

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization Indian Institute of Tourism and Travel Management (An Autonomous Body under Ministry of Tourism, Govt. of India), Govindpuri, Gwalior (M.P.) – 474 011	Fully Met
		(ii) Head of the organization Director	Fully Met
		(iii) Vision, Mission and Key objectives Mission: To be the most admired tourism school in South Asia Vision: To carry out state-of-the-art research and impart world class tourism education Objectives:	Fully Met

		<ul style="list-style-type: none"> •To contribute to creation of knowledge related to tourism and allied areas (Research) • To disseminate knowledge and impart necessary skills related to tourism and allied areas (Academics) • To contribute directly to society by reaching out directly to community (Extension) • To make efforts to grow as an institution of national importance (Institutional growth) •To make efforts to be more efficient in internal operations (Administration) 	
		(iv) Function and duties Attached (Annexure – 1)	Fully met
		(v) Organization Chart Attached (Annexure – 2)	Fully met
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt Attached (Annexure – 3)	Fully met
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial) Attached (Annexure – 4)	Fully met
		(ii) Power and duties of other employees Attached (Annexure – 5)	Fully met

		(iii) Rules/ orders under which powers and duty are derived Bye-laws of IITTM or the decisions of BOG-IITTM / constitution of IITTM	Fully met
		(iv) Exercised By the Chairman / Vice -Chairman- BOG-IITTM/Director-IITTM	Fully met
		(v) Work allocation As per duties / powers allocated to the posts	Fully met
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points Chairman/ Vice-Chairman, BOG-IITTM/ Director-IITTM	Fully met
		(ii) Final decision making authority Chairman/Vice-Chairman, BOG-IITTM	Fully met
		(iii) Related provisions, acts, rules etc. Constitution /Bye -laws of IITTM	Fully met
		(iv) Time limit for taking a decisions, if any Immediate basis	Fully met
		(v) Channel of supervision and accountability All the centers of IITTM are headed by the Nodal Officers under the overall supervision of Director-IITTM. who is responsible to the Chairman/ Vice-Chairman of BOG-IITTM	Fully met
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered As provided in the constitution of IITTM	Fully met
		(ii) Norms/ standards for functions/ service delivery As per the regulations of Govt. of India	Fully met
		(iii) Process by which these services can be accessed By visiting the website of IITTM as well as Ministry of Tourism, GoI	Fully met
		(iv) Time-limit for achieving the targets As prescribed in the directions of Govt. of India	Fully met
		(v) Process of redress of grievances As mentioned in the manual on office procedure (DoPT)	Fully met

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction. Bye –laws of IITTM	Fully met
		(ii) List of Rules, regulations, instructions manuals and records. Bye –laws of IITTM	Fully met
		(iii) Acts/ Rules manuals etc. Bye –laws of IITTM	Fully met
		(iv) Transfer policy and transfer orders As per requirement	Fully met
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents Service records of employees, accounts records, documents related to academics and the documents related to projects	Fully met
		(ii) Custodian of documents/categories Administrative Officer, Accounts Officer, Programme Officer and Officer-in-charge project	Fully met
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc. Board of Governors, Executive cum Finance Committee of IITTM	Fully met
		(ii) Composition Chairman, Vice-Chairman, 17 members, Member Secretary	Fully met
		(iii) Dates from which constituted Five experts members are nominated after every five years, one IITTM member after every two years, 11 members are permanent members excluding Chairman, Vice-Chairman and member secretary.	Fully met
		(iv) Term/ Tenure As in item no. (iii) above.	Fully met
		(v) Powers and functions Absolute powers	Fully met
		(vi) Whether their meetings are open to the public?	Fully met

		No	
		(vii) Whether the minutes of the meetings are open to the public? The need does not arise	Fully met
		(viii) Place where the minutes if open to the public are available? IITTM-Gwalior	Fully met
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation Attached (Annexure - 6)	Fully met
		(ii) Telephone, fax and email ID Attached (Annexure -7)	Fully met
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration Attached (Annexure - 8)	Fully met
		(ii) System of compensation as provided in its regulations As per GoI Regulations	Fully met
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority PIO – Mr. Amit Tiwari, Assistant Professor APIO – Dr. Vinay Kumar Rai, Programme Assistant Appellate Authority - Prof. (Dr.) Alok Sharma , Director	Fully met
		(ii) Address, telephone numbers and email ID of each designated official. PIO – Address: IITTM, Gwalior, Phone: 0751-2345821,	Fully met

		<p>Email ID: amitiittm2011@gmail.com</p> <p>APIO – Address: IITTM, Gwalior, Phone: 0751-2345821, Email ID: vinayiittm@gmail.com</p> <p>Appellate Authority – Address: IITTM, Gwalior, Phone: 0751 2344214, Email ID: alok.sharma@iittm.ac.in</p>	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	<p>No. of employees against whom disciplinary action has been</p> <p>(i) Pending for Minor penalty or major penalty proceedings Nil</p> <p>(ii) Finalised for Minor penalty or major penalty proceedings One official has been imposed major penalty under CCS (CCA) Rules</p>	<p>Fully met</p> <p>Fully met</p>
1.12	Programmes to advance understanding of RTI (Section 26)	<p>(i) Educational programmes Nil</p> <p>(ii) Efforts to encourage public authority to participate in these Programmes Need did not arise</p> <p>(iii) Training of CPIO/APIO No training programme order / circular received by IITTM</p> <p>(iv) Update & publish guidelines on RTI by the Public Authorities concerned Provided</p>	<p>Fully met</p> <p>Fully met</p> <p>Fully met</p> <p>Fully met</p>
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	As and when required (very small establishment	Fully met

