

From

The State Public Information Officer,
O/O Registrar,
CCS HAU, Hisar.

To

The SPIO-cum-Director,
Human Resource Management,
CCS HAU, Hisar.

Memo No.Admn.SPIO/2010/
Dated:

Subject: Information regarding sub-section (i) to (viii) Section 4 (1) (b) of RTI, 2005.

Please refer to your Memo No.HRM/10/6998 dated 20.7.2010 in the above matter.

2. In this context, it is to inform that the Act & Statutes of the University has already been uploaded on the University website for information of the general public at large.

3. As for information regarding sub-section (i) to (viii) Section 4 (1) (b) of RTI, 2005, it is to intimate that the requisite information in respect of above sub-sections (i) to (viii) is contained in the Act & Statutes of the University. However, the same pertaining to CCS HAU is given as under:-

1.	The particulars of its organization, functions and duties.
	<p style="text-align: center;"><u>Organization of CCS HAU</u></p> <p>The Haryana Agricultural University was established on February 2, 1970, as a result of bifurcation of the erstwhile Punjab Agricultural University through a Presidential Ordinance, ratified later by the Haryana and Punjab Agricultural Universities Act, 1970 (Act No. 16 of 1970) passed by the Lok Sabha on 29th March, 1970. From 31st October, 1991, it has been renamed as "Chaudhary Charan Singh Haryana Agricultural University".</p> <p>The main campus of the University is situated at Hisar at a distance of 162 KM North-West of Delhi on National Highway NO.10 and is 2 ½ KM from the railway station and 3 KM from the Bus Stand. University is spread over an area of 2922 hectares at Hisar and 578 hectares at outstations. Area at Hisar under farms is 2624 hectares and under buildings and roads is 298 hectares. During its existence so far it has made rapid progress in building an excellent infrastructure. It has one of the best developed campuses in India to meet academic and extra-curricular needs of the students.</p>

	<p style="text-align: center;"><u>Functions</u></p> <p>Details may be seen at page-4 (Section-7) of the Act & Statutes.</p> <p style="text-align: center;"><u>Duties</u></p> <p>Details may be seen at page – 5 to 7 (Section-9) of the Statutes.</p>
2.	The powers and duties of its officers and employees.
	Details may be seen at page-13 to 17 (Section-16 to 22) as well as page-44 to 54 of the Act & Statutes.
3.	The procedure followed in the decision making process, including channels of supervision and accountability.
	<p style="text-align: center;"><u>Decision making process</u></p> <p>The details may be seen at following pages of the Act & Statutes:- Page 8 to 12 (Section- 13 & 14). Page 17 to 18 (Section- 23). Page 19 to 20 (Section-24 (3)). Page 25 to 26 (Section-34(2)). Page 33 to 38.</p> <p style="text-align: center;"><u>Supervision</u></p> <p>The details may be seen at page 6 to 7 (Section-10) of the Act & Statutes.</p>
4.	The norms set by it for the discharge of its functions.
	<p>The functions/duties are discharged by the authorities and officers of the University as per provisions contained in the Act & Statutes of the University. Necessary details may be seen at following pages of the Act & Statutes:-</p> <p>Page-11 to 12 (Section-14) Page -13 to 18 (Section-16 to 23) Page-19 to 20 (Section-24(3)). Page-25 to 26 (Section-34(2)). Page-33-38 Page-44 to 54</p>
5.	The rules, regulations, instructions, manuals and records, held by it or under its control of used by its employees for discharging its functions.
	The CCS HAU is governed by Haryana and Punjab Agricultural Universities Act, 1970. The University made the Statutes wherein the provisions/rules/regulations have been elaborated. Besides, administrative/financial powers have been delegated to the officers of the University and other employees as per statutory provision.

	<p>Necessary details may be seen at following pages of the Act & Statutes:-</p> <p>Page-22 to 25 (Section 31 to 33). Page-259 to 292 regarding administrative and financial powers delegated to the officers of the University and other employees in the Statutes.</p> <p>However, details of manuals of the University are given as under:-</p> <ol style="list-style-type: none"> 1) Act & Statutes (Vol.I) 2) Academic Calendar (Vol.II) 3) General Rules and Regulations (Vol.III)
6.	<p>A statement of the categories of documents that are held by it or under its control;</p>
	<p>The CCS HAU is governed by the Haryana and Punjab Agricultural Universities Act, 1970. The details of manuals/documents pertaining to rules/regulations/instructions are given as under:-</p> <ol style="list-style-type: none"> i) Act & Statutes (Vol.I) 2) Academic Calendar (Vol.II) 3) General Rules and Regulations (Vol.III)
7.	<p>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;</p>
	<p>The constitution of Board of Management of the University is given under Section-13 of the Act (page-8-9). The non-official members coming are associated in the Board of Management as per provisions contained in Section-13 of the Act.</p> <p>As per provision contained in Section-34 (2) of the Act (Page 25-26), the Finance Committee is constituted by the University wherein one non-official member.</p> <p>The President of HAUTA and HAUNTEA are invited to attend the meetings of the Board of Management as special invitee.</p>
8.	<p>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.</p>
	<p>There are provisions in the Act & Statutes regarding constitution of Board of Management, Academic Council, Finance Committee, Board of Studies, other statutory Bodies/Committees. The details thereof are given as under:-</p> <p>Board of Management: Section-13 (page 8-9) of the Act Academic Council: Section-23(page 17-18) of the Act</p>

	<p>Board of Studies: Section-24(3) (page-19-20) of the Act Finance Committee: Section-34(2) (page-25-26) of the Act</p> <p>Board of Management: page 33-34 of the Statutes Academic Council: page 34-36 of the Statutes Board of Studies: page-37-38 of the Statutes Research Advisory : page-47 of the Statutes. Committee. Extension Advisory : page-48 of the Statutes Committee.</p> <p style="text-align: center;">As per provisions contained in the Act, non official members are associated in the Board of Management and Finance Committee of the University.</p>
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3. Hard copy alongwith CD thereof is sent herewith for your information and uploading the same on the University website so that the information seekers under RTI Act, 05/general public at large may have access to it accordingly.

SPIO
for Registrar

CC: The Incharge, Computer Section, CCS HAU. CD pertaining to above information is appended herewith.