

# Compliance under section 4 (1) (b) of the Right to Information Act, 2005

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1. The particulars of the Organization, Functions and Duties
2. The powers and Duties of its officers and employees
3. The procedure followed in the decision making process, including channels of supervision and accountability
4. The norms set by it for the discharge of its functions
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
6. A statement of the categories of documents that are held by it or under its control
7. 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
8. 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
9. A directory of its officers and employees
10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations
11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
13. Particulars of recipients of concessions, permits or authorizations granted by it
14. Details in respect of the information, available to or held by it, reduced in an electronic form
15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
16. The names, designations and other particulars of the Public Information Officers
17. Such other information as may be prescribed

## **1. The particulars of the Organization, Functions and Duties**

Name of the Organization	Smt. Sharadchandrika Suresh Patil Institute of Technology (D.Pharmacy) Chopda Dist- Jalgaon Pin 425102
Establishment	Established on 1982
Address	M.G.S.Mandal Campus Yawal road, Chopda Tal Chopda Dist Jalgaon 425107
Contact	Phone: 02586220500
Website	<a href="http://www.dpharmchopda.in">www.dpharmchopda.in</a>

### **Functions:**

To provide quality education, Student center teaching learning process for professional aspirants coming from both rural & urban area.

## **2. The powers and Duties of its officers and employees**

The officers and employees are appointed by the Directorate of Technical Education, Mumbai and Rules prescribed there under. They discharge their official duties in accordance with the directions and instructions given by the Director of Technical Education Mumbai from time to time.

## **3. The procedure followed in the decision making process, including channels of supervision and accountability**

The staff follows procedures laid down by DTE Mumbai, AICTE Delhi, PCI Delhi.

## **4. The norms set by it for the discharge of its functions**

As above.

**5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

All rules and regulations are as per ER 1991.

**6. A statement of the categories of documents that are held by it or under its control**

- a) Files of correspondences
- b) Annual reports
- c) Files related to budget and budgetary allocation.
- d) Recruitment file.
- e) Student admission file.
- f) Other related information.

**7. 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**

As per ER 1991 & ER 2020 framed by PCI New Delhi.

**8. 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**

Not Applicable.

**9. A directory of its officers and employees.**

Sr.No.	Name of the employee	Designation
1	Shri. Atul Prabhakar Chaudhari.	Lecturer (Sele.Grade)
2	Shri. Pankaj Uttam Valvi.	Lecturer
3	Shri. Prabodh Vinayak Sapkale.	Lecturer
4	Shri. Sunil Amrut Salunkhe.	Asst. Librarian
5	Shri. Shekhar Budha Wagh.	Accounts Clerk
6	Shri. Anil Bhausahab Marathe.	Lab Attendant
7	Shri. Pradip Krushnarao Deshmukh.	Peon
8	Shri. Gopal Premchand Bidhyare.	Peon

**10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

Monthly Remuneration

Designation	Pay Band	Grade Pay	Pay Scale
Lecturer (Sele. Grade)		0	137070
Lecturer		0	56700
Lecturer		0	53460
Asst.Librarian		0	31500
Accounts Clerk		0	20160
Lab Attendant		0	41130
Peon		0	29430
Peon		0	15750

**11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

The Budget Estimates, Revised Estimates allocated by Director of Technical Education, Mumbai during the year's 2018-2019, 2019-2020, 2020-2021, are given below:

Year	Budget Estimates	Actual Expenditure
2018-2019	13013.00	14190.00
2019-2020,	12559.00	11807.00
2020-2021	7250.00	00

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

Not Applicable

**13. Particulars of recipients of concessions, permits or authorizations granted by it**

Not Applicable.

**14. Details in respect of the information, available to or held by it, reduced in an electronic form**

All the relevant details as per norms of PCI, New Delhi from time to time are available on website.

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

To obtain information under the Right to Information Act, 2005, a person may make a request in writing or through electronic mails along with the prescribed application fee in favour of CPIO, Smt.Sharadchandrika Suresh Patil Institute of Technology (D.Pharmacy) Chopda Dist Jalgaon.

**16. The names, designations and other particulars of the Public Information Officers**

- a) Mr. Pankaj Uttam Valvi. – First Appellate Authority
- b) Mr. Atul Prabhakar Chaudhari – Information Officer
- c) Mr. Sunil Amrut Salunkhe – Asst. Information Officer.

**17. Such other information as may be prescribed**

Not Applicable.