

Yashwantrao Chavan Maharashtra Open University

KRISHI VIGYAN KENDRA

(Modified for KVK Created on 21 Jan 08)

Right to Information Act

Information to be published under section 4 (b)(i)

1. Particulars of the Organization:

The Yashwantrao Chavan Maharashtra Open University is established in the State of Maharashtra by virtue of the Yashwantrao Chavan Maharashtra University Act, 1989 (being the Act XX of 1989). YCMOU Amendment Act 2002 amended the Act in 2002.

The YCMOU is a member of Association of Indian University (AIU), New Delhi, Asian Association of Open Universities, Association of Commonwealth Universities and other institutions. The university is recognized under section 12(b) of the UGC Act. The degrees of the YCMOU are recognized at par with those of any other statutory universities for purpose of employment, further education, enfranchisement to the graduate constituencies, etc.

The Krishi Vigyan Kendra is a farm science center for the Nashik district established in 1994 in the Yashwantrao Chavan Maharashtra Open University. Krishi Vigyan Kendra is scheme of division of agricultural extension division of the Indian council of agricultural research New Delhi. Krishi Vigyan Kendra operates administrative and financial control of Yashwantrao Chavan Maharashtra Open University. It operate under the technical guidance of the regional state agricultural university i.e. Mahatma Phule Krishi Vidyapeeth Rahuri.

2 Powers and Duties of the YCMOU.

As per the section 5 of the YCMOU Act 1989 read with the amendments thereto by YCMOU Amendments Act 2002, the YCMOU has the following powers:

5. (01) The University shall have the following powers, namely:

(i) To provide for instruction in such branches of knowledge, technology, vocations and professions as the University may determine from time to time and to make provision for research and extension;

(ii) To plan and prescribe courses of study of degrees, diplomas, certificates or for any other purpose;

(iii) To bold examinations and confer degrees, diplomas, certificates or other academic distinctions or recognitions on persons who have pursued a course of study or conducted research in the manner laid down by the Statutes and Ordinances;

(iv) To confer honorary degrees or other distinctions in the manner laid down by the Statutes;

(v) To determine the manner in which distance education in relation to the academic programmes of the University may be organized;

(vi) To institute professorships, readerships, lectureships, and other academic positions necessary for imparting instruction or for preparing educational material or for conducting other academic activities, including guidance, designing and delivery of course and evaluation of the work done by the students and to prescribe their qualifications;

(vii) To appoint or recognize persons as teachers;

(viii) To co-operate with, and seek the co-operation of, other universities and institutions of higher learning, professional bodies and organizations for such purposes as the University considers necessary;

(ix) To hold and manage trusts and endowments and institute and award fellowships, scholarships, medals, prizes and such other awards for recognition of merit as the University may deem fit;

(x) To establish, maintain or recognize such regional centers as may be determined by the University from time to time;

(xa) to start or conduct a sub-centre or study centre in any territory outside the State of Maharashtra, with the approval of the Government concerned;

(xb) to undertake academic collaboration programmes with Universities and Institutions abroad, with the approval of the State Government, and if necessary, of the Central Government.

(xi) To establish, maintain or recognize study centres in the manner laid down by the Statutes;

(xii) To provide for the preparation of instructional materials, including films, cassettes, tapes, videocassettes and other software;

(xiii) To organize and conduct refresher courses, workshops, seminars and other programmes for teachers, lesson writers, evaluators and other academic staff;

(xiv) to recognize examinations of, or periods of study (whether in full or part) at other universities, institutions or other places of higher learning as equivalent to examinations or periods of study in the University, and to withdraw such recognition at any time;

(xv) To make provision for research and development in educational technology and matters related thereto;

(xvi) To create administrative, ministerial and other necessary posts and to make appointments thereto;

(xvii) To receive benefactions, donations, and gifts for educational and other social or national causes and maintain proper accounts thereof;

(xviii) To acquire and hold property both movable and immovable, to lease, sell or otherwise transfer or dispose of any movable or immovable property, which may vest in, or be acquired by it, for the purposes of the University, and to contract and do all other things necessary for the purposes of this Act;

Provided that, no such lease, sale or transfer of immovable property shall be made without the prior consent of the State Government:

Provided further that, where the State Government is satisfied that any such property should, in the interest of the University, be given on lease, sold or otherwise transferred or disposed of, the State Government shall issue necessary directions to the University and the University shall comply with such directions forthwith;

(xix) To borrow, with the approval of the State Government, whether on the security of the property of the University or otherwise, money for the purposes of the University;

(xx) To enter into, carry out, vary or cancel contracts;

(xxi) To demand and receive such fees and other charges, as may be laid down by the Ordinances;

(xxii) To provide, control and maintain discipline among the students and all categories of employees and to lay down the conditions of service of such employees and their code of conduct;

(xxiii) To recognize any institution of higher learning or studies for such purposes as the University may determine and to withdraw such recognition;

(xxiv) To appoint, either on contract, or otherwise, visiting professors, emeritus professors, consultants, fellows, scholars, artists, course writers, and such other persons who may contribute to the advancement of the objects of the University;

(xxv) to recognize persons working in other universities, institutions or organizations as teachers on such terms and conditions as may be laid down by the Ordinances;

(xxvi) To determine standards and to specify conditions for the admission of students to course of study of the University which may include examination, evaluation and any other method of testing;

(xxvii) To make arrangements for the promotion of the general health and welfare of the employees;

(xxviii) To do all such other acts as may be necessary or incidental to the exercise of all or any of the powers of the University and conducive to the promotion of all or any of the objects of the University.

(02) Notwithstanding anything contained in any other law for the time being in force but without prejudice to the provisions of sub-section (1), it shall be the duty of the University to take all such steps as it may deem fit for the promotion of the Open University and distance education systems in the State and for the determination of standards of teaching, evaluation and research in such systems.

