

उत्तराखण्ड मानवाधिकार आयोग द्वारा सूचना के अधिकार अधिनियम 2005 की धारा 4(1)(ख) के अन्तर्गत 17 बिन्दुओं को सूचना का विवरण

RTI Act 2005

Guidelines for the Officers Designated as Central Public Information Officer Under the Right to Information Act , 2005

1. Particulars of Uttarakhand State Human Rights Commission Organization, Functions and Duties

a. Investigation Division:

It deals with the matters / cases entrusted to it by the Commission including custodial death offences against dignity of women and weaker section of society and finding facts from state authorities regarding cases of alleged Human Rights violations and conducting spot enquiries. The Commission also takes suo-motu cognizance of the matters largely affecting the life, dignity and human rights of people and direct the investigation agency to enquire about.

b. Administration Division:

It deals with the overall management of General Administration, Establishment, Coordination & International Issues, Accounts Section.

c. UKHRC provides Internship to law students.

d. Computer cell: Uttarakhand State Human Rights Commission

It deals with the online and offline registration of complaints/petitions received in UKHRC. Also prepares statement of pending/ disposed cases etc and other complaints related work.

Information & Public Relations / Publications: The important function is to create human rights awareness through print/electronic media, website and printing of various publications, advocacy materials etc.

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2. The Powers and Duties of its Officers and Employees

The Commission functions as per the powers given to it under the Protection of Human Rights Act, 1993.

3. Procedure Followed in the Decision Making Process, Including Channels of Supervision and Accountability:

The cases are, generally, processed at the Section / Desk level and the files are submitted to Under Secretary / Registrar (Law) / Secretary Chairperson, as per the requirement of each case.

4. Norms Set By Uttarakhand State Human Rights Commission for the Discharge of its functions:

The complaints are prioritize and efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time.

5. Rules, Regulations, Instructions, Manuals and Records, held by Uttarakhand State Human Rights Commission or Under its Control or Used by its Employees for Discharge of its Functions :

The Commission discharges its functions in accordance with the rules, regulations, instructions, manuals etc. issued by the Govt. of Uttarakhand and the Commission from time to time. And also as per the mandate given to it under the Protection of Human Rights Act, 1993. Few are as follows.

- (a) Protection of Human Rights Act, 1993.
- (b) Procedure Regulations.
- (c) Rule / Regulation for all posts in the Commission.
- (d) Administrative functions are guided by Government Rules.

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6. Statements of the Categories of Documents that are held by Uttarakhand State Human Rights Commission or Under its Control:

Details of all the publications of the Commission are available on the web site. The documents held by the Commission include relevant files on subjects dealt with in the Commission and service documents of its officials.

7. Particulars of any arrangement that exists for Consultation with, or representation by the Member of the public in relation to the formulation of Uttarakhand State Human Rights Commission Policy or implementation thereof; and statement of the Boards, Council, Committees and Other Bodies Consisting of two or more persons Constituted as UKHRC part or for the purpose of its advice :

The Commission holds public consultation with NGOs on important issues. Similarly, it also holds public hearings on important Human Rights issues. Members of the public have free access to the commission for ventilating their grievances for any human right issue under the Protection of Human Rights Act, 1993, 1993.

8. Statement of the Committee etc.

3. List of Core Groups/ Expert Groups set up by the Commission are available on the web site.
4. Court decisions are in public domain.

9. Directory of Uttarakhand State Human Rights Commission Officers and Employees:

It is already available on the web site. www.ukhrc.org

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10. Monthly Remuneration received by each of its Officers and Employees, Including the system of Compensation as provided in its Regulations.

