

# **UNIVERSITY GRANTS COMMISSION**

## **Mandatory Disclosure (Under Section 4 of the Right to Information Act, 2005)**

### **4(1)(b)(i). Particulars of Organization, Functions and Duties**

The University Grants Commission (UGC) is a statutory organization established by an Act of Parliament in 1956. It is a national body for the co-ordination, determination and maintenance of standards of university education. The UGC serves as a vital link between the Union and State Governments and the Institutions of higher learning. In addition to its role of giving grants to universities and colleges, the University Grants Commission also advises Central and State Governments on the measures necessary for the improvement of university education. It also frames regulations such as those on the minimum standards of instruction and qualifications of teacher on the advice of subject specialists and academicians with whom it frequently interacts in connection with the formulation, evaluation and monitoring of programs.

Section 12 of the UGC Act provides that the Commission shall in consultation with the concerned universities, take all such steps as it may think fit for the promotion and coordination of university education and for the maintenance of standards in teaching, examination and research. To teaching, research extension was added as the third dimension of education in a policy decision taken by the Commission in 1977. Various schemes/programs are implemented by the Commission to promote excellence and enhancing the standards of institutions of higher education.

The Commission consists of a Chairman, Vice-Chairman and ten other members appointed by the Central Government. The Chairman is chosen from among persons who are not officers of the Central Government or of any State Governments. Out of ten other members, two are chosen from among the officers of the Central Government to represent the Government. Not less than four are chosen from among persons who are, at the time they are so chosen, shall be teachers in the universities. The remainder shall be chosen from among persons (i) who have knowledge of, or experience in, agriculture, commerce, forestry or industry; (ii) who are members of the engineering, legal, medical or any other learned profession; or (iii) who are Vice-Chancellors of Universities or who, not being teachers of universities, are in the opinion of the Central Government, educationists of repute or have obtained high academic distinctions.

Provided that not less than one-half of the number chosen under their clause shall be from among persons who are not officers of the Central Government or of any State Governments.

The Vice-Chairman shall exercise such of the powers, and discharge such of the duties, of the Chairman as may be prescribed.

Every appointment under this section shall take effect from the date on which it is notified by the Central Government in the official gazette. For the efficient disposal of business allotted to it, UGC is divided into Bureaus and Sections.

UGC is headed by the Secretary who acts as the administrative head on all matters of policy and administration.

The work is divided into Bureau with Additional Secretary/Joint Secretary as in-charge of each Bureau. Such a functionary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his/her Bureau, subject to the overall responsibility of the Secretary for the administration as a whole.

A Bureau comprises of a number of Sections each functioning under the charge of an officer of the level of Deputy Secretary/Under Secretary/Education Officer or an equivalent officer.

A Section is generally the lowest organizational unit in UGC with a well-defined area of work. It consists of Assistants and Clerks supervised by a Section Officer. Initial handling of cases (including noting and drafting) is generally done by Assistants and Clerks who are also known as the dealing hands.

At the administrative level, UGC is headed by the Secretary who is assisted by Financial Advisor, two Additional Secretaries and a number of Joint Secretaries / Deputy Secretaries/ Under Secretaries/Education Officers and Section Officers.

## **(ii) Powers and Duties of Officers and Employees**

Powers and duties of officers and employees working in the Ministries of the Govt. of India are spelt out in Chapter III (Machinery of Government) of the Central Secretariat Manual of Office Procedure published by the Department of

Administrative Reforms and Public Grievances of the Government of India. As per the above mentioned manual, the functions, powers and duties of officers and employees of UGC are as follows:

- (1) **Secretary** – Secretary is the administrative head of the UGC and his responsibility is complete and undivided.
- (2) **Financial Advisor** – Financial Advisor is Bureau head of Finance Bureau. It is responsibility of Financial Advisor to provide the requisite financial expertise and overall perspective of financial management in implementation of schemes. The Finance Bureau also undertakes evaluation of outcomes, besides safeguarding the budgetary integrity for ensuring implementation of schemes of the Commission. The responsibility of Financial Advisor is to manage the proper accounting system, preparation of budget for the Commission, releasing Grants-in-Aid of various schemes implemented by the Commission, releasing salaries, wages and other establishment expenditure, preparation and submission of annual accounts for presenting in Parliament etc.
- (3) **Additional Secretary** – The Additional Secretary assists the Secretary in the discharge of his/her functions and supervises the work of such Bureau/Division as may be assigned to him/her by the Secretary.
- (4) **Director** – Director holds the charge of Administration/Establishment Division and is responsible for the disposal of Government business dealt within the division under the charge.
- (5) **Joint Secretary** – The Joint Secretary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his/her Bureau subject to the general responsibility of the Secretary for the administration of the Bureau as a whole.
- (6) **Deputy Secretary** – Deputy Secretary holds charge of a division and is responsible for the disposal of business dealt within the division under his/her charge. He/She should ordinarily be able to dispose of the majority of cases coming unto him/her on his/her own. He/She should use his/her discretion in taking orders of the Joint Secretary/ Secretary on more important cases.

- (7) **Under Secretary** – An under Secretary is in-charge of the Branch consisting of one or more sections and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him/her from the section under his/her charge. As a Branch Officer he/she disposes of as many cases as possible at his/her own level but he/she takes the orders of Deputy Secretary or higher officers on important cases.
- (8) **Education Officer** - The work largely concerns with processing and evaluation of development and research proposals of universities and colleges, preparation of status reports, initiation, implementation and co-ordination of higher educational programmes.
- (9) **Section Officer** – Some of the important duties assigned to Section Officers are as follows:
- A. General Duties –**
- (i) Distribution of work among the staff as evenly as possible;
  - (ii) Management and co-ordination of the work;
- B. Responsibilities relating to Dak-**
- (i) to go through the receipts;
  - (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- C. Responsibilities relating to issue of draft-**
- (i) to see that all corrections that have been made in the draft;
  - (ii) to check whether all enclosures are attached;
  - (iii) to indicate priority marking;
- D. Responsibility of efficient and expeditious disposal of work and checks on delays –**
- (i) to keep a note of important receipts;
  - (ii) to ensure that cases are not held up at any stage;
  - (iii) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

**E. Independent disposal of cases – He/She should take independent action of the following types-**

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.

**F. Duties in respect of recording and indexing –**

- (i) to approve the recording of files and their classification;
- (ii) ensuring proper maintenance of reference books, office orders etc. and keep them up-to-date;
- (iii) dealing with important and complicated cases himself/herself;
- (iv) ensuring strict compliance with Departmental Security Instructions.

**(10) Assistant/ Upper Division Clerk –** He/She works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him/her. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he/she should put up a draft without much noting. In other cases, he/she will put up a note keeping in view the following points: -

- (i) to see whether all facts open to check have been correctly stated;
- (ii) to point out any mistake or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules & Regulations on the subject;
- (iv) to put up the guard file, if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

**(11) Private Secretary/ Personal Assistant/ Stenographer –** He/She will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information so as to give the officer more time to devote himself/herself to the work in which he/she is specialized. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him/her. He/She will exercise his/her skill in human relations and be cordial with the persons who come in contact with his/her boss officially or who are helpful to his/her boss or who have

dealings with the boss as professional persons. Some of the more specific functions are enumerated below:-

- (i) taking dictation in shorthand;
- (ii) fixing up of appointments;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping a note of the movement of files.

**(12) Lower Division Clerk** – The work of Lower Division Clerk pertains to typing of letters, notices, notifications and other official documents, diarying of FR's received in the section, creation of files, supervision of correction of reference books and submission of routine and simple drafts, dealing with the entire clerical work and maintaining the workflow in office, entering data in computer. After the introduction of e-office, the above mentioned work is done in e-office

**(iii) Procedure followed in the decision-making process, including channels of supervision and accountability**

The work allotted to the UGC will be disposed of by or under the direction of the Chairman of UGC.

1. Action on routine papers is initiated at the level of Dealing Assistants and on important papers, at higher levels e.g. Section Officer/ Under Secretary/Education Officer.

Normal Channel of submission of papers is :-

Dealing Assistant > Section Officer > Under Secretary/Education Officer > Deputy Secretary/Joint Secretary/Additional Secretary

2. Above the level of Additional Secretary/Joint Secretary, a case may be disposed of at one of the following levels depending on its nature: -

Secretary/Chairman

3. Subject to what is stated in para 1 above, cases related to all matters of policy, replies to Starred Parliament Questions, appointment to Group 'A' posts, foreign visits of officers etc. are disposed of at the level of the Commission/Chairman, UGC.

