1405/CMP-43	Standing Order File	
226	RDC-PMC/1405/CMP-43	Facilitators Budget	
227	RDC-PMC/1405/CMP-43	Competency Development Schedule	
228	RDC-PMC/1405/CMP-43	Data Register	
Narmada Project			
229	RDC-PMC/1504/NRP-01	Narmada Project Part- I	
230	RDC-PMC/1504/NRP-01	Narmada Project Part- II	
Functional Review			
231	RDC-PMC/1604/FR-01	Dr. Nitin Kareer,IAS Chief Consultant	
232	RDC-PMC/1604/FR-02	Dr. Sudhir Bhongale IRRIGATION DEPT.	
233	RDC-PMC/1604/FR-03	Shri Sudhakarrao Joshi,IAS(Retd.) REVENUE DEPT.	
234	RDC-PMC/1604/FR-04	Dr. Ram Kharche CO-OPERATIVE DEPT.	
235	RDC-PMC/1604/FR-05	Smt. Ruma Bavikar Karve Institute of Social Services SOCIAL JUSTICE DEPT. AND WOMEN & CHILD WELFARE DEPT.	
236	RDC-PMC/1604/FR-06	Dr. M.A.Ghare, AFARM WATER CONSERVATION DEPT. WATER SUPPLY DEPT.	
237	RDC-PMC/1604/FR-07	Dr. R.K.Mahuli ANIMAL HUSBANDRY DEPT.	
238	RDC-PMC/1604/FR-08	Dr. Robin. D. Tribhuwan TRIBAL WELFARE DEPT.	

Sr. No.	File No.	Subject	Remarks
239	RDC-PMC/1604/FR-09	Shri. R.S.Surve, IAS (Retd.) RURAL DEVELOPMENT DEPT.	
240	RDC-PMC/1604/FR-10	Shri U.C.Sarangi, IAS AGRICULTURE DEPT.	
241	RDC-PMC/1604/FR-11	Shri J. Y. Umranikar HOME DEPARTMENT	
242	RDC-PMC/1604/FR-12	Shri Meher Gadekar PRIMARY EDUCATION DEPT.	
243	RDC-PMC/1604/FR-13	Dr. Bharat Bhushan EMPLOYMENT AND SELF-EMPLOYMENT DEPT.	
244	RDC-PMC/1604/FR-14	Capt. A.V.Deshpande GENERAL ADMINISTRATION, PLANNING DEPT. AND FINANCE DEPARTMENT	
245	RDC-PMC/1604/FR-15	YASHADA - Correspondence	
246	RDC-PMC/1604/FR-16	YASHADA → Govt. Govt. → YASHADA	
247	RDC-PMC/1604/FR-17	FR - Meetings	
248	RDC-PMC/1604/FR-18	Functional Review Workshop (Held by Consultants)	
249	RDC-PMC/1604/FR-19	Functional Review Accounts	
250	RDC-PMC/1605/FR-20	Interim Narrative and Financial Reports to be sent to Ford Foundation	
251	RDC-PMC/1004/FR-20	Remuneration for Shri. Shashi Sharma	
252	RDC-PMC/1605/FR-02	Dr. Sudhir Bhongale IRRIGATION DEPT.	
253	RDC-PMC/1605/FR-03	Shri Sudhakarrao Joshi,IAS(Retd.) REVENUE DEPT.	
254	RDC-PMC/1605/FR-04	Dr. Ram Kharche CO-OPERATIVE DEPT.	
255	RDC-PMC/1605/FR-05	Smt. Ruma Bavikar Karve Institute of Social Services SOCIAL JUSTICE DEPT. AND WOMEN & CHILD WELFARE DEPT.	
256	RDC-PMC/1605/FR-06	Dr. M.A.Ghare, AFARM WATER CONSERVATION DEPT. WATER SUPPLY DEPT.	
257	RDC-PMC/1605/FR-07	Dr. R.K.Mahuli	

Sr. No.	File No.	Subject	Remarks
		ANIMAL HUSBANDRY DEPT.	
258	RDC-PMC/1605/FR-08	Dr. Robin. D. Tribhuwan TRIBAL WELFARE DEPT.	
259	RDC-PMC/1605/FR-09	Shri. R.S.Surve, IAS (Retd.) RURAL DEVELOPMENT DEPT.	
260	RDC-PMC/1605/FR-10	Shri U.C.Sarangi, IAS AGRICULTURE DEPT.	
261	RDC-PMC/1605/FR-11	Shri J. Y. Umranikar HOME DEPARTMENT	
262	RDC-PMC/1605/FR-12	Shri Meher Gadekar PRIMARY EDUCATION DEPT.	
263	RDC-PMC/1605/FR-13	Dr. Bharat Bhushan EMPLOYMENT AND SELF-EMPLOYMENT DEPT.	
264	RDC-PMC/1605/FR-14	Capt. A.V.Deshpande GENERAL ADMINISTRATION, PLANNING DEPT. AND FINANCE DEPARTMENT	
265	RDC-PMC/1605/FR-PS	TOR for Pavneeta Singh	
266	RDC-RMC/1204/FLR-01	Faculty Research Proposals 2004-2005	
267	RDC-RMC/1204/FLR-02	Feedback Reports for Research Reports 2003-2004	
268	RDC-RMC/1204/FLR-03	Status Report on Faculty Research Projects	
269	RDC-RMC/1204/FLR-04	Cover Notes from faculty	
270	RDC-RMC/1204/FLR-05	Suggestions on Research Topics	
271	RDC-RMC/1204/FLR-06	Pending Faculty Research Proposals for 2004-2005	
272	RDC-RMC/1105/MAS-01	Bills for Prof. Shaikh	
273	RDC-RMC/2004/RSC	Research Monitoring and Support Members Cell	
PMU			
274	RDC-PMC/1804/MPD-I	Evaluation of the Modernisation of the Police Department of Maharashtra	
275	RDC-PMC/1804/MPD-II	Evaluation of the Modernisation of the Police Department of Maharashtra (expenditure for modernisation)	
ATI			
276	ATI – RTI / 1304 / Sor.01	RTI Source (Peer Group)	
277	ATI – RTI / 1304 / TRG.02	Training Programmes	
278	ATI – RTI / 1304 / w/s Pro 03	Workshop Proceedings	
279	ATI – RTI / 1304 / Think T 04	Think Tank Meeting	
280	ATI – RTI / 1305 / Think w/s 05	Think Tank Workshop	
281	ATI – RTI / 1305 / Admin Re 06	Administrative Reforms	

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Sr. No.	File No.	Subject	Remarks
282	ATI – RTI / 1304 / PR 07	Participant Representatives	
283	ATI – RTI / 1304 / Perg 08	RTI Peer Group	
284	ATI – RTI / 1304 / Cheri 09	RTI w/s for Journalists (CHRI, New Delhi)	
285	ATI – RTI / 1304 / RTI 10	Right To Information	
286	ATI – RTI / 1304 / C.act Pre 11	Central Act Preparation	
287	ATI – RTI / 1304 / RTI 12	Right To Information	
288	ATI – RTI / 1305 / Case St. 13	Case Studies, Reference	
289	ATI – RTI / 1305 / Web 14	Website	
290	ATI – RTI / 1305 / Pub 15	Publication	
291	ATI – RTI / 1305 / Nat. Re. 16	National Resource Centre For RTI	
292	ATI – RTI / 1305 / Govt. Let. 17	तस्ड्ड्ण; त्ऴ;दृढ़त्त	
293	ATI – RTI / 1305 / O. St. 18	Other State	
294	ATI – RTI / 1305 / UNDP 19	UNDP Proposal	
295	ATI – RTI / 1305 / Other St.20	Other than Maharashtra St. request	
296	ATI – RTI / 1305 / Trg. w/s se. 21	Training, Workshop, Seminar	
297	ATI – RTI / 1305 / RTI w/s 22	Workshop on Section 4 of MRTIAct 2002	
298	ATI – RTI / 1305 / RTI w/s 23	Workshop on Section 4 of MRTIAct 2002	
299	ATI – RTI / 1305 / RTI w/s 24	Workshop on Section 4 of MRTIAct 2002	
300	ATI – RTI / 1305 / RTI w/s 25	Workshop on Section 4 of MRTIAct 2002	
301	ATI – RTI / 1305 / RTI w/s 26	Workshop on Section 4 of MRTIAct 2002	
302	ATI – RTI / 1305 / RTI w/s 27	Workshop on Section 4 of MRTIAct 2002	
303	ATI – RTI / 1305 / RTI w/s 28	Workshop on Section 4 of MRTIAct 2002	
304	ATI – RTI / 1305 / RTI w/s 29	Workshop on Section 4 of MRTIAct 2002	
305	ATI – RTI / 1305 / RTI w/s 30	Workshop on Section 4 of MRTIAct 2002	
306	ATI – RTI / 1305 / RTI w/s 31	Workshop on Section 4 of MRTIAct 2002	
307	ATI – RTI / 1304 / RTI Guide 32	**MRTI** २००२ मार्गदर्शिका तयार करण्याबाबत	
ATI-STP			
308	ATI – STP / 1105 / DTS Fil 01	DTS Film	
309	ATI – STP / 1105 / Eva. Rep. 02	Evaluation Report – DTS DOT	
310	ATI – STP / 1105 / TNA Eva 03	TNA Evaluation Report	
311	ATI – STP / 1105 / Gen Cor 04	General Correspondence	
312	ATI – STP / 1105 / DOT 05	DOT	
313	ATI – STP / 1105 / Dr. Panjab. 06	Dr. Panjabrao Deshmukh Prabodhini	
ATI-Design Cell			

Section 4(1)(b)(xv)

Sr. No.	File No.	Subject	Remarks
314	ATI – Design / 1205 / JNPT TNA 01	JNPT – TNA	
315	ATI – Design / 1205 / Govt. Dept. TNA 02	Training Need Analysis (Govt. Dept.)	
316	ATI – Design / 1205 / Estb. 03	ATI Establishment	
317	ATI – Design / 1205 / Net 04	Network of Training Institutions	
318	ATI – Design / 1205 / w/s home dept. 05	W/S on citizens charter (Home Dept.)	
319	ATI – Design / 1205 / Trg. Rev. 06	Training Programme for revenue officers Gov. of Goa	
320	ATI – Design / 1203 / w/s cit c.p.07	W/S on 'Communal Harmony'	
321	2nd conference of Heads of ATIs & State Training Coordinators at LBSNAA	ATI – Design / 1203 / Trg. Rev.Off 08	
322	3rd conference of Heads of ATIs & State coordinators at LBSNAA	ATI – Design / 1203 / w/s com.H.09	
323	Forests File	ATI – Design / 1204 / Ford foud 10	
324	Electoral Rolls	ATI – Design / 1204 / Elect. 11	
ATI –Foundation Cell			
325	ATI – Foud Cell / 1005 / ITM 01	Institutional Training Module for IAS officers induction course	
326	ATI – Foud Cell / 1005 / Trg 02	Common Foundation Cell Training Programme	
ATI - CGG			
327	ATI – CGG / 1404 / Res. Pro 01	Outline of the Research Project	
328	ATI – CGG / 1404 / Int. Conf. 02	Int. conf. On building effective E-Gov.	
329	ATI – CGG / 1404 / Credit 03	CREDIT	
330	ATI – CGG / 1404 / BPR 04	BPR&D	
331	ATI – CGG / 1404 / Advi. Com. 05	Advisory Committee	
ATI - Miscellaneous			
332	ATI – Misc / 1604 / Sap.01	SAP	
333	ATI – Misc / 1604 / BoG Met. 02	BoG EC Meeting	
334	ATI – Misc / 1604 / Fac. Trg. 03	Faculty Training	
335	ATI – Misc / 1604 / Annl Rep. 04	Annual Report ATI-04-05	
336	ATI – Misc / 1604 / Cert. 05	Certificate course in Public Policy	
337	ATI – Misc / 1604 / Shg. Mktg. 06	SHG Marketing Network	
338	ATI – Misc / 1604 / R.U.Dev. 07	RU Development Pro. At ATI	
339	ATI – Misc / 1604 / Meti F. 08	ATI Meeting File	
340	ATI – Misc / 1604 / MIEPA 09	MIEPA, A. Bad	

File List Vidyadhar Deshpande –Addl. Dir. SIUD   **29/9/05**

A PROJECTS

SR NO.	FILE NO	FILE CODE	SUBJECT	REMARKS
1	SIUD-2/1204	A-1	CORSP.WITH MUNICIPAL COMMISSIONERS ABOUT SANITATION PROG.	
2	SIUD-2/1204	A-2	PUBLIC TRANSPORT- I	
3	SIUD-2/1204	A-3	PUBLIC TRANSPORT-II	
4	SIUD-2/1204	A-4	VALUATION-I	
5	SIUD-2/1204	A-5	VALUATION-II	
6	SIUD-2/1204	A-6	IMPACT OF T.D.R. POLICY ON THE DEVL.OF SUBURBS OF MUMBAI	
7	SIUD-2/1204	A-7	I.D.S.M.T.	
8	SIUD-2/1204	A-8	I.S.O	
9	SIUD-2/1204	A-9	DEVELOPMENT PLAN DATABASE	
10	SIUD-2/1204	A-10	TRAFFIC TRANSPORTATION	
11	SIUD-2/1204	A-11	URBAN PLANNING IN MAHARASHTRA	
12	SIUD-2/1204	A-12	CO-OP.WITH KARANATAKA GOVT.FOR PREPARATION OF READY RECONERS OF KARNATAKA	
13	SIUD-2/1204	A-13	ROTARY CLUB	
14	SIUD-2/1204	A-14	GREATER BANGLORE WATER SUPPLY & SANITATION PROJECT	
15	SIUD-2/1204	A-15	TRAFFIC & TRANSPORTATION SEMINAR	
16	SIUD-2/1204	A-16	PROPERTY TAX	
17	SIUD-2/1204	A-17	PUNE ACTION PLAN	
18	SIUD-2/1204	A-18	G..I.S	
19	SIUD-2/1204	A-19	URBAN SANITATION	
20	SIUD-2/1204	A-20	NATIONAL POVERTY ELEVATION	
21	SIUD-2/1204	A-21	STATE DEVELOPMENT	

SR NO.	FILE NO	FILE CODE	SUBJECT	REMARKS
			REPORT –I	
22	SIUD-2/1204	A-22	DAHANU TAL.ENVT.PROJECTION AUTHORITY	
23	SIUD-2/1204	A-23	IMPACT OF T.D.R.POLICY ON THE DEVELOPMENT OF ISLAND OF MUMBAI CITY	
24	SIUD-2/1204	A-24	URBAN TRANSPORT DEVELOPMENT	
25	SIUD-2/1204	A-25	DEVELOPMENT PLAN	
26	SIUD-2/1204	A-26	C.S.REVIEW MEETING ON VAMBAY & SLUM DEVELOPMENT PROJ.	
27	SIUD-2/1204	A-27	MOU BETWEEN YASHADA,ASCI & SPARK	
28	SIUD-2/1204	A-28	UPDATING THE MANUAL OF LAND RECORD	
29	SIUD-2/1204	A-29	HERITAGE	
30	SIUD-2/1204	A-30	RESEARCH METHODOLOGY	
31	SIUD-2/1204	A-31	STATE ACTION PLAN	
32	SIUD-2/1204	A-32	MIHAN	
33	SIUD-2/1204	A-33	URBAN POVERTY ALLEVETION	
34	SIUD-2/1204	A-34	VIPSANA	
35	SIUD-2/1204	A-35	CONT. TO CORPUS FUND OF SIUD BY ULBS	
36	SIUD-2/1204	A-36	UNDP	
37	SIUD-2/1204	A-37	HUDCO PREPARATION OF S.D.R.	
38	SIUD-2/1204	A-38	SLUM COURSES	

B- TRAINING COURSE FROM-1ST FEB2005

1	SIUD-2/1005	B-33	Training Course for Land Acquisition Officers 7.2.05 to 9.2.05	File as Record sent to TMC (already)
2	SIUD-2/1005	B-34	Training Course for Land Acquisition Officers 21.2.05 to23.2.05	File as Record sent to TMC (already)
3	SIUD-2/1005	B-35	Work Shop On Municipal Solid Waste & Bio-Medical Waste Management	File as Record sent to TMC (already)
4	SIUD-2/1005	B-36	One Day Workshop On Presentation On Cycle Network	File as Record sent to TMC (already)
5	SIUD-2/1005	B-37	Training Course On Issues In Urban Planning 14.3.05 to 17.3.05	File as Record sent to TMC
6	SIUD-2/1005	B-37-A	KRA W/S On Infrastructure Planning & Management Work for Stake Holders 7.4.05	File as Record sent to TMC
7	SIUD-2/1005	B-37-B	KRA W/S On Infrastructure Planning & Management Work Social Planning 21.4.05	File as Record sent to TMC
8	SIUD-2/1005	B-38	Trg. Course On Traffic & Transportation 11.4.05 to 13.4.05	File as Record sent to TMC
9	SIUD 2/1005	B-38-A	Workshop On Long Term Courses On SIUD18.4.05	File as Record sent to TMC
10	SIUD-2/1005	B-39	Trg. Course On Basics of Valuation 6.5.05 to 8.5.05	File as Record sent to TMC
11	SIUD-2/1005	B-40	One Day Workshop on Long Term Course by SIUD 10.5.05	File as Record sent to TMC
12	SIUD-2/1005	B-41	DUCM Courses on 12.5.05	File as Record sent to TMC
13	SIUD-2/1005	B-42	Key Result Area on 2.6.05	File as Record sent to TMC
14	SIUD-2/1005	B-43	Key Result Area on 13&14.6.05	File as Record sent to TMC
15	SIUD-2/1005	B-44	Slum Sanitation 16&17.6.05	File as Record sent to TMC
16	SIUD-2/1005	B-45	One Day W/S on Model Municipal Low in India on 25.6.05	File as Record sent to TMC
17	SIUD-2/1005	B-46	W/S On Printing of Govt. of Circulars and Order Land Resolution on 28.6.05	File as Record sent to TMC
18	SIUD-2/1005	B-47	Land Acquisition on 7.7.05	File as Record sent to TMC

19	SIUD-2/1005	B-48	Trg .Course For Working Women (House Keeping) on 25.7.05 to 30.7.05	File as Record sent to TMC
20	*SIUD-2/1005*	*B-49*	*Land Acquisition Officers-I on 29,30,31 AUG.05*	File as Record sent to TMC
21	*SIUD-2/1005*	*B-50*	*Traffic & Transportation - II on 17.10.05 to 19.10.05*	File as Record sent to TMC

C-ADMINISTRATION

1	SIUD-2/1304	C-1	OFFICE CIRCULAR	
2	SIUD-2/1304	C-2	RECRUMENT	
3	SIUD-2/1304	C-3	ADMIN.MATTER	
4	SIUD-2/1304	C-4	V.W.PENSION PAPER	
5	SIUD-2/1305	C-5	SIUD BILLS	
6	SIUD-2/1304	C-6	TOWN PLANNER INST.	
7	SIUD-2/1304	C-7	M.I.S.	
8	SIUD-2/1305	C-8	T.A.BILLS	
9	SIUD-2/1304	C-9	ENVIRONMENT	
10	SIUD-2/1304	C-10	GENERAL/GOODS PAPER	
11	SIUD-2/1304	C-11	BSNL BILL	
12	SIUD-2/1305	C-12	CITY MANAGER	
13	SIUD-2/1305	C13	BRAHMAPUR DEVEL.AUT.	

D MEETINGS

1	SIUD-2/1404	D-1	REVIEW MEETING	
2	SIUD-2/1404	D-2	MEETING & COURSES	
3	SIUD-2/1404	D-3	TINK TANK MEETING	
4	SIUD-2/1405	D-4	SOSVA MEETING	
5	SIUD-2/1405	D-5	CONSTRUCTION SUPR.COMMITTEE MEET.	
6	SIUD-2/1405	D-6	FACULTY MEETING	
7	SIUD-2/1405	D-7	SIUD MEETING	
8	SIUD-2/1405	D-8	GOKHALE INSTITUTE MEETING	

E CIRCULARS

1	SIUD-2/1505	E-1	CIRCULARS	
2	SIUD-2/1505	E-2	OFFICE ORDER	
3	SIUD-2/1505	E-3	OFFICE NOTE	

4	SIUD-2/1505	E-4	GENERAL CORESSPONDANCE	
5	SIUD-2/1505	E-5	TRAINING COURSE CIR.	
6	SIUD-2/1505	E-6	POLICY CIR.	
7	SIUD-2/1505	E-7	COURSE ASST. CIR	
8	SIUD-2/1505	E-8	INWARD LETTERS	
9	SIUD-2/1505	E-9	CITY MANAGER	

F DATABASE

1	SIUD-2/1505	F-1	RESORSE PERSOM LIST	
2	SIUD-2/1505	F-2	TMC	
3	SIUD-2/1505	F-3	N.G.O.	
4	SIUD-2/1505	F-4	BEST PRACTICES FOREST	
5	SIUD-2/1505	F-5	NICMAR	
6	SIUD-2/1505	F-6	FINANCIAL CLAIMS WITH HUDCO & EXTENDING MOU	

LIST OF FILES WITH N A SIDDIQUI, SIUD, DESK 5

Sr. No.	File No.	Subject	Remarks
	SIUD-5/1305/MIS	MIS Records	Administration
	SIUD-5/1305/ATC	ATC Records	Administration
	SIUD-5/1505/CIR	General Circulars	Circulars
	SIUD-5/1505/PC	Policy Circulars	Circulars
	SIUD-5/1405/FAC	Minutes of Faculty Meetings	Meetings
	SIUD-5/1205/UGM	Urban Governance Module	Projects
	SIUD-5/1205/MMM	Municipal Management Module	Projects
	SIUD-5/1205/RES	Individual Research Projects	Projects
	SIUD-5/1004/TNA-NE	Workshops on Identification of Training Needs of Municipal Engineers 13, 22 Dec. ' 04 and 13-14 Jan. '05	Training
	SIUD-5/1005/CW-WS	Case-writing Workshop: 16-17 March, '05	Training
	SIUD-5/1005//IUH	Issues in Urban Housing: 13-15 May, '05	Training
	SIUD-5/1005/SJSRY	SHGs in Municipal Areas (SJSRY):13-15 June, '05	Training
	SIUD-5/1005/ITUS	IT in Urban Sector:16-18 August, '05	Training
	SIUD-5/1005/CDS-P	City Development Strategy for Pune: 4 July,'05-ongoing	Training

List of Files   Dr. Rajendra Pawar

Sr. No.	File No	Subject	Remarks
	WDMC/1005/Sub	Training on Watershed Development.(DoPT)	
	WDMC/1005/Sub	Training Programme on Building Partnerships for Reforms	
	WDMC/1005/Sub	Organisation of one day Workshop on Research finding & future needs of research to conserve the land resource	
	WDMC/1005/Sub	One day Workshop on Important of Remote Sensing of Land use	
	WDMC/1005/Sub	Training Programme on Integrated Watershed Development	
	WDMC/1005/Sub	One day Workshop on Modern Instruments for surveying, leveling & their use in Soil Conservation activities.	
	WDMC/1005/Sub	मृद व जल संधारणाचे विना खर्चिक व अल्प खर्चिकउपचार या विषयावरील एक दिवशीय चर्चासत्र	
	WDMC/1005/Sub	Training Programme for Agriculture Officers on Dry Land Farming Development.	
	WDMC/1005/Sub	Evaluation parameters for Watershed Development programme in changing.	
	WDMC/1005/Sub	Training Programme on Watershed Development	
	WDMC/1005/Sub	Training Programme on Watershed Development	
	WDMC/1005/Sub	Managerial Effectiveness prog. For Directors/Officers of Coop. Credit Society 1	
	WDMC/1005/Sub	ToT Under SGSY Programme for transfer of technology of Rock Bee Management	
	WDMC/1005/Sub	Training Programme on Watershed Development (Buldhana, Raigad, Aurangabad, Solapur)	
	WDMC/1005/Sub	Managerial Effectiveness Programme for Directors & Officers of District Central Co-operative Bank	

Sr. No.	File No	Subject	Remarks
16	WDMC/1005/Sub	Training Programme on Watershed Development	
17	WDMC/1005/Sub	Training Programme on GIS Application in Watershed Development- NIRD (off Campus Programme)	
18	WDMC/1005/Sub	Training Programme on Watershed Development	
19	WDMC/1005/Sub	Training Programme on schemes & Act for rehabilitation of person with disability for NGO.	
20	WDMC/1005/Sub	Prudent Management Programme for Directors of Urban Cooperative Banks	
21	WDMC/1005/Sub	Training Programme on Departmental Enquiry for Animal Husbandry, Fisheries & Dairy Development	
22	WDMC/1105/Sub	Research	
23	WDMC/1205/Sub	**Project**	
24	WDMC/1305/Sub	**Administration Matter**	
25	WDMC/1405/Sub	**Financial Matter**	
26	WDMC/1505/Sub	**ISO**	
28	WDMC/1605/Sub	**Meetings (DG, DDG, Sird, HoD)**	
29	WDMC/1705/Sub	**PR (Participant Representative)**	
30	WDMC/1805/Sub	**Memorandum Of Understanding**	
31	WDMC/1905/Sub	**Publication**	
32	WDMC/2005/Sub	**State Action Plan**	
33	WDMC/2105/Sub	**Circular**	
34	WDMC/2205/Sub	**Functional Review**	
35	WDMC/2305/Sub	**Policy Circular**	
36	WDMC/2405/Sub	**Course Cell Correspondence**	

