1. **Organisation and Function**

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| **S.****No.** | **Item** | **Details of disclosure** | **Remarks/Reference Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)** |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions [Section 4(1) (b) (v)] | 1. **Title and nature of the record/manual/instruction: -**

The titles and nature of record/manual/instructions are available with concerned In-charge of sections/divisions/units, and also on the website of the institute.  The information is available on the website under the link-**1**. [**https://cihts.ac.in/moa/#gsc.tab=0**](https://cihts.ac.in/moa/#gsc.tab=0) **2**.[**https://cihts.ac.in/wp-content/uploads/2022/09/Recuritment-Rule.pdf**](https://cihts.ac.in/wp-content/uploads/2022/09/Recuritment-Rule.pdf) |  **Fully met** |
| 1. **List of Rules, regulations, instructions manuals and records: -**

All are available on the website. The information is available on the website under the link- Memorandum of Association & Bye-Laws of the Institute[**https://cihts.ac.in/moa/#gsc.tab=0**](https://cihts.ac.in/moa/#gsc.tab=0)[**https://www.ugc.gov.in/regulations**](https://www.ugc.gov.in/regulations%20) GFR 2017 –[**https://doe.gov.in/order-circular/general-financial-rules2017-0**](https://doe.gov.in/order-circular/general-financial-rules2017-0)Central Civil Service (CCS) Rules – [**https://dopt.gov.in/ccs-cca-rules-1965**](https://dopt.gov.in/ccs-cca-rules-1965) |  **Fully met** |
| 1. **Acts/Rules manuals etc: -**

The information is available on the website under the link- [**https://cihts.ac.in/#gsc.tab=0**](https://cihts.ac.in/#gsc.tab=0) |  **Fully met** |
| 1. **Transfer policy and transfer orders: -**

The Institute is a residential having no other campus. Hence, employees of institute are not transferred elsewhere. However, internal transfers are carried out as per need and are available on the website under the head NOTICE BOARD.The information is available on the website under the link-[**https://cihts.ac.in/#gsc.tab=0**](https://cihts.ac.in/#gsc.tab=0) |  **Fully met** |