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority Attached (Annexure -9)	Fully met
		(ii) Budget for each agency and plan & programmes Attached (Annexure -10)	Fully met
		(iii) Proposed expenditures Attached (Annexure -11)	Fully met
		(iv) Revised budget for each agency, if any Attached (Annexure - 12)	Fully met
		(v) Report on disbursements made and place where the related reports are available Attached (Annexure - 13)	Fully met
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget No Budget for foreign tours. Provision for domestic tours mentioned in BE of every F/Y.	Fully met
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited As an when required for domestic project work b) The period of visit As per requirement c) The number of members in the official delegation Nil d) Expenditure on the visit As per TA Rules	Fully met

		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, As provided in GFRs b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured As per GFRs c) The works contracts concluded – in any such combination of the above-and Nil d) The rate /rates and the total amount at which such procurement or works contract is to be executed. Nil	Fully met
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity N/A	Fully met
		(ii) Objective of the programme N/A	Fully met
		(iii) Procedure to avail benefits N/A	Fully met
		(iv) Duration of the programme/ scheme N/A	Fully met
		(v) Physical and financial targets of the programme N/A	Fully met
		(vi) Nature/ scale of subsidy /amount allotted N/A	Fully met
		(vii) Eligibility criteria for grant of subsidy N/A	Fully met
		(viii) Details of beneficiaries of subsidy programme (number, profile etc) N/A	Fully met
2.4	Discretionary and non-discretionary	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully met

	grants [F. No. 1/6/2011-IR dt. 15.04.2013]	N/A	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities N/A	Fully met
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority N/A	Fully met
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria N/A b) Procedure for getting the concession/ grant and/ or permits of authorizations N/A c) Name and address of the recipients given concessions/ permits or authorisations N/A d) Date of award of concessions /permits of authorizations N/A	Fully met
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. Nil	Fully met

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens Nil	Fully met
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation Not required b) Day & time allotted for visitors Any time they can met the Director-IITTM c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants Provided	Fully met
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any Nil	Fully met
		(ii) Detailed project reports (DPRs) Nil	Fully met
		(iii) Concession agreements. Nil	Fully met
		(iv) Operation and maintenance manuals Nil	Fully met

		(v) Other documents generated as part of the implementation of the PPP Nil	Fully met
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government Nil	Fully met
		(vii) Information relating to outputs and outcomes Nil	Fully met
		(viii) The process of the selection of the private sector party (concessionaire etc.) Nil	Fully met
		(ix) All payment made under the PPP project Nil	Fully met
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year Nil	Fully met
		(ii) Outline the Public consultation process Nil	Fully met
		(iii) Outline the arrangement for consultation before formulation of policy Nil	Fully met
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website) IITTM's website	Fully met

3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format IITTM's website	Fully met
		(ii) Printed format Yes	Fully met
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost All	Fully met
		(ii) At a reasonable cost of the medium Nil	Fully met

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English Yes	Fully met
		(ii) Vernacular/ Local Language -----	Fully met
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation June, 2019	Fully met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form Institute's charter of functions, academic information about all the centers of IITTM. The facilities being provided to the students, the project work and research studies undertaken and the achievements / targets of IITTM.	Fully met
		(ii) Name/ title of the document/record/ other information As provided in the institute's website,	Fully met
		(iii) Location where available As provided in the institute's website,	Fully met
4.4	Particulars of facilities available to	(i) Name & location of the faculty Sh. C. S. Barua, Assistant Professor, IITTM-Gwalior	Fully met

	citizen for obtaining information [Section 4(1)(b)(xv)]	(ii) Details of information made available All information concerning the academics in the institute	Fully met
		(iii) Working hours of the facility 9:30 AM to 6:00 PM (on all working days)	Fully met
		(iv) Contact person & contact details (Phone, fax email) Sh. C. S. Barua, Mob. 9425407607	Fully met
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance Redressal mechanism It is in place	Fully met
		(ii) Details of applications received under RTI and information provided Information has been provided in annexure-	Fully met
		(iii) List of completed schemes/ projects/ Programmes N/A	Fully met
		(iv) List of schemes/ projects/ programme underway N/A	Fully met
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract N/A	Fully met
		(vi) Annual Report Being published every year	Fully met
		(vii) Frequently Asked Question (FAQs) Nil	Fully met
		(viii) Any other information such as a) Citizen's Charter N/A	Fully met
		b) Result Framework Document (RFD) N/A	Fully met
		c) Six monthly reports on the N/A	Fully met

		d) Performance against the benchmarks set in the Citizen's Charter N/A	Fully met
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed (Details available in annexure-14)	Fully met
		(ii) Details of appeals received and orders issued (Details available in annexure-15)	Fully met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given As mentioned in the applications and replies issued by IITTM	Fully met

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs CPIO – Mr. Amit Tiwari, Assistant Professor APIO – Dr. Vinay Kumar Rai, Programme Assistant Appellate Authority - Prof. (Dr.) Alok Sharma , Director (b) Earlier CPIO & FAAs from 1.1.2015 Dr. Saurabh Dixit, CPIO, Dr. Sandeep Kulshreshtha, 1st Appellate Authority	Fully met
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out ----- (b) Report of the audit carried out -----	Fully met
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment Dr. Saurabh Dixit (b) Name & Designation of the officers Dr. Saurabh Dixit, Assistant Professor & Nodal Officer	Fully met
		(iv) Consultancy committee of key stake holders for advice on	Fully met

		<p>suo-motu disclosure</p> <p>(a) Dates from which constituted -----</p> <p>(b) Name & Designation of the officers -----</p>	
		<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted -----</p> <p>(b) Name & Designation of the Officers -----</p>	Fully met

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Nil	Fully met
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<p>(i) Whether STQC certification obtained and its validity. No</p> <p>(ii) Does the website show the certificate on the Website? No</p>	Fully met

Annexure -1

The function and duties of IITTM are under:-

- (a) To provide training in tourism and travel industry management and related subjects.
- (b) To undertake educational programmes and to organize courses of studies, Lectures, seminars, symposia and conferences etc.
- (c) To provide continuing educational opportunities and facilities.
- (d) To provide guidance and directions in tourism.
- (e) To conduct, promote and institute research in the field of tourism.
- (f) To provide advice/give suggestions in the promotion and development of tourism
- (g) To establish an extensive library of books and other reference material on travel, tourism and allied subjects for the Institute.
- (h) To undertake and provide for the publication of suitable literature comprising journals, books, research papers, monographs.