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Sr. No.	File No	Subject	Remarks
37	WDMC/2505/Sub	**Exposure Visit**	
38	WDMC/2605/Sub	**Document**	
39	WDMC/2705/Sub	**Rain Water Harvesting (Tribal Ashram School, Buldana)**	
40	WDMC/2805/Sub	**Personal File**	
41	WDMC/2905/Sub	**General**	
42	WDMC/3005/Sub	**NGO Data**	
43	WDMC/3105/Sub	**Hariyali Scheme**	
44	WDMC/3205/Sub	**Tender**	
45	WDMC/3305/Sub	**Inward Register**	**Register**
46	WDMC/3405/Sub	**Outward Register**	**Register**
47	WDMC/3505/Sub	**Internal File Outward/Inward Register**	**Register**
48	WDMC/3605/Sub	**KRA**	
49	WDMC/3705/Sub	**MIS**	
50	WDMC/3805/Sub	**GR & Guideline of Hariyaly**	

S. No	File No.	Branch	Subject
1	PUR /17/2003/2004	YMRC/CAVP	Purchase of LCD Projector
2	YMRC/2004/2005/PUR/DIGST	YMRC/CAVP	Purchase of digital still Camera
3	YMRC/2004/2005/VIDEO/ATI/04	YMRC/CAVP	Documentary event of road safety for Driver & padres trains
4	CAVP/PUR/2003/2004	YMRC/CAVP	Screen/DVD/LCD/slide Projector
5	YMRC/CAVP/PUR/17/2004-05	YMRC/CAVP	Purchase of LCD, Projector
6	YMRC/CAVP/LCD/LAMP/2004-05	YMRC/CAVP	LCD, Lamps, Sanyo
7	YMRC/CAVP/PUR/17/2004-2005	YMRC/CAVP	LCD, Mounting Kit, Fitting ceiling mounting
8	YMRC/CAVP/PUR/17/2004-2005	YMRC/CAVP	Purchase of OHP
9	YMRC/2004-2005/VDO/CDM/03	YMRC/CAVP	Document on worst Scenario Analysis
10	YMRC/2004-05/PUR/DGST	YMRC/CAVP	Purchased of Digital still camera
11	YMRC/2004-05/VDO/CED/2	YMRC/CAVP	Documentaries Parivesh
12	CAVP/YMRC/2004-05/PUR/DVD	YMRC/CAVP	Purchase of DVD Players
13	AMD/वस्तुची पड्ताळणी/यशदा/१८/७०७५	YMRC/CAVP	भंडारातील वस्तुची पड्ताळणी करण्याबाबत
14	DDG/R/MT/2004-05	YMRC/CAVP	Digital Films Making and TV Media Training
15	YMRC/PUB/II/1304/DFY/15	YMRC/Publication	Documentary film on YASHADA
16	YMRC/CAVP/1/1104/DPP/21	YMRC/CAVP/2005	फोटो साठी फोटो प्रिन्टर विकत घेण्यासाठी
17	YMRC/I/CAVP/Minitus/2005-06	YMRC/I/CAVP/2005-06	Minutes
18	YMRC/CAVP/I/1104/AMC/23	YMRC/CAVP/2005-06	Annual Maintains Contract
19	YMRC/CAVP/PUR/17/2004-05	YMRC/CAVP	Public Address /System with Cord less Mikes
20	CAVP/AV/EQ/MNT/2003-04	YMRC/CAVP	MNT/CAVP
21		R&D/YMRC	Tusnami Films (Additional File)
22	YMRC/CAVP/I/1104/DVC/22	YMRC/CAVP/2005	Digital Video Camera Purchase
23	YMRC/PUB/I/1305	YMRC/CAVP	Production Film "Jagruti"
24		YMRC/R&D	Payment Bill of Amol Chitra 15 & 16 Jan,

			2005
25	EMR/Elec/5304/ACS	Estate Section	Alpha Conference System Install at A/Building
26	YMRC/CAVP/1105/2005	YMRC/CAVP	Balchitravani
27	YMRC/CAVP/140/DFM	YMRC/CAVP	**माविम वर माहितीपट तयार करणे**
28		YMRC/CAVP	CDM
29		YMRC	Film Amritdhara Jal Abhiyan
30	YMRC/2004/II/VDF/YASHADA	YMRC/2004-05	Namya& Office Equipment Demo, Film
31		DDG/ATI/1104/SP	Satara Project **(पंटरीची वाट)**
32		DDG/ATI/1104/SP	Satara Project **(सारथी)**
33	YMRC/2004/2005	YMRC/CAVP	डॉक्युमेंटरी, फिल्म **(निर्मिती)**
34		DDG/ATI/1004/SP	Satara Project (चौफेर)
35	YMRC/PUB/II/1204/PDP/54	YMRC/CAVP	**मुळेग्राव तांडा व पारग्रांव येथील ग्रामध्योग वसाह्तीवर** डॉक्युमेंटरी, फिल्म **तयार करणे**
36	ATI/DCU/SP/2005-06	ATI/SEC/YASHADA/	**सातारा** जागृती **प्रकल्पातर्गत लिपीक प्रशिक्षण कार्यक्रमा बाबत**
37	ADM/2005/2488	YMRC/CAVP	**केन्द्रीय सचीव व तत्सम अधिकारी यांच्या ध्वनी मुद्रीत द्रारे मुलाखती**
38	CAVP/DVD/HANDCAM/16/2005-06	YMRC/CAVP/Dept	HANDY CAM CAMERA
39	YMRC/CAVP/PC/CDR/PR	YMRC/CAVP/II/39	Computer CD writer & Photo Printer
40	YMRC/CAVP/Photo/40/2005	YMRC/CAVP/Photo …40/2005	Group Photographs and Photographs of Various activities
41	YMRC/CAVP/REG/I/41/2005-06	YMRC/CAVP/REG/ I/41/2005	Audio Recording programme
42	YMRC/CAVP/MDC/TV/42/2005-06	YMRC/CAVP/Dept	**म. डी . सी हॉस्टेल साठी टी व्ही खरेदी करण्या बाबत**
43	YMRC/CAVP/2005/2006	YMRC/CAVP/I	YMRC/Review/Meetin g
44	YMRC/CAVP/13/2005	YMRC/CAVP	**नवीन सभाग्र ह बाबत**
45	YMRC/CAVP/PUR/17/2004-05	YMRC/CAVP	**नवीन प्रशिक्षण कक्षा करीता स्किन खरेदी करणे बाबत**
46	YMRC/CAVP/2005/2006	YMRC/CAVP/MIS	YMRC/MIS/04/05
47	CAVP/YMRC/PUR/MNT/&others 2004-05-06	CAVP/YMRC/I	Impress

48	RDC-CLS/1004/Cl-09	R&D Center	बाल कामगार निर्मलन प्रक्ल्पाकरीता फिल्म बाबत
49		DDG-ATI/Jagruti /1104/SP	चित्रफित - फाईल यात्रा
50		DDG/ATI/1104/SP/	चित्रफित - फाईल मायेची सावली
51	DDG/ATI/JAGRUTI/1104/SP	ATI/Jagruti/2005	शिक्षकासाठी फिल्म
52	DDG/ATI/JAGRUTI/1104/SP	ATI/Jagruti/2005	कृषी सहाय्यकान साठी फिल्म
53		DDG/ATI/Jagruti/11 04/SP	चित्रफित - फाईल जी सरकार
54	DDG/ATI/JAGRUTI/1104/SP	ATI/Jagruti/SP	फॉरेस्ट गार्ड साठी फिल्म
55	YMRC/I/CAVP	YMRC/I/2005/len's/ 55	Servicing of Dinex-70i len's clean , Camera battery Roll & etc
56	YMRC/I/2005/BRK/56	YMRC/I/CAVP	Philips Conference System Action for Broken Equipment
57	YMRC/I/2005/NCR/57	YMRC/I/CAVP	Internal Audit for ISO 9001-2000(NCR)
58	YMRC/I/2005/Cir/58	YMRC/I/CAVP	Circular file
59	YMRC/I/2005/OFFN/59	YMRC/I/CAVP	Office Note / Indent form requisition
60	YMRC/I/2005/61	YMRC/I/CAVP	Old OHP
61	YMRC/I/2005/61	YMRC/I/CAVP	Write off old OHP
62	YMRC/I/2005/62/TV/WO/	YMRC/I/CAVP	Write of old TVset
63	YMRC/2005/63/FP/WO/	YMRC/I/CAVP	Write off 16mm film projector
64	YMRC/CAVP/JEN/1100/2005-06	/CAVP/YMRC	८० असानी सभागृची देख भाल
65	YMRC/CAVP/140/DFV	YMRC/CAVP	Documentray Film on Vipashana
66	YMRC/CAVP/Yashada/ 1301/JPO/05-06/AUB	YMRC/CAVP	Setting up of Jalswarage Project Office
67	YMRC/CAVP/Yashada/ 150/VHS to CD/2005-06/DVD	YMRC/CAVP	Video Cassettes transfer to CD
68	YMRC/CAVP/MIS/2005/06 /YAHSADA /1701	YMRC/CAVP	MIS Indicator YMRC
69	YMRC-PUPII/1304/47	YMRC/CAVP	Documentary on Kamgar Putla Rehabilitation Project

Section 4 (1)(b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office YASHADA

Sr. No.	Consultation for	Details of the Mechanism	Under which act /rule/circular	Periodicity
01.	Minutes of Advisory Committee - CED			
02.	Minutes of Advisory Committee - CESJ			
03.	Minutes of Advisory Committee - CCTR			
04.	KRA : Peer groups			

Note - Under section 4(1)(b)(vii) the public authorities are expected to publish the arrangements existing under act, rules, and circular or by convention for public consultation. The consultation may be at policy formulation level or implementation level. It might be by formulation a committee for special purpose conducting workshops, meetings, gramsabha, public hearings, jansunvai, darbar etc. to know public opinion.

Minutes of Meeting No: 2005/1 dated June 6, 2005
Time : 4.00 pm., Board Room, YASHADA

01. **Attendees**
    1.1   The list of attendees at the meeting # 2005/1 is presented at Annexure I.
    1.2   Shri. Mukund Ghare, was invited to preside over the meeting by OIC, Centre for Environment and Development (CED).
    1.3   The list of the document tabled during meeting # 2005/1 for reference of the members is attached at Annexure II.

02. *Agenda item # 1:* **To brief the members about the activities of the Centre for Environment and Development**

    2.1 Dr. Bharat Bhushan, OIC, CED and Professor, Environmental Planning welcomed the members of the committee.

    2.2 The members were informed about the activities conducted by CED during the last academic year 2004-2005. The members were circulated the list of training programmes that were conducted during the last academic year. The members also appreciated the number of training programmes conducted by CED during last academic year and during April-May of the current academic year 2005-2006.

    2.3 The members were informed about the objectives of CED and they appreciated the activities of CED after going through the Annual Report of CED for the last two academic years. The members also appreciated the decentralization of the activities of CED by formation of the CED Cell for GIS and Planning, CED Cell for Pollution, CED Cell for Energy and Transport and CED Cell for Employment and Self Employment.

    2.4 Dr. Bharat Bhushan informed the members that the activities undertaken by CED have always had an output. CED looked at Information Technology for Environmental Planning. It had previously prepared the Environmental Status Report (ESR) for Ulhasnagar Municipal Corporation and Pimpri Chinchwad Municipal Corporation and this activity has also led to the formation of the GIS cell. The members appreciated the ESRs and also the fact that now four Assistant Planners were appointed in the CED Cell for GIS and Environmental Planning and they were already in the process of preparation of the GIS based Environmental Status Report (2005-2006) and Action Plan (2006-2007) for Ulhasnagar Municipal Corporation.

    2.5 The members were informed that discussions were in progress with the Director, Directorate of Municipal administration with regard to the preparation of Base maps for all the Municipal Councils in Maharashtra. The members appreciated the activity and noted the fact that Centre for Environment and Development at YASHADA shall be the nodal agency for the project on "Preparation of Base Maps for Municipal Councils in Maharashtra."

    2.6 The members were informed that a proposal was sent to the Ministry of Power, Government of India in reply to their request for training facilities at YASHADA

and the conduct of training programmes under the DRUM project. The proposal was accepted and they had referred YASHADA to the CORE International, and a faculty from CORE would visit inspect and verify the facilities in YASHADA. The Centre for Environment and Development is coordinating with MSEB and BEST, Mumbai for the conduct of the modules stated by the Ministry of Power, Government of India under the project.

2.7 The members were informed that the above initiative was taken under the CED Cell for Energy and Transport. Representative from MEDA informed that MEDA and CED Cell for Energy can have a joint collaboration and the they could also coordinate for technical training, administrative issues or collaboration with SHGs. The union could work under the funding from the government or MEDA could also fund the collaboration. He also stated that YASHADA could arrange a session or two by MEDA on "Renewable Energy" in all its training programmes involving Government Officers and Zilla Parishad Officials. Dr. Chordia emphasized that plantations were the cheapest source of renewable energy. He also added the YASHADA could be a nodal agency and we could provide technology to the villages and increase in real productivity should be aimed at. Dr. Narayanan added that IIT, Bombay was in collaboration with the Science and Technology Cell of the Government of Maharashtra and could help in identifying of faculty or resource persons to share their knowledge.

2.8 The members were informed about the Training Needs Analysis workshops conducted at BEST, Mumbai.

2.9 HoD, CED informed the members that Maharashtra Pollution and Control Board had agreed to appoint one senior officer and one junior officer on deputation to the CED Cell for Pollution and similarly The Employment and Self Employment Department, Government of Maharashtra would depute two officers to the CED Cell for Employment and Self-Employment.

2.10   Shri Raghunath Mahabal emphasized that the programmes conducted by CED were not repeated and the centre should consider repeating of the training programmes. He also added that all the courses were for the government of government bodies. There were no courses for industries which can also be included along with specific courses for the effective administration of treatment plants constructed by the Municipal bodies.

2.11   Mrs Ashwini Kshirsagar added that follow-up of the participants and workshops should also be done. Dr. Chordia added that new government projects could also be taken up and be implemented or run with the help of villagers.

2.12   OIC, CED informed the members that CED was conducting a project on Reverse mapping of spices production and a paper of the result was tabled for reference of the members. This would include identification of the stakeholders and their role in production of spices, self-employment prospects and also enhancement of the economic standard of the farmers. Dr. K. Narayanan informed that such compilation and dessimination of the analysis should be distributed to the stakeholders. Dr. Chordia added that plans should be drafted and handed over

to the stakeholders for implementation. Dr. M Ghare informed that the forest department was already involved in such an activity.

2.13   Dr. Bharat bushan informed that CED was conducting programmes under the Total Sanitation Campaign wherein the stakeholders in the village itself are implementing the programme. The stakeholders are trained in YASHADA and the training programmes are divided into four parts – leadership development for village sarpanch, village level motivator programmes, programmes for the government agencies, and actual project engineering.

03.   *Agenda item # 2:* **To determine the Scope of the Advisory Committee of the Centre for Environment and Development**
3.1   No discussion

04.   *Agenda item # 3:* **To determine the periodicity of the meetings of the Advisory Committee of the Centre for Environment and Development**

4.1   It was decided that the Committee be divided into two groups - a large group and a small group based on the areas of interest of the members. The large group should meet once in six months and the small group should meet quarterly. The members agreed that the representation of the village level was less in the group and therefore more members may be invited to join.

05.   *Agenda item # 4:* **To brief the members about the current and proposed projects and activities of the Centre for Environment and Development**

5.1   The OIC, Centre for Environment and Development informed the members about the following projects that were being conducted by the centre –

a) The Centre will prepare a CD / film of the village level sanitation programme in Hindi to be distributed all over the country as suggested by Hon. Minister, Government of India on his visit to YASHADA.
b) The CED Cell for GIS and Environmental Planning is currently preparing the GIS based Environmental Status Report (2005-2006) and Action Plan (2006-2007) for the Ulhasnagar Municipal Corporation.
c) The CED Cell for GIS and Environmental Planning will also work on the Waldhuni Nallah Purification project after completion of the ESR project at hand.
d) The OIC, CED informed the members that the Directorate of Municipal Administration along with NIC, Pune were developing a GIS programme for use in all Municipal Councils in Maharashtra and YASHADA was chosen to be the nodal agency that would prepare the base maps of the Municipal Councils.

Dr. Bharat Bhushan
OIC, and Professor, Environmental Planning, CED

To :

As per list attached.

Annexure I

List of Attendees at Meeting No. 2005/1 dated 6th June 2005

1. Dr. Bharat Bhushan, OIC and Professor, Environmental Planning, Centre for Environment and Development, YASHADA

2. Dr. Mukund A Ghare, AFARM, 2/23 Raisoni Park, Market Yard, Pune

3. Dr. K Narayanan, Department of Humanities and Social Sciences, I.I.T. Powai, Mumbai – 400076

4. Dr. Pravin Chordia, 90, Vidyasagar Society, Salisbury Park, Pune – 411037

5. Shri Anil Diggikar was represented by Shri Sunil Mayabhate, General Manager, Maharashtra Energy Development Agency, 191/A, MHADA commercial Complex, Opposite Tridal Nagar, Yeravada, Pune – 411006 AND

6. Shri C. M Deshpande, Project Officer (Solar), Maharashtra Energy Development Authority, Pune

7. Shri Raghunath Mahabal, 15, Chandravijay Society, Tilak Road, Mulund (E), Mumbai – 400081.

8. Smt Ashwini Kshirsagar, Sarpanch, Shivari village, Taluka Purandar, District Pune.

9. Shri Ramchandra Ombale, Samaj Vikas Sanstha, At-Post-Diwale, Taluka Bhor, District Pune

10. Smt. Swati Kamat, Research Assistant, CED

11. Shri P A Gadekar, Research Assistant, CED

12. Smt. Swapna Dahake Assistant Planner, CED Cell for GIS and Planning

13. Smt Sunayana Khambalkar, Assistant Planner, CED Cell for GIS and Planning

14. Shri Mahesh Harhare, Assistant Planner, CED Cell for GIS and Planning

15. Smt Archana , Assistant Planner, CED Cell for GIS and Planning

16. Shri Sunil Nikum, Stenographer, CED

Annexure II

List of Tabled Documents at Meeting No. 2005/1 dated 6th June 2005

1.

कलम ४ (१) (ब) () नमुना (अ)

यशदा, पुणे येथील समता व सामाजिक न्याय केंद्र कार्यालयाच्या समितीची यादी प्रकाशीत करणे.

अ.क्र.	समितीचे नांव	समितीचे सदस्य	समितीचे उद्दिष्टे	किती वेळा घेण्यात येते	सभा जनसामान्यांसाठी खुली आहे किंवा नाही	सभेचा कार्यवृत्तांत (उपलब्ध)
१.	**Advisory Committee**	**श्री एम. आर. पाटील,** भाप्रसे (निवृत्त) सदस्य, राज्य मानवी हक्क आयोग, मुंबई ३०५, शलाका को-ऑप. हौसिंग सोसायटी, महर्षी कर्वे रोड, मुंबई-४०००२१ **श्री सी. एल. थूल,** सदस्य, राज्य मानवी हक्क आयोग, मुंबई ९, हजारीमल सोमानी मार्ग, सी.एस.टी. रेल्वेस्टेशन समोर, मुंबई-४००००१ **डॉ. भालचंद्र मुगणेकर,** सदस्य, नियोजन आयोग, भारत सरकार, योजना भवन, संसद मार्ग, नवी दिल्ली-११०००१ **डॉ. पी. ए. इनामदार,** अध्यक्ष, एम.सी.ई.एस. सोसायटी,	समता व सामाजिक न्याय केंद्रासाठी सल्ला समिती व मार्गदर्शक म्हणून सुचना करणे.	वर्षातून एकदा	नाही.	सोबत जोडले आहेत.

Section 4(1)(b)(vii)

Section 4(1)(b)(xv)

अ.क्र.	समितीचे नांव	समितीचे सदस्य	समितीचे उद्दिष्टे	किती वेळा घेण्यात येते	सभा जनसामान्यांसाठी खुली आहे किंवा नाही	सभेचा कार्यवृत्तांत (उपलब्ध)
		ॲंग्लो उर्दु कम्पाऊंड, कॅम्प, मोदीखाना, पुणे - ४११ ००१ **डॉ. आनंद तेलतुंबडे,** ४ डी, जिवन ज्योत, सेतलवाड लेन, नेपीयन सी रोड, मुंबई - ४०० ०३६ **श्री विलास वाघ** ५६२, सदाशिव पेठ, पुणे - ४११ ०३० **डॉ. लक्ष्मण माने,** समता, १० ब, करंजे, सातारा, जिल्हा सातारा **प्रा. डॉ. रावसाहेब कसबे** नालंदा, ४ समता सोसायटी, संगमनेर, ता. संगमनेर, जिल्हा अहमदनगर **डॉ. ए. एच. साळुंखे,** १३, लोकायत, गेंडामाळ, सातारा, जिल्हा सातारा **श्री आर. के. गायकवाड**, भाप्रसे				

अ.क्र.	समितीचे नांव	समितीचे सदस्य	समितीचे उद्दिष्टे	किती वेळा घेण्यात येते	सभा जनसामान्यांसाठी खुली आहे किंवा नाही	सभेचा कार्यवृत्तांत (उपलब्ध)
		आयुक्त, अपंग विकास विभाग, ३ चर्च रोड, पुणे-४११००१ **श्री भारत सासणे,** संचालक, विमुक्त जाती, भटक्या जमाती व इतर मागासवर्ग विभाग, ३ चर्च रोड, पुणे-४११००१ **डॉ. संजय चहांदे,** भाप्रसे प्रकल्प आयुक्त महाराष्ट्र आरोग्य विभाग विकास प्रकल्प ३रा मजला, शासकिय दंत महाविद्यालय इमारत, सेंट जॉन हॉस्पीटल कम्पाऊंड, मुंबई **श्री. सतीश गवई,** भाप्रसे मुख्य कार्यकारी अधिकारी, महाराष्ट्र उद्योजकता विकास महामंडळ उद्योग सारथी, मरोल इंडस्ट्रिअल एरिया, महाकाली केवज् रोड, अंधेरी(पू), मुंबई — ४०००९३ **श्री. एस. ए. गायकवाड,** भाप्रसे (नि) २५२, सोनल, हनुमान नगर, कंसाई, अंबरनाथ (पूर्व)				

अ.क्र.	समितीचे नांव	समितीचे सदस्य	समितीचे उद्दिष्टे	किती वेळा घेण्यात येते	सभा जनसामान्यांसाठी खुली आहे किंवा नाही	सभेचा कार्यवृत्तांत (उपलब्ध)
		श्री. राजगोपाल देवरा, भाप्रसे संचालक, समाजकल्याण संचालनालय, महाराष्ट्र शासन, ३ चर्च रोड, पुणे – ४११००१ **श्री भाऊ लोखंडे** ६६४, वैशाली वन, मोडेल टाऊन, कामाठी रोड, वली टॉवर्सच्या समोर, नागपूर – ४४००१४ **डॉ. डी. एन. संदनशिव,** माजी सदस्य, कायदे नियोजन आयोग, भारत सरकार, राहुल कुंज, व्ही. एस. हौसिंग सोसायटी, एस. जी. बर्वे मार्ग, कुर्ला (पूर्व) मुंबई - ४०० ०२४ **श्रीमती गेल ओमव्हेट,** मु. पो. कासेगांव, ता. वाळवा, जिल्हा सांगली **श्री एम. पी. मंगुडकर,** संचालक, इंस्टीट्यूट ऑफ मॅनेजमेंट सोशल सायन्स अॅन्ड रिसर्च, ११६५, सदाशिव पेठ, पुणे-४११० ०३०				

अ.क्र.	समितीचे नांव	समितीचे सदस्य	समितीचे उद्दिष्टे	किती वेळा घेण्यात येते	सभा जनसामान्यांसाठी खुली आहे किंवा नाही	सभेचा कार्यवृत्तांत (उपलब्ध)
		श्री . रत्नाकर गायकवाड, भाप्रसे महासंचालक, यशदा, पुणे श्रीमती मीता राजीवलोचन, भाप्रसे उपमासंचालक तथा संचालक, राग्राविसं यशदा, पुणे श्री. रविंद्र चव्हाण सहयोगी प्राध्यापक व ओआयसी, सीईएसजे, यशदा, पुणे डॉ. के. एस. नायर उपमासंचालक तथा संचालक,(सं व प्र. केंद्र), यशदा, पुणे श्री. शशिकांत वायदंडे सहाय्यक प्राध्यापक यशदा, पुणे				

Section 4(1)(b)(xv)

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समता व सामाजिक न्याय केंद्राच्या पहिल्या बैठकीचे इतिवृत्त

दिनांक – ०२/०३/२००४ दिवस – मंगळवार वेळ – दुपारी ३.०० वा. स्थळ – बोर्ड रुम, यशदा

सर्व प्रथम सर्वश्री **रत्नाकर गायकवाड**, भाप्रसे महासंचालक, यशदा यांनी समता व सामाजिक न्याय केंद्राच्या सल्लागार समितीच्या सर्व सन्माननीय सदस्यांचे स्वागत केले आणि विषयाला सुरवात करीत असताना या केंद्राच्या स्थापनेचा उद्देश सर्वांसमोर मांडला.

