

INFORMATION HANDBOOK

Under

THE RIGHT TO INFORMATION ACT, 2005



**CENTRAL INSTITUTE OF HIMALAYAN
CULTURE STUDIES
DAHUNG-790116
WEST KAMENG DISTRICT
ARUNACHAL PRADESH**

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INTRODUCTION

The Right to Information Act (RTI Act) intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order 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 Central Institute of Himalayan Culture Studies and related information.

This Information Handbook is divided into 17 manuals as per requirement of Section (4) of the RTI Act, 2005.

MANUAL-1
SECTION 4(1)(b)(i)

Particulars of organization, functions and duties

Name of the Society: The name of society shall be “Central Institute of Himalayan Culture Studies”.

Office: The Registered Office of the society shall be at Dahung in West Kameng District of Arunachal Pradesh.

Area of Operation: The area of operation of the society shall be all over India.

Phone: 03782207030

E-mail: cihcsdahung@gmail.com

Functions/Objectives & Duties:

The society shall undertake Under Graduate, Post Graduate and Doctoral Programmes in Buddhist and Himalayan studies and may also establish and maintain feeder schools. The objectives of the Society are:

To take over and carry on the academic activities, administration and management of the Central Institute of Himalayan Culture Studies, Dahung, West Kameng District of Arunachal Pradesh. The functions of the Society shall be:

1. To provide for instruction for various courses in Indian Culture and for study and research in different branches of Buddhist Philosophical and Cultural studies for Degrees and Diplomas of the Board or University to which the Institute is affiliated.
2. To prepare students for higher learning and research in the fields of Buddhist Studies. Bhoti language and literature and Himalayan Studies with methods using knowledge of modern research methodology and advanced up-to-date technology.
3. To inculcate awareness of the Cultural ethos, ecological balance and preservation of natural resources with special reference to the Himalayan region and North East region of India.
4. To teach traditional arts and crafts and modern technical skill sets for facilitating economic self-sufficiency and sustainable development and preservation of ethnic identity within the framework of national unity.
5. To institute and award fellowships, scholarships, prizes and medals in accordance with the Rules and Bye-laws.
6. To confer honorary awards and others distinctions.
7. To establish, maintain, building complexes halls and hostels for the education, training, and residence of the students and staff of the Institute.

MANUAL-2
SECTION 4(1)(b)(ii)

The powers and duties of its officers and employees

Powers of the Chairman:

1. It shall be the duty of the Chairman to see that the decisions taken by the Board are implemented.
2. The Chairman shall exercise such other powers as are or may be delegated to him by the Board or under these Rules.

Powers of the Vice-Chairman:

1. The Vice-Chairman shall, in absence of the Chairman for whatever reason exercise all the functions and powers of the Chairman.
2. The Vice-Chairman shall also carry out such functions and powers, as may be delegated by the Chairman of the Board from time to time.

Powers of the Director:

1. The Director being the Head of the Institute shall be the Chief Executive and Administrative Officer of the Institute.
2. The Director shall be responsible for the organization of teaching and co-curricular activities of the Institute.
3. The Director shall advise the Board in regard to its financial policy.
4. The Director shall be responsible for maintaining high academic standards, proper administration and maintenance of discipline in the Institute.
5. The Director jointly shall be authorized to sign all the contracts on behalf of the Institute.
6. The Director shall be the custodian of the funds and securities of the Institute.
7. The Director shall subject to the direction and control of the Board, manage the properties and investments of the Institute and shall be responsible for the Presentation of the Annual Estimates and the Annual statement of Accounts.
8. The Director shall realize and receive all grants or other money due to the Institute from the Government and designated persons, Bodies and Authorities.
9. Subject to the direction and control of the Board, the Director shall have the power to buy, sell, endorse and otherwise negotiate or transfer all Government securities, Stocks, Shares and other Instruments of similar character n behalf of the Institute and realize interests, dividend, bonuses or profits due thereon.
10. The Director shall sanction increments to the teaching and administrative staff according to rules except that in case and where the increments are to

be stopped or postponed, the same may be done only with prior approval of the Board.

11. The Director shall sanction leave of all types within the prescribed Rule to all administrative staff and officiating arrangements whatever necessary, will be made by him in accordance with rules.
12. The Director shall sanction all types of leave expecting study leave and leave without pay and privileged leave to the teaching staff in accordance with Rules except that in case the grant of leave involves appointment of a substitute, the same shall be done by him with the approval of the Chairman.
13. The Director may suspend any administrative employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. shall be taken by him without prior approval of the Board.
14. Subject to control by the board, the Director shall in addition to other powers and functions:
 - i) Operate the students' funds; and
 - ii) Have power to appoint Class IV staff, suspend and dismiss such staff and report the same to the Board of Management.
15. The Director shall decide the policies regarding courses, teaching methodologies, examination of the Institute, promotion and admission to the Institute after consultation with the Staff Council and the Board.
16. The Director shall sanction the remission of tuition fees within the financial limits laid down under the Rules on the basis of the recommendations of the Committee of teacher constituted for the purpose.
17. The Director in order to keep the members of the Board informed of the progress of the expenditure of the Institute shall submit half yearly statement of income and expenditure of the Institute to the Board for information according to the budget heads.
18. The Director shall have power to incur expenditure within the limits of the budget approved by the Government of India subject to such conditions and limits as may be prescribed by the Board and the Govt. of India.
19. In any emergency in which, in the opinion of the Director immediate action is required, the Director shall take the action subject to these Rules as he thinks necessary and shall report the action taken by him to the Chairman and Vice-Chairman immediately and the Board at its next meeting for approval and confirmation, provided that the Director shall not have the power to incur expenditure which is not approved in the budget.
20. The Director shall have such other powers and perform such other duties as may be delegated to him by the Board.