- (i) To invite experts from India and abroad who are actively engaged in tourism training and research.
- (j) To do all things as may be necessary.
- (k) All incomes and assets of the Society shall be utilized towards the promotion of the aims and objects.

1.1 (v) Organizational Chart of IITTM, Gwalior :

Organizational Chart of IITTM Gwalior									
Director									
Nodal Officer (Teacher In-charge of the centre for teaching and routine administrative activities)									
Teaching		Non-Teaching							
		Examination & Registration	Establishment/ Scholarship	Accounts	Engineering and Maintenance	Library	Computer labs	Hostels	Director Office
Professors (2)		Programme Officer (1)	Administrative Officer (1)	Accounts Officer (1)	Asst Engineer (Electrical) (1)	Library Assistant - (1)	Computer Lab Assistant (1)	Hostel Wardens (Teacher Incharge)	Senior Stenographer (PA)
Associate Professor (1)		Programme Assistant (2) MTS (1)	Assistant (1) Receptionist(1) LDC (1) Staff Car Driver (1) MTS (1)	Accounts Assistant - (1) LDC (1) MTS (1)	Junior Engineer (Civil) - (1) Plumber (1) Carpenter (1) Electrician (1) Mali (1)	Library Attendants- (2) MTS-(1)	Data Entry Operators- (2) MTS (1)	Hostel Caretakers(2) MTS - (4)	Junior Steno-(2) MTS-(1)
Assistant Professor (15)									
MTS (2) 18+2		4	6	4	6	4	4	6	5

Annexure 3

Different committes

Responsibility		Name of Official/Member
Course Committee	MBA (TTM)	Dr. C. S. Barua (Chairman)
		Mr. Vishal Keshari
		Mrs. RanuChauhan
		Mr. AmitTiwari
		Mr. Subramaniam N.
	BBA-(TT)	Dr. Ramesh Devrath (Chairman)
		Dr. KamakshiMaheshwari
		Dr. RavinderDogra
		Mr. Ramakrishna Kongalla
		Mr. R M Khushro
Admission Committee		Dr. JeetDogra (Coordinator)
		Dr. Chandra ShekharBarua
		Dr. RavinderDogra
		Mr. Ashwani Kumar

Responsibility		Name of Official/Member
		Mr. ShivramMaurya
		Mr.Dhan Singh
		Mr. K.P. Gautam (Special Invitee)
Library		Dr. Saurabh Dixit / Dr. Ramesh C. Devrath
		Dr. Y. P. S. Sengar
Centre Superintendent (Exams)		Dr. KamakshiMaheshwari
Dy. Centre Superintendent (Exams)		Dr. RavinderDogra
Website updation, liasoning with web designer, official e-mail id, content for website, co-ordination with other campuses for website content		Dr. JeetDogra (Incharge) Mr. AlokKaluskar
Computer Centre(s), Information Technology including digitalization IT for SAP		Mr. Ramakrishna Kongalla (Chairman)
		Dr. RavindraDogra- Co-Chairman
		Mr. AlokKaluskar- THIMS, Internet connectivity, Computer Centre(s),
Time Table, Academic Calendar, Syllabus		Dr. KamakshiMaheshwari
		Mrs. RanuChauhan, Mr. Ashwani Kumar
Hostel Incharge	Boys Hostel -1	Dr. RavinderDogra (Hostel Incharge)

Responsibility		Name of Official/Member
	Boys Hostel -2	Dr. JeetDogra (Hostel Incharge)
	Boys Hostel -3	Mr. Ramakrishna Kongala (Hostel Incharge)
	Girls Hostel	Mrs. RanuChauhan (Hostel Incharge)
		Ms. DibyaKujur (Deputy Warden)
Purchase Committee (Any Three)		Dr. JeetDogra (Chairman)
		Mr. Ashwani Kumar
		Mr. Dhan Singh
		Dr. Y. P. S. Sengar
Co-ordinator- Swachhata Action Plan		Dr. KamakshiMaheshwari
House Keeping and Related Supplies		Mr. Ashwani Kumar
		Mr. ShivramMaurya
		Mr. Dhan Singh
		Ms. DivyaKujur
AICTE/AIU/IGNTU		Mr. Ashwani Kumar
		Dr. Vinay Kumar Rai
		Mr. AlokKaluskar

Responsibility		Name of Official/Member
Inspection Committee (Any Three)		Mr. Vishal Keshri
		Dr. KamakshiMaheshwari
		Mr. Ramakrishna Kongala
		Mr. R M Khushro
		Mr. Subramaniam. N
Anti Ragging		Dr. C. S. Barua
		Dr. Ramesh Devrath
		Mrs. RanuChauhan
		Mr. AmitTiwari
		Dr. KamakshiMaheshwari
		Mr. Subramaniam
		Dr. RavinderDogra
Placement/Summer Internship	MBA(TTM)	Dr. Chandra ShekharBarua Chairman- Placement
		Mr. Subramaniam
	BBA (Tourism)	Dr. RavinderDogra Chairman- Placement
		Dr. KamakshiMaheshwari

Responsibility	Name of Official/Member
Alumni	Dr. C. S. Barua
	Dr. Ramesh Devrath
Women empowerment committee	Dr. ShashiPrabha (Chairperson)
	Dr. Saurabh Dixit
	Dr. KamakshiMaheshwari
	Mr. Vishal Keshri
	Mrs. RanuChauhan
Campus Development Committee	Dr. Saurabh Dixit
	Dr. Ramesh C. Devrath
	Mr. Ashwani Kumar
	Mr. ShivramMaurya
	Mr. Dhan Singh
Secretary Faculty Council	Mr. Subramaniam
Mess Committee	Dr. Ramesh C. Devrath
	Mrs. RanuChauhan
	Dr. RavinderDogra
	Dr. JeetDogra

