

Chapter 6

Proactive Disclosure under Section 4 (1) (b)(vi) of the Right to Information Act, 2005

**Statement of the categories of documents
that are held by it or under its control**

Proactive Disclosure Manual under Right to Information Act, 2005

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

I. Categories of documents (Catalogues and Indexed)

File registers are maintained in each section of the Directorate of Higher Education

Master Guard file is maintained in hardcopy format in the outward section.

II. Custodian of Documents/Categories

| Sr. No. | Name of the Section | Method of Catalogue and Indexed | Custodian of Documents under each Section |
|---------|--------------------------------|--|--|
| 1 | DHE Office | Online in Excel format or File Registers | Personal Assistant to Director (HE) |
| 2 | Academic Section – I | File Registers | Addl. Director (HE) |
| 3 | Academic II A Academic II B | -do- -do- | Dy. Director (Academics-II A) Dy. Director (Academics-II B) |
| 4 | Academic Section – III | -do- | Dy. Director (HE) |

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|----|--|------|------------------------------|
| 6 | Administration & Establishment | -do- | Dy. Director (Admn.) |
| 5 | Training and Development Section | -do- | Dy. Director (Admn.) |
| 6 | Accounts Section | -do- | Jt. Director of Accounts |
| 7 | Grant-in-Aid Section | -do- | Jt. Director of Accounts |
| 8 | General Provident Fund/Audit Section | -do- | Jt. Director of Accounts |
| 9 | Statistical Cell | -do- | Research Assistant |
| 10 | IT Cell | -do- | Asst. Director (Academics) |
| 11 | Rashtriya Uchcharitar Shiksha Abhiyan (RUSA) | -do- | Consultant |
| 12 | Pension Cell | -do- | Jt. Director Accounts (GSRF) |
| 13 | Development Section | -do- | Dy. Director (Development) |

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|----|--|------|---|
| 14 | Building & Maintenance Section | -do- | Under Secretary (HE) |
| 15 | Research, Development & Innovation | -do- | Professor, RD&I |
| 16 | Teaching, Learning & Educational Technology Cell | -do- | Professor, TL&ET |
| 17 | Software Development Cell | -do- | Assistant Professor, RD&I |
| 18 | Admission and Information Management Cell (AIMC) | -do- | Professor for Teaching, Learning and Educational Technology, State Higher Education Council |

III. Produce to obtain such documents

The documents of the respective section of the Directorate of Higher Education can be obtained by making an application under the Right to Information Act, 2005 by the applicant by affixing the required fees.