

***INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT 2005***

**Govt. PG College, Nahan, District Sirmour, H.P. 173001**

**INTRODUCTION**

Govt. PG College, Nahan being public authority as defined in Section 2(h) and in pursuance of provisions of Section 4 (1) (b) of Right to Information Act, 2005, hereby makes available the information under the prescribed Manuals, to enable the citizens to access the information under the control of the College, so as to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self- governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Govt. PG College, Nahan and related information.

***PUBLIC INFORMATION OFFICER***

Name of the Public Authority: Govt. PG College, Nahan, District Sirmour, H.P.

**Assistant Public Information Officers:**

Name and Designation of the Officer appointed as APIO	Phone No.		Postal Address
<b>Smt. Baljinder Kaur</b> Superintendent	Office 1702-251107	Home / Mobile 9816004808	Govt. PG College, Nahan, District Sirmour, H.P. 173001

**Public Information Officer:**

Name and Designation of the Officer appointed as PIO	Phone No.		Postal Address
<b>Dr. Veena Rathore</b> Principal	Office 1702-251111	Home / Mobile 9418063730	Govt. PG College, Nahan, District Sirmour, H.P. 173001

**First Appellate Authority within the Department:**

Name and Designation of the Officer appointed as First Appellate Authority	Phone No.		Postal Address
<b>Sh. Pankaj Sharma</b> Jt. DHE (Admin.) Appellate Authority Cum-Nodal Officer RTI	Office 0177-2658052 0177-2812882	Home / Mobile	Directorate of Higher Education, Himachal Pradesh - Shimla-171001

**About our College:** Govt. P.G. College, Nahan, an institution of academic excellence completed its glorious 55 years of exemplary service to education in the year 2018-19. The college established in 1963, is located at Banog at the distance of 3km from the main town Nahan. The college is affiliated to the **Himachal Pradesh University (HPU)**, Shimla and recognized by the **University Grants Commission (UGC)** of India, New Delhi. The college provides under graduate three year degree courses in **B.A. / B.Sc. / B.Com / B.Voc.**; professional degree in **B.C.A. / P.G.D.C.A.**, post graduate degree in **English, Economics and Political Science.**

The college has three blocks, the Administrative Block, the Arts Block and the Science Block. The Administrative Block houses the Principal's Office, the Supdt. Office, the College Library and IT Deptt. The Arts Block having department of Geography, Physical Education, Music & IGNOU. The Science Block having department of Chemistry,

Physics, Botany, Zoology, Mathematics and B.Voc.

## **DIRECTORY OF OFFICERS AND EMPLOYEES**

The office phone no. of the College is: 01702-251107.

The address of the office: Govt. PG College, Nahan, District Sirmour, Himachal Pradesh, PIN 173001

Directory of officers and employees:

<b>Sr.No.</b>	<b>Name</b>	<b>Subject</b>	<b>Mobile No.</b>
1.	Smt. Ritu Pant	Zoology	9418460271
2.	Smt.Anju Aggarwal	Chemistry	9418045601
3.	Dr.Rajesh Trehan	Chemistry	9418038863
4.	Dr.Mohan Singh	History	9816752679
5.	Sh. Jag Mohan Thakur	Geography	9418078287
6.	Dr.Uttama Pandey	English	9418496335
7.	Sh. Neel Kant	Botany	9418497486
8.	Smt. Manjinder Kaur	English	9816278106
9.	Dr.Urvashi Chauhan	Pol.Sci	9418455938
10.	Ms.Bharti	Phy.Edu	9418459083
11.	Sh.Sanjay Sharma	Phsyics	9418173032
12.	Ms. Sarita Bansal	Pub.Admin.	9418344322
13.	Dr. Jagdish Chand	Geography	9418209008
14.	Sh. Awadhesh Kumar	J& MC	7018381096
15.	Smt.Vinta Paul	English	9418168216
16.	Smt. Deepa Pundir	English	9418206919
17.	Sh. Baru Ram	History	8219554141
18.	Sh. Kamal Singh	Commerce	9418699007
19.	Sh.Ravi Kant	Economics	9418269787
20.	Sh. Swami Nath	Economics	9418907232
21.	Dr.Rajinder Singh Tomar	Music	9459421754
22.	Smt. Navdeep Kaur	Economics	9418174748
23.	Dr. Mansi	Math	9218040675
24.	Sh. Manoj Kumar	Hindi	9459368942
25.	Smt. Saloni Sood	Chemistry	9805584490