Responsibility	Name of Official/Member
	Mr. Ashwani Kumar
	Ms. DivyaKujur
	Mr. K.P. Gautam (Special Invitee)
Grievance Redressal Committee	Dr. Ramesh S. Sikarwar, Retd. Prof. (Ombudsman)
	Dr. C.S. Barua
	Dr. KamakshiMaheshwari/ Mrs. RanuChauhan
	Ms. DivyaKujur
Guest Lecture	Dr. KamakshiMaheshwari and Mr. R. M. Khushro
Student's Mentorship	Mr. Ramakrishna Kongala (Coordinator)
Cleanliness Campaign, Social activities	Dr. KamakshiMaheshwari
	Mr. ShivramMaurya
	Ms. DibyaKujur
Student's Handbook, Lesson Plan	Mr. RavindraDogra
Facilities and Amenities	Mr. ShivramMaurya
Promotion, Publicity & Social Media	Dr. JeetDogra
	Mr. Ramakrishna
Sports activities	Dr. Ramesh C. Devrath
	Mrs. RanuChauhan
	Dr. YPS Sengar

Responsibility	Name of Official/Member
Custodian of student's personal files, attendance, answer scripts (internal exam), document verification	Dr. Vinay Kumar Rai
Study Tour documentation (tickets, bookings and other work)	Mr. Subramaniam and Mr. Khusro – MBA (TTM)
	Mr. Ramakrishna and Mr. Vishal Keshari - BBA (TT)
Identity Card, Attendance compilation & declaration (on monthly basis), information to parents in consultation with Nodal Officer/ Director.	Dr. KamakshiMaheshwari MBA (TTM)
	Mr. RavinderDogra BBA (TT)
	Mr. ShivramMaurya
	Dr. Vinay Kumar Rai (custodian of original documents- (MBA/ BBA)
Discipline among students	Dr. C. S. Barua
	Dr. Ramesh C. Devrath
	Dr. KamakshiMaheshwari
Cultural	Dr. KamakshiMaheshwari
	Mr. Ramakrishna Kongalla
	Mr. R M Khushro
	Mr. Ashwani Kumar
	Ms. DivyaKujur
Classroom logistics/ Auditorium for Guest Lecture	Mr. Vishal Keshari
	Mr. Gyan Chand

Responsibility	Name of Official/Member
Scholarship	Mr. ShivramMaurya Mr. AlokKaluskar
Hindi Officer	Mr. ShivramMaurya
Students Attendance completion and identification of Non-eligible students	Mr. Ashwani Kumar , Dr. V.K.Rai
Students' insurance	Mr. ShivramMaurya
Railway concessions	Mr. Ashwani Kumar, Ms. DivyaKujur
Students Grivences issues	Mrs. RanuChauhan
	Mr. Vishal Keshri
	Mr. R.M. Khushro
	Mr. Ashiwani Kumar
	Related course chairman
Sexual Harrasment Committee	Dr. Saurabh Dixit
	Dr. C. S. Barua
	Mrs. RanuChauhan
	Dr. RavinderDogra
	Ms. DivyaKujur
CPIO	Mr. AmitTiwari
APIO	Dr. Vinay Kumar Rai
Ph. D.	Dr. Saurabh Dixit

Responsibility	Name of Official/Member
Public Relation Officer	Dr. C. S. Barua
Protocol Officer	Dr. C. S. Barua

Annexure-4

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
1	Prof. (Dr.) Alok Sharma	Director	24.01.2020	Overall responsibility for management and administration of the institute.
2	Dr. Saurabh Dixit	Associate Professor	25.02.1997	Nodal Officer (Responsible for day to day management of teaching and routine administrative activities)

Annexure-5

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
1	Dr. Saurabh Dixit	Associate Professor	25.02.1997	Nodal Officer of IITTM, Gwalior (Responsible for day to day management of teaching and routine administrative activities) Chief coordinator of SAP
2	Mr. Chandra Shekhar Barua	Assistant Professor	24.05.2007	Chairman-MBA, Coordinator- Public Relations, Member-Alumni & Placement (MBA), Member of - Anti Ragging Committee, Grievance Redressal Committee, Alumni, Sexual Harassment Committee, Placement coordinator (MBA)
3	Mr. Ramesh Chandra Devrath	Assistant Professor	29.09.2008	Chairman-BBA, Chairman-Library, Member of Anti Ragging Committee, Member-Alumni , Grievance Redressal Committee, Campus Development Committee, Sport Activities & Discipline Committee.
4	Ms. Ranu Chauhan	Assistant Professor	16.11.2012	Member- Course committee (MBA), AntiRagging Committee, Women empowerment Committee, Warden Girls Hostel, Mess Committee, Students Cultural Activities, Sexual Harassment Committee, Students Sport Activities (Girls), Students grievances committee.
5	Mr. Vishal Keshari	Assistant Professor	07.11.2012	Member- Course committee (MBA), Inspection Committee, Member-Women empowerment Committee, Students grievances committee, Classroom logistics committee.