Powers of the Administrative cum Accounts Officer:

1. The Administrative cum Accounts Officer shall be responsible for the administration and discipline of the Office of the Institute and will be accountable to the Director.
2. The Administrative Officer cum Accounts Officer shall supervise and control the administrative work of the office of the Institute and shall be responsible for proper maintenance of records thereto.
3. The Administrative cum Accounts Officer shall perform such other duties and exercise such other powers as may be assigned to him by the Board and/or Director.
4. The Administrative cum Accounts Officer shall help the Director in maintenance of accounts and in day to day financial and others affairs of the Institute.
5. The Administrative Officer cum Accounts Officer shall be the Drawing and Disbursing Officer. The cheques and the account books will be signed jointly by the Director and Administrative cum Accounts officer.
6. The Accounts cum Accounts Officer shall prepare budget estimates, maintain Cash book, ledger, voucher files, etc.

Duties of Assistant Professor: Teaching, research, acting in various committees and boards to dispose of duties of academic, administrative and other allied duties as assigned.

Duties of Librarian: To help in procuring and to act as custodian of books, Journals and other assets of library in the Institute to facilitate issue and receipt of books & Journals to students & staff, maintaining the records/registers of the library.

Duties of Computer Instructor: Vocational Education of students in the field of Computer/IT and data entry for office works.

Duties of Physical Instructor: Training of students in games & sports, physical exercises meditation/yoga etc.

Duties of Assistant: to perform office works related to establishment, general administration, admission, examination etc.

Duties of Translator: Translation works from Bhoti to English/ Hindi/ Sanskrit and vice versa, and to act as an interpreter.

Duties of Accountant: To perform all duties related with finance & accounts at the direction of Accounts Officer/Junior Account officer.

Duties of Personal Assistant: Reception & arrangement for meeting, noting & drafting, stenography etc.

Duties of Hindi Typist: Typing and other ministerial work.

MANUAL-3
SECTION 4(1)(b)(iii)

The procedure followed in the decision making process, including channels of supervision and accountability;

Besides taking decisions on the issues of day to day activities by the Director of the Institute; all other rights to take decision rests in the hands of BoG of the Institute.

MANUAL-4
SECTION 4(1)(b)(iv)

The norms set by it for the discharge of its functions

The functions are discharged as per

- i) Bye-Laws and Schedules (*refer Annexure I*)
- ii) Memorandum of Association & Rules & Regulations (*refer Annexure II*)
- iii) CCS Rules

MANUAL-5
SECTION 4(1)(b)(v)

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

- i) Bye-Laws and Schedules (*refer Annexure I*)
- ii) Memorandum of Association & Rules & Regulations (*refer Annexure II*)
- iii) CCS Rules.

MANUAL-6
SECTION 4(1)(b)(vi)

Official documents and their availability

- Minutes of the Society Meeting, Board of Governors Meeting, Finance Committee Meeting is available in printed form.
- Brochures prepared by the Institute regarding admissions for various courses in the Institute are available in print form.
- Annual Report of the Institute*#
- Financial Estimates of the Institute*#
- Certified Annual accounts included in the Annual Report*#
- Audit report included in the Annual Report*#
- Academic Calendar of the Institute available in print form.
- List of holidays observed by the Institute available in print form#

* Time lag between current & updation of the current.

can be accessed on website www.cihcs.edu.in

MANUAL-7
SECTION 4(1)(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

Not Available (N/A)

MANUAL-8
SECTION 4(1)(b)(viii)

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

1. The Admission Committee:

| Sl. No | Name | Designation |
|--------|--|------------------|
| 1 | Geshe Ngawang Tashi Bapu, Director | Chairman |
| 2 | Dr. Dharmendra Kumar, Lecturer (Physics) | Convener |
| 3 | Geshe Ngawang Khentse, Lecturer (Bhoti) | Member |
| 4 | Ms. Dawa Choten, PGT Part-time(English) | Member |
| 5 | Sh. Aakash Shah, AAO | Member Secretary |

