

Gujarat Forensic Sciences University

Proactive Disclosure under Section 4 (1) (b) of the Right to Information Act, 2005

Section 4 (1) (b) (i): The particulars of organization, functions and duties:

Gujarat Forensic Sciences University is established by an Act of Gujarat Legislature (Gujarat Act No. 17 of 2008).

Name and Address of the Organization:

Gujarat Forensic Sciences University
Near DFS Head Quarter,
Sector – 9, Gandhinagar, Gujarat

The functions and duties are defined in Section 7 of the GFSU Act, 2008.

The major functions and duties are as follows:

- i. To administer and manage the University and to establish such institutes and centers for research, education and instructions as are necessary for the furtherance of the objects of the University.
- ii. To provide for instruction, training and research in such branches of knowledge or learning pertaining to forensic science, behavioral science, technology and management in relation to civil and criminal laws, allied areas, prevention of crimes and rehabilitation of the victims;
- iii. To prescribe courses and curricula and provide for flexibility in the education systems and delivery methodologies including electronic and distance learning;
- iv. To hold examinations and confer degrees, diplomas or grant certificates and other academic distinctions or titles

on persons subject to such conditions as the University may determine, and to withdraw or cancel any such degrees, diplomas, certificates, or other academic distinctions or titles in the manner as may be prescribed;

- v. To establish such special centres, specialized study centres or other units for research & development as are, in the opinion of the University, necessary for the furtherance of its objects;
- vi. To sponsor and undertake a research in all aspects of forensic science, behavioral science, technology and allied areas in relation to investigation, detection and prevention of crimes and rehabilitating the victim of crimes;
- vii. To collaborate or associate with any education institution with like or similar objects;
- viii. To develop and maintain linkages with educational or other institutions in any part of the world having objects wholly or partially similar to those of the University, through exchange of teachers, students and scholars and generally in such manner as may be conducive to their common objects;
- ix. To develop and maintain relationships with teachers, researchers and experts in the domains of investigation and detection of crimes and furthering the cause of criminal justice system for achieving the objects of the University;
- x. To regulate the expenditure, manage the finance and to maintain accounts of the University;
- xi. To receive grants, subventions, subscriptions, donations and gifts for the purposes of the University and consistent with the objects for which the University is established

and to enter into any agreement with the Central Government, the State Government, the University Grants Commission or other authorities or bodies for receiving any grants;

- xii. To receive funds from the industries or from any other sources as gifts, donations, benefactions or bequests and by transfers of movable and immovable properties for the purposes and objects of the University.

Section 4(1)(b)(ii): The powers and duties of its officers and employees

The powers and duties of Director General:

1) The Director General shall have, subject to the provisions of this Act, power to cause an inspection or review to be made by such person or persons as he may direct, of the University, its buildings, hostels, libraries, equipments and systems and processes and of any institution or centre maintained by the University, and also of the examinations, teaching, research and other work conducted or done by the University and to cause an Inquiry to be made in like manner in respect of any matter connected with the administration, academic affairs and finance of the University.

2) Without prejudice to the generality of the foregoing provisions, the Director General shall –

- i. be the chief executive and academic officer of the University. He shall preside over the meetings of the Board, Academic Council and the Finance Committee;
- ii. Ensure implementation of the decisions of the authorities of the University;
- iii. be responsible for imparting of instructions and maintenance of discipline in the University; and iv. Exercise such other powers and perform such other duties as may be assigned to him by or under this Act or the regulations or as may be delegated to him by the Board or by the State Government.

3) Where any matter is of urgent nature requiring immediate action and the same cannot be immediately dealt with by the authority or body of the University empowered under this Act to deal with it, the Director General may take such action as he may deem fit and shall forthwith report the action so taken by him to the authority or body of the University who or which, in the ordinary course, would have dealt with matter: Provided that if such authority or other body is of the opinion that such action ought not to have been taken by the Director General, it may refer the matter to the Board which may either confirm the action taken by the Director General or annul the same or modify it in such manner as it thinks fit, and thereupon the action shall cease to have effects or, as the case may be, shall take effect in such modified form so however such modification or annulment shall be without prejudice to the validity of anything previously done by or under the order of the Director General.