विकास प्रशासनामध्ये शासनाला मदत करणे, शासनाचे अधिकारी, पदाधिकारी, सेवाभावी संस्था, ट्रेनिंग इन्स्टिट्यूट यांच्या मदतीने विकास साधणे असा सर्वसाधारण या केंद्राचा उद्देश आहे. कोणताही सामाजिक विकास हा सामाजिक अभिसरणा शिवाय होणार नाही. सामाजिक न्यायाचा दृष्टिकोन आपण विविध उपक्रमातून हाती घेऊ शकतो. सामाजिक न्यायाचा विचार करताना आर्थिक भूमिकेचा विचार करावा लागतो का? लोकांचे मतपरिवर्तन करण्यासाठी (मन परिवर्तन करण्यासाठी) काही platform निर्माण करणे शक्य आहे का? LPG चा वंचित लोकांवर काय परिणाम होतो का? LPG ची तीव्रता किती प्रमाणात आहे? विकासाचा दर वाढला तर सामाजिक दरी कमी होईल का? गुंतवणूक वाढली तर त्याचा फायदा कोणाला होतो? सामाजिक न्याय निर्माण करण्यासाठी शासनाला काही ठोस स्वरुपाच्या सूचना करु शकतो का? समता निर्माण करण्याच्या धर्तीवर एक संस्था निर्माण करणे, स्वातंत्र्य, समता, बंधुत्व निर्माण करणे, प्रज्ञा, शील, करुणा या दृष्टिकोनातून काही करता येईल का? प्रशिक्षण कार्यक्रम कसे असावेत ? २००४-०५ मध्ये कोणती कामे हाती घ्यावीत? इतर संस्थांबरोबर काय करता येईल? कमकुवत घटकांच्या विकासाकरिता एखादे मंडळ निर्माण झाले तर त्याची क्षमता वाढविण्यासाठी यशदा मार्फत काही करता येईल का? मार्गदर्शन करणे, स्वावलंबन, आत्मविश्वास वाढवणे, आर्थिक प्रगतीचा आलेख उंचावणे, प्रत्येक विभागातील समविचारी लोकांना एकत्र आणून त्यांच्या शक्ती एकत्र आणून कार्यक्रम कसे असावेत, ते ठरवणे, याची दिशा यशदातर्फे ठरवता येईल. त्यासाठी किती दिवसांनी भेटले पाहिजे? त्याचबरोबर, यशदामधील साधनांचा योग्य

रितीने वापर करुन आणि व्यवस्थित कार्यक्रम आखून शक्य होईल. काही उप गट निर्माण करणे आणि त्यातुन २-३ महत्वाच्या भागावर लक्ष केंद्रित करणे, योग्य दिशेने पाऊल टाकण्यासारखे होईल अशा प्रकारचे विचार प्रास्तावीकात मांडले.

रविंद्र चव्हाण, सहयोगी प्राध्यापक आणि विभाग प्रमुख समता व सामाजिक न्याय केंद्र, यशदढा, यांनी पार्श्वभूमी व कार्यक्रम विषद करतांना यशदामार्फत आपण एकत्र जमत आहोत, सर्वांच्या मदतीने आपल्याला शासनाला योग्य दिशा देण्याचे काम निश्चितपणे होईल. डॉ. संजय चहांदे यांनी यशदाच्या ट्रेनिंग प्रोग्राम मध्ये या विषयाचा समावेश असावा असे सुचविले होते. मा. महासंचालकांनी २२ जानेवारीच्या Board Meeting मध्ये Equity & Social Justice सेंटर सुरु करण्याबाबतचा प्रस्ताव मांडला आणि मा. मुख्य सचिव यांनी पुर्ण पाठिंबा दिला. यशदामध्ये हे सेंटर असावे ह BoG Meeting मध्ये मान्य झाले. जमात वाद, सामाजिक अन्याय तसेच शेतक-यांच्या आत्महत्येचे प्रमाण वाढले आहे. SC/ST च्या पिळवणुकीचे प्रमाण वाढले आहे. यांवर सेंटर रिसर्च करणार आहे. बेकायदेशीर अर्थव्यवस्था वाढणार आहे, खाजगीकरणामुळे सगळ्या कंपन्या विकण्याचा कार्यक्रम आहे. ST मध्ये साक्षरतेचे प्रमाण ४ टक्के ते ४१ टक्के आहे. या दृष्टिकोनातुन विचार करावयाचा असेल तर मोठया प्रमाणावरील जी जनता दारिद्रय रेषेखाली आहे, त्यांना योग्य दिशा देणे गरजेचे आहे. United Nation चे रिपोर्ट व महाराष्ट्राचा मानवी विकास अहवाल पाहिले तर विश्वासार्ह माहिती, आकडेवारी व्यवस्थित उपलब्ध नाही. आपण काही मार्गदर्शन करु शकतो का? यावर विचार करण्याची गरज व्यक्त केली.

यशदा मध्ये जे प्रोग्राम घेण्यात येतात, त्यात सामाजिक विषयावर जास्त भर देणे, आरक्षणाचा जो काही गॅप आहे त्यावर अभ्यास करणे, योजना तयार करणे, ट्रेनिंग, रिसर्च आणि प्रलेखन यांवर अभ्यास करणे. SCP ची माहिती देणे, समाज कल्याण ची विशेष घटक योजना आहे त्याची माहिती देणे, संशोधन व प्रशिक्षण संस्था प्रत्यक्ष काही करु शकते का? यासाठी स्वयंसेवी संस्था, समाजकार्य महाविद्यालये यांनी एकमेकांचे हात बळकट करणे आवश्यक असल्याचे सुचविले. संशोधन व प्रलेखन मध्ये देशात तामिळनाडू मजबूत आहें. पुण्यामध्ये ५ वस्त्या निवडून त्यांना आपण कृती कार्यक्रम व

ट्रेनिंग देऊ शकतो का ते आपण पाहिले पाहिजे असे प्रत्यक्ष कृतीचे विचार त्यांनी मांडले. मानवी विकासासाठी forum उभी करणे, तिची क्षमता वाढविणे, मानवी विकासासाठी काही इतर मार्ग आहेत का ते पाहणे हे केंद्राचे प्रमुख काम असल्याचे त्यांनी नमुद केले.

या सादरीकरणानंतर सर्वश्री रत्नाकर गायकवाड, महासंचालक, यशदा यांनी सन्माननीय सदस्यांना विविध विषयांवर चर्चा करणे आणि मते मांडण्यास विनंती केली.

डॉ. आनंद तेलतुंबडे यांनी मुलभूत विषयाला हात घालतानाच लोकांच्या जगण्याच्या परिस्थितीबाबत माहिती असणे ही पहिली आवश्यक बाब आहे असे सांगितले. एकदा प्रश्न कळले की उत्तरे आपोआप शोधता येतात. यासाठी लोकांच्या विकासाच्या स्थितीबाबत मोठे सर्वेक्षण आवश्यक आहे असे मत प्रतीपादन केले.

डॉ. पी. ए. इनामदार यांनी कर्नाटकात मुस्लिम अल्पसंख्यांक जनतेचे सर्वेक्षण केले होते, त्याचा अहवाल मागवावा असे सांगितले. नियोजनासाठी प्रथम सद्यस्थितीची माहिती हवी व नियोजन सूक्ष्म व पद्धतशीर असावे. उगाच काहीतरी करायचे म्हणून केले जाऊ नय असे मत व्यक्त केले. त्या सर्वेक्षणात सामाजिक आणि शैक्षणिक मागासलेपण यावर जास्त लक्ष केंद्रित करावे लागेल असे सुचविले. योजनांचे spread thin असू नये. Package पुर्ण व्हावे. विभागीय पातळीवर एकच संस्था उभी करुन त्यावर focus करा. छोटया छोटया हजारो योजनांचा फायदा होत नाही. समाज कल्याण खात्याने हा concept आता बदलावा असे मत व्यक्त केले.

डॉ. भाऊ लोखंडे यांनी आपण सर्व्हे करण्याचे काम सोशल वर्क करणा-या कॉलेज कडून करुन घेऊ शकतो असे सुचविले तर **डॉ. तेलतुंबडे** यांनी बाजारात काही खाजगी संस्था देखील हे कार्य करतात, त्यांना हे काम करु घावे अशी माहीती दिली.

मा. विलास वाघ यांनी आपण ट्रेनिंग व संशोधनावर भर दिला पाहिजे, की प्रशासना मार्फत काही योजना राबवायच्या याचा विचार केला पाहिजे असा प्रश्न उपस्थित करुन आपण ट्रेनिंगवर जास्त भर

घ्यावा आणि साक्षरतेविषयी जाणीव लोकांमध्ये कशी निर्माण होईल आणि त्यांचे प्रश्न सोडविण्यासाठी त्याचा कसा उपयोग होईल यावर भर घ्यावा. लोक स्वतः तयार कसे होतील यावर भर घ्यावा. परिस्थितीचे आकलन लोकांना करता यावे. आपण लोकांचे प्रश्न सोडवू शकत नाही. त्यांनीच ते सोडवावेत याकरिता क्षमता वृध्दीचे मार्गदर्शनावर आपण भर देण्याची गरज मांडली. आपण Action Research Programme केला तर काही प्रश्न सुटू शकतील. आपण रचनात्मक कार्यावर जोर घ्यायचा का ? यामध्ये जनतेने सहभागाची भूमिका घेतल्याशिवाय महत्वाचे प्रश्न सुटणार नाहीत. ही संधी जनतेसाठी महत्वाची आहे. त्यांना ट्रेनिंग घ्यायचे का ? संपामुळे किंवा कायद्याने हे प्रश्न सुटणार नाहीत. लोकांना त्यासाठी मार्गदर्शनाची गरज आहे. दुसरी महत्वाची गोष्ट अशी की, आपण आपल्या धोरणांवर ठाम असले पाहिजे. व त्याप्रमाणे कार्यक्रमांची आखणी करुन मार्गक्रमण केले पाहिजे अशी मते मांडली.

मा. लक्ष्मण माने यांनी चर्चेत भाग घेत असताना मी २५-३० वर्षांपासून पाहतो आहे की, शासन व लोक यांच्यामध्ये दरी आहे. ती दरी भरण्यासाठी काही एजन्सी नाही. मोर्चे काढणारा आणि कार्यकर्ते एकत्र बसत नाहीत. तसे होणे अत्यंत गरजेचे आहे. आपण याच्यामध्ये काही करु शकू. ५५ वर्षात आमच्या वाटयाला काही आले नाही. त्याला आमचा अडाणीपणा आणि उच्चवर्णीयांचा आगाऊपणा जबाबदार आहे. साक्षरतेचा दर पारधी समाजात ०.६ टक्के एवढा आहे. जातीच्या दाखल्याविना सवलती नाकारल्या जातात. बापाचा जरी दाखला दाखविला तरी चालत नाही. लोकांना दिलेल्या सवलती लबाडीने मिळू दिल्या जात नाहीत. पारधी समाज त्याचप्रमाणे दुर्बल घटक विकासाच्या बाहेर आहे. यांच्याकडे कसलेच दाखले उपलब्ध नाहीत. कारण ते अशिक्षित आहेत. आम्ही अतिशय मागे आहोत. लोकसंख्या सरकारला विचारली तर त्यांच्या अधिका-याला ती माहित नाही. VJNT जात ठरविण्याचे काही लॉजिक नाही. पश्चिम महाराष्ट्रात वेगळी जमात आणि विदर्भात वेगळी जमात होणे योग्य नाही. पोटाच्या मागे हा समाज कुठेही जातो. कुठेही गेला तरी त्याचे status बदलता कामा नये. त्याला स्थानाच्या मर्यादा असता कामा नये. असे विचार मांडताना सामाजिक जागृतीचे त्याचप्रमाणे संशोधन व प्रशिक्षणाचे काम यशदाने प्रथमतःच हाती घेतल्याबद्दल मा. महासंचालकांचे

आभार मानले. कार्यक्रम सुचविताना त्यांनी VJNT साठी Education, Housing हे प्रश्न महत्वाचे आहेत असे सुचविले.

DT& NT साठी शेत जमीनी द्याव्यात. सरकारने १० एकर जागा द्यावी. बैलगाडी द्यावी. साधनसामुग्री पुरवावी अशी भुमिका मांडली. स्वातंत्र्यापुर्वीच्या कालावधीचा उल्लेख्र करतांना, ब्रिटीशांनी आश्रम शाळांना ४४ एकर शेत जमिनी दिल्या. २० गायी दिल्या. पुर्वी लघुउद्योगासाठी ब्रिटीश शासन separate settlement योजना राबवीत होती. डॉ. आंबेडकरांनी सांगितले होते की, मोकळ्या जागेत घरे बांधा, शासनाने बैलगाडया द्याव्यात, सरकारी खर्चानुसार उरलेला नफा सगळ्यांना वाटून द्यावा अशी माहीती दिली. स्वतःच्या साता-यातील प्रयोगाचे उदाहरण देताना त्यांनी, आम्ही आश्रम शाळेत ४०,००० लिटर पाणी recycling करतो. खूप पाणी अडवून जमिनीमध्ये जिरवले आहे. आता १० कि.मी. भागात कुठेही पाणी लागेल अशी परिस्थिती आहे याची माहीती दिली. या सगळ्या योजना ब्रिटीशांनी पुर्वी राबविल्या आहेत. शेतीसाठी औजारे, बी-बीयाणे देण्यात येतात. आश्रमशाळेत बायोगॅस निर्मिती केली आहे. अन्यायाविरुध्द कायदे केले आहेत. तथापी सद्याःची पोलीस यंत्रणा, शासनाची भूमिका काय असावी? याचे योग्य मार्गदर्शन नाही असे मत व्यक्त केले.

डॉ. मा.पा.मांगुडकर यांनी सद्यः Secularism सारख्री मूल्ये धोक्यात आली आहेत. Secularism मुळे अल्पसंख्यांक समाज धोक्यात आला आहे. ballot मध्ये सामर्थ्य आहे. Secularism वर विशेष भर द्यावा. मानसिक क्रांती सर्व क्रांतीचा आधार आहे. मुल्ये संपुष्टात येत आहेत. धर्मांध शक्तीमुळे संसदीय लोकशाही धोक्यात आली आहे. याकरिता Weaker Section मध्ये Family Planning Programme वर विशेष भर दिला पाहिजे. Birth Control वर विशेष भर दिला पाहिजे. आर्थिक विकास हा लोकसंख्येच्या वाढीवर अवलंबून असतो. दारिद्रय रेषेख्रालील लोक निश्चितपणे या वर्गातील आहेत. इंग्लंड/अमेरिकेमध्ये Birth Rate शुन्य टक्के आहे आणि उत्पादनाची साधने भरपुर आहेत. आज भारतात धर्मांध शक्ती वाढत आहेत. वैचारिक पोकळी निर्माण झाली आहे अशी मते व्यक्त केली.

मा. विलास वाघ यांनी जाती व्यवस्थेमध्ये सर्व सत्ता उच्च जातीय लोकांकडे असते. आपण जाती व्यवस्था निर्मूलन आणि प्रबोधन केले पाहिजे. ग्रामसभा कशा चालतात यावर एक project घेतले पाहिजे. जातीव्यवस्थेवर संशोधन झाले पाहिजे. ७३ व्या घटना दुरुस्ती प्रमाणे १/३ जागा महिलांसाठी राखीव आहेत. ग्रामपंचायती मध्ये महिला सदस्यांचा रोल काय आहे याचा अभ्यास झाला पाहिजे. स्त्री सरपंचाच्या कामाबद्दल संशोधन झाले पाहिजे अशी मते व्यक्त केली.

डॉ. इनामदार यांनी Resource Mapping–आपल्याकडील साधने मोजणे, ती कशी उपयोगात आणता येतील याचा अभ्यास करणे, आर्थिक साधने मोजणे, intellectual कोण आहेत ? त्यांची मदत कशी घेता येतील याची आखणी करण्याची गरज प्रतिपादन केली.

डॉ. लोखंडे यांनी व्यापाराच्या क्षेत्रात जाण्यासाठी पण संघर्ष केला पाहिजे. आर्थिक क्षेत्रात, व्यापाराच्या क्षेत्रात जाण्यासाठी विचार केला पाहिजे. पाली भाषा अभ्यासात आणली पाहिजे. दलितांचे धर्मांतर कशासाठी होते याचा विचार करणे, त्याचा अभ्यास करणे, अद्यावत कोचिंग सेंटर्स सुरु करणे आवश्यक आहे अशा बाबींचे विवेचन केले.

डॉ. इनामदार यांनी वेगळा विषय मांडताना सेवा भरतीचे नियम जानेवारी २००४ मध्ये तयार केले तर जानेवारी २००९ मध्ये अंमलात आणले पाहिजेत. Recruitment Rules तयार केल्यानंतर कमीत कमी पाच वर्षांनंतर अंमलबजावणी व्हावी असे मत मांडताना याबाबत प्रशासनाकडून बुध्दीभेद करुन आणि फसवणूक करुन गोरगरीबांच्या आरक्षणातील पदांचे अपहरण कसे केले जाते याचे विवेचन केले. मेरिट लिस्ट मधील विद्यार्थ्यांचे मार्गदर्शनपर शिबिर आयोजित करणे. Career Guidance साठी शिबीर आयोजित करणे हे केले पाहिजे व सातत्याने Tempo वाढवत ठेवला पाहिजे असे सुचविले.

श्री. रामदास पाटील, संचालक, डॉ. आंबेडकर प्रशिक्षण संस्था, सामाजिक न्याय विभाग, महाराष्ट्र शासन यांनी महिला व बाल विकासासाठी विशेष प्रयत्न करणे. आदिवासी संशोधन व प्रशिक्षण संस्थेशी MoU करावा. महिला व मुलांच्या काळजी बाबत सामाजिक व मानसिक स्थितीमध्ये मत

परिवर्तन करणे. महिलांच्या व भटक्या विमुक्त जमातीच्या लोकांच्या प्रगतीसाठी विशेष प्रयत्न करणे. सामाजिक विकासासाठी मत परिवर्तन झाले पाहिजे. मुस्लिम समाजात फार मोठी गरीबी आहे, त्यावर लक्ष देणे आवश्यक आहे अशा प्रकारची मते मांडली.

रविंद्र चव्हाण यांनी आजच्या बैठकीच्या आधारावर सर्वांनी एक आपली मतं मांडणारा लेख यशदाकडे पाठवुन देण्याची विनंती केली. आणि सरते शेवटी या बैठकीस आर्वजुन उपस्थित राहुन चर्चेत अत्यंत मनमोकळेपणाणे भाग घेतल्याबद्दल सर्व सन्माननीय सदस्यांचे आभार मानले व बैठक समाप्तीची घोषणा मा. महासंचालक यांच्या परवानगीने केली.

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Minutes of the
ADVISORY COMMITTEE MEETING

Dated: 13th April 2005

A meeting was held on 13th April 2005 in Board room under chairmanship of honorable DIRECTOR GENERAL Yashada. Following officers were present in the meeting.

1. Ratnakar Gaikwad, IAS

2. Shri. M.R. Patil

3. Shri. C. L. Thool

4. Shri. S.A. Gaikwad, IAS (Rtd)

5. Smt. Meeta Rajiv Lochan, IAS

6. Shri Ganesh Takur, IAS

7. Shri. R. K. Gaikwad, IAS, Commissioner for persons with disability

8 Shri. Sanjay Chahande, IAS Project Commissioner & Secretary Health Dept GoM

9. Shri. Ravsaheb Kasbe, Social Thinkar, Sangamner

10. Shri. Laxman Mane,

11. Dr. P. A. Inamdar

12. Shri. M.P. Mangudkar

13. Shri. B. J. Sasane, Director, VJNT SBC & OBC

14. Dr. K. S. Nair, DD, R&D

15. Shri. R.L.Chavan, OIC, CESJ

16. Dr. S.D. Munde, Assi. Prof. Yashada

17. Shri. Shashikant Waidande, Assi. Prof, Yashada

18. Shri. Anil Borkar,

Sr. No.	Subject Agenda Points	Discussion	Action Point
1	Confirmation of minutes of the last meeting	- Confirmed the minutes	Minutes of the last meeting were confirmed by the Committee
2	Discussion of action taken report	- Appreciated the work done with limited staff. - suggested to work to use full potential	Action research taken was discussed and confirmed
3	Discussion on the action plan of the CESJ	Hon'ble Director General introduced the work done in the year 2004-05 in brief by the centre and asked OIC, CESJ to present the action plan in this year. OIC, CESJ presented the action plan for the year 2005-06 and also presented the work done in the year 2004-05 to the full potential in the coming year.	In the year 2004-05, 44 training programmes, 3 Research Projects were completed by the centre.

Sr. No.	Subject Agenda Points	Discussion	Action Point
➤	Social Animators	Dr. Chahande, opined that training of social animators is necessary because they are the link between government and people. Commissioner for the physically handicapped also opined that the scheme of social animators needs to be given more thrust.	Director General asked to procure list of the 1000 identified social animators and train them properly. He also asked to involve them in the State Action Plan of SIRD, if possible.
➤	Networking of Social Work Colleges	OIC, CESJ explained the process of Networking of Social Work Colleges adopted by the centre in the last year.	The Director General expressed his satisfaction over this achievement.
		16 research proposals on the various subject of interest to the centre were the outcome of these Networking efforts. 4 research proposals out of these 16 were finalized for a pilot study in the coming months.	The Director General Suggested to involve Social Work Colleges in number of projects, activities undertaken by CESJ.
➤	Research on PCR & Untouchability	Dr. Chahande, informed that a study of various aspects of untouchability and PCR was undertaken by Harijan Samaj Sangh in 1960. The study is about intermixing, interdining, intermarriages at the village level. He asked to undertake similar study.	The Director General asked the DDG (R) to undertake the study on untouchability in its various forms.
		Prof. Ravsaheb Kasbe discussed about the problems faced by the young women who have married outside their caste.	Director General asked DDG (R) undertake a study of such women and problems faced by them and also intervention that can be undertaken specially before such marriage.
➤	Expanding Advisory Committee	Mr. P. A. Inamdar requested the committee to appoint IGPCR on the advisory committee, which was unanimously accepted.	Hon'ble Director General instructed to send a proper letter of request to IGPCR
➤	Need for focused activities	Director General advised the centre to focus on limited subject and to take them to the logical conclusion. He also asked DDG (R) to build the capacity of Social Work Colleges for undertaking the research.	- Preparation of activity chart is required. - Capacity Building training of Social Work Colleges to undertake Research /Consultancy work

Sr. No.	Subject Agenda Points	Discussion	Action Point
➢	KRA	The Director General also asked to constitute a core group of Social Work Colleges and hold its meetings regularly. The Director General explained the concept the KRA undertaken by Yashada and progress made by the team working on the KRA on SCP	To conduct regular meeting of the core group of Social Work Colleges.
		Director SIRD explained to the committee that the centre focused on Social Work Colleges in the year 2004-05.	
		Mr. M. R. Patil advised the centre to review short falls in the last year.	Centre to review short fall
		Mr. Sanjay Chahande, IAS opined that the centre needs to undertake more workshops than training as it always being done by the centre.	More workshops are required
		Mr. Laxman Mane discussed about the changing form of untouchability in the village and the cities	Study and R & D cell is expected as a action point.
		Mr. Mangudkar also described the discrimination done on caste and gender basis in the Panchayat Raj system.	Study and R & D cell is expected as a action point.
		Director Social Welfare opined that special training programmes for women non-officials be undertaken.	Training programme for elected representatives needs to be included in the calendar
➢	-	Mr. P. A. Inamdar opined that special focus on training should be on backward class women non-officials.	The Director General advised to centre to train backward women functionaries as much as possible in the current year.
➢	Sensitization of women non-officials	Mr. Mangudkar and Commissioner, physically handicapped raised a issue of avoidance of flag hosting by women non-officials on one reason or another.	The Director General asked the centre to sensitize the non-officials on these issues in various training undertaken by the centre.
		Mr. Inamdar suggested that flag hosting at individual level should be done in as many hamlets as possible.	Action need to be inducted in SAP / Special training programme of elected representatives.