According to the section 4 of the Act the duties of the university are described as:

04. Objects of University.

The objects of the University shall be to advance and disseminate learning and knowledge by a diversity of means, including the use of any communication technology, to provide opportunities for higher education to a larger segment of the population and to promote the educational well being of the community generally, to encourage the Open University and distance education systems in the educational pattern of the State and the University shall, in organizing its activities, have due regard to the objects specified in the First Schedule.

Information to be published under section 4 (b)(i)

Name of the office: Krishi Vigyan Kendra, Yashwantrao Chavan Maharashtra Open University Nashik, 422222

Address: Krishi Vigyan Kendra, Yashwantrao Chavan Maharashtra Open University near Gangapur dam, Nashik, 422222

Head of the Office: Training Organizer

Department: Indian council of agricultural research (ICAR), New Delhi, Yashwantrao Chavan Maharashtra Open University near Gangapur dam, Nashik, 422222

Reporting: Zonal Coordinator (ZCU) Hyderabad

Vision: Increase the production and productivity in agricultural and different allied farm enterprises through scientific interventions,

Mission / Mandates:

1. Conducting on-farm-testing for identifying technologies in terms of location specific sustainable land use systems.
2. Organize training to update the extension personnel with emerging advances in agricultural research on regular basis.
3. Organize short and long-term vocational training courses in agriculture and allied vocations for the farmers and rural youths with emphasis on learning by doing for higher production on farms and generating self-employment. Organize frontline demonstrations on various crops to generate production data and feedback information.

Scope & Function:

The Krishi Vigyan Kendra is a farm science center for the Nashik district established in 1994 in the Yashwantrao Chavan Maharashtra Open University. Krishi Vigyan Kendra is scheme of division of agricultural extension division of the Indian council of agricultural research New Delhi. Krishi Vigyan Kendra operates administrative and financial control of Yashwantrao Chavan Maharashtra Open University. It operate under the technical guidance of the regional state agricultural university i.e. Mahatma Phule Krishi Vidyapeeth Rahuri.

The Krishi Vigyan Kendra is entrusted with the testing, refine and demonstrate the different available agro technologies and popularize them through parallel department for the Nashik district.

Services provided by the Krishi Vigyan Kendra :

- i) Training to the farmer's rural youth and extension functionaries for improved agro technologies as per the needs of the district.
- ii) Soil, water testing, diseases diagnostic services for different crops of the district

- iii) Supply of the good quality planting material for different crops

Physical assets with the Krishi Vigyan Kendra:

Sr.	Name of the assets		Remarks
1	Administrative building with training hall facilities and Soil, water and disease diagnostic laboratories	596 sqm	
2	Farmers hostels	300 sqm	
3	Demonstration cum production farm (allocated)	40 acres	
4	Vehicles	Jeep (1) tractors (2) motorcycles (2)	

Organizational chart

Section 4 (1)(b)(ii)

The power of officer and employee in the office of Krishi Vigyan Kendra, Nashik

Sr. No.	Design-Ton	Power	Under which legislation / rule / order/ Gars. / Circulars	Remark
A	Training organizer	Power - Financial Purchases a) Up to Rest. 5,000 without quotations b) up to Rs. 50,000 with quotations	University BOM resolution no. A-100/05/114	
B	Training organizer	Power- Administrative a) Recruitment daily wages employee maximum up to 3 months b) Day to day administrative control of staff of Krishi Vigyan Kendra	University BOM resolution no. A-100/05/114	
C	Training organizer	Power- Magisterial Not applicable	These powers rest with the registrar as per the University Act	
D	Training organizer	Power- Quasi Judicial Not applicable	These powers rest with the registrar as per the University Act	

Information to be published under section 4 (b)(ii)

1. Powers and duties of officers and employees:

As per the section 9 of the Act the officers of the YCMOU are:

- (01) The Vice-Chancellor;
- (01A) The Pro-Vice-Chancellor;
- (02) The Directors;
- (02A) The Controller of Examinations;
- (03) The Registrars;
- (04) The Finance Officers; and
- (05) Such other officers as may be declared by the Statutes to be officers of the University.

1. Powers and duties of Vice Chancellor

As per the section 10 of the YCMOU Act,

10. Vice-Chancellor

(01) The Vice-Chancellor shall be appointed by the Chancellor in such manner, for such term and on such emoluments and other conditions of service, as may have been prescribed by the Statutes.

(02) The Vice-Chancellor shall be the principal academic and executive officer of the University, and shall exercise supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

(03) Notwithstanding anything contained in this Act, the Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him on such matter in its next meeting:

Provided that, if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final: Provided further that, any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to appeal against such action to the Board of Management within ninety days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

(04) Notwithstanding anything contained in this Act, the Vice-Chancellor, if he is of the opinion that any decision of any authority is beyond the powers of the authority conferred on it by the provisions of this Act, Statutes or Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review its decision either in whole or in part as directed by the Vice-Chancellor or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Chancellor whose decision thereon shall be final :

Provided that, the decision of the authority concerned shall remain suspended during the period of review of such decision by the authority or the Chancellor, as the case may be, under this sub-section.)

(05) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes and the Ordinances.

Further, the statutes defined under first statutes are reproduced as under:

01. The Vice-Chancellor

(01) The Vice-chancellor shall be a whole time salaried officer of the University.

(02) The Vice-Chancellor shall be appointed by the Chancellor from out of a panel of not less than three persons recommended (the names being arranged in the alphabetical order) by a committee constituted under clause (3):

Provided that, if the Chancellor does not approve of any of the persons so recommended, he may reconstitute the committee if he deems fit and call for fresh recommendations.

(03) The committee referred to in clause (2) shall consist of three members of whom two members not connected with the University shall be nominated by the Board of Management and one by the Chancellor and the person nominated by the Chancellor shall be the convener of the Committee:

Provided that, no person who is an employee of the University or a member of any authority of the University shall be nominated to be a member of the Committee.