2. The Examination Committee:

| Sl. No | Name | Designation |
|--------|---|------------------|
| 1 | Geshe Ngawang Tashi Bapu, Director | Chairman |
| 2 | Shri Jitendra Kumar Tiwari, Lecturer(Hindi) | Convener |
| 3 | Geshe Thupten Jungney, Lecturer(Bhot Boudh Shastra) | Member |
| 4 | Sh. Biraj Lahkar, Computer Instructor | Member |
| 5 | Sh. Aakash Shah, AAO | Member Secretary |

3. Journal Editorial Board Committee:

| Sl. No | Name | Designation |
|--------|---|------------------|
| 1 | Geshe Ngawang Tashi Bapu, Director | Editor-in-chief |
| 2. | Dr. Manash Pratim Borah, Lecturer(English) | Managing Editor |
| 3. | Miss Yasmine Hazratji Kharshiing, Lecturer(History) | Assistant Editor |
| 4. | Sh. Kemo Padu, Lecturer(Pol. Science) | Associate Editor |
| 5. | Dr. Radhe Shyam Mishra, Lecturer(Sanskrit) | Associate Editor |
| 6. | Geshe Ngawang Khentse, Lecturer(Bhoti) | Associate Editor |

4. Lecture Series Committee:

| Sl. No | Name | Designation |
|--------|--|--------------------------|
| 1 | Geshe Ngawang Tashi Bapu, Director | Chairman |
| 2. | Dr. Radhe Shyam Mishra, Lecturer(Sanskrit) | Member(Hindi Language) |
| 3. | Dr. Manash Pratim Borah, Lecturer(English) | Member(English Language) |
| 4. | Ven Tashi Gyalpo, PGT(Bhoti) | Member(Bhoti Language) |
| 5 | Sh. Aakash Shah, AAO | Member Secretary |

5. Canteen Monitoring Committee:

| Sl. No | Name | Designation |
|--------|--|---------------------|
| 1 | Sh. Aakash Shah, AAO | Chairman |
| 2 | Chief Warden | Member(Ex-Officio) |
| 3 | Wardens of both Hostels (Boys & Girls) | Member (Ex-Officio) |

6. Complaints Committee of Sexual Harassment of Women at Workplace:

| Sl. No | Name | Designation |
|--------|---|------------------|
| 1. | Miss Yasmine Hazratji Kharshiing, Lecturer(History) | Chairman |
| 2. | Sh. Chandan Das, Lecturer(Economics) | Member |
| 3. | Ms. Dawa Chotten, Part-Time PGT(English) | Member |
| 4. | Ms. Chandrika Sunuwar, Hindi Typist | Member |
| 5 | Sh. Aakash Shah, AAO | Member Secretary |

7. Grievance Redressal Committee:

| Sl. No | Name | Designation |
|--------|---|-------------|
| 1. | Sh. Aakash Shah, AAO | Chairman |
| 2. | Sh. Kemo Padu, Lecturer(Pol. Science) | Member |
| 3. | Miss Yasmine Hazratji Kharshiing, Lecturer(History) | Member |
| 4. | Sh. Chandan Das, Lecturer(Economics) | Member |
| 5. | Geshe Ngawang Wangdue, Lecturer BBD | Member |
| 6 | Sh. Dorjee Khandu, Accountant | Member |

8. IQAC, CIHCS:

NB: IQAC committee is hereby directed to conduct seminar every year according to the minutes of the 8th staff council meeting of CIHCS, Dahung held on 6th Feb, 2017.

| SL.No. | Name | Designation |
|--------|--|--------------|
| 1 | Geshe Ngawang Tashi Bapu, Director | Chairman |
| 2 | Sh. Jitendra Kumar Tiwari, Lecturer Hindi | Co-ordinator |
| 3 | Dr. Manash Pratim Borah, Lecturer English | Member |
| 4 | Ms Yasmine Hazratji Kharshiing, lecturer History | Member |
| 5 | Geshe Ngawang Khentse, Lecturer Bhoti | Member |

9. Rajbhasa Karyanvaya Committee (Samiti):

| SL.No. | Name | Designation |
|--------|---|------------------|
| 1 | Shri Aakash Shah, AAO | Chairman |
| 2 | Dr. Radhe Shyam Mishra, Lecturer (Sanskrit) | Member |
| 3 | Shri Jitendra Kumar, Lecturer (Hindi) | Member |
| 4 | Miss Chandrika Sunuwar (Hindi Typist) | Member |
| 5 | Sh. Sagar Prashad Phuyal (PGT Hindi) | Member |
| 6 | Dr. Ram Gopal Upadahya (PGT Sanskrit) | Member |
| 7 | Dr. Dharmendra Kumar, Lecturer (Physics) | Member Secretary |

10. Other Bodies/Teacher in-charge of the Institute Constituted /Appointed:

- i) **Cultural activities & Celebrations of the Institute:** Sh. Kemo Padu, Lecturer, Pol. Science.
- ii) **Health Care & Sport in-charge:** Sh. Sangey Tsering, Physical Instructor
- iii) **NSS Programme Officer:** Dr. D. Kumar, Lecturer, Physics
- iv) **Chairman, Internal Examination:** Director, CIHCS