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
6	Mr. Amit Tiwari	Assistant Professor	08.11.2012	CPIO, Member of Course committee, anti ragging committee,
7	Mr. Ravinder Dogra	Assistant Professor	09.11.2012	Hostel Warden, Deputy Centre Superintendent (Exam), Placement coordinator (BBA), Member of course committee (BBA), Admission Committee, Sexual Harassment Committee,
8	Dr. Kamakshi Maheshwari	Assistant Professor	06.11.2012	Coordinator Swachhata Action Plan, Member of Course committee (BBA), coordinator of SAP, Grievance Redressal Committee, Women empowerment Committee, Discipline and culture committee, Member of Inspection committee
9	Mr. Rukunuddin Md. Khushro	Assistant Professor	20.11.2012	Member of Inspection committee, Course committee (MBA), anti ragging, Student Grievance issue
10	Dr. Jeet Dogra	Assistant Professor	09.11.2012	Coordinator Admission Committee, Chairman-IT Committee, Member- Admission Committee, Warden (Boys Hostel-2), Member-Mess Committee
11	Mr. Ramakrishna Kongalla	Assistant Professor	16.11.2012	Warden (Boys Hostel-3), Member Placement Committee (S), Member-Students Cultural Activities, Member-Students Sport Activities, Member of Inspection committee, Chairman Computer centre.
12	Mr. N Subramaniam	Assistant Professor	21.11.2012	Member of Inspection committee, Study tour of MBA Students.

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
13	Mr. Ashwani Kumar	Programme Officer	21.01.2015	Overall Incharge of Academic Cell including legal case, students exam, result, convocation, Administration of Academic cell, Member of Campus Committee, Admission Committee, Purchase committee, Mess committee, Campus Development Committee
14	Mr. ShivramMaurya	Administrative Officer	12.12.2007	General Administration (Office management, establishment, appointment, service & personnel matters, employee's legal matter, ACR, Member of Campus Development Committee, Admission Committee, Hindi Officer-Rajbhasha, Scholarship-Nodal Officer, additional charge of Assistant Engineers.
15	Mr. Siddharth	Assistant Administrative Officer	05.04 2019	Provide administrative support to Administrative Officer in all the matters relating to routine administration work of Head Office and 04 centres of IITM viz. drafting proposals, MACP, CAS, Recruitment, Training, Posting, Transfer, Promotion, APAR, PBAS, Personal cases and leaves, LTC, Service Book's, Rajbhasha implementation etc.
16	Sh. Dhan Singh	Account Officer	04.06.2016	Accounts and Audit, Member of Admission Committee, Purchase committee, Housekeeping and related supplies,
17	Dr. Yash Pal Singh Sengar	Library Assistant	15.03.1994	In charge of Library, Coordinator Students Activity, Member- Purchase Committee, Students Sport Activities

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
18	Dr. Vinay Kumar Rai	Programme Assistant	01.08.1995	Assisting Programme Officer to look after residual examinations at Gwalior centre, result preparation, Assisting AICTE/AIU/IGNTU, Identity card committee
19	Mr. Alok Kaluskar	Computer Lab Assistant	18.07.1994	In charge of computer lab, Providing administrative assistance in AICTE/AIU/IGNTU matters, Member-IT Committee, Assisting Scholarship- Nodal Officer for Scholarship matter
20	Ms. Dibya Kujur	Assistant Caretaker	04.12.2006	Caretaking of hostel, cleaning and housekeeping works in campus, procurement of cleaning materials, Deputy Warden-Girls Hostel, Member-Women empowerment & grievance Committee, Mess Committee, Mess Committee, Member-Grievance Redressal Committee, Sexual Harassment Committee
21	Mr. Gagan Chaturvedi	Accounts Assistant	21.10.2014	Assisting Accounts Officer for preparation in salary, making payment and settling claims
22	Mr. Himanshu Sahi	Junior Stenographer	18.02.2019	Assistance to Consultant A & F
23	Mr. Jandel Singh	Staff Car Driver	01.10.1998	Driving of Institute's car
24	Mr. Gyan Chand	Lower Division Clerk	29.08.2012	Assisting with Programme Officer for examination and classroom arrangement

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
25	Mr. RamdeenSenwar	Lower Division Clerk	08.01.2014	Assisting with IT and maintaining the computer lab
26	Mr. Vijay Verma	Lower Division Clerk	22.02.2014	Assisting with Library
27	Mr. Bhawan Kumar Mishra	Lower Division Clerk	22.10.2014	Assisting with Library
28	Mr. GhanshyamVerma	Lower Division Clerk	22.10.2014	Assisting with Accounts Officer for accounts work
29	Mr. BaboolalYadav	Data Entry Operator	07.11.2006	Assisting Nodal Officer for academic related work
30	Mr. Pawan Sharma	Wireman	01.12.1995	Electrical repairs and maintenance
31	Mr. Ravi Shankar Pandit	Plumber	21.01.1997	Plumbing works of the campus
32	Mr. Aneesh Ahmed	Carpenter	29.09.2000	Carpentry works of the campus
33	Mr. Ram Gopal	MTS	07.06.1996	Director's office
34	Mr. Nand Kumar	MTS	07.06.1996	Guest House
35	Mr. Mayaram	MTS	07.06.1996	Guest House
36	Mr. Joginder Singh	MTS	01.01.2008	Accounts department
37	Mr. Shiv Prasad	MTS	01.01.2008	Assisting to Nodal Officer's Office
38	Mrs. Keshari Devi	MTS	16.11.1998	Administration
39	Mr. Satish Kumar	Gardener	01.01.2008	Gardening work, Assisting AE(E)
40	Mr. Kamal Batham	MTS	01.01.2008	Computer Lab
41	Mrs. Uma Gupta	Attendant	20.09.1996	Library

S.No.	Name of officer/official	Designation	Date of joining in the post	Responsibilities in brief
41	Mr. Kanti Prasad Gautam	Consultant-A&F	01.12.2011	Administration and Finance, Member- Mess Committee (Special Invitee), Member of Admission committee,

1.8 (i) & (ii) Directory of officers and employees [Section 4(1) (b) (ix)]:

S.No.	Name of the employee	Mobile No.	Landline	Ext. No.	DID	Email IDs
1	IITTM Reception		2437300, 2345821 2345822	321, 322		iittm@sancharnet.com
2	PA to Director	Fax-24344054	2344214	329		
3	Dr. Alok Sharma	9425109986				alok.sharma@iittm.ac.in
4	Dr. SandeepKulshreshta	98262 14448	2344055	301	2437301	sankul7@rediffmail.com
5	Dr. Saurabh Dixit	9425111266		303	2437303	dixit246@gmail.com
6	Dr. C.S. Barua	9425407607	2345823	306	2437306	csbarua003@rediffmail.com
7	Dr. Ramesh Devrath	9229204321		310	2437310	rameshdevrath@gmail.com
8	Dr. RavinderDogra	9039051004		304		rdmtm9@gmail.com
9	Dr. JeetDogra	7205146285		304		jeetdograa@gmail.com
10	Mr.RamakrishnaKongalla	94882 44854 9039411011		309		artist.ramakrishna@gmail.com
11	Mr.VishalKeshri	8827440541		309		keshrivishal@gmail.com
12	Mrs.Ranu Chauhan	9977474499		305		chauhan.ranu7@gmail.com

13	Dr.KamakshiMaheshwari	99771 91550		305		kamakshimaheshwari@gmail.com
14	Mr.AmitTiwari	9098907024		317		amitiitm2011@gmail.com
15	Mr.R.M. Khusro	8342082072		370		rmkhusro@rediffmail.com
16	Mr.N. Subramaniam	9090158029 8999199338				dinu82@rediffmail.com
17	Mr. K.P. Gautam	99101 79997		312	2437312	gautamiitm@gmail.com
18	Mr. Ashwani Kumar Manhas	94257 75564		327	2437327	ashwanimanhas@gmail.com
19	Mr. Shiv Ram Maurya	8878179131	2344211	325	2437325	shivamgwl@gmail.com
20	Mr. Siddharth	878574474				
21	Mr. Dhan Singh	9315345842	2344056	324		Dshahi71@gmail.com
22	Dr. YPS Sengar	94257 74245		337		ypseengar@yahoo.co.in
23	Dr.Vinay Kumar Rai	9827082135		364		vinayiitm@gmail.com
24	Mr. AlokKaluskar	9425753515		373		alokgwaliar@gmail.com
S.No.	Name of the employee	Mobile No.	Landline	Ext. No.	DID	Email IDs
25	Ms. DibyaKujur	97536 82932 9303113611		329		Kujurdivya1212 @gmail.com divya_prince79@yahoo.com
26	Mr. GaganChaturvedi	94251 10972		322	2437322	gagan81_c@rediffmail.com
27	Mr. Himanshu Shahu	7292006919				Shahihimansu3@gmail.com

28	Mr. BabulalYadav	94257 72908		303		
29	Mr. RamdeenSenwar	9893286832				
30	Mr. GhanShyamVerma	91653 23952		322		
31	Mr. Vijay Verma	98276 76142		337		
32	Mr. Gyan Chand	96301 94946		345		
33	Mr. B.K. Mishra	9425792557		337		bhawan.mishra1972@gmail.com
34	Mr.Jandel Singh Jeronia	97538 53212				jsjeronia@gmail.com
35	Mr. Pawan Sharma	97531 52194				
36	Mr. RamGopalBatham			329		
37	Mr.Shivprasad	9752225416				
38	Ms.Kesari Devi	8989103473				
39	Mr.Jogender Singh	7898627685				
40	Mr. Satish Mali	9630455633				
41	Mr. Ravi Shankar Pandit	94253 08196				
42	Mr. AneeshAhamed	99810 22825		359	2437359	
43	Mr. Maya Ram Batham	97540 64865			2437339	
44	Mr. Nand Kumar Sen	9009753471		338	2437338	
45	Mr. Kamal Batham	8717950398		365		

46	Mrs. Uma Gupta	8109532773				
47	Mr. RajkumarSen	7024648973				
48	Guest house (type- VI)			339/341		
49	Computer Lab (Admn. Block)			336		
50	Library			337		
51	Computer lab (Teaching Block)			365		
52	New Computer Lab			373		
53	Girls Hostel			367		
S.No.	Name of the employee	Mobile No.	Landline	Ext. No.	DID	Email IDs
54	ITDC old office			359		
55	Substation			355		
56	Canteen	83053 54600		335	2437335	

List of employee with Gross Monthly Salary

Name	Total Earnings
Prof.(Dr.) Alok Sharma	276783
Mr. Alok Kaluskar	89886
Mr. Amit Tiwari	95716
Mr. Anees Ahmed	39546
Mr. Ashwani Kumar	104494
Mr. B.K. Mishra	41075
Mr. B.L. Yadav	41075
Dr. C.S Barua	123779
Mr. Dhan Singh	66201
Ms. Dibya Kujur	64818
Dr. Sandeep Kulshreshtha	201451
Mr. Gagan Chaturvedi	58875
Mr. Ghanshyam	41075
Mr. Gyan Chand	41886
Mr. Himanshu Sahi	36021
Mr. Jandel Singh	44694
Dr. Jeet Dogra	90675
Mr. Joginder Singh	36387
Dr. Kamakshi Maheshwari	102499
Mr. Kamal Batham	41075
Mrs. Kesari Devi	39346
Mr. Maya Ram	41886
Mr. Nand Kumar	41886
Mr. N Subraminam	84708
Mr. Pawan Sharma	48655
Mr. Raj Kumar	32994
Mr. Ramdeen Senwar	41075
Dr. Ramesh C. Devrath	117262
Mr. Ram Gopal	47326
Mr. Ramkrishna Kongalla	84708
Ms. Ranu Chouhan	95716
Dr. Ravinder Dogra	90675
Mr. R.M. Khusro	84708
Mr. R.S. Pandit	48656
Mr. Satish Kumar	41075
Dr. Saurabh Dixit	195200

Name	Total Earnings
Mr. Shiv Prasad	36387
Mr.Siddharth B Dabhade	44437
Mr. S.R.Maurya	95206
Mr. Vijay Verma	41075
Mr. Vishal Keshri	99928
Dr.Vinay.Kumar Rai	92546
Dr. Y.P.S. Sengar	106910

(i) Total Budget for the public authority, (ii) Budget for each agency and plan & programmes, (iii) Proposed expenditures, (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available