Sr. No.	Subject Agenda Points	Discussion	Action Point
➤	Education of Weaker Section	Mr. Mangudkar raised the issue of inequality in education because of the different qualities of schools available to various sections of the society.	The Director General instructed to hold the next meeting in Azam Campus and also asked CESJ to formulate a package of need base schemes for a department of social justice
		Mr. Inamdar endorsed this opinion and explained the impact of LPG on education of weaker sections. He opined that educational institutions catering to the weaker section is the need of the hour and need to be supported through public funds.	The Director General instructed to undertake research of their problems. He also asked to hold national level workshops on issues raised by LPG
		Mr. Inamdar raised a issue of reservation in private institutes on education	Director General also instructed to prepare concrete action plan based on a core group of 5 people who will review the action taken on the
		Mr. Laxman Mane raised an issue of staffing patterns in Ashram School.	suggestions by the advisory committee from month.
➤			OIC, CESJ thanked all the honorable members of the Advisory Committee and concluded the meeting with the permission of the chair.

Director General
YASHADA, Pune

Advisory Board - CCTR

Ser No	Name
1.	Dr. R.M. Kharche Director of Marketing Maharashtra State New Central Building Annexe, 3rd Floor, Pune – 411001
2.	Commissioner Co-operation & Registrar Co-op. Soc. M. S. Central Building, Pune – 411001
3.	Commissioner Sugar. Maharashtra State, Sakhar Sankul, Shivaji Nagar, Pune – 411005
4.	Shri. Baldev Chand Dairy Development Commissioner Administrative Building Abdul Gaffarkhan Road, Worli Sea Face, Mumbai – 400018
5.	Shri. M.B. Tribhuvan Divisional Joint Registrar Co-operative Societies, Pune Division, Pune
6.	Shri. Lalit Gandhi, Chairman Maharashtra Patsantha Federation Prashaskiya Karyalaya, 198, Balkrishna Chambers, Tararani Chock, Near Hotel Ayodhya, Kolhapur 416003
7.	Shri. Vishwas Thakur Chairman Vishawas Co-op. Bank Vishwas Park, Swatantryawir Sawarkar Nagar, Gangapur Road, Nashik – 422013

8.	Shri. Shivrambhau Jadhav Chairman Sindhudurg D.C.C. Bank Ltd. Head Office, Kudal – 416520
9.	Shri. Vidhyadhar Anaskar Chairman, Vidya Co-op. Bank, 10, Siddarth Pune Chambers, 44 Mukundnagar, Pune – 4111037
10.	Dr. V.Y. Tarale Secretary Maharashtra State Co-operative Banks Association Ltd. 345, Jijaee Estate, 3rd Floor, Jagannath Shankarshet Road, Thanurdwar, Girgaon, **Mumbai – 400002**
11.	Mr. P.M. Bayas, IAS. O.S.D. CIDCO
12.	Shri M. Ramaswamy, IAS Chief Executive Officer Maharashtra State Khadi & V. I. Board 19/21, Manohardas Street Fort, Mumbai – 400001
13.	Mr. Suryakant Pathak Managing Director of Janata Grahak Madhyavarti Sahakari Sangh Ltd. i.e. Grahak Path, Pune

या समितीची बैठक अद्याप झालेली नाही मात्र सहकार कक्षाचे आता सहकार प्रशिक्षण व संशोधन केंद्र झाले असल्याने या संबंधीची कार्यवाही लवकरच करण्यात येईल.

(सी के पाटील)
संशोधन अधिकारी व प्रभारी
सहकार प्रशिक्षण संशोधन केंद्र

KRA Peer Groups

KRAs	*Group Members*
1 Water and Watershed Management	Dr. Rajendra Pawar Shri Pradeep Garole Smt Nandini Ghanekar
2 Livelihood and Employment Generation	Shri P. S. Wankhede a) Wage Empoyment Shri C. K. Patil b) Self Employment Shri Ramesh Wasvani
3 Elementary Education	Shri Kiran Kulkarni Dr. Minal naravane Shri Manoj Kulkarni Smt Shalini Dhote
4. Child Malnutrition and Health	Dr. A. D. Kolhe Shri Ravi Patil Smt Pradyna Dasrwar
5. Rural micro finance and SHGs	Smt Mita Rajivlochan Dr. D. B. Rane Shri Anil Borkar
6. E-Governance	Shri Sanjay Bobde Smt Kavita Dwivedi Smt Medha Joshi Smt Poonam Mehta
7. Child Labour	Shri Shashikant Waidande Dr. Minal Naravane Smt Kishori Gadre Shri Ajay Pithe Shri Vinay Kulkarni Smt Alka Somvanshi
8. Urban Poverty and shelter	Smt Nasrin Siddiqui
9 Financing and management of urban infrastructure	Shri. V. W. Deshpande Shri Mukund Rathi Shri Sureshkumar Ingole

10 Needs of Disabled	Smt V. Radha
	Smt Anita Jadhav
11 Special component plan	Shri R. L. Chavan
	Shri Ravi Ghodichor
12 Tribal Sub Plan	Dr. Robin Tribhuwan
	Jayashree Tadelakar
13. Rural Credit	Dr. D. B. Rane
14. Rural sanitation	Dr. Bharat Bhushan
15. Eradication of Corruption	Smt Kishri Gadre
	Dr. Minal Naravane
	Dr. Sunil Dhapte
	Nidhi malik
	Ram Pole

Section 4 (1)(b) (viii)   Format A

List of committees to be published under

Sr. No.	Name of the committee	Composition of committee	Purpose of the committee	Frequency of meetings	Whether open to public or not	Minutes available in the office of
1	BOG	List of Members	To take the policy decision	Once in Year	No	Secretary and on YASHADA Website
2.	EC	List of Members	To guide in day to day activity	Four times in a year	No	Secretary and on YASHADA Website
3.	Local committee	List of Members	To supervise on construction activity	As & when required	No	Estate Manager and on YASHADA Website
4.	Advisory Committee	List of Members	To Advice the department of Academy for achieving the goal		No	Concerned HoD
5.	Promotion / Recruitment Committee	List of Members	To promote the employee	As & when required	No	Registrar
6.	Purchase Committee	List of Members	To purchase various things for Academy	As & when required	No	Secretary
7.	YASHADA Corpus fund Investment Committee	List of Members	To invest the amount of Academy	Once in a year	No	Member Secretary

LIST OF THE BOARD OF GOVERNORS MEMBERS

1. **Shri D. K. Shankaran, IAS**
   President, Board of Governors, YASHADA &
   Chief Secretary, Government of Maharashtra
   Mantralaya, Mumbai-400 032.

2. **Shri Ratnakar Gaikwad, IAS**
   Member, Board of Governors, YASHADA &

   Director General, YASHADA, Pune – 411 007.

3. **Shri V. Kanade, IAS**
   Member, Board of Governors, YASHADA &
   Secretary, Finance Department (Expenditure),
   Government of Maharashtra
   Mantralaya, Mumbai-400 032.

4. **Dr. J. M. Phatak, IAS**
   Member, Board of Governors, YASHADA &
   Principal Secretary, Rural Development,
   Government of Maharashtra
   Mantralaya, Mumbai-400 032.

5. **Shri U. C. Sarangi, IAS**
   Member, Board of Governors, YASHADA &
   Principal Secretary to Chief Minister,
   Government of Maharashtra,
   Mantralaya, Mumbai-400 032.

6. **Shri S. S. Dodd, IAS**
   Member, Board of Governors, YASHADA &
   Principal Secretary, General Administration Department,
   Government of Maharashtra,
   Mantralaya, Mumbai-400 032.

7. **Shri O.P. Agarwal, IAS**
   Member, Board of Governors, YASHADA &
   Joint Secretary (Training),
   Government of India,
   Department of Personnel & Training,
   Block IV, Old JNU Campus,
   New Delhi-110067.

8. **Shri Ratnakar Gaikwad, IAS**
   Member, Board of Governors, YASHADA &
   Vice Chancellor, University of Pune
   Ganesh khind, Pune – 411 007.

9. **Shri B. N. Bahadur, IAS (Retd.)**
   Member, Board of Governors, YASHADA
   41, Pranit, Jaywant Palkar Road, Worli,
    Mumbai – 400 025.

10. **Shri Ramanand Tiwari, IAS**
    Member, Board of Governors, YASHADA &
    Principal Secretary,
    Urban Development Department,
    Mantralaya, Mumbai 400 032.

11. **Rameshchandra Kanade, IAS,**
    Member, Board of Governors, YASHADA &
    Principal Secretary, (Water Conservation & EGS),
    Rural Development & Water Conservation Department,
    Mantralaya, Mumbai 400 032.

12. **Shri A. B. Pandey,**
    Member, Board of Governors, YASHADA &
    Secretary, Information Technology,
    General Administration Department,
    Mantralaya, Mumbai 400 032.

13. **Smt. Sujata Saunik, IAS,**
    Member, Board of Governors, YASHADA &
    Additional Director General, YASHADA,
    Pune-411 007.

14. **Shri P. D. Patil,**
    Member, Board of Governors, YASHADA &
     Director, D. Y. Patil Deemed University,
     Pune

15. **Shri S. B. Mujumdar,**
    Member, Board of Governors, YASHADA &
    Chairman, Symbiosis Society,
    Senapati Bapat Road,
    PUNE 411 016.

16. **Shri Vijay Bhatkar,**
    Member, Board of Governors, YASHADA &
    Chairman,
    Dishnet & ATH Reserve Lab.,
    PUNE & Member, Scientific Advisory Committee,
    Government of India.

17. **Director,**
    Member, Board of Governors, YASHADA &
    Vaikunthlal Mehta National Insitute of Cooperative Management,
    University Square, Pune 411 007.

18. **Dr. Bharat Bhushan**
    Ex. Officio, Secretary &
    Professor, Environmental Planning &
    Deputy Director General (Planning),
    YASHADA, Pune 411 007.

All Members & Invitees of the Executive Committee of YASHADA

Shri R. Y. Gaikwad, IAS
<u>Chairperson</u>, Executive Committee, YASHADA
and Director General, YASHADA
Pune 411 007.

Shri P. D. Karandikar, IAS
<u>Member</u>, Executive Committee, YASHADA &
Divisional Commissioner, Pune Division,
Council Hall, Pune-411 001.

Dr. J. M. Phatak, IAS
<u>Member</u>, Executive Committee, YASHADA &
Principal Secretary, Rural Development,
Government of Maharashtra
Mantralaya, Mumbai-400 032.

Dr. Sharad Joshi
<u>Member</u>, Executive Committee, YASHADA
Plot No. A 20, "Usha-Swapna"
Tulshibagwale Colony,
Pune-411 009.

Dr. Sudha Kothari
<u>Member</u>, Executive Committee, YASHADA &
Managing Trustee, 'Chaitanya', Rajgurunagar,
At Post- Khed, Dist-Pune
Pin Code -410 505.

Shri Vivek Sawant,
<u>Member</u>, Executive Committee, YASHADA
Director, Maharashtra Knowledge Corporation Ltd.,
Pune.

Shri Mukund Anant Ghare,
<u>Member,</u> Executive Committee, YASHADA
Chairman, Action for Agricultural Renewal in Maharashtra (AFARM),
Pune.

Dr. Bharat Bhushan
<u>Secretary</u>, Executive Committee, YASHADA &
Deputy Director General (Planning),
YASHADA, Pune 411 007.

LOCAL COMMITTEE MEMBERS, YASHADA

S.No.   **Name & Address of Local Committee Members**

Shri R. Y. Gaikwad, IAS
Chairperson, Local Committee, YASHADA
and Director General, YASHADA, Pune 411 007

Shri Apurva Chandra, IAS
Member, Local Committee, YASHADA &
Commissioner, Cooperation, Government of Maharashtra, Pune.

Smt. Sujata Saunik, IAS
Member, Local Committee, YASHADA &
Additional Director General, YASHADA, Pune 411 007

Shri Prashant Waghmare,
Member, Local Committee, YASHADA &
City Engineer, Pune Municipal Corporation, Pune

Shri S. P. Bendre,
Member, Local Committee, YASHADA &
Assistant Chief Engineer (Representative from PWD)
Public Works Department, Pune

Shri A B Sawant
Member, Local Committee, YASHADA &
Professor & Financial Advisor, YASHADA , Pune 411 007

Shri P. S. Salunkhe,
Invitee, Local Committee, YASHADA &
Superintending Engineer, Maharashtra State Electricity Board, Pune

Shri Yashwant Khaire,
Invitee, Local Committee, YASHADA &
Chief Garden Superintendent,
Pune Municipal Corporation,
Sambhaji Park Office, Pune.

Dr. Bharat Bhushan,
Invitee, Local Committee, YASHADA,
Deputy Director General (Planning), and SECRETARY, YASHADA

Shri Prakash Deshmukh
Invitee, Local Committee, YASHADA &
Architect, M/s Associated Space Designers &
Project Management Consultant, YASHADA, Pune 411 007

Shri Sunil Dhapte
Member, Local Committee, YASHADA &
Registrar, YASHADA, Pune 411 007

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Shri I B Bagwan,
Member, Local Committee, YASHADA &
Accounts Officer, YASHADA, Pune 411 007

Shri N. R. Deshmukh,
Convenor & Member Secretary, Local Committee, YASHADA &
Estate Manager, YASHADA, Pune 411 007

Smt. Shraddha Kulkarni
Invitee, Local Committee, YASHADA & Meeting Secretary,
YASHADA, Pune 411 007

वर्ग १ च्या पदांवर निवड/पदोन्नती देण्यासाठी गठीत केलेली समिती

अ क्र	अधिकारी यांचे नाव/पदनाम
०१	महासंचालक, यशदा तथा अध्यक्ष, निवड/पदोन्नती समिती
०२	**अतिरिक्त महासंचालक तथा सदस्य, निवड/पदोन्नती समिती**
०३	**मा आयुक्त सहकार विभाग, पुणे तथा सदस्य निवड/पदोन्नती समिती**
०४	श्री शरद जोशी, कार्यकारी समिती सदस्य तथा सदस्य निवड / पदोन्नती समिती
०५	प्राध्यापक व विभागप्रमुख,संशोधन व प्रलेखन केंद्र, तथा सदस्य निवड / पदोन्नती समिती
०६	समाजकल्याण विभागाचे प्रतिनिधी तथा सदस्य, निवड/पदोन्नती समिती
०७	निबंधक तथा सदस्य सचिव निवड/पदोन्नती समिती

वर्ग २, ३ व ४ च्या पदांवर निवड/पदोन्नती देण्यासाठी गठीत केलेली समिती

अ क्र	अधिकाऱ्याचे पदनाम
०१	**अतिरिक्त महासंचालक तथा अध्यक्ष, निवड समिती**
०२	उपमहासंचालक (नियोजन) तथा सदस्य, निवड समिती
०३	वित्तीय सल्लागार तथा सदस्य, निवड समिती
०४	निबंधक तथा सदस्य सचिव निवड समिती
०५	जिल्हा समाज कल्याण अधिकारी तथा सदस्य, निवड समिती

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-PC/2005-11
Dated	26/5/2005
Empowered Authority	Director General, YASHADA
Subject	Establishment of Purchase Committee (formerly named as Purchase and Expenditure Committee)
Circulated to Information to	All Faculty & Staff: YASHADA
Read	Orders regarding for Formation of Computer Purchase Committee No. CIT/YASHADA DATED 7/2/2003. Office Order No. 2003-04/PUR- YPC dt. 17/11/2003. PC/2003-04/PUR/OOI dt. 24/11/2003 Decision at Sr. No. 14 of administration & Accounts etc. Departments, review meeting dated 16/1/2004. YASHADA Policy Circular of even number dated 23/112004. Corrigendum dated 30/0612004 No. AdminlPur/2003-04/002 regarding Purchase & Expenditure Committee.

CORRIGENDUM

The academy has previously constituted the 'Purchase & Expenditure Committee for purchase / spending involving expenditure beyond Rs.5000/ and appointing of Agency Consultancy. Service Providers.Projects involving expenditure more than Rs 5000/-

The Purchase and Expenditure Committee is now pre-constituted and renamed as follows

02.1   The Committee will now be known as Purchase Committee and its constitution is as follows:

Deputy Director General Administration	- Chairman
Financial Advisor	Member
Registrar	Member
OIC-CIT	- Invitee (as and when required)
Head of respective Department/ Centre or his/her representative for whom expenditure to be incurred	invitee (compulsorily)
Technical Experts of relevant subject Deputy Director General, Planning	- Invitee (if required)
Sr. Clerk, Purchase Section, Admin Dept.	- Member Secretary & COl1\'enor - Permanent Invitee and 10charge of Documentation of Meeting Proceedings and Procedures

03   Frequency of Meeting:

The committee will meet every Monday at 4:00 p.m. in order to finalise purchases based on indents to be received by Senior Clerk. Purchase Section, Administration Department.

04.   Procedure for Indent of Purchases:

All OICs / DDGs would be required to submit indents for purchases to Senior

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Clerk. Purchase Section. Administration Department by 4.00 p.m. of every Friday

05.   Procedures:

As outlined in Policy Circular No. Admin/Pur/2003-04/002 dated 23/01/2004 for Purchase and Expenditure Committee.

06   Operation:

The reconstituted and, renamed. "Purchase Committee" will become operational with immediate effect.

(Ratnakar Gaikwad)

Director General

Date : 26 May 2005

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT
ADMINISTRATION
POLICY & PLAN IMPLEMENTATION CELL

Date: May 31, 2005

Submitted :

Ref No.:   PPI- ADM / 2005 / Policy Circular

Subject: Establishment of Purchase Committee (Formerly named as Purchase and Expenditure Committee)

1.   Enclosed please receive the Annexure to the Policy Circular for the "Establishment of Purchase Committee (Formerly named as Purchase and Expenditure Committee).

Dr. Bharat Bhushan
Deputy Director General-Planning

To,
All concerned.
Copy to :
1.   P. A. to Director General
2.   P.A. to DDG (Administration)
3.   P.A. DDG (Development)
4.   P.A. to DDG (Research)

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-PC/2005-11
Dated	26/5/2005
Empowered Authority	Director General, YASHADA
Subject	Establishment of Purchase Committee (formerly named as Purchase and Expenditure Committee)
Circulated to Information to	All Faculty & Staff YASHADA
Read	Orders regarding for Formation of Computer Purchase Committee No. CIT/YASHADA DATED 7/2/2003. Office Order No. 2003-04/PUR- YPC dt. 17/11/2003. PC/2003-04/PUR/OOI dt. 24/11/2003 Decision at Sr. No. 14 of administration & Accounts etc. Departments, review meeting dated 16/1/2004. YASHADA Policy Circular of even number dated 23/112004. Corrigendum dated 30/0612004 No. AdminlPur/2003-04/002 regarding Purchase & Expenditure Committee.

Annexure to the Policy Circular of Purchase Committee:

The meeting of the Purchase Committee should be held on every Monday at 4.0Q p.m at any cost invariably. In the event of the absence of anyone of the following members, they will be represented as per the list below:

Deputy Director General (Administration)	Deputy Director General (Planning)
Financial Advisor	Accounts Officer
Registrar	Assistant Registrar
Deputy Director General (Planning)	Management Representative
Deputy Director General (Administration) and Deputy Director General (Planning)	Financial Advisor

All other details remain the same.

(Ratnakar Gaikwad)

Director General

गुंतवणूक समितीची बैठक

विषयसूची

१. गुंतवणूक समितीच्या दि. १४ मे २००४ रोजी झालेल्या बैठकीनंतर संस्थेने केलेल्या गुंतवणूकीवर विचार व मान्यता.

२. स्वनिधीच्या परिस्थितीचे पुनर्विलोकन व अधिक गुंतवणूकीच्या शक्यतेबाबत विचार.

३. मा. अध्यक्ष यांच्या अनुमतीने आयत्यावेळेचा विषय

यशदा, स्वनिधी गुंतवणूक समितीची बैठक
दि. १४ मे २००४
बैठकीचा कार्यवृत्तांत

यशदा स्वनिधी गुंतवणूक समितीची बैठक मा. महासंचालक, यशदा यांच्या दालनात दि. १४ मे २००४ रोजी
सकाळी १०.०० वाजता आयोजित करण्यात आली. सदर बैठकीस अधिकारी उपस्थित होते.

१. श्रीमती चित्कला झुत्शी
प्रधान सचिव, वित्त विभाग,
अध्यक्ष, यशदा स्वनिधी गुंतवणूक समिती

२. श्री. रत्नाकर गायकवाड
महासंचाकलक, यशदा
सदस्य, यशदा स्वनिधी गुंतवणूक समिती

३. श्रीमती अंजली देशमाने
लेखा अधिकारी, यशदा
सचिव, यशदा स्वनिधी गुंतवणूक समिती

४. कॅप्टन अशोक देशपांडे
उपमहासंचालक (प्रशासन)
आमंत्रित

५. श्री. शिलानाथ जाधव
सहयोगी प्राध्यापक व वित्तीय सल्लागार
आमंत्रित

६. डॉ. भारत भूषण
सहयोगी प्राध्यापक व
प्रमुख, धोरण व नियोजन अंमलबजावणी कक्ष
आमंत्रित

विषय क्र. १ –

गुंतवणूक समितीच्या दि. २२/५/२००३ रोजी झालेल्या बैठकीमध्ये नागरी विकास केंद्र व UNDPPRI प्रकल्प यासाठी निधीच्या गुंतवणूकी बाबत तत्वतः मान्यता देण्यात आली होती. तथापि, गुंतवणूकीची प्रत्यक्ष कार्यवाही जसे बँकांकडून व्याजदर मागविणे, व्याजदराचा तुलनात्मक तक्ता तयार करणे व सर्वोत्तम व्याजदर देणा-या बँकांमध्ये गुंतवणूक करणे इत्यादी कार्यवाही बैठकी नंतर करण्यात आली. या बैठकीत सदर कार्यवाहीस मान्यता देण्यात आली.

पूर्वी अनुसूचित सहाकारी बँकात ज्या गुंतवणूकी करण्यात आल्या होत्या, त्या वळत्या करुन राष्ट्रीयकृत बँकांत गुंतविल्या याबाबत मा. महासंचालक यांनी अध्यक्षांना अवगत केले.

विषय क्र. २–

यापूर्वींच्या दि. २२/५/२००३ च्या बैठकी नंतर जी गुंतवणूक राष्ट्रीयकृत बँकांत करण्यात आली त्याचा तपशीलवार तक्ता मान्यतेस्तव सादर करण्यात आला.

१) स्टेट बँक ऑफ इंडिया – रु. ९० लाख

२) इंडियन ओव्हरसीज बँक – रु. ९० लाख

३) इंडियन बँक – रु. ९० लाख

४) बँक ऑफ महाराष्ट्र – रु. ८० लाख

५) युनायटेड कमर्शिअल बँक – रु. ४० लाख

६) देना बँक – रु. १५ लाख

याशिवाय माहे मार्च २००४ मध्ये बँक ऑफ महाराष्ट्र मध्ये जी रु. ३७५ लाख गुंतवणूक करण्यात आली, सदर गुंतवणूकीस समितीने खालील निर्देशाचे आधिन राहून कार्योत्तर मान्यता दिली. यामध्ये असे निर्देश दिले की यशदाचा जो स्वनिधी आहे तो क्रमशः असा काढण्यात यावा की बँक ऑफ महाराष्ट्र मधील गुंतवणूक एकूण निधीच्या २५ टक्क्यांच्या मर्यादेत राहील. या अनुषंगाने मा. अध्यक्ष यांनी पुढील सूचना केल्या.

१) या सर्व गुंतवणूकी बाबतची व गुंतवणूक समितीने घेतलेल्या निर्णयाची माहिती नियामक मंडळाच्या आगामी बैठकीत माहितीस्वत सादर करावी.

२) विविध बँकांच्या व्याजदरामध्ये चढ-उतार, असल्याने निधी २५ टक्के प्रमाणात प्रत्येक बँकेत गुंतविल्यास दुस-या क्रमांका वरील अथवा तिस-या क्रमांकावरील अधिकतम व्याजदराच्या बँकेत निधी गुंतविल्यास व्याजाचे जादा नुकसान होऊ शकते. त्यामुळे जास्तीत जास्त व्याजदर देणा-या राष्ट्रीयीकृत बँकेत ५० टक्क्यांपर्यंत निधी गुंतवणूक करण्याची परवानगी मिळणेसाठी वित्त विभागाकडे विशेष बाब म्हणून प्रस्ताव पाठवावा आणि वित्त विभाग शासन निर्णय क्र. पीएसयू/१००२/सीआर-

५/२००२/पीएसयू दि. ६/८/२००२ मधील तरतुदी या प्रकरणी शिथिल करण्याबाबत शासनास विनंती करावी.

विषय क्र. ३ -
गुंतवणूक समितीमध्ये वित्तीय सल्लागार यांचा सदस्य म्हणून समावेश करण्याची समितीने शिफारस केली. त्यानुसार नियामक मंडळाच्या पुढील बैठकीत त्यास मान्यता घेण्याचे ठरले.