11. Publication Committee:

| SL.No. | Name | Designation |
|--------|---|------------------------|
| 1 | Geshe Ngawang Tashi Bapu, Director | Chairman |
| 2 | Dr. Yeshi Gesen, Asst. prof. Pol. Science, Govt. College, Bomdila | External Expert Member |
| 3 | Dr. Manash Pratim Borah, Lecturer, English | Member |

| | | |
|---|--|------------------|
| 4 | Dr. Radhe Shyam Mishra, Lecturer, Sanskrit | Member |
| 5 | Geshe Ngawang Wangdue , Lecturer, BBD | Member |
| 6 | Sh. Aakash Shah, AAO | Member Secretary |

12. Editorial Board, Mon-Gyi Don-Ma:

| Sl. No. | Name | Designation |
|---------|-------------------|---------------------------------------|
| 1 | Managing Editor | President SWFC (Ex-Officio) |
| 2 | Adviser (English) | Ms. Dawa Chotten, PGT (English) |
| 3 | Adviser (Hindi) | Sh. Sagar Prashad Phuyal, PGT (Hindi) |
| 4 | Adviser (Bhoti) | Ven. Tashi Gyalpo, PGT, Bhoti |

NB: Language Editor shall be proposed by the managing editor with the recommendation of the three language advisers whose names are yet to be received.

13. Hostel and Mess Management Committee:

| Sl. No. | Name & Designation | Designation |
|---------|---|--------------|
| 1 | Dr. Radhe Shyam Mishra, Lecturer Sanskrit | Chairman |
| 2 | Ms. Yasmine Hazratji Kharshiing, Lecturer History | Girls Matron |
| 3 | Ven. Tashi Gyalpo, PGT Bhoti | Boys Warden |

14. Procurement Committee:

| Sl. No. | Name & Designation | Designation |
|---------|--|-------------|
| 1 | Sh. Kemo Padu, Lecturer(Pol. Science) | Chairman |
| 2 | Geshe Ngawang Wangdue, Lecturer, BBD | Member |
| 3 | Sh. Sushanta Das, Assistant | Member |
| 4 | Sh. Dorjee Khandu, Accountant | Member |

15. Research Committee:

| Sl. No. | Name & Designation | Designation |
|---------|---|-------------|
| 1 | Geshe N. Tashi Bapu, Director | Chairman |
| 2 | Prof. Wangchuk Dorjee Negi, Deptt. of Mool Shastra, CUTS, Sarnath, Varanasi (external expert) | Member |
| 3 | A representative of Affiliated university | Member |
| 4 | Geshe N. Wangdue, Lecturer BBD, CIHCS, Dahung | Member |

16. Library Committee:

| Sl. No. | Name & Designation | Designation |
|---------|---|------------------|
| 1 | Geshe N. Wangdue, Lecturer (BBD) | Chairman |
| 2 | Sh. Jitendra Kumar Tiwari, Lecturer(Hindi) | Member |
| 3 | Ms. Yasmine Hazratji Kharshiing, Lecturer(History) | Member |
| 4 | Dr. Radhe Shyam Mishra, Lecturer(Sanskrit) | Member |
| 5 | Dr. Manash Pratim Borah, Lecture (English) | Member |
| 6 | Sh. Kemo Padu, Lecturer(Pol. Science) | Member |
| 7 | Ven. Ngawang Khentse, Lecturer (Bhoti) | Member |
| 8 | Dr. Dharmendra Kumar, Lecturer (Physics) | Member |
| 9 | Sh. Chandan Das, Lecturer (Economics) | Member |
| 10 | Sh. Jitumoni Das, Librarian | Member Secretary |

17. List of Non-Teaching Staff: (Regular)

| Sl. No. | Name | Designation |
|---------|-----------------------|------------------------------------|
| 1 | Sh. Aakash Shah | Administrative cum Account Officer |
| 2 | Sh. Sushanta Das | Assistant |
| 3 | Sh. Nani Loder | Assistant |
| 4 | Sh. Nyima Dorjee | Translator |
| 5 | Sh. Dorjee Khandu | Accountant |
| 6 | Ms. Chandrika Sunuwar | Hindi Typist |

18. Contractual Staff:

| SL.No. | Name | Designation |
|--------|----------------------|-------------------------------------|
| 1 | Shri Konjo Dorjee | Generator Operator cum Store Keeper |
| 2 | Shri Amit Glow | Peon |
| 3 | Shri Lakpa Sherpa | Peon cum Driver (i/c) |
| 4 | Shri Dashi Sarung | Guard |
| 5 | Shri Shankar Tamang | Cook |
| 6 | Shri Krishna Srestha | Cook |

19. Part Time Staff:

| SL. No. | Name | Designation |
|---------|------------------------|---------------------|
| 1 | Sh. Sang Dorjee Phinya | UDC |
| 2 | Sh. Shanyu Phinya | UDC |
| 3 | Sh. Ravi Kumar Avasthi | Executive Assistant |