INDAIN INSTITUTE OF TOURISM & TRAVEL MANAGEMENT, GWALIOR

Actual Receipt & Expenditure 2018-19 and BE 2019-20

(Amount in lac)

SI No	Head	Budget Estimated 2018-19	Actual Expenditure 2018- 19	Budget Estimated 2019-20
1	Establishment Expenses			
a)	Salary/DA/HRA/CCA/LTC	435.00	358.44	456.00
b)	TA/DA (Foreign & Inland)	8.00	5.08	5.90
c)	Medical reimbursement	8.00	5.59	7.00
d)	Uniform	0.00	0.00	0.00
e)	Advance to staff for HBA/Scooter/ MCA	1.00	0.00	0.00
f)	OTA	0.36	0.00	0.40
g)	Temporary advance to staff	0.00	0.00	0.00
	Total	452.36	369.11	469.30

2	Repairs and Maintenance			
a)	Annual maintenance contract	4.50	3.64	4.10
b)	Minor repairs of Building	3.50	3.00	3.50
c)	Equipment and Furniture	9.00	8.00	9.00
d)	Land and Garden	22.00	21.47	23.20
e)	Staff Car maintenance	1.50	1.08	1.50
f)	Maint. /Cleaning of hostels	20.00	19.68	22.00
g)	Cleaning of Inst. Building	32.00	31.45	34.20
h)	Maintenance of Transit accommodation at /Gwl/ NOIDA/BBSR/Nellore/Goa including Electricity/ water/Telephone chrgs.	0.00	0.00	0.00
l)	Special Repair of Various Components	0.00	0.00	0.00
	Total	92.50	88.31	97.50
3	Operational Cost			
a)	Electricity charges	44.00	43.34	45.00
b)	Water charges	0.00	0.00	0.00

c)	POL including car hire at Gwl/BBSR/NOIDA/ Nellore/Goa	1.80	0.74	0.75
d)	Conveyance charges	0.75	0.48	0.60
e)	Other Operational cost	0.90	0.80	0.90
	Total	47.45	45.36	47.25

4	Academic expenses			
a)	Students welfare activities & educational trip/Alumni Meet	30.00	25.43	27.90
b)	Sports/Identity card	2.00	1.89	2.10
c)	Short term courses	0.00	0.00	0.00
d)	Guest Faculty honorarium &TA	7.00	6.06	7.00
e)	Examination charges	4.10	3.37	3.75
f)	Other expenditure related to course	16.00	15.88	17.00
g)	Workshop/ Seminar	0.00	0.00	0.00
	Total	59.10	52.62	57.75

5	Office Expenses			
a)	Postage and Telegram	2.00	1.06	2.00

b)	Printing and Stationary	5.00	2.62	3.00
c)	Advertisement/Publicity	50.00	40.21	52.00
d)	Telephone/fax	9.00	7.31	8.00
e)	Legal charges/Audit fee /Professional fee	9.00	4.63	5.00
f)	Annual membership	10.00	7.32	8.10
g)	Newspapers/books/Journals	2.50	0.01	1.00
h)	Rent for office and hostel building at BBSR/NOIDA/ Nellore & Goa	0.00	0.00	0.00
l)	Security expsenses	85.00	83.45	90.00
j)	Other Misc. expenses	30.00	28.39	30.00
	Total	202.50	175.00	199.10
	Grand Total	853.91	730.40	870.90

	RECEIPTS:			
a)	Courses fee	700.50	552.49	817.37
b)	Other Miscellaneous Inome	94.47	118.86	131.80
	Total	794.97	671.35	949.17

6	Capital Expenses			
a)	Office/classroom/hostel/training equipments #	0.00	0.00	0.00

SI No	Head	Budget Estimated 2018-19	Actual Expenditure 2018- 19	Budget Estimated 2019-20
1	Establishment Expenses			
a)	Salary/DA/HRA/CCA/LTC	435.00	358.44	456.00
b)	TA/DA (Foreign & Inland)	8.00	5.08	5.90
c)	Medical reimbursement	8.00	5.59	7.00
d)	Uniform	0.00	0.00	0.00
e)	Advance to staff for HBA/Scooter/ MCA	1.00	0.00	0.00
f)	OTA	0.36	0.00	0.40
g)	Temporary advance to staff	0.00	0.00	0.00
	Total	452.36	369.11	469.30

2	Repairs and Maintenance			
a)	Annual maintenance contract	4.50	3.64	4.10

b)	Minor repairs of Building	3.50	3.00	3.50
c)	Equipment and Furniture	9.00	8.00	9.00
d)	Land and Garden	22.00	21.47	23.20
e)	Staff Car maintenance	1.50	1.08	1.50
f)	Maint. /Cleaning of hostels	20.00	19.68	22.00
g)	Cleaning of Inst. Building	32.00	31.45	34.20
h)	Maintenance of Transit accommodation at /Gwl/ NOIDA/BBSR/Nellore/Goa including Electricity/ water/Telephone chrgs.	0.00	0.00	0.00
l)	Special Repair of Various Components	0.00	0.00	0.00
	Total	92.50	88.31	97.50
3	Operational Cost			
a)	Electricity charges	44.00	43.34	45.00
b)	Water charges	0.00	0.00	0.00
c)	POL including car hire at Gwl/BBSR/NOIDA/ Nellore/Goa	1.80	0.74	0.75
d)	Conveyance charges	0.75	0.48	0.60

e)	Other Operational cost	0.90	0.80	0.90
	Total	47.45	45.36	47.25

4	Academic expenses			
a)	Students welfare activities & educational trip/Alumni Meet	30.00	25.43	27.90
b)	Sports/Identity card	2.00	1.89	2.10
c)	Short term courses	0.00	0.00	0.00
d)	Guest Faculty honorarium &TA	7.00	6.06	7.00
e)	Examination charges	4.10	3.37	3.75
f)	Other expenditure related to course	16.00	15.88	17.00
g)	Workshop/ Seminar	0.00	0.00	0.00
	Total	59.10	52.62	57.75