विषय क्र. ४ -
Corporate Subsidy General Ledger खाते उघडण्याचा प्रस्ताव मा. महासंचालक यांनी विषय

केला. Reserve Bank & Securities Exchange Board of India मान्यता प्राप्त वित्तीय संस्था / बँका

मार्फत असे खाते उघडण्यास समितीने मा. महासंचालक यांना प्राधिकृत केले. तसेच रु. ५० लाख मर्यादेच्या अधीन राहून, स्वनिधीच्या लेख्या द्वारे शासकीय, रिझर्व्ह बँक ऑफ इंडिया, कर्ज रोखे, प्रतिभूती,

ठेवी यामध्ये गुंतवणूक व निर्गुंतवणूक करण्यास मा. महासंचालक यांना प्राधिकृत केले.

वर्ष २००४-०५ मधील नियोजित जमा व खर्च यांचा आढावा घेतला असता, एकूण अंदाजित जमा रु. १११२.४७ लाख दिसते व खर्च रु. १६१ लाख दीर्घ काळ गुंतवणूकीस उपलब्ध राहण्याची शक्यता आहे. तथापि, रु. ५० लाख शासकीय कर्ज रोखे, प्रतिभूती, खरेदी विक्री साठी बाजूला ठेवून उर्वरित रु. ११३ लाख जास्तीत जास्त व्याजदर देणा-या बँकेमध्ये अथवा दि. ६ ऑगस्ट २००० च्या शासन निर्णयात नमूद केलेल्या बँकेत / संस्थेमध्ये गुंतवावेत अशी अध्यक्ष यांनी सूचना केली व त्याप्रमाणे गुंतवणूक करण्याचा निर्णय घेण्यात आला.

विस्तारीकरणाची योजना, कामाची व्यापकता, प्रशिक्षण कार्यक्रमात वाढ या बाबी लक्षात घेता यशदाला पायाभूत सुविधा, इमारत बांधकाम यासाठी भांडवली निधीची गरज लागणार आहे. म्हणून स्वनिधीतील काही रक्कम बांधकामास वापरणे भाग पडणार आहे. परंतु हे सहाय्य अपुरे पडणार असल्याने शासनाकडे वाढीव अनुदानाची मागणी करुन त्याचा पाठपुरावा करावा, तसेच चालू वित्तीय वर्षातील मंजूर अनुदान सत्वर शासनाकडून वितरीत करुन घेणेची कार्यवाही करावी असे मा. अध्यक्ष यांनी सूचित केले व त्यानुसार सत्वर कार्यवाही करण्याचे ठरले.

यानंतर मा. अध्यक्ष व सदस्य यांनी सर्वांचे आभार मानून बैठकीचे कामकाज संपुष्टात आणले.

(अंजली देशमाने)
लेखा अधिकारी, यशदा
(रत्नाकर गायकवाड)
महासंचालक, यशदा
(चित्कला झुत्शी) प्रधान सचिव, वित्त विभाग

यशदा स्वनिधी गुंतवणूक समितीची बैठक दि. २४ मे, २००५

बैठकीचा कार्यवृत्तांत :-

यशदा स्वनिधी गुंतवणूक समितीची बैठक मा. महासंचालक, यशदा यांच्या दालनात दिनांक २४ मे, २००५ रोजी सकाळी ९.३० वाजता आयोजीत करण्यात आली होती. सदर बैठकीस खालीलप्रमाणे उपस्थिती होती.

१. मा. ओ. पी. गेहरोत्रा
अप्पर मुख्य सचिव (वित्त)
अध्यक्ष, यशदा स्वनिधी गुंतवणूक समिती

२. मा. रत्नाकर गायकवाड
महासंचालक, यशदा
सदस्य, यशदा स्वनिधी गुंतवणूक समिती

३. डॉ. भारत भूषण
उपमहासंचालक (नि.व प्र.)
आणि सचिव, नियामक मंडळ (सदस्य) - आमंत्रित

४. श्री अ. बा. सावंत
प्राध्यापक व वित्तीय सल्लागार, यशदा
सदस्य, यशदा स्वनिधी गुंतवणूक समिती

५. श्री आय. बी. बागवान
लेखाधिकारी, यशदा
सदस्य सचिव, यशदा स्वनिधी गुंतवणूक समिती
या बैठकीच्या कामकाजाचे कार्यवृत्त पुढीलप्रमाणे आहे.

विषय क्र. १-
गुंतवणूक समितीच्या दि. १४ मे, २००४ रोजी संपन्न झालेल्या बैठकीचे कार्यवृत्त मान्य करणे :

बैठकीत प्रस्तुत करण्यात आलेल्या दि. १४/०५/२००५ च्या बैठकीच्या कार्यवृत्तांतास चर्चेनंतर मान्यता देण्यात आली. तसेच ह्या कार्यवृत्तांनुसार केलेल्या कार्यवाहीच्या माहितीची समितीतर्फे नोंद घेण्यात आली.

विषय क्र. २ -

गुंतवणूक समितीच्या दि. १४/०५/२००४ च्या बैठकीनंतर दि. २३/५/२००५ पर्यंत यशदाने केलेल्या गुंतवणूकीबाबत विचार व मान्यता.:

या पूर्वीच्या दिनांक १४/५/२००४ च्या बैठकीनंतर दि. २३/५/२००५ पर्यंत यशदाकडून जी गुंतवणूक राष्ट्रीयकृत बँकांत करण्यात आली त्याची तपशीलवार माहिती विषय सूचीसोबत सादर केलेल्या प्रपत्र 'अ' प्रमाणे मान्यतेस्तव प्रस्तुत करण्यात आली. सदर गुंतवणूक शासन वित्त विभागांच्या दि. ६/८/२००२ च्या निर्णयांतील मार्गदर्शक सुत्रांनुसार करण्यात आल्याचे वित्तीय सल्लागारांनी विषद केले. चर्चेनंतर सदर गुंतवणूकीस समितीने कार्योत्तर मंजुरी दिली.

सदर गुंतवणूक शासनाकडे पी. एल. ए. मध्ये केल्यास रोखता (Liquidity) बरोबरच आतापेक्षा जादा व्याज दर मिळेल व त्या दृष्टीने कार्यवाही करण्याबाबत मा. अध्यक्षांनी सूचित केले. याबाबत संबंधित शासन आदेशांची माहिती घेवून कार्यवाही वित्तीय सल्लागार आणि लेखाधिकारी यांनी करण्याबाबत ठरले.

विषय क्र. ३ -

मा. अध्यक्षांच्या मान्यतेने अन्य विषय :- सभेमध्ये विषयसूचीतील विषयां व्यतिरिक्त अन्य विषय प्रस्तुत झाले नाहीत.

यानंतर मा. अध्यक्ष यांचे सभेतर्फे मा. महासंचालक यांनी आभार मानले. त्यानंतर सदर बैठकीचे कामकाज संपुष्टात आले.

(आय. बी. बागवान)
लेखाधिकारी व सदस्य सचिव,
गुंतवणूक समिती, यशदा
(रत्नाकर गायकवाड)
महासंचालक, यशदा
व सदस्य, गुंतवणूक समिती, यशदा
(ओ. पी. गेहरोत्रा)
अप्पर मुख्य सचिव, (वित्त)
व अध्यक्ष गुंतवणूक समिती, यशदा.

Section 4 (1)(b) (viii) **Format B**

List of boards to be published under

Sr. No.	Name of the boards	Composition of boards	Purpose of the boards	Frequency of meetings	Whether open to public or not	Minutes available in the office of
1.	Board of Governors	List of Members	To form the policy, guide, suggest the Academy	Twice in a year	No	Boards' secretary

Section 4 (1)(b) (viii) **Format C**

List of councils to be published under

Sr. No.	Name of the councils	Composition of councils	Purpose of the councils	Frequency of meetings	Whether open to public or not	Minutes available in the office of
			Not applicable			

Section 4 (1)(b) (viii) **Format D**

List of other bodies to be published under

Sr. No.	Name of the other bodies	Composition of other bodies	Purpose of the other bodies	Frequency of meetings	Whether open to public or not	Minutes available in the office of
			Not applicable			

Section 4 (1)(b) (ix)

Directory of the officers & employees & their monthly remuneration
in the office of *YASHADA*

Sr. No.	Designation	Name of the officers/ employee	Cadre	Dt. Of Joining the post	Contact Details Ph / Fax / E-mail	Gross Salary
See List						

Note -
1. This will have to be published every year.
2. Changes which are significant should be updated immediately.
   (e.g. Transfer of HOD etc.)

Section 4 (1)(b) (ix)

Directory of the employees and their monthly remuneration in the office of YASHADA

Sr. No.	Designation	Name of the officers/employee	Cadre	Date of Joining the Post	Contact Details Ph /Fax / E-mail	Gross Salary
1	Director General	Shri. R.Y. Gaikwad	Govt. of India (IAS)	30.09.2003	*	49274
2	Addl. Dir. Genl.	Smt. Sujata Saunik	Govt. of India (IAS)	10.11.2005	*	39816
3	Consultant	Shri Pramod Mane	IAS,Retd.,Contract	23.01.2006	*	8000
4	Professor & DDG	Smt. Rajivlochan M.	Govt. of India (IAS)	30.12.2004	*	33493
5	Asso. Professor	Smt. V. Radha	Govt. of India (IAS)	23.01.2004	*	28546
6	DDG (Research)	Dr. K. S. Nair	Contract	03.07.2005	*	30200
7	Professor & F.A.	Shri A. B. Sawant	Director, A & T	20.07.2004	*	46340
8	Professor & DDG	Dr. Bharat Bhushan	Yashada Regular	01.11.2004	*	30823
9	Asso. Prof. & OIC, CIT	Shri. S.E. Jadhav	Dy.Director, A & T	07.05.2002	*	36714
10	Asso. Professor	Shri. P. S. Wankhede	Addl. Collector	10.07.2001	*	30768
11	Asso. Professor	Dr. Ashok D. Kolhe	MD Services	23.09.2004	*	25944
12	Asso. Professor	Shri. R. L. Chavan	Yashada Regular	13.02.2004	*	26377
13	Asso. Professor	Smt. N. A. Siddiqui	Yashada Regular	01.11.2004	*	33415
14	Asso. Professor	Shri. VW Deshpande	Contract	21.01.2006	*	27200
15	Consultant	Dr. D. B. Rane	Contract	22.08.2005	*	20000
16	Consultant	Shri. Anil Borkar	Contract	15.02.2006	*	20000
17	Director (MDC)	Shri. B. K. Padhi	Contract	16.06.2005	*	30000
18	Accounts Officer	Shri. I. B. Bagwan	Asst. Director	10.08.2004	*	24593
19	Estate Manager (Projects)	Shri N. R. Deshmukh	Contract	27.02.2006	*	20000
20	Estate Manager (Maintenance)	Shri A. Y. Mattiwad	Contract	16.02.2006	*	20000
21	Proj. Coordinator	Shri. Ravindra Patil	MD Services	11.04.2005	*	31013
22	CEO, Jalswaraj	Shri Anand Pusawale	MD Services	07.10.2005	*	27257
23	Senior Librarian	Shri. M. K. Kulkarni	Yashada Regular	01.05.1997	*	21893
24	Librarian	Shri. M. M. Dhadphale	Yashada Regular	21.03.1988	*	20165
25	Asst. Professor	Shri. M.M. Rathi	Dy. Collector	30.05.2003	*	26636
26	Asst. Professor	Shri. K.H. Kulkarni	Dy. Collector	01.09.2004	*	26636
27	Asst. Professor	Smt. K. J. Gadre	Dy. Collector	12.07.1999	*	25389
28	Asst. Professor	Smt. Kavita Dwivedi	Dy. Collector	18.02.2005	*	25389
29	Asst. Professor	Smt. P. Mehata	Dy. Collector	23.02.2005	*	22274
30	Asst. Professor	Smt. S. P. Dhote	MD Services	09.06.2005	*	18984
31	Asst. Professor	Smt. N. B. Ghanekar	MD Services	08.06.2005	*	18984
32	Asst. Professor	Dr. R. P. Pawar	Yashada Regular	19.12.2003	*	17360
33	Asst. Professor	Shri. S. Gurjar	Yashada Regular	01.01.2004	*	17360
34	Asst. Professor	Shri. R. M. Vaswani	Yashada Regular	16.02.2005	*	18482
35	Asst. Professor	Shri. S. G. Waidande	Yashada Regular	16.02.2005	*	18482
36	Asst. Professor	Smt. Minal Narawane	Yashada Regular	11.10.2005	*	17360
37	Asst. Professor	Shri D. Y. Murumkar	Contract	25.11.2005	*	8000
38	Consultant	Shri. V. V. Jagtap	Contract	31.12.2005	*	8000
39	Stenographer,SG	Smt. K. A. Thorat	Yashada Regular	26.02.2002	*	22724
40	Manager (MDC)	Shri. M. M. Madaki	Yashada Regular	11.04.1990	*	16621

Section 4 (1)(b) (ix)

Directory of the employees and their monthly remuneration in the office of YASHADA

Sr. No.	Designation	Name of the officers/employee	Cadre	Date of Joining the Post	Contact Details Ph /Fax / E-mail	Gross Salary
41	Audio Visual Off.	Shri. Abhay Kate	Yashada Regular	12.06.1989	*	17981
42	Stenographer,HG	Smt. Y. Y. Naik	Yashada Regular	26.02.2002	*	18797
43	Registrar & R.O	Dr. S. R. Dhapte	Asst. R. T. O.	23.03.2004	*	19934
44	Research Officer	Shri. R. S. Ghodichor	Technical Officer	09.08.2004	*	16765
45	Research Officer	Smt. J. D. Murudkar	Yashada Regular	20.02.2003	*	15125
46	Research Officer	Shri. C.K. Patil	Contract	08.11.2005	*	12935
47	Programmer /R.O.	Smt. U. Udgaonkar	Yashada Regular	22.01.2004	*	14717
48	Programmer /R.O.	Shri. S. B. Teke	Yashada Regular	22.01.2004	*	12764
49	Research Officer	Smt. Anita Jadhav	Contract	14.06.2005	*	11700
50	Research Officer	Smt. P. Daraswar	Contract	20.12.2005	*	6000
51	Res.Off.,Pub.	Shri. B. P. Jogdand	Contract	04.06.2005	*	11700
52	Research Officer	Smt. Bhavna Choudhary	Deputation	24.11.2005	*	17175
53	Research Officer	Shri. N. N. Gaikwad	Deputation	10.11.2005	*	18889
54	Asst. Registrar	Shri. Y. D. Bhosale	Yashada Regular	25.03.2003	*	17573
55	Consultant	Shri Pradeep Garole	Contract (per visit)	19.04.2005	*	700
56	Consultant	Shri. S. S. Kulgod	Contract (per visit)	17.03.2005	*	550
57	Consultant	Shri Suresh Kakade	Contract	21.10.2005	*	20000
58	Consultant	Shri S Venkteshan	Contract	01.02.2006	*	15000
59	Training Manager	Shri. S. S. Supekar	Yashada Regular	01.11.2004	*	14309
60	Hostel Manager	Shri. Prasad Acharya	Yashada Regular	01.05.2005	*	13901
61	Coar Team Member	Smt. Medha Joshi	Contract	14.06.2005	*	8000
62	Training Manager	Shri. Ajay Pithe	Contract	01.07.2005	*	12900
63	Asst. Librarian	Shri. S. D. Choudhary	Yashada Regular	28.12.1992	*	15125
64	Asst. Accounts Officer	Smt. S. B. Phapale	Asst. Accounts Officer	28.06.2004	*	15737
65	Steno (LG)	Smt. S. S. Kulkarni	Yashada Regular	01.10.1998	*	14774
66	Steno (LG)	Smt. V. S. Salve	Yashada Regular	31.12.2003	*	12274
67	Steno (LG)	Smt. S. K. Kachare	Yashada Regular	28.09.2004	*	11917
68	Steno	Shri. S. S. Nikum	Contract	17.02.2005	*	9690
69	Assistant	Shir. K. R. Kadam	Yashada Regular	11.06.2002	*	11658
70	Assistant	Shri. V. Katakdhond	Yashada Regular	01.11.2004	*	10846
71	Assistant	Shri. A. S. Diwate	Yashada Regular	28.07.2005	*	9315
72	Audio Visual Asst.	Shri. Satish Visal	Yashada Regular	01.04.1985	*	12580
73	Audio Visual Asst.	Shri. Sanjay Kadam	Yashada Regular	04.04.1988	*	12070
74	Senior Clerk	Smt. S. C. Randive	Yashada Regular	20.02.2003	*	9113
75	Senior Clerk	Shri. Y. B. Kadam	Yashada Regular	19.08.1996	*	13114
76	Senior Clerk	Shri. A. A. Nikam	Yashada Regular	19.08.1996	*	10537
77	Senior Clerk	Shri. Mangalwedhekar	Yashada Regular	01.11.2005	*	7882
78	Jr. Engr., Elect.	Shri. R. K. Bhise	Contract	09.06.2005	*	10000
79	Jr. Engineer Civil	Shri. N. D. Bhosale	Contract	16.11.2005	*	7500
80	Dy. Engr., Maint.	Shri M. K. Shitole	Contract	27.02.2006	*	10000
81	Apprentice Jr. Engr., Civil	Shri S. B. Shinde	Contract	03.02.2006	*	3500

Section 4 (1)(b) (ix)

Directory of the employees & their monthly remuneration in the office of YASHADA

Sr. No.	Designation	Name of the officers/employee	Cadre	Date of Joining the Post	Contact Details Ph /Fax / E-mail	Gross Salary
82	Plumber	Shri. S. M. Yeole	Yashada Regular	01.12.1987	*	8589
83	Tele. Operator	Smt Shobha Gaikwad	Yashada Regular	15.02.1991	*	9058
84	Tele. Operator	Smt. Meena Shitole	Yashada Regular	15.06.1996	*	7111
85	Wireman	Shri. A. G. Gaikwad	Yashada Regular	03.06.2000	*	6367
86	Accounts Asst.	Shri. S. M. Mahalank	Contract	11.04.2005	*	5000
87	Accounts Asst.	Smt. Anita Pailwan	Contract	11.07.2005	*	5000
88	Accounts Asst.	Shri. Swapnil Suray	Contract	02.05.2005	*	5000
89	Research Asso.	Smt. Seema Gujarati	Contract	05.09.2005	*	12500
90	Research Asso.	Shri Vishal Kulkarni	Contract	01.09.2005	*	10000
91	Research Asso.	Shri Jivan Bodhani	Contract	01.09.2005	*	10000
92	Research Asso.	Smt. Dipti Sawarkar	Contract	01.09.2005	*	10000
93	Research Asso.	Smt. Renuka Gadkari	Contract	05.09.2005	*	10000
94	Research Asso.	Shri Nandadip Palshetkar	Contract	01.09.2005	*	10000
95	Research Asso.	Smt. Sandhya Pandit	Contract	01.09.2005	*	10000
96	Research Asso.	Smt. Amita Naigaonkar	Contract	05.09.2005	*	10000
97	Research Asst.	Smt. R. S. Sawant	Yashada Regular	01.11.2004	*	9587
98	Research Asst.	Smt. Swati Kulkarni	Yashada Regular	01.11.2004	*	12201
99	Research Asst.	Shri. Dadu Bule	Yashada Regular	28.07.2005	*	9315
100	Research Asst.	Shri. Amol Bhamishte	Contract	25.10.2005	*	4000
101	Research Asst.	Shri. B. S. Mahiras	Contract	16.03.2005	*	4000
102	Research Asst.	Smt. R. V. Pole	Contract	16.03.2005	*	4000
103	Research Asst.	Shri. Ajit Karpe	Contract	16.03.2005	*	4000
104	Research Asst.	Shri. P. D. Bhat	Contract	17.02.2006	*	4000
105	Research Asst.	Shri. B. P. Bahirat	Contract	17.02.2006	*	4000
106	Research Asst.	Shri. P. A. Gadekar	Contract	04.11.2005	*	8700
107	Research Asst.	Shri. S. S. Kamat	Contract	04.11.2005	*	8700
108	Research Asst.	Shri. V. S. Kulkarni	Contract	20.05.2005	*	8700
109	Research Asst.	Smt. Alka Somvanshi	Contract	21.05.2005	*	8700
110	Research Asst.	Shri Vijay Silevan	Contract	05.09.2005	*	10000
111	Research Asst.	Smt. Shakari Shinde	Contract	25.08.2005	*	4000
112	Asst. Planner	Smt. Swapna Dahake	Contract	02.05.2005	*	9000
113	Asst. Planner	Smt. S. Khambalkar	Contract	02.05.2005	*	9000
114	Asst. Planner	Shri. Mahesh Harhare	Contract	02.05.2005	*	9000
115	Course Asso.	Smt. Rajani Gholap	Yashada Regular	11.09.2003	*	7863
116	Course Asso.	Smt. S. Chimbalkar	Yashada Regular	01.11.2004	*	8705
117	Course Asso.	Shri. N. B. Agalave	Yashada Regular	22.09.2005	*	8705
118	Cou. Asso.,Com.	Shri. Sameer Pandya	Yashada Regular	22.01.2004	*	8500
119	Course Asso.	Smt. Vaishali Gosavi	Contract	08.04.2005	*	3500
120	Course Asst	Shri. Anant Pore	Yashada Regular	03.01.2004	*	6778
121	Course Asst	Shri. Atul Shinde	Contract	20.03.2005	*	3000
122	Network Asst.	Shri. S. B. Chavan	Contract	02.07.2005	*	3000
123	Course Asst	Smt. S. Choudhary	Contract	25.08.2005	*	3000
124	Course Asst	Shri. S. C. Bhapkar	Contract	30.08.2005	*	3000

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Section 4 (1)(b) (ix)

Directory of the employees & their monthly remuneration in the office of YASHADA

Sr. No.	Designation	Name of the officers/employee	Cadre	Date of Joining the Post	Contact Details Ph /Fax / E-mail	Gross Salary
125	Programmer	Shri. Vrushali Chaskar	Contract	17.05.2005	*	5000
126	Programmer	Shri. Ravnish Saien	Contract	17.05.2005	*	5000
127	Cou. Asst/lab Tutor	Shri. P. Kulkarni	Contract	17.05.2005	*	3000
128	Cou. Asst/lab Tutor	Shri. Yogesh Rawal	Contract	17.05.2005	*	3000
129	GIS Programmer	Smt. Deepa Moghe	Contract	29.06.2005	*	10000
130	GIS Programmer	Shri. Pranav Pandya	Contract	29.06.2005	*	12000
131	Administrativ Asst	Smt. Nilima Hurgudkar	Contract	11.07.2005	*	5000
132	Project Asst.	Shri. Milind Vaidya	Contract	02.04.2005	*	3000
133	Research Asst.	Smt. S. Madikunt	Contract	01.09.2005	*	10000
134	Data Entry Opetr.	Shri Sudhakar Sutar	Contract	02.09.2005	*	7500
135	Data Entry Opetr.	Smt. U. Salegaonkar	Contract	07.11.2005	*	7500
136	Data Entry Opetr.	Smt. Ruta Vaidya	Contract	21.11.2005	*	5000
137	Clerk-Typist	Smt. Tanuja Naikodi	Contract	18.06.2005	*	5500
138	Consultant	Shri Ghanekar	Contract	06.12.2005	*	3000
139	Consultant	Shri Dilip Limble	Contract	06.12.2005	*	3000
140	Sahyogini	Smt. Sharadatai More	Contract	08.11.2005	*	4000
141	Sahyogini	Smt. Hemlata Gajarmal	Contract	08.11.2005	*	4000
142	Sahyogini	Smt. Usha Borawake	Contract	08.11.2005	*	4000
143	Driver	Shri. J.D. Jadhav	Yashada Regular	23.02.1987	*	9784
144	Driver	Shri. G. R. Tiwari	Yashada Regular	11.03.1987	*	9784
145	Driver	Shri. S. A. Hogale	Yashada Regular	16.05.1987	*	4810
146	Driver	Shri. R.G. Mahadik	Yashada Regular	16.11.1992	*	8742
147	Driver	Shri. M. H. Chavan	Yashada Regular	01.01.2001	*	6564
148	Driver	Shri. N.G. Zurange	Contract	20.05.2005	*	5400
149	Driver/Cleaner	Shri. D. S. Shinde	Yashada Regular	07.03.1994	*	5909
150	Naik	Shri. R. S. Pathan	Yashada Regular	04.09.2003	*	6581
151	Ranio Operator	Shri. B. I. Phullaiya	Yashada Regular	19.08.1996	*	7471
152	Ranio Operator	Shri. B. D. Awale	Yashada Regular	19.08.1996	*	6604
153	Genl. Attendent	Shri. R. G. Bhandari	Yashada Regular	16.05.1987	*	6454
154	Genl. Attendent	Shri. E. B. Parkhee	Yashada Regular	28.06.1996	*	6593
155	Genl. Attendent	Shri. J. D. More	Yashada Regular	01.07.1996	*	6593
156	Genl. Attendent	Shri. K. S. Pailwan	Yashada Regular	01.07.1998	*	5527
157	Genl. Attendent	Shri. Shrikant Pokale	Yashada Regular	01.07.1998	*	6593
158	Genl. Attendent	Shri. B. U. Kasabe	Yashada Regular	01.01.2004	*	5622
159	Genl. Attendent	Shri. Usha Shelar	Yashada Regular	14.06.2005	*	4783