20. Vacancy Position

| Sl. No. | Group | Name of the Post | No. of Vacancies |
|---------|------------------|---|------------------|
| 1 | Group 'A' | Lecturer, Bhot Boudh Shastra (Reserved for OBC) | 01 |
| 2 | Group 'B' | Translator | 01 |

21. List of Faculty Staff: (Regular)

| Sl. No. | Name | Designation |
|---------|---------------------------------|------------------------------|
| 1 | Geshe Ngawang Wangdue | Lecturer, Bhot Boudh Darshan |
| 2 | Shri Jitendra Kumar Tiwari | Lecturer, Hindi |
| 3 | Ms. Yasmine Hazratji Kharshiing | Lecturer, History |
| 4 | Dr. Radhe Shyam Mishra | Lecturer, Sanskrit |
| 5 | Dr. Manash Pratim Borah | Lecturer, English |
| 6 | Shri Kemo Padu | Lecturer, Political Science |
| 7 | Dr. Dharmendra Kumar | Lecturer, Physics |
| 8 | Geshe Ngawang Khentse | Lecturer, Bhoti |
| 9 | Shri Chandan Das | Lecturer, Economics |
| 10 | Shri Jitu Moni Das | Librarian |
| 11 | Sh. Biraj Lahkar | Computer Instructor |

22. List of Faculty Staff: (Part-Time)

| | | |
|----|-------------------------|---------------------------------------|
| 12 | Geshe Thupten Jungney | Guest Reader (Bhoti) |
| 13 | Ven. Tashi Gyalpo | PGT (Bhoti) |
| 14 | Ms. Dawa Choten | PGT (English) |
| 15 | Geshe Kesang Choephel | Guest Reader(Boudh Darshan/Shashtra) |
| 16 | Sh. Sagar Prasad Phuyal | PGT(Hindi) |
| 17 | Dr. Ram Gopal Upadhyay | PGT(Sanskrit) |
| 18 | Ms. Dorjee Yangzom | PGT(Pol. Science) |

23.LIST OF SOCIETY MEMBERS OF THE CIHCS, DAHUNG

| Sl. No. | Name | Occupation and Address | Designation |
|---------|----------------------------|--|---------------------|
| 1 | Miss Rashmi Verma | Secretary, Ministry of Culture, 502 C-Wing, Shastri Bhawan, New Delhi-110001 | President |
| 2 | Shri Pranav Khullar | Joint Secretary, Ministry of Culture, 332 C-Wing, Shastri Bhawan, New Delhi | Vice President |
| 3 | Prof. H. P. Dixit | HoD of Pali and Theravada Sampurnanand Sanskrit University, Varanasi – 221002 Uttar Pradesh | Member (Ex-Officio) |
| 4 | Shri Pradeep Kumar | Government of India, ministry of Culture, 2 nd floor Puratatva Bhawan, INA GPO Complex, New Delhi-110023 | Member (Ex-officio) |
| 5 | Prof. Tamo Mibang | Vice Chancellor, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh. | Member (Ex-Officio) |
| 6 | Shri M.R. Mahapatra | Director (IPR) NEC Secretariat, Ministry of Development of north Eastern Region, Nongrim Hills, Shillong- 793003 Meghalaya | Member (Ex-Officio) |
| 7 | Dr. Sonal Swaroop | Deputy Commissioner, West Kameng District Bomdila-790001 Arunachal Pradesh | Member (Ex-Officio) |

| | | | |
|----|--------------------------------|---|------------------------|
| 8 | Shri Arun Gupta | Ministry of Culture, Government of India, 328-C Wing, Shastri Bhawan, New Delhi- 110001 | Member (Ex-Officio) |
| 9 | Shri M.D. Diwan | World Buddhist Cultural Foundation, Sangkat Mochan Ashram, R.K.Puram, New Delhi | Member (Ex-Officio) |
| 10 | Prof. Vijay Kumar Singh | Deptt. Of Chinese and Tibetan languages, Punjab University Chandigarh- 160014 | Member (Ex-Officio) |
| 11 | Geshe Dorjee Damdul | Tibetan house, New Delhi | Member (Ex-Officio) |
| 12 | Shri J. K. Tiwari | Lecturer, CIHCS, Dahung | Member (Ex-Officio) |
| 13 | Geshe N. Tashi Bapu | Director, CIHCS, Dahung | Member Secretary |