4) Where the exercise of the power by the Director General under sub-section (3) involves the appointment of any person, such appointment shall be confirmed by the competent authority empowered to approve such appointment in accordance with the provisions of this Act and the regulations, not later than six months from the date of order of the Director General, otherwise such appointment shall cease to have effect on the expiration of a period of six months from the date of order of the Director General.

Section 4 (1)(b)(iii): The Procedure followed in the decision making, including channel of supervision and accountability

All decisions are taken in accordance with the provisions of the Gujarat Forensic Sciences University Act, 2008.

Copy of the Gujarat Forensic Sciences University Act, 2008 is available on the University website.

Section 4 (1)(b)(iv): The norms set by it for discharge of its function

The University discharges its functions in accordance with the GFSU Act, 2008.

Section 4 (1)(b)(v): The rules, regulations, instructions, manuals and records used by employees for discharging their functions.

Presently, all the functions are discharged by Employees as per the provisions of the Act.

Section 4(1)(b)(vi): A statement of the categories of the documents that are held by it or under its control.

- i. Act
- ii. Account Rules
- iii. Annual Accounts
- iv. Cash Book
- v. Cheque Register
- vi. Receipt Book

Section 4(1)(b)(vii): The particulars of any arrangement that exists for consultation with representation by the members of the public, in relation to formulation of policy or implementation thereof.

All decisions are taken in accordance with the University Act.

Section 4(1)(b)(viii): A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by the University and additional information as to whether the meeting of these are open to the public or the minutes of such meetings are accessible to public.

Board of Governors: As per Section 12, 13 & 14 of the GFSU Act

Academic Council: As per Section 16 & 17 of the GFSU Act

Finance Committee: As per Section 18 & 19 of GFSU Act

Meetings are not open to public.

The minutes of the meeting of these committees are meant to assist the competent authority in making its decision. Certain meetings cover confidential details. Hence, those can be availed subject to the provisions of the Act.

Section 4 (1)(b)(ix): A Directory of University's Officers and Employees.

Dr. J. M. Vyas – Director General		
1	Shri C. D. Jadeja	Registrar
2	Dr. S. P. K Jena	Director – IBS
3	Dr. S. O. Junare	Director – Training & I/c Director – IFS
4	Smt. C.B. Bhagat	Dy. Registrar - Admin
5	Shri D. D. Bhagat	Dy. Registrar – Exam
6	Shri V. H. Patel	Dy. Registrar – Coordination
7	Shri A. P. Patel	Dy. Registrar – Store & Purchase
8	Shri U. D. Rana	Assistant Librarian
9	Smt. K. M. Pandya	Assistant Registrar (Academic & Legal)
10	Shri R. A. Shah	International Advisor
11	Shri M. I. Joshi	Accounts Officer
12	Shri R. A. Patel	Campus Engineer
13	Shri K. D. Shah	Public Relation Officer
14	Shri R. J. Jhala	Security Officer
15	Shri M. S. Vaghela	Lab Assistant
16	Shri A. V. Hingrajiya	Sr. Scientist
17	Shri P. J. Solanki	Purchase Assistant
18	Shri A. N. Raval	PA to Director General
19	Shri S. A. Vyas	Photographer
20	Dr. A. J. Vaghela	Visiting Doctor

21	Shri N. P. Dave	Stenographer
22	Smt. Y. C. Dave	Stenographer
23	Smt. D. J. Nagar	Sub Accountant/Auditor
24	Shri C. K. Prajapati	Sub Accountant/Auditor
25	Shri D. A. Prajapati	Computer Programmer
26	Shri S. S. Kumar	Scientific Officer (Ballistics)
27	Shri A. A. Parmar	Scientific Assistant (Ballistics)
28	Shri D. M. Vaghani	Sr. Assistant Store Purchase
29	Smt. P. M. Gohil	Sr. Assistant Store Purchase
30	Shri D. H. Patel	Training & Placement Assistant
31	Shri A. A. Bhardwaj	Clerk
32	Shri P. J. Parmar	Clerk
33	Shri N. C. Kariya	Clerk
34	Smt. P. A. Joshi	Clerk
35	Shri D. B. Bihola	Clerk
36	Smt. H. V. Patel	Clerk
37	Shri N. D. Asoda	Clerk
38	Shri R. R. Chaudhari	Clerk
39	Smt. S. B. Chandel	Clerk
40	Shri S. L. Jaganiya	Driver
41	Shri K. K. Vaghela	Driver
42	Shri N. M. Rathod	Driver
43	Shri V. N. Yadav	Driver

