

अंतरिक्षित ग्रंथालय

प्राप्ति सं०...००१०.....

दिनांक: 26/6/19

## RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

<b>Registration Number</b> (पंजीकरण संख्या) :	CUOTS/R/2019/80005	<b>Date of Receipt</b> (प्राप्ति की तारीख) :	18/06/2019
<b>Transferred From (से स्थानांतरित):</b>	Ministry of Culture on 18/06/2019 With Reference Number : MCULT/R/2019/50101/5		
<b>Remarks(टिप्पणी) :</b>	<b>The application is being transferred under 6(3) of RTI Act-2005. Please provide the information to the applicant directly under intimation to this Section.</b>		
<b>Type of Receipt (रसीद का प्रकार) :</b>	Electronically Transferred from Other Public Authority	<b>Language of Request (अनुरोध की भाषा) :</b>	English
<b>Name (नाम) :</b>	Sanjay Angarey	<b>Gender (लिंग) :</b>	Male
<b>Address (पता) :</b>	C/o Archaeological Survey of India, , B-Block, GTB Complex, TT Nagar,, Bhopal, Pin:462003		
<b>State (राज्य) :</b>	Madhya Pradesh	<b>Country (देश) :</b>	India
<b>Phone Number (फोन नंबर) :</b>	+91-9406527972	<b>Mobile Number (मोबाईल नंबर) :</b>	+91-9406527972
<b>Email-ID (ईमेल-आईडी) :</b>	sanjayangarey.asi@gov.in		
<b>Status (स्थिति) (Rural/Urban) :</b>	Urban	<b>Education Status :</b>	
<b>Requester Letter Number(निवेदक पत्र संख्या) :</b>	Details not provided	<b>Letter Date :</b>	Details not provided
<b>Is Requester Below Poverty Line ? (क्या आवेदक गरीबी रेखा से नीचे का है?) :</b>	No	<b>Citizenship Status (नागरिकता) :</b>	Indian
<b>Amount Paid (राशि का भुगतान) :</b>	0 (Received by Ministry of Culture) (original recipient)	<b>Mode of Payment (भुगतान का प्रकार) :</b>	Payment Gateway
<b>Request Pertains to (अनुरोध निम्नलिखित संबंधित है) :</b>	Sunil Kumar		
<b>Information Sought</b>	1. Whether the post of Administrative Officers does exists in the Ministry of Culture, Government of India & its attached, subordinate		

- offices & autonomous institutions
2. If yes, the details there of along with the sanction strength and working strengths
- (जानकारी मांगी):** 3. Please provide the recruitment rules, pay level and duty list of Administrative Officers of attached, subordinate offices & autonomous institutions under Ministry of Culture, Government of India
4. please provide the recruitment rules, pay level and duty list of Section Officers of Ministry of Culture, Government of India

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2. If yes, the details there of along with the sanction strength and working strengths
- Original RTI Text (मूल आरटीआई पाठ):** 3. Please provide the recruitment rules, pay level and duty list of Administrative Officers of attached, subordinate offices & autonomous institutions under Ministry of Culture, Government of India
4. please provide the recruitment rules, pay level and duty list of Section Officers of Ministry of Culture, Government of India

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**ACTION HISTORY OF RTI REQUEST No.MCULT/R/2019/50101/5****Applicant Name** Sanjay Angarey

**Text of Application**

1. Whether the post of Administrative Officers does exists in the Ministry of Culture, Government of India & its attached, subordinate offices & autonomous institutions 2. If yes, the details there of along with the sanction strength and working strengths 3. Please provide the recruitment rules, pay level and duty list of Administrative Officers of attached, subordinate offices & autonomous institutions under Ministry of Culture, Government of India 4. please provide the recruitment rules, pay level and duty list of Section Officers of Ministry of Culture, Government of India

**Reply of Application**

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	13/06/2019	Nodal Officer	MCULT/R/2019/50101
2	REQUEST FORWARDED TO CPIO	13/06/2019	Nodal Officer	Forwarded to CPIO(s) :
3	REQUEST TRANSFERRED TO OTHER PUBLIC AUTHORITY	18/06/2019	Maneesh Rajan (BTI)- (CPIO)	1) Central University of Tibetan Studies. : The application is being transferred under 6(3) of RTI Act-2005. Please provide the information to the applicant directly under intimation to this Section.; 2) Central Institute of Buddhist Studies. : The application is being transferred under 6(3) of RTI Act-2005. Please provide the information to the applicant directly under intimation to this Section.; 3) Nava Nalanda Mahavihara : The application is being transferred under 6(3) of RTI Act-2005. Please provide the information to the applicant directly under intimation to this Section.; 4) Central Institute of Himalayan Culture Studies : The application is being transferred under 6(3) of RTI Act-2005. Please provide the information to the applicant directly under intimation to this Section.