* Phone No.25608000; Fax No.25608100; Email :yashada@vsnl.com
Updated 02.03.2006

DG Office

Shri Ratnakar Y. Gaikwad, IAS
Director General
200 (Direct)
111 /117
112
25653268
9823338222
PA to DG (Kanchan Thorat) 163 25675080 9823338300

Administration

Capt. AV Deshpande, DDG-Admn 130/174 27293889 9823338238
PA DDG-Admn 118
Dr. Sunil Dhapte, Registrar 123 9823338228
Yogesh Bhosale, Asstt. Registrar 120 27455118/27462665 9823338271
Administration:-
VU Katakdhond
Diwate, Asst. (Purchase)/
(Est), S.Randive (Leave)
175
119
9823338250
Yuvraj Kadam, Campus Manager 237 9823338253
Shobha Gaikwad, Tel. Operator 249/9 56263278
Meena Shitole, Tel. Operator 159

Accounts

A B Sawant, Prof. & FA 124 25538647 9823338230
I.B. Bagwan, AO 121 25530107 9422011173
Smt S.B.Phapale/Mr.KR Kadam 122 56243981
Accounts Wing 176

State Institute of Rural Development (SIRD)

Meeta Rajivlochan,IAS, Dir.SIRD 125 294 9823338225
PA to Dir-SIRD (Mrs.Varsha Salve) 126 Sunita Chimbalkar & SIRD Fax- 134
Dr. A.D. Kolhe, Asso Prof 127 9823338236
Dr. D. B. Rane, Consultant 129 24222058 9823338259
Anil Borkar, Consultant (SHG Cell)
& Hostel Warden
169 25652038 9823338252
Smt. Shalini Dhote, Asstt.Prof. 128 9823338242
Smt. Jayashree Tadelkar, R.O. 142 9823338263
Netaji Aglave, CA/Amol Bamiste 141

Watershed Development Project

Dr. Rajendra Pawar, Asst. Prof.
Mr. Pradeep Garole
137
137
27454592 9823338239

Special Cell for Co-operation

Vijay Suryavanshi, Asstt.Prof. 138
CK Patil, Research Officer 177
COOP-FAX139
26253265-Mumbai 9823338255
Netaji Aglave/Thorat 141

DIRECTORY OF YASHADA EMPLOYEES

Name of the Employee	Office	Residence	Mobile No.
DG Office			
Shri Ratnakar Y. Gaikwad, IAS Director General	300 (Direct) 111 /117	112 25653268	9823338222
PA to DG (Kanchan Thorat)	163	25675080	9823338300
Administration			
Mrs. Sujata Saunik, IAS, Additional Director General	170	110 25608110	9823333468
PA to ADG (Shri. Nikum)	178		9823338285
Dr. Sunil Dhapte, Registrar	123/223	9822493366	9823338228
Yogesh Bhosale, Asst. Registrar	120	27455118/27462665	9823338271
VU Katakdhond, Assistant, Admn. I	175		9823338250
Diwate, Asst. (Purchase)	119		9823333384
S.Randive, Sr. Clerk (Leave)	119		-
Yuvraj Kadam, Campus & Hostel Manager	230		9823338253
Shobha Gaikwad, Tel. Operator	249/9	56263278	
Meena Shitole, Telephone Operator	159		
Shri G. R. Tiwari, Driver	249		9923108672
Shri J. D. Jadhav, Driver	249		9923108671
Shri M. H. Chavan, Driver	249		9823389777
Shri Deepak Shinde, Driver-cum-Cleaner	249		982338277
Shri Maruti Jagtap, Driver	249		9923108673
Shri Nana Garje, Driver	249		9923108676
Shri Namdeo Zurange, Driver	249		9923108675
Shri Raosaheb Bhosale, Driver	249		9923108674
Accounts			
A B Sawant, Prof. & FA	124	25538647	9823338230
I.B. Bagwan, Accounts Officer	121	25530107	9823078990
Smt S.B.Phapale, Asst. Acc. Off.	122	56243981	9923108679
Accounts Wing	176		
State Institute of Rural Development (SIRD)			
Meeta Rajivlochan,IAS, Dir.SIRD	125	294	9823338225
PA to Dir-SIRD (Mrs.Varsha Salve)	126		9923108668
Dr. A.D. Kolhe, Asso Prof	127		9823338236
Dr. D. B. Rane, Consultant	129	24222058	9823338259

Anil Borkar, Consultant (SHG Cell) & Hostel Warden	169	25652038	9823338252
Smt. Shalini Dhote, Asst. Prof.	128		9823338242
Smt. Jayashree Tadelkar, R.O.	142		9823338263
Shri Pusawale, CEO, Jalswaraj	143		

Watershed Development Project

Dr. Rajendra Pawar, Asst. Prof.	137	27454592	9823338239
Mr. Pradeep Garole, Consultant	135		
Name of the Employee	*Office*	*Residence*	*Mobile No.*

Special Cell for Co-operation

Vijay Suryavanshi, Asst. Prof.	138		
CK Patil, Research Officer	177 COOP-FAX 139	26253265-Mumbai	9823338255
Shri Netaji Aglave/Shri Thorat	141		

Centre for Equity & Social Justice (CESJ)

R.L. Chavan, Associate Professor	131	26810870	9823338237
Smt Anita Jadhav, RO	276		9823338291
Dadu Bule/Sharifa	136	Shri Kakade	132
Shri Ravikant Ghodichor, RO	132		9823338260
Jagtap/Annasaheb Mhaske	135	Jagtap 9823904618	Mhaske 9823904619

Administrative Training Institute (ATI)

Mrs. Sujata Saunik, Addl. DG & Director-ATI	170	110	9823333468
Mrs. Kishori Gadre, Asst. Prof. & Addl. Dir. (ATI)	147	25446862	9823338241
Smt. Nandini Ghanekar, Asst.Prof.	224		9423033379
Smt. Bhavna Choudhary, Res. Off.	225	-	9823900252
Shri Navnath Gaikwad, Res. Officer		-	9823900253

Research & Documentation Centre (R&DC)

Dr. K. S. Nair, DDG-(Res.)	150	25720485	9823338226
PA to DDG-R (Ms.Sheetal Kachare)	232		9923108669
Dr. Meenal Narvane, Asstt.Prof.	152	25677151	9823338247
Sumedh Gurjar, Asstt. Prof.	149		9823338244
S.G. Waidande, Asstt.Prof.	151	27280353	9823338245
Smt. Pradnya Dasarwar	231		9890162599
Suryakant Kulkarni, Consultant	151		9823338262
Ravindra Patil, Project Coordinator	148		9823338267
Nidhi Mallik, Research Associate	153	Manish/Ruta Vaidya	156
Ajay Pithe, Training Manager	221		9823338295
Vinay Kulkarni, Research Asst.	221		9823338287
Alka Somvanshi, Research Asst.	154		9823333467

Centre for Environment & Development (CED) & Planning Division

Dr.Bharat Bhushan, Prof & OIC	155/212	25659559/25678735	9823338227
Shraddha Kulkarni, Steno	165		9923108670
Swati Kamat, RA	168		9822083275

PA Gadekar, RA	167		
Sanjay Kadam, Audio Visual Asst.		24454453	9422001084
Satish Visal, Audio Visual Asst.		25381255	9822002245
GIS Lab Planning	161		
Course Cell			
Sudhir Supekar, Training Manager	157		9823338257
Training Monitoring Cell			
Ms. Kavita Dwivedi, Asst. Prof.	166		9823338249
ISO Cell			
Ms. Kavita Dwivedi, Asst. Prof.	166		9823338249
Name of the Employee	**Office**	**Residence**	**Mobile No.**
PRO			
Mr. Mohan Dhadphale	244	952135-232862	9823338264
Centre for Information Technology (CIT)			
Shilanath Jadhav, Asso. Professor	158	26819213	9823338235
Smt. U. Udgaonkar, R.O./Programer	277	24228128	
S. B. Teke, R.O./ Programmer		25670946	
S. Pandya, Course Asso. (Computer)			
E-Governance Lab	243/226	Sandip Chavan	260
Centre for Disaster Management (CDM)			
P. S. Wankhede, Associate Prof.	214	25897630	9823338234
(CDM Fax 25608269)		Control Room Sonali Thange Srinath Dhomase	235
State Institute of Urban Development (SIUD)			
Mrs. V Radha, IAS, DDG-ATI & Dev.	144	140 25676211	9823338224
PA to DDG, Development	145	24251928	9923108667
VW Deshpande, Addl. Dir-SIUD & Asso. Professor	278	25671045	9823338232
Smt Nasrin Siddiqui, Asso Prof	210	25898182	9890065044
Shri Mukund Rathi, Asstt. Prof.	270	24330297	9823338240
Mrs. Poonam Mehta, Asstt.Prof.	172	56230244	9823338248
Smt. Medha Joshi	173		9823192109
YASHADA Media & Resource Centre (YMRC)			
Ramesh Vaswani, Asst. Prof.	234	27450255	9823338246
BP Jogdand, Research Officer	227		9823338266
Abhay Kate, Audio Visual Officer	242	25384906	9823338272
Library			
Manoj Kulkarni, Sr. Librarian	245	27650785	9823338256
Mohan Dhadphale, Librarian & PRO	244	9521-3532862	9823338264

Shashikant Chaudhary, Asst. Librarian	246	26960239	

Management Development Centre (MDC)

BK Padhi, Director	130		9823338231
Moin Madki, Manager	8007		9823338254

Right to Information Cell

Shri Pramod Mane, Advisor	236	25885444	9823904616
Kiran Kulkarni, Asstt.Prof.	241		9823338243
Swati Kulkarni, Research Asst.	243		9823228281
RTI Staff	146	Shri Venkatesan	239

Estate

Shri N. R. Deshmukh, Estate Manager (Projects)	228		9823338250
Shri M. Y. Mattiwad, Estate Manager (Maintenance)	228		
Shri R. K. Bhise, Electrical Engineer	228		9823338265
Shri Mahendra Shitole, Dy. Engineer, Maintenance	228		9923108678
Bhosale/Ashok Nikam/Chaugule	229		

Class Room

Lezim Hall	211	C-1/C-2/S-1/S-2	242

Hostel

Shri Anil Borkar, Hostel Warden	169		9823338252
Yuvraj Kadam, Hostel Manager	230		9823338253
Hostel Counter (Reception)	271		
VIP Room No. 12	251	VIP Room No.13	252
VIP Room No. 14	253	VIP Room No. 15	254
VIP Room No. 16	255	VIP Room No. 17	256
VIP Room No. 18	257	VIP Room No. 19	258
Shami Hostel	238		
Main Gate	250	Saraswat Bank	237
Kojagiri (Mess)	240		
Mess - Shri Pramod Sonawane	240/25671978		9823338269
Dr. N.G. Tambolkar, Physician	222		9823338251

EPABX Board 25608000, Fax (DG Office) 25808100, (coop.) 25608137

Note:- Direct contact from outside YASHADA– Dial 25608 then 3 digit intercom No.

INTERNAL TEL. NOS.

3rd Floor - DG's Office & Administration/Accounts Department/Estate

	Director General	**300 (dir) 111/ 117**	**DG's residence**	**112**	**DG's Bungalow Guard**	**116**
DGO	**PA to DG**	**163**				
Addl. DG	**Sujata Saunik**	**170**	**PA to ADG**	**178**		
	Registrar	**123**	**YD Bhosale**	**120**	**Admn.Wing**	**119**
Accts.	**AB Sawant**	**124**	**IB Bagwan**	**121**	**Phaphale/Kadam**	**122**
Estate	**N. Deshmukh**	**228**	**MY Mattiwad**	**228**	**Mahendra Shitole**	**228**

2nd Floor - SIRD/CESJ/WDP/COOPERATION

SIRD	**Meeta Rajiv Lochan**	**125**	**PA to Dir.SIRD**	**126**	**Dr.AD Kolhe**	**127**
	Shalini Dhote	**128**	**Dr. DB Rane**	**129**	**J. Tadelkar**	**142**
	Pusawale	**143**	**Anil Borkar**	**169**		
	Fax	**25608134**			**Smt. Chimbalkar**	**134**
CESJ	**RL Chavan**	**131**	**Dadu Bule**	**136**		
	Anita Jadhav	**276**	**R. Ghodichor**	**132**		
WDP	**Dr.RP Pawar**	**137**	**Pradeep Garole**	**135**		
Coop Cell	**V.Suryavanshi Coop.Fax**	**138 139**	**CK Patil**	**177**	**Aglave/Thorat**	**141**

1st Floor - SIUD/RDC

SIUD	**V. Radha**	**144**	**PA to DDG**	**145**	**VW Deshpande**	**278**
	M.Rathi	**270**		**171**	**Poonam Mehta**	**172**
	Medha Joshi	**173**				
R&DC	**Dr. KS Nair**	**150**	**PA to DDG**	**232**	**Dr. M Narvane**	**152**
	S. Gurjar	**149**	**SG Waidande**	**151**		
	Pradnya Dasarwar	**231**	**S. Kulkarni**	**151**	**Ravindra Patil**	**148**
	Nidhi Mallik	**153**	**Ajay Pithe**	**221**	**Vinay Kulkarni**	**221**
	Ruta Vaidya	**156**	**Alka Somvanshi**	**154**		

RTI	**Pramod Mane**	**236**	**Kiran Kulkarni**	**241**	**Swati Kulkarni**	**243**
	Venkatesan	**239**	**RTI Staff**	**146**		
CC/CED	**DDG-Trg. (B.Bhushan)**	**155**	**Sudhir Supekar PA Gadekar**	**157 167**	**Shradda Kulkarni Swati Kamat**	**165 168**
TMC	**S. Jadhav**	**158**	**Kavita Dwivedi**	**166**	**GIS Lab Planning**	**161**
Telephone Operator		**Smt. Shobha Gaikwad**		**249/9**	**Reception Admn.**	**162**
Dispatch	**Meena Shitole**	**159**	**Cafeteria**	**160**	**PRO**	**244**
	Sanjay Kadam	**161**	**Satish Visal**	**161**		
ATI	**Dr. K. S. Nair, Dir.**	**150**	**Kishori Gadre**	**147**	**Nandini Ghanekar**	**224**
	Smt. Bhavna Chaudhari	**225**	**Shri Navnath Gaikwad**			
CIT	**Shri S.Jadhav**	**158**	**CIT staff**	**277**	**E Governance Lab**	**226/ 243**
	Sandeep Chavan	**260**				
Estate	**Ashok Nikam**	**229**				
CDM	**PS Wankhede**	**214**			**Milind Vaidya**	**208**
SIUD	**Nasrin Siddiqui**	**210**				

YMRC	Dr. R. P. Pawar	137	Vaswani R	234	BP Jogdand	227
	Abhay Kate	242				
LIB	Manoj Kulkarni	245	M.Dhadphale	244	Library Counter	246
Hostel	Yuvraj Kadam	230	Lezim Hall	236	Hostel Reception	271
	Shamee Hostel	238	Bank	237	Mess	240
	VIP NO.12	251	VIP No.13	252	VIP No.14	253
	VIP NO. 15	254	VIP NO. 16	255	VIP NO. 17	256
	VIP NO. 18	257	VIP NO. 19	258	Main Gate	250
MDC	BK Padhi, Director	130	Moin Madki, Manager	8007	MDC Reception	8001

updated on 14.3.2006

Section 4 (1)(b) (x)

Details of remuneration of officers & employees
in the office of YASHADA

Sr. No.	Cadre & Class	Pay scale	Admissible allowances in Rs.		
			Regular (included in the salary) like DA	Occasional (Like TA Bill)	Special like (project allowance, training allowance, any other.)
	See List				

Section 4 (1)(b) (x)

Details of remuneration of officers & employees in the office of YASHADA

Sr. No.	Cadre & Class	Pay Scale	Admissible allowance in Rs.					Occasional (Like T.A. Bill)	Special like (Project allowance, training allowance, any other.)	
			Regular (included in the salary)like D.A.							
			D.A.	CCA	SPL.PAY	Trs. Allow	TOTAL			
					HRA/wash					
1	1	22400-525-24500	6114	240	125		6479		5394	
2	1	15100-400-18300	4055	240	0		4295		3578	
3	1	12750-375-16500	3443	240	0		3683		3038	
4	1	16400-450-22400	4182	240	0		4422		0	
5	1	28800	0	0	0		0		0	
6	1	30200	0	0	0		0		0	
7	1	16400-20000	4985	240	4399		9624		4399	
8	1	12000-375-16500	3251	240	2869	800	7160		2869	
9	1	12000-375-16500	4016	240	3544	800	8600		3544	
10	1	12000-420-18300	3167	240	2795	800	7002		0	
11	1	12000-420-18300	3917	240	3456	800	8413		0	
12		27200	0	0	0	0	0		0	
13		13226	0	0	0	0	0		0	
14		10000	0	0	0	0	0		0	
15	1	10650-325-15800	3213	240	0	800	4253		2835	
16	1	12000-375-16500	3729	240	3291	800	8060		3291	
17	1	8000-275-13500	2741	240	2419	800	6200		2419	
18	1	10650-325-15850	2882	240	2543	800	6465		2543	

Sr. No.	Cadre & Class	Pay Scale	Admissible allowance in Rs.					Occasional (Like T.A. Bill)	Special like (Project allowance, training allowance, any other.)	
			Regular (included in the salary)like D.A.							
			D.A.	CCA	SPL.PAY	Trs. Allow	TOTAL			
19		8000-275-13500	2882	240	2543	800	6465		2543	
20		8000-275-13500	2040	240	1800	800	4880		0	
21		8000-13500	2040	240	1800	800	4880		0	
22		8000-13500	1053	240	929	800	3022		0	
23		8000-13500	1053	240	929	800	3022		0	
24		8000	0	0	0	0	0		0	
25		8000-275-13500	2671	240	2357	800	6068		2357	
26		8000-225-13500	2321	240	2048	800	5409		2048	
27			2110	240	1862	0	4212		1862	
28			2110	240	1862	0	4212		1862	
29		6500-200-10500	2117	240	1868+40	400	4665		1868	
30		6500200-10500	1760	240	1553	400	3953		0	
31		11000	0	0	0	0	0		0	
32		6500-200-10500	2066	240	0	0	2306		1823	
33		6500-200-10500	1709	240	1508	400	3857		0	
34		6500-200-10500	1709	240	0	0	1949		0	
35		11700	0	0	0	0	0		0	
36		6000	0	0	0	0	0		0	
37		11700	0	0	0	0	0		0	
38		20000	0	0	0	0	0		0	
39		22000	0	0	0	0	0		0	
40		0					0		0	
41		8000-13500	2741	240	2419	800	6200		7419	Trg +Project Allw
42		0					0		0	

Section 4(1)(b)(xv)

Sr. No.	Cadre & Class	Pay Scale	Admissible allowance in Rs.					Occasional (Like T.A. Bill)	Special like (Project allowance, training allowance, any other.)	
			Regular (included in the salary)like D.A.							
			D.A.	CCA	SPL.PAY	Trs. Allow	TOTAL			
43		8000-275-13500	2601	240	2295	800	5936		0	
44		8000-275-13500	2321	240	2048	800	5409		0	
45		6500-200-10500	2066	240	1823	400	4529		0	
46		25000	0	0	0	0	0		0	
47	1	8500-275-13500	2882	240	2543	800	6465		500	
48		7450-225-11500	2187	240	0	0	2427		0	
49		6500-200-10500	2117	240	1868	400	4625		0	
50		7450-225-11050	2646	240	2334	400	5620		0	
51		6500-200-10500	2168	240	1913	400	4721		0	
52		6500-200-10500	1658	240	1463	400	3761		0	
53		6500-200-10500	1658	240	1463	400	3761		0	
54		0					0		0	
55		12900	0	0	0	0	0		0	
56		5500-175-9000	1849	240	1631	100	3820		363	
57		5500-175-9000	1670	240	1474	100	3484		0	
58		5500-175-9000	1447	240	1277	100	3064		0	
59		5500-175-9000	1403	240	1238	100	2981		0	
60		9690	0	0	0	0	0		0	
61		6500-200-10500	1760	240	1553	400	3953		0	
62		4500-125-7000	1530	240	1350	100	3220		0	
63		4500-125-7000	1434	240	1266	100	3040		0	
64		5000-150-8000	1390	240	1266+125	100	3121		0	
65		5000-150-8000	1275	240	1125	100	2740		0	
66		4000-100-6000	1275	240	0	0	1515		0	
67		4000-100-6000	1071	240	0	0	1311		0	

Sr. No.	Cadre & Class	Pay Scale	Admissible allowance in Rs.					Occasional (Like T.A. Bill)	Special like (Project allowance, training allowance, any other.)	
			Regular (included in the salary)like D.A.							
			D.A.	CCA	SPL.PAY	Trs. Allow	TOTAL			
68		4000-100-6000	1121	240	1099	0	2460		0	
69		4000-100-6000	1250	240	1103+200	100	2893		0	
70		4000-100-6000	1020	240	200	0	2563		0	
71		0					0		0	
72		9290	0	0	0	0	0		0	
73	3	4000-100-6000	1046	240	923+150	100	2459		0	
74	3	3050-75-3950-80-4590	950	150	200	0	2403		0	
75	3	4000-100-6000	1148	240	0	0	2691		0	
76	3	3050-75-3590-80-4590	873	15	0	0	2191		0	
77	3	5000	0	0	0	0	0		0	
78	3	5000	0	0	0	0	0		0	
79	3	5000	0	0	0	0	0		0	
80										
81		9000	0	0	0	0	0		0	
82										
83		5000-150-8000	1275	240	0	0	1515		0	
84		5000-150-8000	1275	1125	240	100	2740		0	
85	3	4000	0	0	0	0	0		0	
86	3	4000	0	0	0	0	0		0	
87	3	4000	0	0	0	0	0		0	
88	3	4000	0	0	0	0	0		0	
89	3	4000	0	0	0	0	0		0	

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Sr. No.	Cadre & Class	Pay Scale	Admissible allowance in Rs.					Occasional (Like T.A. Bill)	Special like (Project allowance, training allowance, any other.)	
			Regular (included in the salary)like D.A.							
			D.A.	CCA	SPL.PAY	Trs. Allow	TOTAL			
90	3	4000	0	0	0	0	0		0	
91		5000-150-8000	1275	240	0	0	0		0	
92		8700	0	0	0	0	0		0	
93		8700	0	0	0	0	0		0	
94	3	4000	0	0	0	0	0		0	
95		8700	0	0	0	0	0		0	
96		8700	0	0	0	0	0		0	
97		9000	0	0	0	0	0		0	
98		9000	0	0	0	0	0		0	
99		9000	0	0	0	0	0		0	
100		4000-100-6000	1046	240	0	0	0		0	
101		4000-100-6000	1020	900	240	100	2260		0	
102		4000-100-6000	1020	900	240	100	2260		0	
103		4000-100-6000	1020	900	240	100	2260		0	
104	3	3500	0	0	0	0	0		0	
105		3050-75-3950-80-4590	797	150	703	100	1750		0	
106	3	3000	0	0	0	0	0		0	
107	3	3000	0	0	0	0	0		0	
108	3	3000	0	0	0	0	0		0	
109	3	3000	0	0	0	0	0		0	
110	3	3000	0	0	0	0	0		0	
111	3	3000	0	0	0	0	0		0	
112										
113										
114										

Sr. No.	Cadre & Class	Pay Scale	Admissible allowance in Rs.					Occasion al (Like T.A. Bill)	Special like (Project allowance, training allowance, any other.)	
			Regular (included in the salary)like D.A.							
			D.A.	CCA	SPL.PAY	Trs. Allow	TOTAL			
115	3	5000	0	0	0	0	0		0	
116	3	5000	0	0	0	0	0		0	
117	3	5000	0	0	0	0	0		0	
118	3	5400	0	0	0	0	0		0	
119	3	3000	0	0	0	0	0		0	
120	3	3000	0	0	0	0	0		0	
121	3	10000	0	0	0	0	0		0	
122	3	12800	0	0	0	0	0		0	
123	3	5000	0	0	0	0	0		0	
124	3	3000	0	0	0	0	0		0	
125	3	3000	0	0	0	0	0		0	
126	3	3000	0	0	0	0	0		0	
127	3	5000	0	0	0	0	0		0	
128	3	5500	0	0	0	0	0		0	
129	3	4000-100-6000	1148	240	1013+60	100	2561		0	
130	3	4000-100-6000	1173	240	1035+60	100	2608		0	
131	3	4000-100-6000	587	240	518+60	0	1405		0	
132	3	4000-100-6000	1020	240	60	0	1320		1000	Veh.Maint. Allow
133	3	3050-75-3950-80-4590	873	150	60	0	1083		0	
134	3	5400	0	0	0	0	0		0	
135	3	2550-55-2600-60-3200	801	150	60	0	1011		0	