44	Shri K. P. Doriya	Driver
45	Shri N. K. Parmar	Peon
46	Shri A. V. Rathod	Peon cum Lab Attendant
47	Shri R. T. Desai	Peon cum Lab Attendant
48	Shri B. B. Paradiya	Peon cum Lab Attendant
49	Shri A. T. Gadhavi	Peon cum Lab Attendant
50	Shri C. K. Vaghela	Peon cum Lab Attendant
51	Shri V. D. Dutt	Peon cum Lab Attendant
52	Shri K. N. Goswami	Peon cum Lab Attendant
53	Shri N. D. Patni	Peon cum Lab Attendant
54	Smt. D. A. Bodar	Peon cum Lab Attendant
55	Shri B. D. Chavda	Peon cum Lab Attendant
56	Shri R. G. Patel	Peon cum Lab Attendant
57	Shri R. J. Gohil	Peon cum Lab Attendant
58	Shri J. D. Vaghela	Peon cum Lab Attendant
59	Shri R. N. Dagra	Peon cum Lab Attendant

Section 4(1)(b)(x): Monthly remuneration received by the University's Officers / Employees as provided in its regulation.

#	Name	Designation	Pay Scale(Rs.)
1	Shri C. D. Jadeja	Registrar	37400 – 67000 + 10000
2	Dr. S. P. K. Jena	Director – IBS	37400 – 67000 + 12000

3	Dr. S. O. Junare	Director – Training & I/c Director – IFS	37400 – 67000 + 10000
4	Smt. C. B. Bhagat	Dy. Registrar - Admin	40000/- Fixed
5	Shri D. D. Bhagat	Deputy Registrar (Exam)	15600 - 39100 + 7600
6	Shri V. H. Patel	Deputy Registrar (Coordination)	30900/- Fixed
7	Shri A.P. Patel	Deputy Registrar (Store & Purchase)	30000/- Fixed
8	Shri U. D. Rana	Assistant Librarian	15600 – 39100 + 6000
9	Ms. K. M. Pandya	Assistant Registrar (Academic & Legal)	15600 – 39100 + 5400
10	Shri R. A. Shah	International Advisor	40000/- Fixed
11	Shri M. I. Joshi	Accounts Officer	30900/- Fixed
12	Shri R. A. Patel	Campus Engineer	30000/- Fixed
13	Shri K. D. Shah	Public Relation Officer	22520/- Fixed
14	Shri R. J. Jhala	Security Officer	21860/- Fixed
15	Shri M. S. Vaghela	Lab Assistant	12730/- Fixed
16	Shri A. V. Hingrajiya	Sr. Scientist	25000/- Fixed
17	Shri P. J. Solanki	Purchase Assistant	12730/- Fixed
18	Shri A. N. Raval	PA to Director General	20000/- Fixed
19	Shri S. A. Vyas	Photographer	20561/- Fixed
20	Dr. A. J. Vaghela	Visiting Doctor	12000/- Fixed
21	Shri N. P. Dave	Stenographer	5200 - 20200 + 2400
22	Smt. Y. C. Dave	Stenographer	5200 - 20200 + 2400
23	Smt. D. J. Nagar	Sub Accountant/Auditor	5200-20200 + 2800