(04) The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office or until he attains the age of sixty-five years, whichever is earlier, and he shall not be eligible for re-appointment:

Provided that, the Chancellor may require any Vice-Chancellor after his term has expired, to continue in office for such period not exceeding a total period of one year as may be specified by him.

(05) The emoluments and other conditions of service of the Vice-Chancellor shall be as follows:

(a) There shall be paid to the Vice-Chancellor a salary of Rs. 7,600 per month and he would be entitled to the free use of the University car and without payment of rent to the use of furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor personally in respect of the maintenance of such residence.

(b) In addition to the salary specified in sub-clause (a) the Vice-Chancellor shall be entitled to such other allowances as are admissible to the University employees from time to time.

(c) The Vice-Chancellor shall be entitled to such terminal benefits and allowances, as may be fixed by the State Government:

Provided that, where an employee of the University or a College or of any other University or any institution maintained by or affiliated to such other University is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provided fund of which he is a member and the University shall contribute to the account of such person in that provident fund, but under this provision the pay for the purpose of subscription to the provident fund shall be the pay drawn by him as Vice-Chancellor: Provided further that, where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

(d) The Vice-Chancellor shall be entitled to traveling allowance at such rates as may be approved by the Chancellor from time to time.

(e) The Vice-Chancellor shall be entitled to leave on full pay for one-eleventh of the period spent by him on active service.

(f) In addition to the leave referred to in sub-clause (e), the Vice-Chancellor shall be entitled to half pay leave at the rate of twenty days per year of every completed year of service and the half pay leave may be availed of as commuted leave on full pay on medical grounds.

(g) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise or if he is unable to perform his duties due to ill-health or any other cause, the Chancellor may, appoint any suitable person including the Director to act as Vice-Chancellor until the new Vice-Chancellor assumes his office or until the existing Vice-Chancellor attends to the duties of his office, as the case may be.

02. Powers and functions of the Vice-Chancellor

(01) The Vice-Chancellor shall be ex-officio Chairman of the Board of Management, the Academic Council, the Planning Board and the Finance Committee.

(02) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any other authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.

(03) It shall be the duty of the Vice-Chancellor to see that the provisions of this Act, the Statutes, Ordinances and regulations are duly observed and he shall have all the powers necessary to ensure such observance.

(04) The Vice-Chancellor shall exercise control over the affairs of the University and shall, subject to the provisions of sub-section (4) of section 10, give effect to the decisions of all the authorities of the University.

(05) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such persons or persons as he may deem fit.

(06) The Vice-Chancellor shall be empowered to grant leave to any officer of the University and make necessary arrangements for the discharge of the functions of such officer during his absence.

(07) The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desires, delegate such powers to another officer of the University. ,

(08) The Vice-chancellor shall have the power to convene or cause to be convened, the meetings of the Board of Management, the Academic Council, the Planning Board and the Finance Committee.

(09) The Vice-Chancellor shall have the following further powers, namely:

(a) To appoint such professors, readers, lecturers and other teacher as may be necessary, with the prior approval of the Board of Managements;

(b) To appoint course writers, scriptwriters, counselors, programmers, artists and such other persons as may be considered necessary for the efficient functioning of the University;

(c) To make short-term appointments for a period not exceeding six months at a time, but which may further be extended for a period not exceeding one year in the aggregate, of such persons as may be considered necessary for the functioning of the University;

(d) To arrange for the establishment and maintenance of regional and study centres at different places as may be required from time to time and delegate to any employee such powers as are necessary for their efficient functioning.

03. Powers and Function of the Directors

The sub statute 3 of the first statutes of the Act defines the functions and powers of the Directors as follows.

03. The Directors

(01) Every Director shall be appointed by the Board of Management on the recommendations of-

(a) The Vice-Chancellor, if the candidate to be appointed is already a teacher of the University; and

(b) a selection committee constituted for the purpose, in case the candidate to be appointed is from outside the University.

(02) Every Director shall be a whole-time salaried officer of the University.

(03) The emoluments and other conditions of service of the Director shall be prescribed by the Statutes:

Provided that, a Director shall retire on attaining the age of sixty years.

(04) A Director shall exercise such powers and perform such functions as may be prescribed by the Ordinances.

04. Powers and Function of the Registrars

The section 12 of the YCMOU Act defines the power and functions of Registrar(s) as under.

12. Registrar

(01) The Registrar shall be appointed in such manner, on such emoluments and other conditions of service, as may be prescribed by the Statute.

(02) A Registrar empowered by the Board of Management shall have the power to enter into and sign, agreements and authenticate records on behalf of the University.

(03) Every Registrar shall exercise such powers and perform such functions as may be prescribed by the Statutes.

(03) The term of office of the Registrar shall be of five years and shall be eligible for reappoint for a similar term.

Further the sub statute 4 of the first statutes of the Act defines the powers and functions of the Registrar(s) as under.

04. The Registrars

(01) Every Registrar shall be appointed by the Board of Management on the recommendations of a selection committee constituted for the purpose and he shall be whole-time salaried officer of the University.

(02) The emoluments and other conditions of service of a Registrar shall be such as may be determined by the Board of Management with the approval of the Chancellor:

Provided that, a Registrar shall retire on attaining the age of fifty-eight years.

(03) A Registrar designated by the Board of Management shall have powers to take disciplinary action against such of the employees, excluding teachers and other members as the Board of Management may, by order, specify.

(04) An appeal shall lie to any officer so designated by the Board of Management against any order made by the Registrar in pursuance of clause (3).

(05) In case where all enquiry discloses that a punishment beyond the powers of a Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor may deem fit; Provided that, an appeal shall lie to the Board of Management against an order of the Vice Chancellor imposing m1y penalty.

(06) Such of the Registrars as is designated by the Board of Management shall be -

- (a) the Secretary to the Board of Management,
- (b) the Member-Secretary of the Academic Council,
- (c) the Member-Secretary of the Planning Board.