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Sr. No.	Cadre & Class	Pay Scale	Regular (included in the salary)like D.A.					Occasional (Like T.A. Bill)	Special like (Project allowance, training allowance, any other.)	
			D.A.	CCA	SPL.PAY	Trs. Allow	TOTAL			
136	4	2610-60-2910-65-3300-70-4000	877	150	60	0	1087		0	
137	4	2610-60-2910-65-3300-70-4000	895	150	790+60	0	1895		0	
138	4	2610-60-2910-65-3300-70-4000	877	150	0	0	1027		0	
139	4	2610-60-2910-65-3300-70-4000	877	150	0	60	1087		0	
140	4	2550-55-2660-60-3200	785	150	693+60	100	1788		0	
141	4	2550-55-2660-60-3200	785	150	693+60	100	1788		0	
142	4	2550-55-2660-60-3200	755	95	60	0	910		0	
143	4	2550-55-2660-60-3200	755	95	666+60	100	1676		0	
144	4	2550-55-2660-60-3200	663	95	0	100	1611		0	
145	4	2250-3200	650	95	0	0	745		0	

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Directory of the employees & their monthly remuneration in the office of YASHADA

Sr. No.	Name and Designation	Basic	D.P.	D.A.	HRA	CLA	Training Allow.	Other Allow.	A
1	Shri R.Y. Gaikwad, IAS, Director General	23975	11988	7552	0	240	5394	125	
2	Smt. Sujata Saunik, IAS, Addl. Dir. Genl.	19400	9700	6111	0	240	4365	0	
3	Shri Pramod Mane, IAS(Retd.) Consultant	8000	0	0	0	0	0	0	
4	Smt. Meeta Rajivlochan, IAS, DDG & Director, SIRD	16300	8150	5135	0	240	3668		
5	Smt. V. Radha, IAS, DDG & Director, SIUD	13875	6938	4371	0	240	3122		
6	Dr. K. S. Nair - DDG (Research)	30200	0		0		0		
7	Shri. A. B. Sawant - Professor and Financial Advisor	20000	10000	6300	4500	240	4500	800	
8	Dr. Bharat Bhushan - DDG (Planning) Director, ATI	16850	8425	5308	0	240	0		
9	Shri. S.E. Jadhav - Asso. Professor & O. I. C. - CIT	15750	7875	4961	3544	240	3544	800	
10	Shri. P. S. Wankhede - Asso. Prof., CDM	13125	6563	4134	2953	240	2953	800	
11	Dr. Ashok Kolhe - Asso. Professor	12600	6300	3969	0	240	2835	0	
12	Shri. R. L. Chavan - Asso. Professor	12420	6210	3912	2795	240	0	800	
13	Smt. N. A. Siddiqui - Asso. Professor	15870	7935	4999	3571	240	0	800	
14	Shri. V. W. Deshpande V.W. - Asso. Prof. & Addl. Director, SIUD	27200	0	0	0	0	0	0	
15	Shri. D. B. Rane - Consultant	20000	0	0	0	0	0	0	
16	Shri. Anil Borkar - Consultant	10000	0	0	0	0	0	0	
17	Shri. B. K. Padhi - Director (MDC)	30000	0	0	0	0	0	0	
18	Shri. I. B. Bagwan - Accounts Officer	11300	5650	3560	2543	240		0	800+500
19	Shri. N. R. Deshmukh - Estate Manager (Projects)	20000	0	0	0	0	0	0	

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Directory of the employees & their monthly remuneration in the office of YASHADA

Sr. No.	Name and Designation	Basic	D.P.	D.A.	HRA	CLA	Training Allow.	Other Allow.	A
20	Shri. A. Y. Mattiwad - Estate Manager (Maintenance)	20000	0	0	0	0	0	0	
21	Shri. Ravindra Patil - Project Co ordinator	11025	5513	3473	2481	240	2481	800+5000	
22	Shri Anand Pusawale, CEO, Jalswaraj Proj	11575	5788	3646	2604	240	2604	800	
23	Shri. M. K. Kulkarni - Senior Librarian	10200	5100	3213	2295	240	0	800	
24	Shri. M. M. Dhadphale - Librarian	9375	4688	2953	2109	240	0	800	
25	Shri. M.M. Rathi. - Asst. Professor	11300	5650	3560	2543	240	2543	800	
26	Shri. K.H. Kulkarni - Asst. Professor	11300	5650	3560	2543	240	2543	800	
27	Smt. Kishori Gadre - Asst. Professor & Addl. Director, ATI	10750	5375	3386	2419	240	2419	800	
28	Smt. Kavita Dwivedi - Asst. Professor	10750	5375	3386	2419	240	2419	800	
29	Smt. Poonam Mehta - Asst. Professor	9375	4688	2953	2109	240	2109	800	
30	Smt. S. P. Dhote - Asst. Professor	8275	4138	2607	1862	240	1862	0	
31	Smt. N. B. Ghanekar - Asst. Professor	8275	4138	2607	1862	240	1862	0	

32	Dr. R. P. Pawar - Asst. Professor	8000	4000	2520	1800	240	0	800	
33	Shri. Sumedh Gurjar - Asst. Professor	8000	4000	2520	1800	240	0	800	
34	Shri. R. M. Vaswani - Asst. Professor	8550	4275	2693	1924	240	0	800	
35	Shri. S. G. Waidande - Asst. Professor	8550	4275	2693	1924	240	0	800	
36	Dr. Smt. Minal Narawane - Asst. Prof.	8000	4000	2520	1800	240	0	800	
37	Shri D. Y. Murumkar - Asst. Professor	8000	0	0	0	0	0	0	
38	Shri. V. V. Jagtap - Consultant	8000	0	0	0	0	0	0	
39	Smt. K. A.Thorat - Stenographer (SG) & PA to Director General	10825	5413	3410	2436	240	0	400	
40	Shri. M. M. Madki - Manager (MDC)	9025	4513	2843	0	240	0	0	
41	Shri. Abhay Kate - Audio Visual Officer	8500	4250	2678	1913	240	0	400	
42	Smt. Y. Y. Naik - Stenographer (HG)	8900	4450	2804	2003	240	0	400	
43	Dr. S. R. Dhapte - Registrar & Res. Off.	8500	4250	2678	1913	240	1913	440	
44	Shri. R. S. Ghodichor - Research Officer	8100	4050	2552	0	240	0	1823	
45	Smt. J. D. Murudkar - Research Officer	7100	3550	2237	1598	240	0	400	
46	Shri. C.K. Patil - Research Officer	6000	0	0	0	0	0	6935	

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Directory of the employees & their monthly remuneration in the office of YASHADA

Sr. No.	Name and Designation	Basic	D.P.	D.A.	HRA	CLA	Training Allow.	Other Allow.	A
	O. I. C. - CCTR								
47	Smt. U. Udgaonkar - Programmer /R.O.	6900	3450	2174	1553	240	0	400	
48	Shri. S. B. Teke - Programmer /R.O.	6900	3450	2174	0	240	0		
49	Smt. Anita Jadhav - Research Officer	11700	0	0	0	0	0	0	
50	Smt. P. Daraswar - Research Officer	6000	0	0	0	0	0	0	
51	Shri. B. P. Jogdand - Research Officer (P)	11700	0	0	0	0	0	0	
52	Shri N. N. Gaikwad, Research Officer	8700	4350	2741	1958	240	500	400	
53	Smt. Bhavna Choudhary, Research Officer	7300	3650	2300	1643	240	1643	400	
54	Shri. Y. D. Bhosale - Asst. Registrar	8300	4150	2615	1868	240	0	400	
55	Shri. Pradeep Garole - Consultant	700	per	visit	0	0	0	0	
56	Shri S. S. Kulgod, Consultant	550	per	visit	0	0	0	0	
57	Shri. Suresh Kakade - Consultant	20000	0	0	0	0	0	0	
58	Shri S. Venktesan, Consultant	15000	0	0	0	0	0	0	
59	Shri. S. S. Supekar -Training Manager	6700	3350	2111	1508	240	0	400	
60	Shri. Prasad Acharya - Hostel Manager	6500	3250	2048	1463	240	0	400	
61	Smt. Medha Joshi - Coar Team Member	8000	0	0	0	0	0	0	
62	Shri. Ajay Pithe - Training Manager	12900	0	0	0	0	0	0	
63	Shri. S. D. Choudhary S.D. - Asst. Librarian	7100	3550	2237	1598	240	0	400	
64	Smt. S. B. Phapale - Asst. Accounts Off.	7425	3713	2339	1671	240	0	350	
65	Smt. S. S. Kulkarni - Steno (LG)	7075	3538	2229	1592	240	0	100	
66	Smt. V. S. Salve - Steno (LG)	5850	2925	1843	1316	240	0	100	
67	Smt. S. K. Kachare - Steno (LG)	5675	2838	1788	1277	240	0	100	
68	Shri. S. S. Nikum - Steno	9690	0	0	0	0	0	0	
69	Shir. K. R. Kadam - Assistant	5450	2725	1717	1226	240	0	200+100	
70	Shri. V. U. Katakdhond - Assistant	5150	2575	1622	1159	240	0	100	
71	Shri. A. S. Diwate - Assistant	5000	2500	1575	0	240	0	0	
72	Shri. Satish Visal - Audio Visual Asst.	6000	3000	1890	1350	240	0	100	
73	Shri. Sanjay Kadam - Audio Visual Asst.	5750	2875	1811	1294	240	0	100	

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Directory of the employees & their monthly remuneration in the office of YASHADA

Sr. No.	Name and Designation	Basic	D.P.	D.A.	HRA	CLA	Trainging Allow.	Other Allow.
74	Shri. Y. B. Kadam - Senior Clerk	4900	2450	1544	0	240	0	1175+2000
75	Shri. A. A. Nikam - Senior Clerk	4900	2450	1544	1103	240	0	200+100
76	Smt. S. C. Randive - Senior Clerk	4300	2150	1355	968	240	0	100
77	Shri. K. V. Mangalwedhekar - Senior Clerk	4100	2050	1292	0	240	0	200
78	Shri. N. D. Bhosale - Jr. Engr. (Civil)	7500	0	0	0	0	0	0
79	Shri. R. K. Bhise - Jr. Engr. (Elec.)	10000	0	0	0	0	0	0
80	Shri. M. K. Shitole - Dy.Engr., Maint.	10000	0	0	0	0	0	0
81	Shri S. B. Shinde, Apprentice Jr. Engineer, Civil	3500	0	0	0	0	0	0
82	Shri. S. M. Yeole - Plumber	4600	2300	1449	0	240	0	0
83	Smt Shobha Gaikwad - Tele. Operator	4200	2100	1323	945	240	0	150+100
84	Smt. Meena Shitole - Tele. Operator	3725	1863	1173	0	150	0	200
85	Shri. A. G. Gaikwad - Wireman	3425	1713	1079	0	150	0	0
86	Shri. K. M. Mahalank - Accounts Asst.	5000	0	0	0	0	0	0
87	Smt. Anita Pailwan - Accounts Asst.	5000	0	0	0	0	0	0
88	Shri. Swapnil Suray - Accounts Asst.	5000	0	0	0	0	0	0
89	Smt. Seema Gujarati - Research Asso.	12500	0	0	0	0	0	0
90	Shri Vishal Kulkarni - Research Asso.	10000	0	0	0	0	0	0
91	Shri Jivan Bodhani - Research Asso.	10000	0	0	0	0	0	0
92	Smt. Dipti Sawarkar - Research Asso.	10000	0	0	0	0	0	0
93	Smt. Renuka Gadkari - Research Asso.	10000	0	0	0	0	0	0
94	Shri Nandadip Palshetkar, Research Asso.	10000	0	0	0	0	0	0
95	Smt. Amita Naigaonkar, Research Asso.	10000	0	0	0	0	0	0
96	Smt. Sandhya Pandit - Research Asso.	10000	0	0	0	0	0	0
97	Smt. R. S. Sawant - Research Assistant	5150	2575	1622	0	240	0	0
98	Smt. Swati Kulkarni - Research Assistant	5150	2575	1622	1159	240	0	100
99	Shri. Dadu Bule - Research Assistant	5000	2500	1575	0	240	0	0
100	Shri. Amol Bamishte - Research Assistant.	4000	0	0	0	0	0	0
101	Shri. B. S. Mahiras - Research Assistant	4000	0	0	0	0	0	0
102	Smt. R. V. Pole - Research Assistant	4000	0	0	0	0	0	0

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Directory of the employees & their monthly remuneration in the office of YASHADA

Sr. No.	Name and Designation	Basic	D.P.	D.A.	HRA	CLA	Trainging Allow.	Other Allow.	A
103	Shri. Ajit Karpe - Research Assistant	4000	0	0	0	0	0	0	
104	Shri. P. D. Bhat - Research Assistant	8700	0	0	0	0	0	0	
105	Shri. B. P. Bahirat - Research Assistant	8700	0	0	0	0	0	0	
106	Shri. PA Gadekar - Research Assistant	8700	0	0	0	0	0	0	
107	Shri. S. S. Kamat - Research Assistant	8700	0	0	0	0	0	0	
108	Shri. V. S. Kulkarni - Research Assistant	8700	0	0	0	0	0	0	
109	Smt. Alka Somvanshi - Research Assistant.	8700	0	0	0	0	0	0	
110	Shri Vijay Silewan - Research Assistant.	10000	0	0	0	0	0	0	
111	Smt. Shankari Shinde - Research Asst.	4000	0	0	0	0	0	0	
112	Smt.Swapna Dahake - Assistant Planner	9000	0	0	0	0	0	0	
113	Smt. S. Khambalkar - Assistant Planner	9000	0	0	0	0	0	0	
114	Shri. Mahesh Harhare - Assistant Planner	9000	0	0	0	0	0	0	
115	Smt. Rajani Gholap - Course Associate	4200	2100	1323	0	240	0	0	
116	Smt. S. Chimbalkar - Course Associate.	4100	2050	1292	923	240	0	100	

117	Shri. N. B. Agalave - Course Associate	4100	2050	1292	923	240	0	100
118	Shri. Sameer Pandya - Cou. Asso. (Com)	4000	2000	1260	900	240	0	100
119	Smt. Vaishali Gosavi - Course Associate	3500	0	0	0	0	0	0
120	Shri. Anant Pore - Course Assistant	3200	1600	1008	720	150	0	100
121	Shri. Atul Shinde - Course Assistant	3000	0	0	0	0	0	0
122	Shri. S. B. Chavan - Network Assistant	3000	0	0	0	0	0	0
123	Smt. S. Choudhary -Course Assistant	3000	0	0	0	0	0	0
124	Shri. S. C. Bhapkar - Course Assistant	3000	0	0	0	0	0	0
125	Shri. Vrushali Chaskar - Programmer	5000	0	0	0	0	0	0
126	Shri. Ravnish Saien - Programmer	5000	0	0	0	0	0	0
127	Shri. P. Kulkarni -Course Asst/lab Tutor	3000	0	0	0	0	0	0
128	Shri. Yogesh Rawal - Course Asst/lab Tutor	3000	0	0	0	0	0	0
129	Smt. Deepa Moghe - GIS Programmer	10000	0	0	0	0	0	0
130	Shri. Pranav Pandya - GIS Programmer	12000	0	0	0	0	0	0

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Directory of the employees & their monthly remuneration in the office of YASHADA

131	Smt. Nilima Hurgudkar -Administrativ Asst	5000	0	0	0	0	0	0
132	Shri. Milind Vaidya - Project Assistant	3000	0	0	0	0	0	0
133	Smt. S. Madikunt - Research Assistant	10000	0	0	0	0	0	0
134	Shri. S. Sutar - Data Entry Operator	7500	0	0	0	0	0	0
135	Smt. U. Salegaonkar, Data Entry Opetr.	7500	0	0	0	0	0	0
136	Smt. Ruta Vaidya, Data Entry Opetr.	5000	0	0	0	0	0	0
137	Smt. Tanuja Naikodi - Clerk-Typist	5500	0	0	0	0	0	0
138	Shri Ghanekar, Consultant	3000	0	0	0	0	0	0
139	Shri Dilip Limble, Consultant	3000	0	0	0	0	0	0
140	Smt. Sharadatai More, Sahyogini	4000	0	0	0	0	0	0
141	Smt. Hemlata Gajarmal, Sahyogini	4000	0	0	0	0	0	0
142	Smt. Usha Borawake, Sahyogini	4000	0	0	0	0	0	0
143	Shri. J.D. Jadhav - Driver	4600	2300	1449	1035	240	0	60+100
144	Shri. G. R. Tiwari - Driver	4600	2300	1449	1035	240	0	60+100
145	Shri. S. A. Hogale - Driver	2300	1150	725	518	95	0	60+100
146	Shri. R.G. Mahadik - Driver	4100	2050	1292	0	240	0	1000+60
147	Shri. M. H. Chavan - Driver	3500	1750	1103	0	150	0	60
148	Shri. N.G. Zurange - Driver	5400	0	0	0	0	0	0
149	Shri. D. S. Shinde - Driver	3140	1570	989	0	150	0	60
150	Shri. R. S. Pathan - Naik	3510	1755	1106	0	150	0	60
151	Shri. B. I. Phulaiyaa - Ronio Operator	3510	1755	1106	790	150	0	60+100
152	Shri. B. D. Awale - Ronio Operator	3440	1720	1084	0	150	0	210
153	Shri. R. G. Bhandari - General Attendent	3440	1720	1084	0	150	0	60
154	Shri. E. B. Parkhee - General Attendent	3080	1540	970	693	150	0	60+100
155	Shri. J.D. More - General Attendent	3080	1540	970	693	150	0	60+100
156	Shri. K. S. Pailwan - General Attendent	2960	1480	932	0	95	0	60+100
157	Shri. Shrikant Pokale - General Attendent	3080	1540	970	693	95	0	60+100
158	Shri. B. U. Kasabe - General Attendent	2600	1300	819	585	95	0	100
159	Smt. Usha Shelar - General Attendent	2550	1275	803	60	95	0	0

Updated on 02.03.2006

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Section 4 (1)(b) (xi)

Details of allocation of budget & disbursement made
in the office of YASHADA at Pune for the year 2005-06

- Publish copy of budget
- Publish copy of grant distribution

Sr No	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	If more grants expected then in Rs	Remarks
See Statement					

Note – Since most of the department publishes this information in one from or the other, it is advisable that they use their own format.

Details of allocation of budget and disbursement made in the office of
Director General, Yashwantrao Chavan Development Administration, at Pune for the year 2005-2006

* Published Copy of budget
* published Copy of grant distribution

Sr. No.	Budget head description	Grants received (Sanctioned)	Planned used (give details areawise or workwise in a separate form)	If more grants are expected then in Rs.	Remarks	
1	A-4,2070	109.52	Training	64.42	Grant reced. till todate	
	other Administrative					45.10
	services (003)Trg.					
	(00)(06) G.I.A.					
	(Non-Plan)					
2	A-4,2070	35.00	Training	20.44	Grant reced. till todate	
	other Administrative					14.56
	services (003)Trg.					
	(00)(03), 41 G.I.A.					
	(Plan)					

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

3	L-3,2415,Agri.Research & Edu.,01,crop conservation (03)(01), 41 G.I.A. (Non-Plan)	55.37	Training	36.92	Grant reced. till todate
					18.45
4	L-3,2415,Agri.Research & Edu.,01,crop conservation (03)(03), 41 G.I.A. (Plan)	50.00	Training	16.68	Grant reced. till todate
					33.32
5	L-3,2415,Agri.Research & Edu.,01,crop conservation (03)(03), 41 G.I.A. (Plan)(Central-Recurring)	150.00	Training	116.65	Grant reced. till todate
					33.35
					Total grant received till todate.
		399.89		**255.11**	**144.78**

Section 4 (1)(b) (xii) **(A)format**

**Manner of execution of subsidy program
in the office of YASHADA at Pune**

This is not applicable to YASHADA

- ❑ Name of the Program –

- ❑ Eligibility of Beneficiary

- ❑ Pre-requisites for the benefit

- ❑ Procedure to avail the benefits of the programme

- ❑ Criteria for deciding eligibility

- ❑ Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

- ❑ Procedure for the distribution of the subsidy

- ❑ Where to apply or whom to contact in the office for applying

- ❑ Application Fee (where applicable)

- ❑ Other Fees (where applicable)

- ❑ Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

- ❑ List of Annexure. (Certificates/ documents)

- ❑ Format of Annexure.

- ❑ Where to contact in case of process related complaints

- ❑ Details of the available fund (At various levels like District Level, Block Level etc)

- ❑ List of beneficiaries in the format given below

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Section 4 (1)(b) (xii)   Format B

Details of beneficiaries of subsidy program
in the office of YASHADA at Pune

This is not applicable to YASHADA

Name of the scheme/program -

Sr. No.	Beneficiary of Name & Address	Amount of subsidy/ concession	Criteria of selection	Remarks

Note – Separate list should be published for every scheme / programme.

**Particulars of recipients of concession permits or authorisation granted
in the office of YASHADA at Pune**

This is not applicable to YASHADA

Type of license / permission / concession -

Sr. No.	Name of the licensee	Nature *	License No	Issued on	Valid up to	General Conditions	Details of the license**

* Nature – If it is NA permission whether commercial/ residential / industrial
    If it is vehicle license nature will be 2-wheeler/4 wheeler/ heavy vehicles etc.
**Details of the license – The Subject matter of the license should be mentioned. If it
NA permission then survey no. or part thereof.

Note – separate lists for each type of license / concession etc.

