

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

**Statement of the categories of documents that are held by
it or under its control**

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I. Categories of documents (Catalogues and Indexed)

File Register is maintained in the Administration Section of the Corporation

Master Guard file is maintained in hardcopy format in the outward section.

II. Custodian of Documents / Categories

Sr. No.	Name of the Section	Method of Catalogue and Indexed	Custodian of Documents under each Section
1.	GEDC Office (Administration & Establishment)	File Registers	Officer (Accounts & Admin)
2.	Accounts Section	-do-	Officer (Accounts & Admin)
3.	IFEL Section	-do-	Manager Projects/ Incharge (Manager Projects)
4.	Recovery Section	-do-	Recovery Officer
5.	Sant Sohirobanath Ambiye Dnyanvrudhi Shishyavrutti (Bursary Scheme)	-do-	Asstt. Manager (Training & Development)
6.	Counselling Section	-do-	Supervisor
7.	Yog Education, Value Education & Enhancement of Civic Engagement	-do-	Coordinator

8.	Infrastructure Loan Cum Grant Scheme	-do-	Asstt. Manager (Training & Development)
9.	Soft-Loan Scheme	-do-	Asstt. Manager (Training & Development)

III. Procedure to obtain such documents

The documents of the respective section of the Directorate of Higher Education can be obtained by making an application under the Right to Information Act, 2005 by the applicant by affixing the required fees.