(07) (01) A Registrar so designated shall -

- (a) be the custodian of the records, the common seal and such other properties of the University as the Board of Management may commit to his charge;
- (b) issue notices and convene meetings of the Board of Management, the Academic Council and the Planning Board and of the committees appointed by those authorities;
- (c) keep the minutes of the meetings of the Board of Management, the Academic Council and the Planning Board and of the committees appointed by those authorities;
- (d) conduct the official proceedings and correspondence of the Board of Management, the Academic Council and the Planning Board;
- (e) supply to the Chancellor, a copy of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- (f) represent the University in suits or proceedings by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose;
- (g) prepare the annual report of the University; .
- (h) perform such other functions as may be specified in these Statutes, Ordinances or regulations or as may be required from time to time by the Board of Management, the Vice-Chancellor.

(02) When the office of the Registrar is vacant or when the Registrar is by reason of ill-health, absent or due to any other cause unable to perform his functions as Registrar, his functions shall be performed by such person as the Vice-Chancellor may appoint for the purpose,

05. Powers and Function of the Finance Officer

The powers and functions of Finance Officer are described in the YCMOU Act section 5 as under.

05. The Finance Officer

(01) The Finance Officer shall be appointed by the State Government by a notification published in the Official Gazette. His appointment shall be for such period and on such terms and conditions as the State Government may determine. He shall be a whole-time salaried officer and shall work under the control of the Vice-Chancellor.

(02) When the office of the Finance Officer is vacant or when the Finance Officer is by reason of ill-health absent or due to any other cause unable to perform his functions as Finance Officer, his functions shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(03) The Finance Officer shall-

(a) exercise general supervision of the funds of the University and advise it as regards its financial policies;

(b) perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances :

Provided that. the Finance Officer shall not incur any expenditure or make any investment exceeding one lakh of rupees without the previous approval of the Board of Management.

(04) Subject to the control of the Vice-Chancellor and the Board of Management, the Finance Officer shall -

(a) hold and manage the properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University;

(b) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;

(c) be responsible for the preparation of the annual budget estimates and the annual accounts of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee;

(d) keep a constant watch on the cash and bank balances and investment;

(e) watch the progress of collection of revenue and advise on the methods of collection employed;

(f) ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of equipments and other materials in the offices of the University including regional centers, study centers and other institutions maintained by the University;

(g) bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularities and suggest appropriate action against persons at fault;

(h) call from any office of the University, including regional centers, study centers and other institutions, maintained by the University, any information or reports that he may consider necessary for the performance of his functions.

(05) Any receipt given by the Finance Officer or by the person or persons duly authorized in this behalf by the Board of Management shall be a sufficient discharge for payment of moneys to the University.

The powers and duties of other employees of the university

The powers and duties of the other employees of the has been adopted by the Board of Management of the University and circulated to them.

Duties and Responsibilities for the various employees working in the YCMOU..

1. Registrar and Equivalent Cadres

(1) The Registrar, as the chief administrative officer of the University, shall regulate the work, conduct the affairs of the departments, branches, sections, units placed under his charge as well as of the officers and other employees of the University in accordance with the provision of the Acts, Statutes, Ordinances, Rules and Regulations. The Registrar shall assess and evaluate the performance of the officers, employees and others connected thereto and take such measures as he may deem fit to regularize and to improve the working of the University.

(2) The Registrar shall, subject to the decision of the University authorities, enter into agreement; sign document and authenticate record on behalf of the University.

(3) The Registrar shall be the custodian of the records, common seal and such other property of the University as the Board of Management may commit to his charge.

(4) (a) The Registrar shall issue notice, agenda, furnish information on the items of the agenda and keep the minutes of all the meeting of the Board of Management, the Academic Council and the Boards and Committees constituted by the Act or by the authorities of the University, of which he is or deemed to be Secretary.

(b) The Registrar shall implement the decisions of such authorities faithfully, effectively and expeditiously.

(c) The Registrar shall refer the decision of the authority to such other body or authority as may be necessary for consideration, approval sanction or ratification, as the case may be.

(d) The Registrar shall submit to the Vice-Chancellor the decision of the authority or the body, which according to him is not consistent with the provisions of the Act, Statute, Ordinance, Rules, and Regulations or is not in the interest of the University.

(5) The Registrar shall allot the posts(s) available amongst various departments, branches, sections, units, etc. as well as Sub- Centre(s) so as to ensure smooth and efficient functioning of the departments, branches, sections, units, sub-centres of the University.

- (6) The Registrar, with prior approval of Vice-Chancellor, shall be competent to transfer the employees in Class I, II, III and IV in accordance with the exigency and the procedure prescribed.
- (7) (a) The Registrar, as the chief administrative officer, shall supervise the working of all the employees in Class I, II, III and IV so as to ensure that they function efficiently and yield maximum of their capacity.
- (b) The Registrar, in consultation with the Directors of the School, branch or section, shall ensure that the employee complies with the requirements of the Act, Statutes, Ordinances, Rules & Regulations, orders of the Government and the Authority and serves well in furtherance to objectives of the University.
- (8) The Registrar shall have the power to visit and examine, records, papers, and documents of any branch, section, unit of the University as well as University departments in connection with the administrative matters.
- (9) The Registrar shall deal with all legal matters connected with the Section which are directly under his control including signing Vakalatanama and executing affidavit (s) etc.
- (10) The Registrar shall exercise such other powers and perform such other duties as may be prescribed or as may be directed by the Vice-Chancellor from time to time.

2. Finance Officer

The Finance Officer shall perform following duties and responsibilities.