**24.LIST OF MEMBERS OF THE BOARD OF GOVERNORS OF
CIHCS, DAHUNG**

| Sl. No. | Name | Occupation and Address | Designation |
|----------------|----------------------------|--|------------------------|
| 1 | Shri Pranav Khullar | Joint Secretary, Ministry of Culture Shastri Bhawan, New Delhi | Chairperson |
| 2 | Prof. H. P. Dixit | HoD of Pali and Theravada Sampurnanand Sanskrit University, Varanasi – 221002 Uttar Pradesh | Member (Ex-Officio) |

| | | | |
|----|----------------------------|---|------------------------|
| 3 | Shri Pradeep Kumar | Director, Government of India, ministry of Culture, 2 nd floor Puratatva Bhawan, INA GPO Complex, New Delhi-110023 | |
| 4 | Dr. Sonal Swaroop | Deputy Commissioner, West Kameng District Bomdila-790001 Arunachal Pradesh | Member (Ex-Officio) |
| 5 | Prof. Tamo Mibang | Vice Chancellor, Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh. | Member (Ex-Officio) |
| 8 | Shri Arun Gupta | Ministry of Culture, Government of India 328-C Wing, Shastri Bhawan, New Delhi-110001 | Member (Ex-Officio) |
| 9 | Shri M.D. Diwan | World Buddhist Cultural Foundation, Sangkat Mochan Ashram, R.K.Puram, New Delhi | Member (Ex-Officio) |
| 10 | Geshe Dorjee Damdul | Tibetan house, New Delhi | Member (Ex-Officio) |
| 11 | Shri J. K. Tiwari | Lecturer, CIHCS, Dahung | Member (Ex-Officio) |

25.LIST OF FINANCE COMMITTEE MEMBERS OF THE CIHCS, DAHUNG

| Sl. No. | Name | Occupation and Address | Designation |
|---------|----------------------------|--|------------------------|
| 1 | Shri Arun Gupta | Ministry of Culture, Govt. of India, 328-C Wing, Shastri Bhawan New Delhi- 110001 | Chairman |
| 2 | Geshe N. Tashi Bapu | Director, CIHCS, Dahung | Member (Ex-Officio) |
| 3 | Shri Pradeep Kumar | Director, Government of India, ministry of Culture, 2 nd floor Puratatva Bhawan, INA GPO Complex, New Delhi- 110023 | Member |
| 4 | Shri Gombu Dingla | Finance & Accounts Officer O/O the Deputy Commissioner, West Kameng, Arunachal Pradesh | Member |
| 5 | Sh. Aakash Shah | Administrative cum Accounts Officer, CIHCS, Dahung | Member Secretary |

26.LIST OF MEMBERS OF THE STAFF COUNCIL

| Sl. No. | Name | Occupation and Address | Designation |
|---------|---------------------------------|--|-------------|
| 1 | Geshe Ngawang Tashi Bapu | Director, CIHCS, Dahung | Chairman |
| 2 | Dr. Radhe Shyam Mishra | Lecturer, Sanskrit | Secretary |
| 3 | Sh. Aakash Shah | Administrative cum Accounts Officer | Member |

| | | | |
|----|--|--|--------|
| 4 | Sh. Jitendra Kumar Tiwari | Lecturer, Hindi | Member |
| 5 | Ms. Yasmine Hazratji Kharshiing | Lecturer, History | Member |
| 6 | Geshe Ngawang Wangdue | Lecturer,(B. B. D) | Member |
| 7 | Sh. Manash Pratim Borah | Lecturer, English | Member |
| 8 | Sh. Kemo Padu | Lecturer, Pol. Science | Member |
| 9 | Ven Ngawang Khentse | Lecturer, Bhoti | Member |
| 10 | Dr. Dharmendra Kumar | Lecturer, Physics | Member |
| 11 | Sh. Chandan Das | Lecturer, Economics | Member |
| 12 | Sh. Jitu Moni Das | Librarian | Member |
| 13 | Sh. Biraj Lahkar | Computer Instructor | Member |
| 14 | Sh. Sushanta Das | Assistant | Member |
| 15 | Sh. Nani Loder | Assistant | Member |
| 16 | Sh. Dorjee Khandu | Accountant | Member |
| 17 | Sh. Sanjeev Kumar | Personal Assistant | Member |
| 18 | Sh. Nyima Dorjee | Translator | Member |
| 19 | Ms. Chandrika Sunuwar | Hindi Typist | Member |
| 20 | Ven. Tashi Gyalpo | Part-time PGT | Member |
| 21 | Ms. Dawa Choten | Part-time PGT | Member |
| 22 | Ms. Dorjee Yangjom | PGT, Pol. Science (Part-Time) | Member |
| 23 | Dr. Ram Gopal Upadhyay | PGT, Sanskrit (Part-Time) | Member |
| 24 | Sh. Sagar Prasad Phuyal | PGT, Hindi (Part-Time) | Member |
| 25 | Ven. Kesang Choephel | Part-Time PGT/Guest Faculty B.B. Darshan | Member |
| 26 | Geshe Thupten Jungney | Part-Time Lecturer, B.B.Darshan | Member |
| 27 | Sh. Sang Dorjee Phinya | Part-Time UDC | Member |

| | | | |
|----|----------------------------|---|--------|
| 28 | Sh. Shanyu Phinya | Part-Time UDC | Member |
| 29 | Sh. Konjo Dorjee | Store Keeper cum Generator Operator (Contractual) | Member |
| 30 | Sh. Amit Glow | Peon (Contractual) | Member |
| 31 | Sh. Lakpa Sherpa | Peon (Contractual) | Member |
| 32 | Sh. Dashi Sarung | Guard (Contractual) | Member |
| 33 | Sh. Krishna Srestha | Cook (Contractual) | Member |
| 34 | Sh. Shankar Tamang | Cook (Contractual) | Member |