26.	Miss. Monika Kumari	Music	9805557806
27.	Smt. Preeti	Botany	9736359278
28.	Smt. Pooja	Zoology	9459093977
29.	Sh. Pravesh Kumar	Geology	7018603438
30.	Dr. Veena Tomar	Pol.Sci.	9882086060
31.	Dr. Priyanka Verma	Education	9805071180
32.	Dr. Pankaj Yadav	Commerce	9816731974
33.	Sh. Milla Ram	Commerce	7018297979
34.	Sh. Lalit Kumar	Sociology	7018906221
35.	Sh. Santosh Kumar	Math	8427276655
36.	Dr. Kamla Devi	Pol.Sci.	9459742800
37.	Dr. Himender	Hindi	9418408886
38.	Sh. Ankur Katria	B.Voc (VT, H&T)	8728901099
39.	Sh.Mohit Tomar	B.Voc (VT, H&T)	7307975839
40.	Sh. Virender Singh	B.Voc (VT, Retail)	9816777721
41.	Smt. Neha Parmar	B.Voc (VT, Retail)	9805233199
42.	Sh. Madan Singh	B.Voc (LA)	9736350111
43.	Sh. Ravi Kumar	B.Voc (LA)	9857776909
44.	Mrs.Sunita Kashyap	Librarian	9418483045
45.	Smt.Nisha Kumari	Astt.Librarian	9459918220
46.	Smt. Baljinder Kaur	Supdt	9816004808
47.	Sh.Rajeev Kumar	Jr.Astt	9418465178
48.	Sh. Balbir Singh	Clerk	9418994214
49.	Sh. Deepak Kumar	Clerk	9418854656
50.	Miss. Renu Sharma	J.O.A	8988284604
51.	Smt. Archana Kumari	Comp.Opeat.	9459520065
52.	Smt. Apurva Bansal	B.Voc (Clerk)	7018808470
53.	Sh. Sohan Singh	Tabla Instructor	
54.	Sh. Naresh Kumar	SLA	9418745754
55.	Sh. Karma Nand	SLA	9816199233
56.	Sh. Rajesh Mohindra	SLA	9418116489
57.	Sh. Naresh	JLA	
58.	Sh.Dhiraj kumar	LA	9418269778
59.	Sh.Rajesh Kumar	LA	9857686528
60.	Sh.Anil Kumar	LA	9318826819
61.	Sh.Devinder Singh	LA	

62.	Miss. Bhumika	BCA	9418492860
63.	Sh. Pradeep	BCA	9459270536
64.	Sh. Sachin Pandit	BCA	9736207130
65.	Miss. Neru	BCA	7018813088
66.	Sh. Shehzad	BCA	
67.	Sh. Nand Lal	Peon	9805415491
68.	Smt. Krishna Devi	Peon	
69.	Smt. Praveen Bala	Peon	
70.	Smt. Razia Begum	Peon	
71.	Sh. Ram Singh	Peon	9418821966
72.	Smt. Rajiya	Peon	
73.	Sh. Suresh Chand	Peon	9805037656
74.	Smt.Usha Devi	Peon (daily Wages)	9857183286
75.	Sh.Sher Mohd	Peon (daily Wages)	9816417586
76.	Sh.Balbir Singh	Peon (daily Wages)	9736073710
77.	Sh. Dishant Kumar	(Sweeper)	9736727761
78.	Sh. Honey Singh	(Sweeper)	

## **RULES, REGULATIONS AND INSTRUCTIONS USED**

The College is governed by the following rules, regulations and instructions:

- ☞ CCS Conduct Rules
- ☞ CCS Pension Rules
- ☞ CCS Leave Rules, 1972
- ☞ Medical Attendance Rules (CSMA, 1944)
- ☞ HP Financial Rules
- ☞ HP Government Office Procedures“ Manual
- ☞ Ordinances/Decisions of H.P. University regarding syllabus, examinations and training etc.
- ☞ UGC guidelines and instructions
- ☞ Building Fund Rules
- ☞ Grant-in-Aid to PTA“ Policy of the Government of H.P.
- ☞ Pension/GPF/CPF/LTC/TA/DA//FR/SR Rules, etc.

- ☞ New Pension Scheme (NPS)
- ☞ The Minimum Wages Act, 1948
- ☞ Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003.
- ☞ UGC Regulations on Curbing The Menace Of Ragging In Higher Educational Institutions, 2009.
- ☞ Right to Information Act, 2005.

### **INFORMATION AVAILABLE IN ELECTRONIC FORM**

The College has its own website.

***[www.gcnahan.in](http://www.gcnahan.in)***

A lot of information about the college is available on the website. This includes NAAC-Self Study Report, Annual Report, RTI Manuals and the College Prospectus. Various notices are also uploaded on the website. Website links to some other important websites are also made available on the website.