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**CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES**  
(Deemed University)  
Sarnath, Varanasi – 221007

CIHTS/RTI/07/2019-20-1773

Date: 03.07.2019

**(Most Urgent-RTI)**

Shri Sanjay Angarey  
C/o Archaeological Survey of India,  
B-Block, GTB Complex,  
TT Nagar, Bhopal  
Madhya Pradesh, Pin – 462003

URGENT  
RTI-MATTER  
Registered/Speed Post

Sub: Information under RTI Act, 2005- application of Shri Sanjay Angarey regarding.

Sir,

This refers to your online RTI application dated 18.06.2019, transferred from Ministry of Culture on 18/06/2019 (With Reference Number MCULT/R/2019/50101/5), received in this office on 26.06.2019.

The desired information is hereby attached in 04 pages.

Enclosure – 04 pages.

Yours faithfully

*Sunil Kumar*

(Sunil Kumar)  
Public Information officer

**Details of First Appellate Authority**

Prof. Jampa Samten (Tibetan History)  
Central Institute of Higher Tibetan Studies  
(Deemed to be University)  
Sarnath, Varanasi – 221 007

Copy for kind information to:

1. Registrar, CIHTS, Sarnath, Varanasi – for kind information
2. Shri Maneesh Rajan, Under Secretary to the Government of India & CPIO, Government of India, Ministry of Culture, BTI Section, D-Block, Puratatva Bhawan, 2<sup>nd</sup> Floor, INA, New Delhi-110023
3. Shri Lamkhomang, APIO & Section Officer, Government of India, Ministry of Culture, BTI Section, D-Block, Puratatva Bhawan, 2<sup>nd</sup> Floor, INA, New Delhi-110023
4. Shri R.K. Mishra, Nodal Officer (Suo Motu Disclosure)
5. PS to V.C. for Kind information to Hon'ble Vice-Chancellor

*(Sunil Kumar)*  
Public Information officer

RTI

(4)

संरक्षित ग्रंथालय

प्राप्ति सं०...207.....

दिनांक:....02.07.19

Central Institute of Higher Tibetan Studies, Sarnath, Varanasi  
(Deemed University)

Dated 01.07.2019

To,

Shri Sunil Kumar,  
Public Information Officer  
CIHTS, Sarnath, Varanasi.

Sub: RTI application dated 18.06.2019 of Shri Sanjay Angarey.

Sir,

This refers to your note dated 26.06.2019 along with enclosure of an application from Shri Sanjay Angarey seeking information under RTI Act-2005.

Accordingly, we are furnishing the desired information point-wise as under:

Question No.	Reply
1	In CIHTS the post of Administrative Officer does not exist.
2	Not Applicable
3	Not Applicable
4	Please see page number 1 to 3.

Thanking you,

Yours sincerely,

*Sunil*  
17/119

Asstt. Registrar

अत्यावश्यक  
सूचना का अधिकार  
पंजीकृत/स्पीड पोस्ट



1	Name of the Post	SECTION OFFICER
2	No. of post (s)	2 (Two)
3	Classification	Group 'B'
4	Scale of Pay (Revised)	PB-2-Rs. 9300-34800+GP Rs. 4600/-
5	Whether Selection Post or Non-Selection Post	N. A.
6	Age limit for direct recruitment	Upper Age Limit 40 years
7	Educational and other qualifications required for direct recruitment	<p><b>Essential Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor/Master's Degree in any discipline from a recognised university with at least 55% marks.</li> <li>2. At least three years experience as Senior Assistant OR year experience as 'UDC' or equivalent posts in the grade 9300-34800+GP Rs. 4200/-, Rs. 5200-20200+GP Rs. 241 respectively in Central/State Govt./University/Public Sector Undertakings and other Central or State autonomous Bodies.</li> </ol> <p><b>Desirable Qualifications:</b></p> <ol style="list-style-type: none"> <li>i. B.Com</li> <li>ii. Proficiency in computer application</li> <li>iii. Experience of Accounts/establishment.</li> <li>iv. Well conversant in Hindi and English.</li> </ol>

	qualification prescribed for direct recruitment will apply in case of promotees	
9	Period of probation, if any	One year which is extendable for another year as the case may be.
10	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% by direct recruitment  50% by promotion failing which by deputation.