- (1) As Receiving and Paying Officer - The Finance Officer shall receive all moneys (other than moneys received in colleges) due to and receivable on behalf of the University and bring them promptly to the account and pay or otherwise settle all claims preferred against the University.
- (2) As the Accounting officer - The Finance Officer shall compile accounts of the University in accordance with the rules and procedure prescribed in the Accounts Code.
- (3) As Primary Auditor - The Finance Officer shall apply certain preliminary checks of auditing to the initial accounts vouchers and other like matters of accounting relating to the University.
- (4) As Financial Advisor - The Finance Officer shall be the chief financial advisor to Vice-Chancellor and to the University in all matters relating to the accounts and budget estimates or to the operation of the Accounts Code generally. Any authority shall therefore, issue no financial sanction without prior consultation with him and no transaction project or proposal shall be transacted, undertaken or made without obtaining his prior opinion regarding its financial propriety.
- (5) The Finance Officer shall keep himself fully conversant with all sanctions and orders made by the office and with other proceedings of the university which may affect the estimates or accounts of actual or anticipated receipts and charges. He shall advise the Vice-Chancellor and the University on the financial effects of all the proposals for

expenditure and keep a watch as far as possible, over all the liabilities as soon as they are incurred, particularly in respect of liabilities incurred against the grants of the funding agency.

- (6) The Finance Officer shall be consulted on all matters relating to finances, budget and accounts and copies of all sanction orders of proceedings involving financial implications shall be supplied to him as and when they are issued.
- (7) The Finance Officer shall be the principal controlling and supervising officer of the staff in the Finance Branch as well as in the decentralized finance units and the staff dealing with the accounts placed under various departments, branches, sections, and units of the University. The Finance and Accounts Officer shall be competent to effect internal transfer of the staff under his control in consultation with the Registrar.
- (8) (a) The Finance Officer shall issue notice, prepare agenda, furnish information on the items of the agenda and keep the minutes of the Finance and Accounts Committee, Purchase Committee and any other committee appointed either by the Board of Management, Finance Committee or the Purchase Committee or any other body of which he is or deemed to be the Secretary.
 - (b) He shall implement the decision of the Finance Committee, Purchase Committee or any other committee or body faithfully, effectively and expeditiously.
 - (c) He shall refer the decision of the Finance Committee, Purchase Committee, or such other authority or body to appropriate body or authority as may be necessary for consideration, approval, sanction or ratification, as the case may be.
 - (d) He shall submit to the Vice-Chancellor the decision of the authority or the body, which according to him is not consistent with the provision of the Act, Statutes, Ordinances, Rules and Regulations or is not in the interest of the University.
- (9) The Finance Officer shall, subject to the proper implementation of the project, programme, scheme or activity and completion of the formalities thereto as the case may be, and in consultation with the officer In-charge by whatever designation, prefer timely claims to the funding agencies, sanctioning the project, programme, scheme or activity to the University; disburse the amount received there-under to the officer in-charge of the said project, programme, scheme or activity as the case may be, account for the same, audit or cause to audit the expenditure and certify the utilization of the said amount and/or completion of the same.
- (10) The Finance Officer shall be responsible to look into the court cases concerning the Sections, which are directly under his control and shall take steps to deal with all the legal matters, such as signing vakalatnama, executing affidavit(s), furnishing necessary information to the Advocate in consultation with the University Law Officer.
- (11) The Finance Officer shall ensure for the rules and orders for the time being in force, are observed in relation to all transaction of the University, which come within his purview of duties. If he considers that any transaction or order relating to receipt or expenditure, is

likely to be challenged on the application /completion / compilation of the Primary Audit, he shall bring it to the notice of the Vice-Chancellor or other authority through the Vice-Chancellor which sanctioned the transaction or issue the order, with a statement of his reasons and obtain the orders of that authority. If the Vice-Chancellor or the other authority over-rules him and he is not satisfied with the decision, he shall forthwith make a brief note of the case in the Register of the Audit Objections, and submit the register to the Vice-Chancellor or the other authority who may either reconsider, accept his advise and order accordingly or reject the same giving the reasons in writing in the said register.

- (12) All the papers, files related to income or expenditure or which has direct bearing on the University finances shall invariably be routed through the Finance Officer.
- (13) The Finance Officer shall keep a timely watch on the interest bearing securities and other investment of the University. He shall maintain the register(s) of the investment and the securities and submit the detailed report to the Finance Committee.
- (14) The Finance Officer shall prepare Monthly Trial Balance of the Receipts and Expenditure and place the same before the Vice-Chancellor or the authorities as the case may be.
- (15) The Finance Officer shall monitor purchases and sales of moveable property of the University in accordance with the decisions of the Purchase Committee and shall maintain record of the said purchases and sales made.
- (16) The Finance Officer shall sign the Daily Cash Book and Monthly Trial Balance.
- (17) He shall report to the Registrar any misconduct committed by the employee working in the Finance branch for further necessary action.
- (18) He shall write the Confidential Assessment Report of the employee placed under his control and forward the same to the Registrar within the stipulated time limit.
- (19) He shall sanction casual leave and issue memo to the employee under his charge for any misdemeanor.
- (20) The Finance Officer shall exercise such other duties as prescribed, from time to time, by the Vice-Chancellor.

Information to be published under Section 4 (1) (b) (ii)

Krishi Vigyan Kendra (KVK), YCMOU Training Organizer

1. Keeping the head of the institution well informed about the KVK working and seeking his best cooperation.
2. Developing the needed infrastructure most consistent to the rural environment and needs of the district - low cost model indeed.
3. Participation in the recruitment of the staff.
4. Developing annual and five yearly programmes and their effective implementation.

5. Effective utilization of the staff for maximizing output in terms of training and allied duties.
6. Effective working and utilization of the Scientific Advisory Committee of the KVK.

Training Associates

1. Conducting village and family survey using PRA tools and critically assessing the technological
2. Identify the gaps and training needs of the farming communities in their respective subjects.
3. Planning, formulating and conducting relevant training courses.
4. Equipping their sections with appropriate practical training facilities and equipments.
5. Developing suitable extension literature in local language in the interest of farmers and in-service extension staff.
6. Maintaining farms/animals on commercial lines as the training resources.
7. Keeping on evaluating their day-to-day performance in offering effective programmes.
8. Selecting practicing farmers and extension workers and those young farmers who intend to do farming or seek self-employment.
9. Organizing field demonstrations and providing advisory services as a follow up measures of the training courses.
10. Maintaining professional relationship and functional linkages with the development projects/agencies in their respective fields.
11. Providing improved seeds, plants and animals to the local farmers and young entrepreneurs as best as possible or else assisting them to acquire the same from the right sources/agencies.
12. Any other duties assigned by the Training Organizer.