MANUAL-9
SECTION 4(1)(b)(ix)

Directory of its officers and employees

| Sl. No. | NAME | Designation | Mobile | Email |
|----------------|---------------------------------|------------------------------------|---------------|--|
| 1. | Geshe Ngawang Tashi Bapu | Director | +918259925250 | director-cihcs-arn@nic.in |
| 2. | Shri Aakash Shah | AAO | +919774687430 | aaocihcs@gmail.com aao-cihcs-arn@nic.in |
| 3. | Dr. Manash Pratim Borah | Lecturer, English Cum OSD | +919774301303 | manashpratim100@gmail.com |
| 4. | Geshe Ngawang Wangdue | Lecturer, Bhot Boudh Darshan | +919774106360 | |
| 5. | Dr. Dharmendra Kumar | Lecturer, Physics | +919402943813 | dramendrakkumar51@gmail.com |
| 6. | Dr. Radhe Shyam Mishra | Lecturer, Sanskrit | +918794215341 | mishra9radheshyam@gmail.com |
| 7. | Shri Jitendra Kumar Tiwari | Lecturer, Hindi | +918526903634 | jrtiwari100@gmail.com |
| 8. | Ms. Yasmine Hazratji Kharshiing | Lecturer, History | +919774115282 | yasmine.hazratji@gmail.com |
| 9. | Ven. Ngawang Khentse | Lecturer, Bhoti | +918794210423 | |
| 10. | Shri Chandan Das | Lecturer, Economics | +919774103390 | daschandan92@yahoo.com |
| 11. | Shri Kemo Padu | Lecturer, Political Science | +918794878402 | kemopadu1000@gmail.com |
| 12. | Geshe Thupten Jungney | Lecturer, Bhot Boudh Darshan | +918259925574 | |

| | | | | |
|-----|-------------------------|-------------------------------|--------------------------------|--|
| 13. | Geshe Kesang Choephel | Lecturer, Boudh Darshan | +919774103235 | |
| 14. | Ven Tashi Gyalpo | Part-Time, PGT(Bhoti) | +918259923044 | gestenigyalpo@gmail.com |
| 15. | Ven Zangling Tulku | Bhot Boudh Darshan | +918415001909 | |
| 16. | Ms. Dawa Chotten | Part-Time, PGT(English) | +909774121383 | choten_d@rediffmail.com |
| 17. | Mr. Sagar Prasad Phuyal | Part-Time, PGT(Hindi) | +918259923869 | sagarphuyal72@gmail.com |
| 18. | Ms. Dorjee Yangzom | Part-Time, PGT (Pol/Science) | +918794288242 | deejoz1259J@gmail.com |
| 19. | Dr. Ram Gopal Upadhyay | Part-Time, PGT(Sanskrit) | +918259933859 | ramgopalupadyay@gmail.com |
| 20. | Shri Biraj Lahkar | Computer Instructor | +919402257365 +919774209395 | biraj_lahkar@yahoo.com |
| 21. | Shri Sangey Tsering | Physical Instructor | +919774450938 | sangey08@gmail.com |
| 22. | Shri Sanjeev Kumar | PA | +918259923625 | pa2directorcihcs@gmail.com |
| 23. | Shri Sushanta Das | Assistant | +918729919900 +919402220755 | sushandahung@gmail.com sushanta.cihcs@gmail.com |
| 24. | Shri Dorjee Khandu | Accountant | +918259922955 | dorjeekh@gmail.com accountant-cihcs-arn@nic.in |
| 25. | Shri Nani Loder | Assistant | +919774106251 | naniloder85@gmail.com naniloder.cihcs@gmail.com academic-cihcs-arn@nic.in |
| 26. | Shri Jitumoni Das | Librarian | +917628929827 | jitumoni.cihcs@gmail.com librarian-cihcs-arn@nic.in |
| 27. | Shri Nyima Dorjee | Translator | +919774654360 | nyimadorjee.cihcs@gmail.com translator-cihcs-arn@nic.in |

| | | | | |
|-----|--------------------------|-------------------------------------|---------------|--|
| | | | | |
| 28. | Ms. Chandrika Sunuwar | Hindi Typist | +919774196293 | chandrikasunuwar85@gmail.com chandrika.cihcs@gmail.com hinditypist-cihcs-arn@nic.in |
| 29. | Shri. Sang Dorjee Phinya | UDC | +918729935767 | sanggphinyaa@gmail.com |
| 30. | Sh. Shanyu Phinya | UDC | +918258854016 | pshayo60@gmail.com |
| 31. | Shri Konjo Dorjee | Store keeper cum Generator Operator | +919774653411 | kdorjee80@gmail.com |
| 32. | Shri Amit Glow | Peon | +918794184226 | amitglow81@gmail.com |
| 33. | Shri Lakpa Sherpa | Peon | +918794083254 | lakpa375is@gmail.com |
| 34. | Shri Dashi Sarung | Guard | +918794173259 | |
| 35. | Shri Krishna Shrestha | Cook | +918794775269 | |
| 36. | Shri Shankar Tamang | Cook | +919402227550 | |