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11	In case of recruitments by promotion/deputation/absorption, grades from which promotion deputation absorption to be made.	<b>Deputation:</b> i) Holding analogous posts on regular basis, or With five years of regular service in the PB of Rs. 9300/340 + GP Rs. 4200/ in Central or State Govt/University/PSU Sector Undertakings and other Central or State Autonomous Bodies and possessing at least Graduate Degree. ii) Proficiency in computer operation, noting and drafting  <b>Age limit:</b> 54 years  <b>Promotion:</b> Senior Assistant with five years of regular service.
12	Composition of the Selection Committee	<b>Annexure - I</b>
13	Remarks	The period of Deputation including the period of deputation in another Ex. cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.

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## 5. SECTION OFFICER:

The Section Officer shall be responsible to the Registrar and Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the Deputy Registrar and Assistant Registrar and broadly perform the following duties as assigned to him from time to time.

- i) Watch dak and also pending cases and ensure timely disposal of the same.
- ii) It is absolutely necessary that on receipt of the daily dak, the Section Officer should himself see, initial and date all letters. He should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions and will ensure prompt and proper attention being paid to it.
- iii) Reminders received from the UGC/Ministry or any other organization should be put up immediately to the Head of the Office together with the related documents/papers and any other information available for his perusal and orders. The submission of the reminders must not be delayed in the hope (often not realized) of putting-up final disposal soon.
- iv) Application of rules and maintenance of certain confidential records/files entrusted to him by the higher authorities.
- v) Allot/distribute works to dealing assistants of Section.
- vi) To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the Competent Authority of the University. He/she is directly responsible for any note submitted by him to the higher authority.
- vii) The Section Officer shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner. He/she should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- viii) The Section Officer concerned is responsible for the correctness of any facts the Vice-Chancellor, the Registrar or any other officer may state, just as if the letter was drafted by the Section Officer himself. Section Officers are also responsible for bringing to notice any orders of the Government, University Grants Commission or any other authority which the vice-Chancellor or the Registrar or the Officer may have accidentally over-looked. Any draft, which is altered by the Vice-Chancellor/Registrar should be invariably returned to the department to which it belongs before it is handed over to the copying department.
- ix) A Section Officer, before passing a letter on to another section must take all action necessary on it in his own section, so that the Section Officer of the last Section receiving it, will be justified in assuming that it has been completely disposed of in the other section.

अत्यावश्यक

सुतलम का रजिस्टर

पुनर्निर्देश/लॉड पारट



- x) He will supervise the work done by the dealing assistants of the Section and advise them regarding maintenance of discipline in the Section.
- xi) If the Section Officer is absent, it will then be the Senior Assistant's duty to send the files/letters/dak directly to the Assistant Registrar without further delay.
- xii) Providing the desired information sought under the RTI Act, 2005.
- xiii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
- xiv) The incumbent to the post may be transferred to any other section as section officer or equivalent as per the exigency of the situation.

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## 6. SECTION OFFICER (ACCOUNTS):

The Section Officer (Accounts) shall be responsible to the Registrar and Vice-Chancellor and he/she shall assist and work under the guidance and supervision of the Registrar and Assistant Registrar (Admin) and broadly perform the following duties as assigned to him from time to time.

- i) Responsible for the maintenance of all the records of receipts, payments, amount realizable, amount payable as per the budget approved by the Competent Authority.
- ii) Watch dak and also pending cases and ensure timely disposal of pending work;
- iii) It is absolutely necessary that on receipt of the daily dak, the Section Officer of the Section should himself see, initial and date all letters. He should on the margin of each letter, which is not purely of a routine nature, pass suitable instructions and will ensure prompt and proper attention being paid to it.
- iv) Reminders received from the UGC/Govt. or any other organization should be put up immediately to the Head of the Office together with the connected papers and any other information available for his perusal and orders. The submission of the reminders must not be delayed in the hope (often not realized) of putting up final disposal soon.
- v) Application of rules and maintenance of certain confidential records/files entrusted to him by the higher authorities.
- vi) Allot/distribute works to dealing assistants of Section.
- vii) To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the Competent Authority of the University. He/she is directly responsible for any note submitted by him through Dealing Assistant to the higher authority.
- viii) The Section Officer shall be required to initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner. He/she should also assist the senior officer in drafting letters, putting up items with suitable notes, precedents, etc.
- ix) The Section Officer concerned is responsible for the correctness of any facts the Vice-Chancellor, the Registrar or any other officer may state, just as if the letter was drafted by the Section Officer himself. Section Officers are also responsible for bringing to notice any orders of the Government, University Grants Commission or any other authority which the Vice-Chancellor or the Registrar or the Officer may have accidentally over-looked. Any draft, which is altered by the Vice Chancellor/Registrar should be invariably returned to the department to which it belongs before it is handed over to the copying department.

अत्यावश्यक<sup>x)</sup>  
सूचना का अधिकार  
पंजीकृत/स्पीड पोस्ट

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