| S.No. | Designation | Pay Matrix/Pay Level |
|-------|---------------------------------|---------------------------|
| 1 | 2 | 3 |
| 01 | Secretary | 144200-218200 (Level-15) |
| 02 | Inspector general of Police | 144200-218200 (Level-15) |
| 03 | Registrar (Law) | 57000-70290(Old Payscale) |
| 04 | Under Secretary | 67700-208700 (Level-11) |
| 05 | Senior Private Secretary | 67700-208700 (Level-11) |
| 06 | Deputy Superintendent Of Police | 56100-177500 (Level-10) |
| 07 | Private Secretary | 56100-177500 (Level-10) |
| 08 | Account Officer | 56100-177500 (Level-10) |
| 09 | Additional Private Secretary | 47600-151100 (Level-08) |
| 10 | Inspector | 47600-151100 (Level-08) |
| 11 | Sub Inspector | 44900-142400 (Level-07) |
| 12 | Administrative Officer | 44900-142400 (Level-07) |
| 13 | Accountant | 35400-112400 (Level-06) |
| 14 | Office Superintendent | 35400-112400 (Level-06) |
| 15 | Senior Assistant | 29200-92300 (Level-05) |
| 16 | Data Entry Operator | 21700-69100 (Level-03) |
| 17 | Driver | Outsource Agency |
| 18 | Anuvadak | Outsource Agency |
| 19 | Sweeper | Outsource Agency |
| 20 | Chawkidaar | Outsource Agency |

11. The Budget Estimates, Revised Estimates, VIS-A-VIS Expenditure since inception of Uttarakhand State Human Rights Commission.

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Financial Year 2015-16 to 2023-24 Expenditure

| <u>Financial Year</u> | <u>Budget Allocated</u> | <u>Total Budget</u> | <u>Total</u> |
|-----------------------|-----------------------------|---------------------|--------------|
| 2015 - 16 | Allocated 2,50,000,00.00 | 2,50,000,00.00 | Nil |
| 2016 - 17 | Allocated 2,50,000,00.00 | 2,50,000,00.00 | Nil |
| 2017 - 18 | Allocated 3,000,00,00.00 | 3,000,00,00.00 | Nil |
| 2018 - 19 | रु0 3,000,00,00.00 | रु0 3,000,00,00.00 | Nil |
| 2019 - 20 | रु0 3,000,00,00.00 | रु0 3,000,00,00.00 | Nil |
| 2020 - 21 | रु0 1,000,00,00.00 | रु0 1,000,00,00.00 | Nil |
| 2021 - 22 | रु0 2,000,00,00.00 | रु0 2,000,00,00.00 | Nil |
| 2022 - 23 | रु0 5,95,69,000.00 | रु0 2,96,48,492.00 | Nil |
| 2023 - 24 | रु0 6,34,48,000.00 | रु0 4,61,29,465.00 | Nil |

12. The Manner of Executive of Subsidy Programmes, including the amounts allocated and the details of beneficiaries of such programmes:

At present there is no subsidy programmes being implemented by the Commission.

**13. Particulars of Concessions, Permits or Authorizations Granted by IT :
None**

14. Details in Respect of the Information, available to or held by Uttarakhand State Human Rights Commission, Reduced in an Electronic form:

All information pertaining to the Commission is available on the Uttarakhand State Human Rights Commission website : www.ukhrc.org

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15. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Facilitation Centre has been set up by the Uttarakhand Human Rights Commission
At present no library or Reading Room is being maintained by Uttarakhand State Human Rights Commission

16. How to get information concerning Uttarakhand State Human Rights Commission under Right to Information Act, 2005.

(a) The Application for information can be submitted accompanied with IPO / DD / Cash for Rs.10/- drawn in favour of Uttarakhand Human Rights Commission, Dehradun.

(b) Public Information Officers

| Sr.No | Name | Designation | Details |
|-------|------------------|------------------------|-----------------------------------|
| 1. | Shri Ashok Rawat | Administration Officer | For RTI applications and appeals. |

17. Any other information.

None


(दीपेन्द्र चौधरी)
सचिव।

उत्तराखण्ड मानव अधिकार आयोग
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प्रतिलिपि: श्री अमित शर्मा, वरिष्ठ सहायक को इस निर्देश के साथ प्रेषित कि वे उक्त को आयोग की वेबसाइट पर अपलोड करना सुनिश्चित करें।

आज्ञा से

(अशोक रावत)
प्रशासनिक अधिकारी