

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

**Section 4 (1)(b) (v) format(A)**

**The rules / regulation related with the functions of YASHADA**

Sr. No.	Subject as indicated in the notification	Rule No. & Its year	Remarks if any
1	Memorandum of Association	1986	Annexure 5A
2	<u>Service Rules</u>	1992	Annexure 6
3	Recruitment Rules	2004	Annexure 7
4	Policy Circulars	2003-05	Annexure 8
5	Departmental Exam.	1998	Annexure 9
6	HBA Rules	1997	
7	ISO Manuals <ul style="list-style-type: none"> <li>• Apex</li> <li>• Client Oriented Process</li> <li>• Management Oriented Process</li> <li>• Support Oriented Process</li> </ul>	2005	Annexure 10 Annexure 11 Annexure 12 Annexure 13

**Section 4 (1)(b) (v) format(B)**

**The Government Resolution related with the functions Of YASHADA**

Sr. No.	Subject as given in the resolution	GR No. & Its date	Remarks if any
1.	Establishment of Academy	GAD, ASC-1884/999/VI dated 24/05/1984	Annexure 14
2.	Autonomy of Academy	+ KibW-lodVj/tt7/i7 08/05/1986	
3.	Reservation policy  For direct recruitment & promotion    For promotion	?o97AT.sP.2/97/?6-^ icHJ* 29/O3/1997  ?o97/PT.G?.63/97/?6-^T fcHk> ?8/?O/?997	
4.	House Building Advance	?o99AT.sP.2/99/fafai J  [cHi*	

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<sup>m</sup> PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

Section 4(1)(b)(v)

**Section 4 (1)(b) (v) |format(C)**

**The Circulars related with the functions**

Sr. No.	Subject as indicated in the circular	Circular No. & Its date	Remarks if any

**Section 4 (1)(b) (v) | format(D)**

**The office Orders/ Policy Circulars related with the functions  
of YASHADA**

Sr. No.	Subject as indicated in the office order	No. & office order date	Remarks if any
	List of Policy Circulars	2003-05	Annexure 15

Section 4 (1)(b)(v) format(E)

**List of documents available in the office/section/ward/branch  
of YASHADA at Pune**

SUBJECT OF DOCUMENT

Sr. No.	Type of Document	Sub Topic	Person In charge/Designation	Location of the person if not situated in the above mentioned office
	As in ISO Manual			

**Note** - Each public authority shall prepare list of records duly indexed. Record includes document files & soft copies as well.

To prepare this list to facilitate Right To Information, we have to make it user friendly. Easy to inspect, taking notes, taking samples of materials etc.

First prepare office wise list of existing files, which includes current files, await files & papers in record. Details of documents to be found in each type of file. List of different kinds of registers maintained in each office specifying the column heads. List of documents, which are not files as well as registers but are used or created or maintained for official purpose, should also be listed. For easy retrieval these lists should be office wise, section wise, desk wise as it convenient for the clients of the specific office. The list may be prepared in the following format.

**Section 4 (1)(b) (v) (format A)****The rules / regulation related with the functions of YASHADA**

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1	Memorandum of Association	1986	Annexure 5A
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4	Policy Circulars	2003-05	Annexure 8
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6	HBA Rules	1997	
7	ISO Manuals <ul style="list-style-type: none"><li>• Apex</li><li>• Client Oriented Process</li><li>• Management Oriented Process</li><li>• Support Oriented Process</li></ul>	2005	Annexure 10 Annexure 11 Annexure 12 Annexure 13

**Section 4 (1)(b) (v) (format B)****The Government Resolution related with the functions of YASHADA**

Sr. No.	Subject as given in the resolution	GR No. & Its date	Remarks if any
1.	Establishment of Academy	GAD, ASC-1884/999/VI dated 24/05/1984	Annexure 14
2.	Autonomy of Academy	+ KlbW-1odVj/tt7/Hs feni* o8/o5/1986	
3.	Reservation policy  For direct recruitment & promotion  For promotion	STT.PT.fa., «f*TI*TI- ?o97/IT.G?.2/97/?6-^T 29/o3/?997 1. *TT.ST.fcT., «f*TI*TI- ?o97/PT.G?.63/97/?6-^T RHIE> ?8/?o/?997	
4.	House Building Advance	?o99AT.sP.2/99/fcjrHi J  fcHTE	



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Section 4(1)(b)(v)



**Section 4 (1)(b) (v) |format(C)**

**The Circulars related with the functions**

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**Section 4 (1)(b) (v) | format(D)**

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