Training Assistant

1. Assisting Training Associates/Training Organizer in their work.
2. Maintaining Farm and different demonstration units on ideal condition.
3. Any other duties assigned by the Training Organizer.

O.S. Cum Accountant, KVK

1. He will be responsible for maintenance of all the necessary finance, financial records of KVK and keep the same ready for audit.
2. He will assist the Senior Scientist & scientific staff in day to day routine Administrative and Financial Correspondence.
3. He will assist the Senior Scientist, KVK in obtaining various Administrative & Financial Approvals and budgetary control on overall funds.
4. He will be responsible for any work assigned to him by the Training Organizer Training Associate, & help other staff of KVK. The allotted work shall be completed in given time Limit.

Programme Assistant (Computer)

1. prepare and maintain website for the KVK
2. to prepare programme for computerization for the farm, training and production activity of kvk
3. he will be responsible for all maintenance of software and hardware & any computer work in KVK
4. to assist to Training organizer and Training Associate for all the reporting work to ICAR and other organization

5. Any other work assigned to him by Training organizer and Training Associate, O.S. & help other technical staff

Farm Manager

1. He will be responsible for planning, Coordination and implementation of farm development work as well as the production and sale plan and implementation of activity on the KVK farm.
2. He will be assist T.A.(Horti.) in planning and implementation of practical part in Horticulture training.
3. He will be responsible for all the day-to-day activities undertaken on the farm, will supervise the attendant and workers working on the form. He will reside on campus to supervise the work.
4. He will be responsible for maintenance of all the training cum production units in YCMOU campus.
5. Any other work assigned to him by the Training Organizer, Training Associate. All the work must be completed within the scheduled time.

Junior Stenographer

1. She will responsible for maintenance of all the official correspondence of the Training Organizer and shall take dictations from Training Organizer prepare the drafts, letters etc and keep the records neat & tidy .
2. She will maintain of records of official meeting and day-to-day programmes-of Training Organizer & keep records of the same.
3. She will assist to the Training Organizer, Training Associate & O. S. in Official Administrative and financial salary related correspondence and Administrative records i. e. Leave maintenance and shall help in execution of administrative work.
4. She will do typing work assigned by the Training Organizer and shall keep records of the same.
5. She will maintain of Inward & Outward record of correspondence and filling of various documents i. e. files maintenance.

Driver Cum Mechanic, Krishi Vigyan Kendra

1. He will be responsible for driving & maintenance of KVK Four Wheeler Vehicles including tractors and two wheelers and maintenance of Log Books and allied records.
2. He will be responsible for technical inspection and maintenance of all KVK vehicles.
3. He will assist the O.S. Cum Accountant in maintenance of Administrative & Financial record in respect of vehicles.
4. He will be responsible for any work assigned to him by the senior scientist , Krishi Vigyan Kendra. The work shall be complied in given time limit.

Attendant (1) (Horticulture Nursery), Krishi Vigyan Kendra

1. He will work in Horticulture Garden Nursery and total farm & campus area on day to day as per the instructions from the Farm Superintendent.
2. He will be responsible for maintenance of records Farm Implements.
3. He will have to work as Night watchman on KVK when instructed by the Senior Scientist.
4. He will be responsible for timely execution assigned to him by the Farm Manager or Training Organizer.

Attendant,(2) Krishi Vigyan Kendra

1. He will work in Horticulture, Garden, Nursery and Farm & campus Area on day to day as per instructions & under Supervision of the Farm Manager.
2. He will be responsible for day-to-day maintenance of Agro forestry division and shall work under the Supervision of Farm Manager.
3. He will work as Night Watchman on KVK Farm as & when instructed by the Senior Scientist.
4. He will be responsible for timely execution of any work assigned to him by the Farm Manager or Training organizer.

Driver Cum Attendant (3) Krishi Vigyan Kendra

1. He will be responsible for day to day maintenance of All the Training cum Production units under the Supervision of Training Assistant (Plant Protection)
2. He will attend all the farming operations to be done by
3. Operating tractor & will look after maintenance of tractor and its implements.
4. He will work as Night Watchman on KVK Farm as & when instructed by the Senior Scientist.
5. He will be responsible for any work assigned to him by the Farm Manager or Training organizer.

Information to be published under section 4 (b)(iii)

The Procedure followed in the decision-making processes, including channels of Supervision and Accountability.

The decisions with respect to administrative & financial matters and functioning of the Krishi Vigyan Kendra are made under the provision of memorandum of understanding between the university and the Indian council of agricultural research (ICAR) New Delhi. Wherein the total administrative control of the Krishi Vigyan Kendra rest with the university and as per YCMOU Act, Statute, ordinances and the circulars, manuals, et cetera approved by the authorities defined under section 15 of the YCMOU Act.

The Board of Management (BOM) is the principal executive body of the University, empowered to look after the management and administration of the revenue, finances, and property and the conduct of all administrative affairs of Krishi Vigyan Kendra.

As per university structure, The Registrar, is the chief administrative officer and The Finance Officer is the Receiving and Paying Officer with respect to the Krishi Vigyan Kendra. All the policy matters relating to the respective spheres of the above authorities are deliberated and their recommendations/decision are implemented with the approval of the Board of Management.

