

Information under Section 4 (1)(b) of RTI Act, 2005

(vi) Statement of the categories of documents that are being maintained in PG School- II

Files/document related to:-

- All training programmes with the Divisions, ICAR and other State Govt.
- Training Roster, adhoc advance bills
- Strengthening of PG Edn. Programme/12-20 bills
- Contingency bills of Non-Plan, Plan & P.G. Strength
- Contingency bills of OBC-Plan
- Allocation of P.G. Fund to Divisions
- TA bills of external examiners, experts and various committee members
- Remuneration bills of external examiner
- All IARI National award including Divisional awards
- Sanction of IARI, CSIR, UGC, ICMR, Rajiv Gandhi National Fellowship, C.V. Raman International Fellowship etc
- Claim of fellowship and contingency in respect of all the students received from CSIR, ICAR, RGNF, UGC, ICMR fellowship etc.
- Statement of Accounts and Utilization Certificates related to Fellowship and Contingency, reconciliation with Audit
- Audit replies, RTI related cases
- Refund of Tuition fee, caution money
- Correspondence of foreign students
- Contingency bills of IARI, ICAR, CSIR, UGC, ICMR, RGNF etc and Imprest bills
- TA/DA of students
- Bonafide certificates in respect of foreign students
- Character Certificates to the students
- Pay Bill Register, Cash Book, Sub cash book (Registrar Account)
- Fellowship of all students including foreign students
- Maintenance of relevant record/ledgers related to bills, attendance record of all the students
- Diary, Dispatch register and maintaining the postage accounts register (Franking Machine)
- Hindi returns
- Correspondence with staff/attendance/posting, transfer/CR files
- Forwarding of applications for the employment in respect of all the students



(Ratan Singh)

Admn. Officer