

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**

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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 Academic II C Academic II D	-do- -do-	Dy. Director (Academics II A,B & C) Dy. Director (Academics IIB)
4	Academic Section – III	-do-	Dy. Director (HE)

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

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15	Building & Maintenance Section	-do-	Under Secretary (HE)
16	Research, Development & Innovation	-do-	Professor, RD&I
17	Teaching, Learning & Educational Technology Cell	-do-	Professor, TL&ET
18	Software Development Cell	-do-	Assistant Professor, RD&I
19	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.