MANUAL-10
SECTION 4(1)(b)(x)

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

| (A) Gross Salaries of Regular Employees | | | | |
|---|-------------------------------------|--------------------|--------------------------|--------------------------|
| Sl. No | Designation | No. of Post | Gross Salary(Rs.) | Total Gross (Rs.) |
| 1 | Director | 1 | 138178 | 138178 |
| 2 | Administrative cum Accounts Officer | 1 | 59462 | 59462 |
| 3 | Lecturer | 7 | 71628 | 501393 |
| 4 | Lecturer | 2 | 66212 | 132424 |
| 5 | Librarian | 1 | 58316 | 58316 |
| 6 | Assistant | 1 | 47088 | 47088 |
| 7 | Assistant | 1 | 45612 | 45612 |
| 8 | Accountant | 1 | 45612 | 45612 |
| 9 | Translator | 1 | 45612 | 45612 |
| 10 | Computer Instructor | 1 | 45612 | 45612 |
| 11 | Physical Instructor | 1 | 43534 | 43534 |
| 12 | Hindi Typist | 1 | 26996 | 26996 |
| (B) Gross Emolument of Contractual/Part-Time Employees | | | | |
| 1 | Guest Reader | 1 | 36300 | 36300 |
| 2 | Lecturer | 1 | 30750 | 30750 |
| 3 | PGT (Teacher) | 2 | 26620 | 53240 |
| 4 | PGT (Teacher) | 4 | 24200 | 96800 |
| 5 | U.D.C | 2 | 8000 | 16000 |
| 6 | Executive Assistant | 1 | 16000 | 16000 |
| 7 | MTS | 6 | 13177 | 79062 |

Further, there is no regulation on governing system of compensation in the institute other than compliance of GFR 2017.

Note: Time lag between current & updation of the current.

MANUAL-11
SECTION 4(1)(b)(xi)

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

| (Rs. In Lakhs) | | | | | |
|----------------|---|--------------------------------------|---------------------------------------|---|------------------------|
| Sl. No. | HEAD | REVISED ESTIMATE OF CIHCS (FY-16-17) | ALLOCATION OF MINISTRY (RE FY -16-17) | ACTUAL RECEIVED DURING THE YEAR FROM MINISTRY | EXPENDITURE (FY-16-17) |
| 1 | 31- Grant in Aid General (NP) | 64.88 | 33.00 | 26.89 | 26.89 |
| 2 | 36-Grant in Aid Salaries (NP) | 173.15 | 184.00 | 100.62 | 126.83* |
| 3 | 35 -Grant for Creation of Capital Assets (Plan) | 200.10 | 100.00 | 31.67 | NIL |
| 4 | 31-Grant in Aid General (NER Plan) | 22.90 | 150.00 | 145.95 | 145.95 |
| 5 | Grand under TSP | 68.50 | 25.00 | NIL | 62.60* |

*Including unspent of FY 15-16.

MANUAL-12
SECTION 4(1)(b)(xii)

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

The Institute does not execute any such programmes.

MANUAL-13
SECTION 4(1)(b)(xiii)

Particulars of recipients of concession, permits or authorisations granted by it

Under process

MANUAL-14
SECTION 4(1)(b)(xiv)

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

NIL

MANUAL-15
SECTION 4(1)(b)(xv)

Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

Particulars of facilities available to citizens for obtaining information, including the works hrs

1. Facility for reading and borrowing Text books and reference Books from the library
2. Facility for reading Magazines.
3. Facility for reading Journals.
4. Facility for reading Newspaper.
5. Facility for accessing Internet.
6. Reference service to the Library users.
7. Computerized bibliographic books database access facility.
8. Audio Video recordings access facility.

Library Hrs

1. Monday to Friday- 0900 Hrs to 1700Hrs
2. Saturday -0900 Hrs to 1400 Hrs

MANUAL-16
SECTION 4(1)(b)(xvi)

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

Central Public Information officer:

Shri Kemo Padu, Lecturer (Pol. Science) is the Central Public Information Officer (CPIO) of the Central Institute of Himalayan Culture Studies, Dahung.

Address: Central Institute of Himalayan Culture Studies, Dahung-790116, West Kameng District, Arunachal Pradesh.

Phone No: 03782, 207030,273678, +918794878402

E-mail: Kemopadu1000@gmail.com

First Appellate Authority:

Geshe Ngawang Tashi Bapu, Director is the First Appellate Authority of the Central Institute of Himalayan Culture Studies, Dahung.

Address: Central Institute of Himalayan Culture Studies, Dahung-790116, West Kameng District, Arunachal Pradesh.

Phone No: 03782, 207030,273678, 8259925250

E-mail: Director-cihcs-arn@nic.in