5	Office Expenses			
a)	Postage and Telegram	2.00	1.06	2.00
b)	Printing and Stationary	5.00	2.62	3.00
c)	Advertisement/Publicity	50.00	40.21	52.00

d)	Telephone/fax	9.00	7.31	8.00
e)	Legal charges/Audit fee /Professional fee	9.00	4.63	5.00
f)	Annual membership	10.00	7.32	8.10
g)	Newspapers/books/Journals	2.50	0.01	1.00
h)	Rent for office and hostel building at BBSR/NOIDA/ Nellore & Goa	0.00	0.00	0.00
l)	Security expsenses	85.00	83.45	90.00
j)	Other Misc. expenses	30.00	28.39	30.00
	Total	202.50	175.00	199.10
	Grand Total	853.91	730.40	870.90

	RECEIPTS:			
a)	Courses fee	700.50	552.49	817.37
b)	Other Miscellaneous Inome	94.47	118.86	131.80
	Total	794.97	671.35	949.17

6	Capital Expenses			
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a)	Office/classroom/hostel/training equipments #	0.00	0.00	0.00
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ANNEDIRE-15

DETAILS OF FIRST APPELATE RECEIVED APPLICATIONS RECEIVED AND DISPOSED

Last one year financial year

(APRIL TO JUNE 2019)

S.No.	Received Date	Name of Applicant	Sent through	Fee
1	21.05.2019	Mr. Anupam Gupta	Online	Online
2	06.08.2019	Mr. Rajkumar Gangde	BP	IPO

(JULY TO SEPTEMBER 2019)

S.No.	Received Date	Name of Applicant	Sent through	Fee
1	11.08.2019	Mr. Shyam Kumar Ghai	Online	Online

2	13.08.2019	Mr. Ankit Kumar Gupta	Online	Online
3	13.08.2019	Mr. Shyam Kumar Ghai	Online	Online
4	14.08.2019	Mr. Shyam Kumar Ghai	Online	Online
5	13.09.2019	Mr. Anand Kumar	BP	IPO
6	25.09.2019	Mr. Dilip Kumar Panigrahy	BP	IPO

(OCTOBER TO DECEMBER 2019)

S.No.	Received Date	Name of Applicant	Sent through	Fee
1	03.10.2019	Mr. M P S Yadav	Online	Online
2	03.10.2019	Ms. Priyanka Chauhan	Online	Online
3	03.10.2019	Mr. M P S Yadav	Online	Online
4	03.10.2019	Mr. M P S Yadav	Online	Online
5	03.10.2019	Mr. M P S Yadav	Online	Online
6	03.10.2019	Mr. M P S Yadav	Online	Online
7	14.10.2019	Mr. M P S Yadav	Online	Online
8	14.10.2019	Mr. M P S Yadav	Online	Online
9	22.10.2019	Mr. Ankit Kumar Gupta	BP	IPO

10	04.11.2019	Mr. Anand Kumar	BP	IPO
11	11.11.2019	Mr. Anand Kumar	BP	IPO
12	11.11.2019	Mr. Anand Kumar	BP	IPO
13	11.11.2019	Mr. Anand Kumar	BP	IPO
14	21.11.2019	Mr. Dilip Kumar Panigrahy	Online	Online
15	23.11.2019	Mr. Ashok Kumar Tiwari	BP	IPO
16	23.11.2019	Mr. Ashok Kumar Tiwari	BP	IPO
17	05.12.2019	Mr. Ankit Gupta	Online	Online

DETAILS OF FIRST APPELATE RECEIVED APPLICATIONS RECEIVED AND DISPOSED**Last one year financial year****(APRIL TO JUNE 2019)**

S.No.	Received Date	Name of Applicant	Sent through	Fee
1	21.05.2019	Mr. Anupam Gupta	Online	Online
2	06.08.2019	Mr. Rajkumar Gangde	BP	IPO

(JULY TO SEPTEMBER 2019)

S.No.	Received Date	Name of Applicant	Sent through	Fee
1	11.08.2019	Mr. Shyam Kumar Ghai	Online	Online
2	13.08.2019	Mr. Ankit Kumar Gupta	Online	Online
3	13.08.2019	Mr. Shyam Kumar Ghai	Online	Online
4	14.08.2019	Mr. Shyam Kumar Ghai	Online	Online
5	13.09.2019	Mr. Anand Kumar	BP	IPO
6	25.09.2019	Mr. Dilip Kumar Panigrahy	BP	IPO

(OCTOBER TO DECEMBER 2019)

S.No.	Received Date	Name of Applicant	Sent through	Fee
1	03.10.2019	Mr. M P S Yadav	Online	Online
2	03.10.2019	Ms. Priyanka Chauhan	Online	Online
3	03.10.2019	Mr. M P S Yadav	Online	Online
4	03.10.2019	Mr. M P S Yadav	Online	Online
5	03.10.2019	Mr. M P S Yadav	Online	Online
6	03.10.2019	Mr. M P S Yadav	Online	Online
7	14.10.2019	Mr. M P S Yadav	Online	Online
8	14.10.2019	Mr. M P S Yadav	Online	Online
9	22.10.2019	Mr. Ankit Kumar Gupta	BP	IPO
10	04.11.2019	Mr. Anand Kumar	BP	IPO
11	11.11.2019	Mr. Anand Kumar	BP	IPO
12	11.11.2019	Mr. Anand Kumar	BP	IPO
13	11.11.2019	Mr. Anand Kumar	BP	IPO
14	21.11.2019	Mr. Dilip Kumar Panigrahy	Online	Online
15	23.11.2019	Mr. Ashok Kumar Tiwari	BP	IPO

16	23.11.2019	Mr. Ashok Kumar Tiwari	BP	IPO
17	05.12.2019	Mr. Ankit Gupta	Online	Online