

Manuals Under Section-4(1)(b) of Right to Information Act-2005



**Hemvati Nandan Bahuguna Garhwal University, Srinagar
Garhwal, Uttarakhand-246174 India
(A Central University)**

Right to Information Cell

Under the provision of Section 4(1)(b) of Right to Information Act-2005, the University manuals have been updated as:-

1. **Manual-1: Section 4(1)(b)(i) :**

The particulars of its organization, functions and duties. The details are available on the official web site of the University: www.hnbgu.ac.in and <https://www.hnbgu.ac.in/university>

2. **Manual-2: Section 4(1)(b)(ii) :**

The powers and duties of its officers and employees are prescribed according to the university statutes and ordinances. The information is available on <https://www.hnbgu.ac.in/ordinances>

3. **Manual-3: Section 4(1)(b)(iii) :**

It contains the procedure followed in the decision making process, including channels of supervision and accountability. The information is available on <https://www.hnbgu.ac.in/ordinances>

4. **Manual-4: Section 4(1)(b)(iv) :**

It contains the Norms set by the University as per statutes and ordinances for the discharge of its functions. The same are available on <https://www.hnbgu.ac.in/ordinances> and the time limit for achieving the targets are according to the academic calendar.

The information can be accessed through the link <https://www.hnbgu.ac.in/academic-calendar>

5. **Manual-5: Section 4(1)(b)(v) :**

It contains the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions. The details can be accessed on the university website through the link

<https://www.hnbgu.ac.in/ordinances> and the relevant notifications and circulars issued from time to time are available at <https://www.hnbgu.ac.in/notification-circulars>

6. Manual-6: Section 4(1)(b)(vi) :

It contains a statement of the categories of documents that are held or under its control. The details are available at <https://www.hnbgu.ac.in/ordinances> and the relevant information as per provisions under Central University Act 2009 and university ordinances are available at the link <https://www.hnbgu.ac.in/sites/default/files/2019-11/Ordinance-the-officer-of-the-university-the-registrar.pdf>

7. Manual-7: Section 4(1)(b)(vii) :

It contains the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof. The details are available at <https://www.hnbgu.ac.in/ordinances>

The policies and resolutions of the Executive Council, Finance Committee and Academic Council are available at the link <https://www.hnbgu.ac.in/ordinances>

The minutes / proceedings of the Academic Council and School Boards are available at link <https://www.hnbgu.ac.in/sites/default/files/2019-11/Procedure-norms-for-appointment-of-employees-other-than-teachers-and-academic-staff.pdf>

The notifications and circulars are available at <https://www.hnbgu.ac.in/notification-circulars>

8. Manual-8: Section 4(1)(b)(viii) :

Court, Councils, Committees, Faculties/Schools, Departments, Boards etc. under the University.

The details regarding the Court, Councils, Committees, Faculties/Schools, Departments, Boards etc. under the H. N. B. Garhwal University, Srinagar are available at <https://www.hnbgu.ac.in/ordinances>

9. Manual-9: Section 4(1)(b)(ix) : Directory of its officers and employees.

The Directory of university officers and employees is available at

<https://www.hnbgu.ac.in/university-authorities> and

<https://www.hnbgu.ac.in/phonebook>

10. Manual-10: Section 4(1)(b)(x) :

The information regarding monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations is available at <https://www.hnbgu.ac.in/annual-report-accounts> and <https://www.hnbgu.ac.in/rti-notification-circular>

11. Manual-11: Section 4(1)(b)(xi) :

The information regarding budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made is available at <https://www.hnbgu.ac.in/annual-report-accounts>

12. Manual-12: Section 4(1)(b)(xii) :

The information regarding manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes is available at <https://www.hnbgu.ac.in/annual-report-accounts>

13. Manual-13: Section 4(1)(b)(xiii) :

The Particulars of recipients of concessions, permits or authorizations granted by it are available in the annual accounts and available at <https://www.hnbgu.ac.in/annual-report-accounts>

14. **Manual-14: Section 4(1)(b)(xiv)** : Details in respect of the information, available to or held by it, reduced in an electronic form.

The details in respect of the information is available at <https://www.hnbgu.ac.in/manuals-of-hnbgu>

15. **Manual-15: Section 4(1)(b)(xv)** : Means, methods and facilities available to citizens for obtaining information.

The information regarding the Means, methods and facilities available to citizens for obtaining information is available at <https://www.hnbgu.ac.in/index.php/right-to-information>

16. **Manual-16: Section 4(1)(b)(xvi)**: The names, designations and other particulars of the Central Public Information Officers (CPIOs) and First Appellate Authority (FAA).

The information regarding the names, designations and other particulars of the Central Public Information Officers (CPIOs) and First Appellate Authority (FAA) is available at <https://www.hnbgu.ac.in/index.php/right-to-information>

17. **Manual-17: Section 4(1)(b)(xvii)**:

Such other information as may be prescribed.

Details of the manual are described with the respective PDF file, which are available on the official web site of the University: www.hnbgu.ac.in