The scientific advisory committee of the Krishi Vigyan Kendra under the chairmanship of the Hon. Vice Chancellor is the advisory body for the different activities of the Krishi Vigyan Kendra. The implementation of the recommendations are made by the hierarchal structure at the Krishi Vigyan Kendra as indicated below:

I – KVK Head

1. Training organizer (1)

II - Scientific positions

1. Training associates (6)

III - Technical positions

- 1 Farm manager (1)
- 2 Training assistant (2)

IV - Administrative

1. Office superintendent cum accountant (1)
2. Junior Steno (1)

V- Supportive position

1. Driver (1)
2. Attendant (3)

Information to be published under section 4 (b)(iv)

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

The functions are regulated, by the provisions in Memorandum of Understanding between the university and the Indian council of agricultural research New Delhi and YCMOU Act, Statutes, Ordinances, Manuals and the Rules framed by the BOM. The Rules, Regulations and by laws are framed by the university for the discharge of its functions.

Information to be published under section 4 (b)(v)

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

The following are the manuals/regulations approved by the BOM for discharge of Krishi Vigyan Kendra, YCMOU functions.

- i. Memorandum of understanding between YCMOU and ICAR
- ii. Guidelines for Krishi Vigyan Kendra
- iii. University Gazette

Information to be published under section 4 (b)(vi)

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

- i. Annual Budget
- ii. All records relating to the operations
- iii. Annual Reports

Information to be published under section 4 (b)(vii)

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.

The Board of Management is the apex decision-making body of the University. The university has the Academic Council, the Planning Board, and the scientific advisory committee for Krishi Vigyan Kendra and the Finance Committee are represented by eminent persons from industry, academic community, professional bodies and the nominees of the Govt. of Maharashtra, etc. who help in the formulation and implementation of the policies and programmes.

The constitution of the scientific advisory committee is as below.

Scientific Advisory Committee

Head of the host institution	Chairperson
Director Extension of concerned SAU	Member
Zonal coordinator of the concerned zone	Member
Representative of ICAR Institute./ICAR Regional Research Station if located in the district or nearby	Member
Associate Director Research & Extension of the Zonal Research Station in which KVK is located	Member
District officers of the line departments such as Agriculture Horticulture, Animal Husbandry, Soil Conservation, Social/Agro forestry, Sericulture, Fisheries, Irrigation, Social Welfare Small Scale Industries etc.	Member
Representative of the Lead Bank of the district	Member
Farm Radio Officer of AIR in which KVK is located	Member
Representative of Doordarshan Centre in which KVK is located.	Member
Two representatives of the farmers one small and one big nominated by the Head of the Institution	Member
Two representatives of Farm Women nominated by Head of the Institution	Member
Training Organizer, KVK	Member secretary

Information to be published under section 4 (b)(viii)

A statement of the boards, councils, committees and other bodies 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.

Sr No	Name of the Authority	Whether meetings are open to public	Whether minutes of the meeting are open to Public
1	Scientific advisory committee	No	Subject to provisions of RTI Act
2	Krishi Vigyan Kendra purchase And sale committee	No	Subject to the provisions of RTI Act

Information to be published under section 4 (b)(ix)

Directory of its Officers and Employees

Sr.	Designation	Name of the officers / employees	Cadre	Dt. Of joining the post	Contact Details Ph / Fax / email	Grand. Salary
1	Programme Coordinator	Mr. Raosaheb Patil	Head (Scientific)	17.03.2003	2231714	28843
2	Subject Matter Specialist	Mr. Rajaram Patil	Scientific	01.03.1996	2231714	28081
3	Subject Matter Specialist	Mr. Hemraj Rajput	Scientific	16.12.1998	2231714	25391
4	Subject Matter Specialist	Mr. Niteen Thoke	Scientific	01.08.2000	2231714	22166
5	Subject Matter Specialist	Mr. Prakash Kadam	Scientific	10.08.2006	2231714	20242
6	Subject Matter Specialist	Mrs. Archana Deshmukh	Scientific	05.06.2007	2231714	19300
7	Subject Matter Specialist	Dr. Shyam Kadus	Scientific	25.06.2007	2231714	19300
8	Programme Assistant	Mr. Mangesh Vyavahare	Technical	01.06.2007	2231714	13124
9	Computer Programmer	Mr. Sunil Jadhav	Technical	25.06.2007	2231714	13124
10	Farm Manager	Mr. Sandeep Bhagwat	Technical	26.03.2003	2231714	13504
11	Accountant / Superintendent	Mr. Nikhil Tamhankar	Administrative	16.06.1995	2231714	18464
12	Jr. Steno	Mrs. Vanita Rodge	Administrative	01.07.1995	2231714	12120
13	Driver cum Mechanic	Mr. Satish Sakhare	Supporting	01.10.1999	2231714	9321
14	Driver cum Attendent	Mr. Dattu Madhe	Supporting	11.08.1999	2231714	7496

15	Attendent	Mr. Rakesh Nikam	Supporting	01.07.1995	2231714	7618
16	Attendent	Mr. Vinod Bhadke	Supporting	01.07.1995	2231714	7618

Information to be published under section 4 (b)(x)
The monthly remuneration received by each Krishi Vigyan Kendra, Nashik

Sr. No.	Cadre & Class	Pay scale	Admissible allowances in Rs.	
			Regular (included in the salary) like DA Occasional (Like TA Bill)	Special like (Project allowances, training allowances, any other)
1	Scientific	10000-325-15200 8000-275-13500	As per the university rules	As per the university rules
2	Technical	5500-175-9000	As per the university rules	As per the university rules
3	Administrative	5500-175-9000 4000-100-6000	As per the university rules	As per the university rules
4	Supporting	2550-60-3200	As per the university rules	As per the university rules

The scientific, technical and administrative employees are governed by the payment structure, placement schemes and other rules as set by the YCMOU and approved by the BOM. Allowances are also admissible to the above positions as prescribed by the University from time to time.