24	Shri C. K. Prajapati	Sub Accountant/Auditor	5200-20200 + 2800
25	Shri D. A. Prajapati	Computer Programmer	9300 – 34800 + 4200
26	Shri S. S. Kumar	Scientific Officer (Ballistics)	9300 – 34800 + 4600
27	Shri A. A. Parmar	Scientific Assistant (Ballistics)	9300 – 34800 + 4400
28	Shri D. M. Vaghani	Sr. Assistant Store Purchase	5200-20200 +2800
29	Smt. P. M. Gohil	Sr. Assistant Store Purchase	5200-20200 +2800
30	Shri D. H. Patel	Training & Placement Assistant	5200-20200 +2800
31	Shri A. A. Bhardwaj	Clerk	5200 - 20200 + 2400
32	Shri P. J. Parmar	Clerk	5200 - 20200 + 2400
33	Shri N. C. Kariya	Clerk	5200 - 20200 + 2400
34	Smt. P. A. Joshi	Clerk	5200 - 20200 + 2400
35	Shri D. B. Bihola	Clerk	5200 - 20200 + 2400
36	Ms. H. V. Patel	Clerk	5200 - 20200 + 2400
37	Shri N. D. Asoda	Clerk	5200 - 20200 + 2400
38	Shri R. R. Chaudhari	Clerk	5200 - 20200 + 2400
39	Ms. S. B. Chandel	Clerk	5200 - 20200 + 2400
40	Shri S. L. Jaganiya	Driver	5200 - 20200 + 1900
41	Shri K. K. Vaghela	Driver	5200 - 20200 + 1900
42	Shri N. M. Rathod	Driver	5200 - 20200 + 1900
43	Shri V. N. Yadav	Driver	5200 - 20200 + 1900
44	Shri K. P. Doriya	Driver	5200 - 20200 + 1900

45	Shri N. K. Parmar	Peon	8000/- Fixed
46	Shri A. V. Rathod	Peon cum Lab Attendant	4440 - 7440 + 1300
47	Shri R. T. Desai	Peon cum Lab Attendant	4440 - 7440 + 1300
48	Shri B. B. Paradiya	Peon cum Lab Attendant	4440 - 7440 + 1300
49	Shri A. T. Gadhavi	Peon cum Lab Attendant	4440 - 7440 + 1300
50	Shri C. K. Vaghela	Peon cum Lab Attendant	4440 - 7440 + 1300
51	Shri V. D. Dutt	Peon cum Lab Attendant	4440 - 7440 + 1300
52	Shri K. N. Goswami	Peon cum Lab Attendant	4440 - 7440 + 1300
53	Shri N. D. Patni	Peon cum Lab Attendant	4440 - 7440 + 1300
54	Smt. D. A. Bodar	Peon cum Lab Attendant	4440 - 7440 + 1300
55	Shri B. D. Chavda	Peon cum Lab Attendant	4440 - 7440 + 1300
56	Shri R. G. Patel	Peon cum Lab Attendant	4440 - 7440 + 1300
57	Shri R. J. Gohil	Peon cum Lab Attendant	4440 - 7440 + 1300
58	Shri J. D. Vaghela	Peon cum Lab Attendant	4440 - 7440 + 1300
59	Shri R. N. Dagra	Peon cum Lab Attendant	4440 - 7440 + 1300

Section 4(1)(b)(xi): The budget allocated to each of University's agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Income/Expenditure Statement for the Financial Year 2016-17.

Sr No	Budget Head	Amount Rs. (In Lacs)
1	Income	1695
2	Expenses	2228
3	Deficit Funds to be transferred from the University Fund	531

Section 4(1)(b)(xii): The manner of executing of subsidiary programs including amounts allocated and the details and beneficiaries of the programs.

Not Applicable

Section 4(1)(b)(xiii): Particulars of recipients of concessions, permits or authorization granted by the University.

Income Tax Concession to the Donors for this University as per the law applicable.

Section 4(1)(b)(xiv): Details of information available or held by the University, reduced in electronic form

All important information, academic & administrative, is available on University's website: www.gfsu.edu.in

Section 4(1)(b)(xv): The particulars of facilities available to citizens for obtaining information including working hours of a library or reading room maintained for public use.

The University is open for obtaining information from 10:30 AM to 6:10 PM excluding Sundays, second & fourth Saturdays and Gazetted Holidays. The citizens can apply for obtaining information under the RTI Act with a prescribed fee of Rs. 20/- to the Public information Officer.

Section 4(1)(b)(xvi): The name, designation and other particulars of the Public Information Officers.

Public Information Officer: Ms. Khushi Pandya,
Assistant Registrar (Academic & Legal)

Contact: 079-23977102

Email: asst.registrar@gfsu.edu.in

First Appellate Authority: Shri C. D. Jadeja
Registrar, GFSU

Contact: 079-23977102

E-mail: registrar@gfsu.edu.in