4. All the business/work is disposed of as per UGC (Delegation of Power) Regulations, 2014.

**(iv) Norms set by the UGC for the discharge of its functions**

1. Wherever applicable, UGC follows norms for various items of work as laid down by concerned nodal Ministry i.e. Ministry of Education. In other cases, norms as laid down in UGC Act, 1956, guidelines/circulars etc. of the Ministry itself are followed, wherever applicable.
2. For day-to-day functioning of various Sections/Divisions/Bureaus, norms regarding time limits for disposal of important receipts are fixed by senior officers at dak stage wherever applicable. The time limits for disposal of various cases depend upon the nature of the files and the level of disposal.

**(v) The Rules, Regulations, Instructions, Manuals and records held by the UGC or under its control or used by its employees for discharging its functions**

1. The UGC follows the instructions, rules and regulations issued by the concerned nodal departments like Ministry of Finance, NITI Aayog, Department of Personnel & Training, etc. wherever applicable. These general rules and regulations include General Financial Rules (GFR), Leave Rules, Rules on advances to Govt. servants, Central Services (Conduct) Rules etc.
2. The copy of UGC Act, 1956, Rules, Regulations, Guidelines, Circulars etc. which are used for discharging its functions are available on UGC website [www.ugc.ac.in](http://www.ugc.ac.in).
3. The University Grants Commission (UGC) plays a pivotal role in regulating higher education in India. To fulfill its mandate effectively, the UGC relies on a comprehensive set of rules, regulations, instructions, manuals, and records.

While finalizing guidelines, regulations, notifications and policies, UGC invites comments and feedback from the stakeholders while publishing the draft on the UGC website. These records are vital for documenting the UGC's activities, decisions, and transactions.

**(vi) Statement of the categories of documents that are held by the UGC or under its control**

Documents common to all Bureau

1. Replies to Parliament Questions.
2. Annual Report of the section.
3. The Annual Reports and Audited Statements of Accounts of various Universities and Colleges required to be tabled in Parliament by the UGC can be assessed in the concerned Universities/Colleges website.
4. Financial sanctions.
5. Utilization Certificates furnished by Universities and Colleges to whom grants are sanctioned by the UGC.
6. Audit Reports.
7. Orders regarding appointments in respect of officers of the organization which come under the control of UGC.
8. Orders regarding nominations by UGC on the Boards etc. of various organizations which comes under UGC.
9. Orders regarding constituting Committees from time to time and reports submitted by such Committees.
10. Circulars and office orders issued from time to time.
11. Correspondence with other Departments/ Boards/ Agencies/ persons.
12. Deputation Orders regarding foreign visits of officers of the department and of members of official delegation deputed by the department.

**(vii) Particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

Draft legislation/policy documents under consideration and reports of various Committees, etc. submitted to the Ministry are placed on the UGC website from time to time.



- (viii) **Statement of Boards, Councils, Committees or other bodies consisting of two or more persons constituted as a part of the department or for the purpose of its advice, and as to whether meetings of these Boards, Councils, Committees, and other bodies are open to the public or the minutes of such meetings is accessible for public.**

The UGC constitutes various Committees as per requirement of various rules, regulations, guidelines etc. The meetings of these Committees are not open to public. The minutes of the such meetings are accessible for public subject to the provision of RTI Act. 2005.

- (ix) **A directory of its officers and employees**

The directory of officers and employees is available on UGC website [www.ugc.ac.in](http://www.ugc.ac.in)

- (x) **Monthly remuneration of UGC officers and employees to designated posts.**

(Amount in ₹)

S. No.	Post	Pay Level	Pay Matrix
1.	Chairman	17	225000
2.	Vice-Chairman	16	205400-224400
3.	Secretary	15	182200-224100
4.	Financial Advisor	14	144200-218200
5.	Additional Secretary/ Director	13-A	131100-216600
6.	Joint Secretary	13	123100-215900
7.	Deputy Secretary	12	78800-209200
8.	Under Secretary/ Education Officer	11	67700-208700
9	Section Officer/ Private Secretary & equivalent	07	44900-142400
10	Assistant/Personal Assistant	06	35400-112400
11.	Upper Division Clerk/Steno & equivalent	04	25500-81100
12	Lower Division Clerk/Staff Car Driver & equivalent	02	19900-63200
13.	MTS and equivalent	01	18000-56900

(xi) The budget allocated to each of its agencies indicating the particulars of all plans, proposed expenditures, and reports on disbursements made.