Information to be published under section 4 (b)(xi)

Budget & disbursement made for the year 2007-08

Sr. No	Budget heat description	Grants received	Planned use (Give details area wise or work wise in a separate from)	If more grants expected Rs.	Remarks
A	RECURRING ITEMS				
1	Pay & Allowances	36.73	As per ICAR Grant	Nil	-
2	Traveling Allowances	0.95	As per ICAR Grant	Nil	-
	a) Field activities & programme		As per ICAR Grant	Nil	-
	b) Training programme		As per ICAR Grant	Nil	-
3	Contingencies		As per ICAR Grant	Nil	-
	A. Office Contingencies		As per ICAR Grant	Nil	-
	a) Stationery, telephone, stamps and other expenditure on office running	1.90	As per ICAR Grant	Nil	-
	b) POL, repair of vehicles, tractor & Equipments including hiring of vehicle		As per ICAR Grant	Nil	-
	B. Technical Programmes		As per ICAR Grant	Nil	-
	a) Meals for trainees @ Rs. 40/- per day per trainee		As per ICAR Grant	Nil	-
	b) Teaching materials for training and demonstration		As per ICAR Grant	Nil	-
	c) Training of extension functionaries		As per ICAR Grant	Nil	-
	d) Publication of extension literature for farmers and extension functionaries	3.60	As per ICAR Grant	Nil	-
	e) Honorarium for trainers		As per ICAR Grant	Nil	-
	f) On Farm Testing (Problem Oriented)		As per ICAR Grant	Nil	-
	g) Demonstration on major crops other than oilseeds & pulses, animal husbandry, fisheries, etc.		As per ICAR Grant	Nil	-
	h) Kisan Melas (at KVK farm)		As per ICAR Grant	Nil	-
	i) Library (purchase of newspaper etc.)		As per ICAR Grant	Nil	-
	j) Maintenance of farm		As per ICAR Grant	Nil	-
	Total of Contingencies	5.50	As per ICAR Grant	Nil	-
	Total of Recurring items	43.18	As per ICAR Grant	Nil	-
B	NON RECURRING ITEMS		As per ICAR Grant		
	a) Works	0.00	As per ICAR Grant	Nil	-
	Total	0.00	As per ICAR Grant	Nil	-
	b) Furniture & Equipment	0.00	As per ICAR Grant	Nil	-
	Total	0.00	As per ICAR Grant	Nil	-
	c) Vehicle	0.00	As per ICAR Grant	Nil	-
	Total	0.00	As per ICAR Grant	Nil	-
	d) Library	0.00	As per ICAR Grant	Nil	-
	Total of Non-Recurring	0.00		Nil	-
	Revolving Fund	0.00		Nil	-
	GRAND TOTAL (A+B+C)	43.18			

The Annual Budget and Annual Accounts are finalized with the approval of Finance Committee and Board of Management and Division-wise/School-wise/Activity-wise allocation of funds is made. The disbursements are made by the YCMOU Head Quarters through the Regional Center and Study Centres, which are finally recorded in the Annual Accounts.

Information to be published under section 4 (b)(xii)

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

The Krishi Vigyan Kendra, YCMOU is not entrusted with / involved in execution of any subsidy programmes.

Information to be published under section 4 (b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted by it;

Krishi Vigyan Kendra, YCMOU is not entrusted / involved in collection of fees, issuance of permits or authorizations.

Information to be published under section 4 (b)(xiv)

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

The information is stored in the related files and documents and steps are being initiated to put it on the website. However, important information about functions and activities being performed is available in electronic form on the YCMOU website: www.ycmou.com/ kvk

Information to be published under section 4 (b)(xv)

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;

The Library of the Krishi Vigyan Kendra, YCMOU is maintained for scientific literatures and references, collections only for its staff. Working hours of the Krishi Vigyan Kendra, YCMOU are between 10-00 am to 5-45 pm. As per the University rules Krishi Vigyan Kendra is closed on first and third Saturdays, all Sundays and Public Holidays declared by the Govt. of Maharashtra or Local Holidays as declared by the Divisional Revenue Commissioner, Nashik.

Information to be published under section 4 (b)(xvi)

The names, designations and other particulars of the Public Information Officers, Information Officer:

Dr. Ramesh Shekokar,
Public Information Officer & Assistant Editor,
Print Production Centre, Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik 422 222
Phone No. (0253) 2230298 (O), 2230191 (R)

Shri. Raosaheb B. Patil
Chief information officer (Krishi Vigyan Kendra) & Training Organizer
Krishi Vigyan Kendra, Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik 422 222

Shri. Rajaram B. Patil
Assistant information officer (Krishi Vigyan Kendra) & Training Associate
Krishi Vigyan Kendra, Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik 422 222

Appellate Authority:

Appellate Authority & Registrar
Yashwantrao Chavan Maharashtra Open University
Dnyangangotri, Near Gangapur Dam, Nashik 422 222
Phone No. (0253) 2230470 (O), 2395459 (R)

Information to be published under section 4 (b)(xvii)

Such other information as may be prescribed;

Information relating to students including admission procedures, academic programmes, examination schedules, results etc. are available in the respective prospectus and with the Students Registration and Evaluation Division while that relating to dispatch of course material to Study Centres is available with the Stores and Dispatch Section.

Annexure-I

The rates of fees payable are as under:

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees twenty stamp or by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:00 hours on all working days, with Finance Division against proper receipt or by demand draft payable to the Finance Officer, YCMOU, Nashik.
2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash to be deposited with Finance Division against proper receipt or by demand draft payable to the Finance Officer, YCMOU, Nashik at the following rates: -

(i) Rupees two for each page (in A-4 or A-3 size paper) created or copied:

(ii) Actual cost of price for samples or models; and

(iii) For inspection of records, no fee for the first hour; and fees of rupees twenty for each fifteen minutes or fraction thereof on each occasion for the same case.

3. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:00 hours on all working days, with Finance Division against proper receipt or by demand draft payable to the Finance Officer, YCMOU, Nashik at the following rates:-

(I) For information provided in diskette or floppy, if available, rupees fifty per diskette or floppy: and for providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.