Section 4 (1)(b) (xiv)

**Details of information available in electronic form
in the office of YASHADA at Pune**

Sr. No.	Type of Document	Sub Topic	In which electronic format it is kept	Mode of retrieval	Person in charge
01.	List of Films				

   i)   Tape
   ii) Film
   iii) CD
   iv) Floppy
   v) Any other

List of Films available with YASHADA

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
1.	Video	यशदा वर्धापन फिल्म	VHS format	VCR/ VCP	AVO/ YMRC
2.	Video	Audio Track (Recording)	VHS format	VCR/ VCP	AVO/ YMRC
3.	Video	Presentations at class room Shri Shyam Joshi	VHS format	VCR/ VCP	AVO/ YMRC
4.	Video	Role of manager Copy Smt. Sharyu Ragnekar	VHS format	VCR/ VCP	AVO/ YMRC
5.	Video	Seminar on Challenges Strategies Sanitations	VHS format	VCR/ VCP	AVO/ YMRC
6.	Video	Casp and YASHADA(Sponsored Seminar on Leprosy)	VHS format	VCR/ VCP	AVO/ YMRC
7.	Video	Maharashtra Sates Electricity Rural Electricity & fourth Foundations	VHS format	VCR/ VCP	AVO/ YMRC
8.	Video	Workshop on Social Justices	VHS format	VCR/ VCP	AVO/ YMRC
9.	Video	Workshop (IG) police Woman's empowerment	VHS format	VCR/ VCP	AVO/ YMRC
10.	Video	Satara Project Role Play ,Games,	VHS format	VCR/ VCP	AVO/ YMRC
11.	Video	World Habited Day. Meeting Board Room Class room presentations	VHS format	VCR/ VCP	AVO/ YMRC
12.	Video	Class room Presentations Bhanatiya Lectures Along with Faculty Members	VHS format	VCR/ VCP	AVO/ YMRC
13.	Video	Provisions of City wide Universal Sanitations Challenges. Participants presentations Questions & answers	VHS format	VCR/ VCP	AVO/ YMRC
14.	Video	Opening Seminary of Co-op Department Pratapshing Mohite Patil (Minister) Visit to YASHADA	VHS format	VCR/ VCP	AVO/ YMRC
15.	Video	Blank	VHS format	VCR/ VCP	AVO/ YMRC

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
16.	Video	Provisions of City wide Universal Sanitations Managerial Function Shri Chatopadhay, Principal Secretary	VHS format	VCR/ VCP	AVO/ YMRC
17.	Video	Blank	VHS format	VCR/ VCP	AVO/ YMRC
18.	Video	Rename of MIDA New Hostel Opening Serimany	VHS format	VCR/ VCP	AVO/ YMRC
19.	Video	Earthquake Information Regarding The Koyan Dam Class room Presentations Prob. Tahasiladar	VHS format	VCR/ VCP	AVO/ YMRC
20.	Video	Relief Commissioner Annual Conference at NIA	VHS format	VCR/ VCP	AVO/ YMRC
21.	Video	Presentations (Participant Micro Lap Sessions	VHS format	VCR/ VCP	AVO/ YMRC
22.	Video	Foundation day 2nd YASHADA Late Sunil Dutt visit to CDM YASHADA Participants Presentations at class rooms	VHS format	VCR/ VCP	AVO/ YMRC
23.	Video	Handicap Woman (Documentary)	VHS format	VCR/ VCP	AVO/ YMRC
24.	Video	Workshop on Panchayat Gramin Vikas Samanvay Jayraj Pathak Presentations	VHS format	VCR/ VCP	AVO/ YMRC
25.	Video	Presentations on ZP Panchayat Raj	VHS format	VCR/ VCP	AVO/ YMRC
26.	Video	Workshop on Rural Development & Panchayat Raj	VHS format	VCR/ VCP	AVO/ YMRC
27.	Video	Administrative Building Opening Ceremony By Chief Minister of Maharashra Workshop on Mahatma Phule Jal Abhiyan	VHS format	VCR/ VCP	AVO/ YMRC

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
28.	Video	Sawand Programme Sharad Kulkarni ETV International Tribal Cultural Expert	VHS format	VCR/ VCP	AVO/ YMRC
29.	Video	Annual Conference Relief Commissioner (2000) at NIA, Pune	VHS format	VCR/ VCP	AVO/ YMRC
30.	Video	Annual Conference Relief Commissioner (2000) at NIA, Pune Minister of Agricultural, Govt. of India	VHS format	VCR/ VCP	AVO/ YMRC
31.	Video	Annual Conference Relief Commissioner (2000) at NIA, Pune Minister of Agricultural, Govt. of India	VHS format	VCR/ VCP	AVO/ YMRC
32.	Video	Annual Conference Relief Commissioner (2000) at NIA, Pune Minister of Agricultural, Govt. of India	VHS format	VCR/ VCP	AVO/ YMRC
33.	Video	Center of Equity Justices Seminar on Social Justices Responsibility at Board room	VHS format	VCR/ VCP	AVO/ YMRC
34.	Video	C.M. Visit at YASHADA Group Discussions RTI Act's Meeting at Board room	VHS format	VCR/ VCP	AVO/ YMRC
35.	Video	महिला मेळावा	VHS format	VCR/ VCP	AVO/ YMRC
36.	Video	"Human rights" Shri.P.N. Dixit	VHS format	VCR/ VCP	AVO/ YMRC
37.	Video	महिला मेळावा (बचत गट)	VHS format	VCR/ VCP	AVO/ YMRC
38.	Video	Presentation of	VHS format	VCR/	AVO/

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
		Shri Yashwant Shitole		VCP	YMRC
39.	Video	Function Review Workshop for Irrigation Dept. Offices	VHS format	VCR/ VCP	AVO/ YMRC
40.	Video	Shri Ajit Pawar, H'bel Minister's YASHADA visit	VHS format	VCR/ VCP	AVO/ YMRC
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
41.	Video	Workshop on Team Building Pragati Learning System mera	VHS format	VCR/ VCP	AVO/ YMRC
42.	Video	Casp & YASHADA TLC & MOU	VHS format	VCR/ VCP	AVO/ YMRC
43.	Video	CASP & Yashada Smt. Dubhashi Madam (TLC)-MOD Time –11to 2.00 P.M	VHS format	VCR/ VCP	AVO/ YMRC
44.	Video	श्री लोथे सर डॉ पी म मुंढे श्री पी गायकवाड DG sir Workshop participants संपर्का साठी	VHS format	VCR/ VCP	AVO/ YMRC
45.	Video	Shri Anand Kulkarni Cassette Documentary DDK Bombay	VHS format	VCR/ VCP	AVO/ YMRC
46.	Video	Picture Guide metro Recording Blank	VHS format	VCR/ VCP	AVO/ YMRC
47.	Video	1st & 2nd section Smt. Meeran Borwankar, DG/Sandhu sir	VHS format	VCR/ VCP	AVO/ YMRC
48.	Video	Tahasildar prob. CD Smt. Kishori Gadre Cultural Programmer	VHS format	VCR/ VCP	AVO/ YMRC
49.	Video	Participant presentation (micro lab) session	VHS format	VCR/ VCP	AVO/ YMRC

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
		CD Shri Thombre sir			
50.	Video	Shri Anand Kukarni ITS आरंभ दुरदर्शन	VHS format	VCR/ VCP	AVO/ YMRC
51.	Video	Shri. P.E. Gaikwad Validation Session DG Smt. Borwankar Selling of a participant regarding crime	VHS format	VCR/ VCP	AVO/ YMRC
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
52.	Video	Shri D.G. Deshpande (sex) Mahad DG , Borwankar adremo Ford foundation participants & faculty members of Yashada	VHS format	VCR/ VCP	AVO/ YMRC
53.	Video	Madam Kishori Gadre Shri. Sudhakar Joshi CD J. Tadelkar & course Participant	VHS format	VCR/ VCP	AVO/ YMRC
54.	Video	Shri. R.C. Sinha DG/ Shri.Girish Pradhan Shri. Devendranath Shri. P.N. Dixit	VHS format	VCR/ VCP	AVO/ YMRC
55.	Video	Presentation in clam Rooms no Account & Audit Govt. funding Budgeting CD Shifting Shri. Tangsale Sir (Account Dept. regarding Audit)	VHS format	VCR/ VCP	AVO/ YMRC
56.	Video	Terminator II (English Film)	VHS format	VCR/ VCP	AVO/ YMRC
57.	Video	Shri. M.D. Jokhe sir CD micro lab session Presention of participant at	VHS format	VCR/ VCP	AVO/ YMRC

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
		class room			
58.	Video	CD R. L. Chavan Poornim Hall , H'ble Minister Shri R.R. Patil Shri Arun Bhatiya Discussion on पाणी पुरवठा water Supply	VHS format	VCR/ VCP	AVO/ YMRC
59.	Video	Presentation Clam Room No for Accounts matter Shri. M.D. Jokhe sir. & Participants	VHS format	VCR/ VCP	AVO/ YMRC
60.	Video	महीला मेळवा CD Smt. Jayshri Tadelkar महीला सभापती Parmini discussion	VHS format	VCR/ VCP	AVO/ YMRC

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
61.	Video	Action in Good faith माहितीचा आधिकार 1923 Act financial servant (principal of law Collage)	VHS format	VCR/ VCP	AVO/ YMRC
62.	Video	English picture (Axn) Cassette Scratching lines Satara Faulty	VHS format	VCR/ VCP	AVO/ YMRC
63.	Video	CD Satara Project Shri. Gaikwad Group Presention at class Room No. 1 (Ingral Function) DG , Mukund Rathi , Dr. Nair Sir	VHS format	VCR/ VCP	AVO/ YMRC
64.	Video	CD Smt. Jayshree Tadelkar Presentation Madam Gadre Shri. S.Joshi At class room participants experience sharing	VHS format	VCR/ VCP	AVO/ YMRC
65.	Video	Year 93 Hindi Songs K93/for participants	VHS format	VCR/ VCP	AVO/ YMRC

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
66.	Video	अंधेरा ऊजाला (फ़िल्म)	VHS format	VCR/ VCP	AVO/ YMRC
67.	Video	Visual Aids Min 72	VHS format	VCR/ VCP	AVO/ YMRC
68.	Video	Time Youer hig 20 min Duration	VHS format	VCR/ VCP	AVO/ YMRC
69.	Video	आनोख्रा मार्ग २० Min	VHS format	VCR/ VCP	AVO/ YMRC
70.	Video	The flow process Chart how to use it	VHS format	VCR/ VCP	AVO/ YMRC
71.	Video	When I am calling you	VHS format	VCR/ VCP	AVO/ YMRC
72.	Video	Flower of Listing	VHS format	VCR/ VCP	AVO/ YMRC
73.	Video	How to co ordinate meeting	VHS format	VCR/ VCP	AVO/ YMRC
74.	Video	Get with it	VHS format	VCR/ VCP	AVO/ YMRC
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
75.	Video	The Eye of the Beholder	VHS format	VCR/ VCP	AVO/ YMRC
76.	Video	Successful staff selection	VHS format	VCR/ VCP	AVO/ YMRC
77.	Video	वरदान	VHS format	VCR/ VCP	AVO/ YMRC
78.	Video	Introduction to System Of lay out planning	VHS format	VCR/ VCP	AVO/ YMRC
79.	Video	Critical path	VHS format	VCR/ VCP	AVO/ YMRC
80.	Video	The A frame	VHS format	VCR/ VCP	AVO/ YMRC
81.	Video	Gramayan Faulty	VHS format	VCR/ VCP	AVO/ YMRC
82.	Video	Value of Ethics Mr. Amita Chandra, Mishra madam Workshop India Shad kate	VHS format	VCR/ VCP	AVO/ YMRC
83.	Video	The art of listing	VHS format	VCR/ VCP	AVO/ YMRC
84.	Video	Use of Balance	VHS format	VCR/ VCP	AVO/ YMRC
85.	Video	Man Hunt	VHS format	VCR/	AVO/

		(English)		VCP	YMRC
86.	Video	Principal of stock control	VHS format	VCR/ VCP	AVO/ YMRC
87.	Video		VHS format	VCR/ VCP	AVO/ YMRC
88.	Video	सफाई कामगार (पाचगणी शुटीग़)	VHS format	VCR/ VCP	AVO/ YMRC
89.	Video	सातारा प्रोजेक्ट सफाई कामगार	VHS format	VCR/ VCP	AVO/ YMRC
90.	Video	(ToT) for Jagruti Project at Yashada Poonam Mehta Smt V. Radha madam Valedictory session	VHS format	VCR/ VCP	AVO/ YMRC
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
91.	Video	माहीतीचा अधिकार गद्रे मॅड्म (श्रीमती जोशी) Board Room Shri Wankhede Fire Station at PMC – Building	VHS format	VCR/ VCP	AVO/ YMRC
92.	Video	श्री कलशेट्टी सर श्रीमती स्वाती कामत Class Room Shutting परनाथ धुमाळ सर	VHS format	VCR/ VCP	AVO/ YMRC
93.	Video	Shri J.D. Jadhav Role of MV Department in Socio Economic Development Add. Transport Commissioner (Shri Dhapte Sir)	VHS format	VCR/ VCP	AVO/ YMRC
94.	Video	Shri Dhapte Sir Class room challenges of motor vehicle Department	VHS format	VCR/ VCP	AVO/ YMRC

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
		Principal Secretary of transport Shri. Rajiv Shinha Presentation of Participants CD Smt. J. Tadelkar			
95.	Video	कामासाठी धान्य राष्ट्रीय कार्यशाळा २ में २००५	VHS format	VCR/ VCP	AVO/ YMRC
96.	Video	कामासाठी धान्य राष्ट्रीय कार्यशाळा २ में २००५	VHS format	VCR/ VCP	AVO/ YMRC
97.	Video	Shri. P.B. Patil sir Lecture at Poornim Hall	VHS format	VCR/ VCP	AVO/ YMRC
98.	Video	परिवर्तन (हिवरे बाजार) Corrected	VHS format	VCR/ VCP	AVO/ YMRC
99.	Video	Micro – lab Session at class Room No –8 CD Smt. J.Tadelkar	VHS format	VCR/ VCP	AVO/ YMRC
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
100.	Video	Managing Primary Health Center Produced by Institute of Management in Govt. Trivendruam	VHS format	VCR/VCP	AVO/ YMRC
101.	Beta-Cam Sp	Shetter Kamgar Putala Story Master	Beta format	Beta Recorder	AVO/ YMRC
102.	Beta-Cam Sp	Yashada (Eng) (Master –Copy)	Beta format	Beta Recorder	AVO/ YMRC
103.	Beta-Cam Sp	Jagruti (master Copy)	Beta format	Beta Recorder	AVO/ YMRC
104.	Beta-Cam Sp	Tusmani Lesssion Lern (Master Copy)	Beta format	Beta Recorder	AVO/ YMRC
105.	Beta-Cam Sp	Yashada (Master)	Beta format	Beta Recorder	AVO/ YMRC
106.	Beta-Cam Sp	Director General, Yashada Mr.Ratankar Gaikwad I/V on NDTV/India	Beta format	Beta Recorder	AVO/ YMRC
107.	Beta-Cam Sp	Making of Jagruti	Beta format	Beta Recorder	AVO/ YMRC
108.	Beta-Cam Sp	यशदा (मराठी) (दुसरी प्रत)	Beta format	Beta Recorder	AVO/ YMRC

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
109.	Video	सारथी (यशदा पुणे) Drive Film Re-Edited on 28/02/05	Beta format	Beta Recorder	AVO/ YMRC
110.	Beta-Cam Sp	Yashada (Eng) (Master) Full Mix	Beta format	Beta Recorder	AVO/ YMRC
111.	Beta-Cam Sp	Sindhudurag District Collectorate Film English/Hindi	Beta format	Beta Recorder	AVO/ YMRC
112.	Beta-Cam Sp	Kolhapur Distrtrict Collectorate Film English/Hindi	Beta format	Beta Recorder	AVO/ YMRC
113.	Beta-Cam Sp	श्री . रत्नाकर गायकवाड यशदा ,पुणे पारगाव येथील उदघाट्न सभारंभ सुश्रीक्षीत बेरोजगार आणी उधोजकता विकास	Beta format	Beta Recorder	AVO/ YMRC
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
114.	Beta-Cam Sp	श्री . रत्नाकर गायकवाड यशदा ,पुणे पारगाव येथील उदघाट्न सभारंभ सुश्रीक्षीत बेरोजगार आणी उधोजकता विकास	Beta format	Beta Recorder	AVO/ YMRC
115.	Beta-Cam Sp	नाम्या व आधुनिक उपकरणाची सोबत	Beta format	Beta Recorder	AVO/ YMRC
116.	Sp	Shelter shoot (original) Kamgar Putala Rehabilitation story	Beta format	Beta Recorder	AVO/ YMRC
117.	Beta-Cam	Shelter Shooting Kamgar putala	Beta format	Beta Recorder	AVO/ YMRC
118.	Beta-Cam Sp	Shelter Shooting Kamgar putala	Beta format	Beta Recorder	AVO/ YMRC
119.	Beta-Cam Sp	Shelter Shooting Interview Mr. Gaikwad Mrs. Pratibha Joshi Kamgar Putala Rehabilitation story	Beta format	Beta Recorder	AVO/ YMRC

120.	Beta-Cam Sp	Shelter Shooting Interview Mr. Gaikwad Mrs. Pratima Joshi Kamgar Putala Rehabilitation story	Beta format	Beta Recorder	AVO/ YMRC
121.	Beta-Cam Sp	Shelter Shooting Interview Mr. Madan Mr. Harish Khane ,HDFC. & Hadapsar Shots Kamgar Putala Rehabilitation story	Beta format	Beta Recorder	AVO/ YMRC
122.	Video	Bangalore Agenda Task form (No Cassette)	(No Cassette)	(No Cassette)	AVO/ YMRC
123.	Video	Lost world regained (Kutch Rehabilitation in Gujrat)	CD format	VCR/ DVD	AVO/ YMRC
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
124.	Video	Vadodara Wins (One Day Governanace in Vadodra Gujrat) CD	CD format	VCR/ DVD	AVO/ YMRC
125.	Video	Bridging Digital Diwate (Akshaya Project in Kerala) CD	CD format	VCR/ DVD	AVO/ YMRC
126.	Video	Eco Tourism in Himachal Pradesh CD	CD format	VCR/ DVD	AVO/ YMRC
127.	Video	Where there is a will there is a way (People Mollemost again thruways plastics in Tamilnadu CD	CD format	VCR/ DVD	AVO/ YMRC
128.	Video	'Bhoomi' on Deliveries of Land records in Karnataka	CD format	VCR/ DVD	AVO/ YMRC
129.	Video	E-seva the one stop (Andhra Pradesh) CD	CD format	VCR/ DVD	AVO/ YMRC
130.	Video	Window of Joy Citizen facilitation centra in Kalyan Dombivali ,Maharashtra CD	CD format	VCR/ DVD	AVO/ YMRC
131.	Video	Bhagidari Partnership redefined (Govt. of NTC of	CD format	VCR/ DVD	AVO/ YMRC

		Debited)			
132.	Video	Braking the barriers (Communication of Public Industry and service in Nagaland) CD	CD format	VCR/ DVD	AVO/ YMRC
133.	Video	My. Village our Kingdom a film by Badhaya Kumar on micro planning in Latur (Engilsh)	Sony –mini –DVD	Digital Video Player	AVO/ YMRC
134.	Video	My Village our Kingdom (Marathi) Version Planning in Laur	Sony –mini –DVD	Digital Video Player	AVO/ YMRC
135.	Video	My village e our Kingdom (Marathi) Version VCD Master	VCD	VCD/ DVD	AVO/ YMRC
136.	Video	My village our Kingdom Marathi Version DVD	VCD	VCD/ DVD	AVO/ YMRC
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
137.	Video	My village our Kingdom on with English Substitute (DVD)	VCD	VCD/ DVD	AVO/ YMRC
138.	Video	My Village our Kingdom a film on micro Planning Latur (VCD)	VCD	VCD/ DVD	AVO/ YMRC
139.	Video	My Village our Kingdom a film on micro Planning Latur (VCD)	VCD	VCD/ DVD	AVO/ YMRC
140.	Video	My Village our Kingdom (Marathi Version 2005 (VCD)	VCD	VCD/ DVD	AVO/ YMRC
141.	Video	My Village our Kingdom (Marathi Version 2005 (VCD)	VCD	VCD/ DVD	AVO/ YMRC
142.	Video	Togather we Master Copy	DV-C	VCD/ DVD	AVO/ YMRC
143.	Video	Together we	DV-C	VCD/ DVD	AVO/ YMRC
144.	Video	Together we (Marathi) Shabi Husain (Edit Room)	DVD	VCD/ DVD	AVO/ YMRC

Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
		Pune DVD			
145.	Video	Film on Together We (Marathi) Director by Shabi Husain 23/07/05 DVD	Beta format	VCR/ VCP	AVO/ YMRC
146.	Beta-Cam Sp	Film on Mayechi savali Anganwadi Sevika A.P communication	Beta format	VCR/ VCP	AVO/ YMRC
147.	Beta-Cam Sp	Chaupher (Gram Sevak) (A.P. Communication)	Beta format	VCR/ VCP	AVO/ YMRC
148.	Video	Ji –Sarakar Constable Shree films Pune)	Beta format	VCR/ VCP	AVO/ YMRC
149.	Video	File Yatra "Clerk (Shree Film)	Beta format	VCR/ VCP	AVO/ YMRC
150.	Beta-Cam Sp	Krushi Nayak (Agriculture Assts) Shri Sai Film (Marathi)	Beta format	Beta Recorder	AVO/ YMRC
Sr. No	Type of Document	Sub-topics	In which electronics formats it is kept	Mode of Retrieval	Personal In charge
151.	Beta-Cam Sp	Talathi	Beta format	Beta Recorder	AVO/ YMRC

Section 4 (1)(b) (xv)

Particulars of facilities available for citizen to obtaining information
in the office of YASHADA at Pune

Types of facilities –

- **Information about visiting hrs. :** 3.00 pm To 5.00 pm on working day
- **Information about interactive website. :** http://www.yashada.org/
- **Information about call center :** *Not applicable*
- **Information about facilities for inspection of record**. 3.00 pm To 5.00 pm on working day
- **Information about library. :**

The library is situated in a very strategic place, close to all the class rooms. It is in the main building, surrounded by beautiful lawns and gardens. The indoor plants within the library give you a feeling of closeness to nature, just as the books bring you close to the great minds of all ages.

Study Room

An air-conditioned study room, which can quite easily accommodate about 35-40 persons, creates an apt environment for concentrated and in-depth reading and study in the library. Besides this, there is a general reading and study hall where one can comfortably browse through newspapers and magazines. This atrium accommodates more than 30 persons at a time, while the large windows bathe the hall in natural light.

Collection

The library possesses a collection of 40,000 volumes on different subjects like Public Administration, Rural Development, Management, Gender Issues, Computers, Public Finance, Urban Studies, Disaster Management, Environment, Social Studies, Education, and Agriculture. A wide range of reference books on the various facets of art, culture and traditions of Maharashtra, education and other developmental issues enable the library staff to provide an exhaustive reference service to our users.

In order to keep the user abreast of emerging areas of knowledge, the YASHADA Library subscribes to 131 journals on topics of immediate interest to its readers. These include some foreign journals of varied interests.

Non Print Media

Ever since the dawn of the information age, most documentation and reference material has become available on electronic media like Video Cassettes, CDs etc.

Repository Library:

Government of Maharashtra has designated YASHADA library as Repository Library for their publications. The work for collection of documents is in progress.

Section 4 (1)(b) (xvi)

Details of Public Information Officers / APIOs/ Appellate authority in the jurisdiction of (public authority) YASHADA at Pune

PIO **A**

Sr. No	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.no	E-mail id for purpose of RTI	Appellate authority
1.	Shri Yogesh Bhosale	Assistant Registrar	YASHADA	YASHADA, Raj Bhavan Complex, Baner Road, Pune 411 007. Ph. No.25608000	ygshbhsl@ yahoo.com	Director General

APIOs **B**

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ph.no
Not appointed				

Appellate authority **C**

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1.	Shri Ratnakar Gaikwad	Director General	YASHADA	Shri Yogesh Bhosale	rgaikwaddg@ hotmail.com

Note – The name & designation and location of the PIO, APIO & Appellate Authorities should be prominently displayed at the entrance / reception of each office.

Section 4 (1)(b) (xvi)

यशदा, पुणे यांच्या कार्यक्षेत्रातील जन माहिती अधिकारी/अपिलीय प्राधिकारी यांचा तपशील

जन माहिती अधिकारी   **A**

अ.क्र.	जन माहिती अधिकारी यांचे नाव	पदनाम	माहितीच्या अधिकाराखाली जन माहिती अधिकारी यांचे कार्यक्षेत्र	पत्ता/दूरध्वनी क्र.	माहिती अधिकारासंदर्भात ई-मेल आय.डी.	अपिलीय प्राधिकारी
१.	श्री. योगेश भोसले	सहायक निबंधक	यशदा	यशदा, राज भवन आवार, बाणेर रस्ता, पुणे ४११ ००७., दूरध्वनी क्र.२५६०८१२०	ygshbhsl@yahoo.com	महासंचालक

सहायक जन माहिती प्राधिकारी   **B**

अ.क्र.	सहायक जन माहिती अधिकारी यांचे नाव	पदनाम	माहितीच्या अधिकाराखाली सहायक जन माहिती अधिकारी यांचे कार्यक्षेत्र	पत्ता/दूरध्वनी क्र.
आवश्यकता नसल्याने नेमणूक केलेली नाही			

अपिलीय प्राधिकारी   **C**

अ.क्र.	अपिलीय प्राधिकारी यांचे नाव	पदनाम	अपिलीय प्राधिकारी म्हणून कार्यक्षेत्र	प्रतिवेदन जन माहिती अधिकारी	माहितीच्या अधिकाराच्या प्रयोजनार्थ ई-मेल आय.डी.
१.	श्री. रत्नाकर गायकवाड	महासंचालक	यशदा	श्री. योगेश भोसले	rgaikwaddg@hotmail.com

टिप्पणी : जन महिती अधिकारी, अपिलीय प्राधिकारी यांचे नाव व पदनाम "तोरण" स्वागतकक्ष, यशदा, पुणे येथे ठळकपणे प्रदर्शित केले आहे

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Section 4 (1)(b) (xvii)

Such other information as may be prescribed

Note – nothing is prescribed as on date 22 Aug. 05.

Section 4 (1)(c)

- List out the routine decisions / important policies which you foresee will affect public. Formalise the details about publications in such cases. Publish such information under this heading.

Not applicable to YASHADA

Section 4 (1)(d)

- Prepare a list of issues in which administrative & quasi-judicial decisions are generally taken in your office. Declare that henceforth you will provide reasons for such decision to affected persons.

Not applicable to YASHADA

Note – The Public Authority / PIO can take the recourse of Notice boards, News papers, Public announcements, Media, Broadcasts, the internet, inspections for the purpose of disseminating information.

PROACTIVE DISCLOSER UNDER SECTION 4 OF RIGHT TO INFORMATION ACT, 2005

Information about applications received and information given under Right to Information Act at YASHADA :

Sr. No	Name of Applicant	Date of application	Details of Whether information is given or not	Total pages of information given	Whether appeal has been filled	Remarks, if any
01.	Shri Shahid Raja Burani	25.05.2004	Information is given vide letter dated 04.06.2004	1 page	No	-
02.	Shri Rajendra Sahebrao Gawali	24.06.2005	Since the information asked was not related to YASHADA , informed accordingly vide letter dated 06.07.2005	1 page	No	-
03.	Shri Sopan Vitthal Jagtap	12.07.2005	Informed vide letter dated 26.07.2005 that information is ready & subsequently it was sent by post after receiving addl. charges for no. of copies, as requested by the applicant	1192 pages	No	
04.	Shri Vivek Marathe	08.08.2005	Informed vide letter dated 16.08.2005 that information is ready & subsequently it was personally handed over to applicant on 12.09.2005	418 pages	No	-
05.	Shri Mahadev Bajirao Sakore	17.08.2005 22.08.2005	Information is given vide letter dated 30.08.05	1 page	No	-

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