The University Grants Commission receives grants-in-aid from the Government of India, Ministry of Education under the Revenue and Capital Heads to disburse the same to various Higher Educational Institutions under various schemes. During the financial year 2023-24, Ministry of Education has sanctioned a budget of Rs.17197.63 Crore to UGC under the Revenue and Capital Heads.

#### Summary of UGC Budget Estimates 2023-24

(₹ in lakh)

Central Universities	Grant-in- Aid General – (Revenue) (Object Head -31)	Grant-in- Aid Capital Assets – (Capital) (Object Head -35)	Grant-in- Aid Salaries – (Revenue) (Object Head -36)	Total
General	337955.00	48918.00	639996.00	1026869.00
SC	23388.00	3394.00	44232.00	71014.00
ST	11788.00	1688.00	22404.00	35880.00
<b>TOTAL</b>	<b>373131.00</b>	<b>54000.00</b>	<b>706632.00</b>	<b>1133763.00</b>
<b>Deemed Universities</b>				
General	9020.00	0.00	36080.00	45100.00
SC	640.00	0.00	2560.00	3200.00
ST	340.00	0.00	1360.00	1700.00
<b>TOTAL</b>	<b>10000.00</b>	<b>0.00</b>	<b>40000.00</b>	<b>50000.00</b>
<b>UGC Schemes</b>				
General	193765.00	10465.00	196770.00	401000.00
SC	43010.00	2330.00	43660.00	89000.00
ST	22225.00	1205.00	22570.00	46000.00
<b>TOTAL</b>	<b>259000.00</b>	<b>14000.00</b>	<b>263000.00</b>	<b>536000.00</b>
<b>GRAND TOTAL</b>	<b>642131.00</b>	<b>68000.00</b>	<b>1009632.00</b>	<b>1719763.00</b>

Budget Estimate for the financial year 2023-24 in respect of Central Universities, Deemed Universities and UGC is attached below.

[https://www.ugc.gov.in/pdfnews/6570824\\_Budget-Estimates-of-UGC-for-the-financial-year-2023-24.pdf](https://www.ugc.gov.in/pdfnews/6570824_Budget-Estimates-of-UGC-for-the-financial-year-2023-24.pdf)

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

UGC does not have any subsidy programmes.

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;**

Not applicable

- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;**

The UGC has established an e-Governance Cell in the office of UGC in 2019 to the digitalization of all its schemes. The cell has prepared various portals for HEIs, by using these portals all the HEIs are able to submit their information to the UGC through electronic mode including submission of online applications and proposals under various UGC schemes. The payment gateway facility is also integrated online with the web portals wherever applicable. The UGC also implemented an e-Office in the office of UGC to make the organization environment paperless, all the publications of UGC are also available in electronic mode on the UGC website.

- (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.**

Details in respect of the information available and held by University Grants Commission can be accessed through its website [www.ugc.ic.in](http://www.ugc.ic.in)

Timings: 9.00 AM to 5.30 PM (Monday–Friday)

Phone: (011) - 23604200

University Grants Commission

Bahadur Shah Zafar Marg,

New Delhi-110002

- (xvi) the names, designations and other particular of the public Information Officers;**

[https://www.ugc.gov.in/pdfnews/5356124\\_CPIO\\_List\\_2024.pdf](https://www.ugc.gov.in/pdfnews/5356124_CPIO_List_2024.pdf)

**(xvii) such other information as may be prescribed**

Refer UGC website [www.ugc.ic.in](http://www.ugc.ic.in)

**C. Publish all relevant facts while formulating important policies or announcing decision**

The University Grants Commission is a regulatory body, that generally follows principles of transparency and accountability. It is considered good governance practice to publish all relevant facts when formulating important policies or announcing decisions. All these regulations and policy decisions of UGC are available on the UGC website and social media handles which helps the public, educational institutions and other stakeholders be aware about the UGC's initiatives/ decisions and the rationale behind them.