

Government Degree College Kaffota
District Sirmaur, Himachal Pradesh
Ranking of Government Colleges in HP

Criterion 4 Institutional Management

Key Indicator 4.9 Prompt Response to Official Correspondence

Metric 4.9 Prompt Response to Official Correspondence



Table of Contents

Table of Contents	i
RANKING FRAMEWORK	1
4. INSTITUTIONAL MANAGEMENT.....	1
4.9. Prompt Response to Official Correspondence	1
Response: Yes	1
i. Channels of Correspondence:.....	1
ii. Entry in the Dairy Register:	1
iii. Dak File Organization:	1
iv. Principal’s Review:.....	1
v. Compliance within Timeframe:.....	1
vi. Special Provisions for Time-Sensitive Communications:	1
Assembly Questions:	1
Court Cases:	2
High-Level Meeting Preparations:.....	2
vii. Dispatch Process:	2
viii. Record Retention:	2
ix. RTI – Prompt Response	3
x. Court Case	14

RANKING FRAMEWORK

4. INSTITUTIONAL MANAGEMENT

4.9. Prompt Response to Official Correspondence

Response: Yes

Government Degree College Kaffota is committed to maintaining efficient and timely communication with all stakeholders, including government departments, affiliated universities, and other partners. To ensure this, we follow a systematic approach for managing official correspondence, especially for time-sensitive matters.

i. Channels of Correspondence:

We receive official letters and notifications from:

- Department of Higher Education and Directorate of Higher Education
- Himachal Pradesh University (affiliating university)
- University Grants Commission (UGC) and Ministry of Education
- Various Government Departments and Boards

ii. Entry in the Dairy Register:

Upon receipt, each correspondence is logged in the dairy register to track its processing status.

iii. Dak File Organization:

Correspondence is organized in a Dak file by the designated in-charge for easy access and review.

iv. Principal's Review:

The Principal reviews each document, marks it for the relevant in-charge, and assigns it for necessary action.

v. Compliance within Timeframe:

The designated in-charge ensures that a response is prepared and dispatched within the stipulated timeframe, underscoring our commitment to timely communication.

vi. Special Provisions for Time-Sensitive Communications:

Assembly Questions:

Responses to Assembly Questions are often required on the same day or within extremely short timeframes.

Court Cases:

Responses related to court cases are strictly time-bound and receive immediate attention.

High-Level Meeting Preparations:

Certain responses, particularly those related to upcoming high-level meetings, require urgent action and immediate response.

vii. Dispatch Process:

After preparation, responses are dispatched to the concerned department with an assigned date and dispatch number, recorded in the dispatch register.

viii. Record Retention:

Copies of all correspondence and responses are retained for accountability and follow-up queries.

Through this structured approach, Government Degree College Kaffota remains responsive, accountable, and capable of meeting urgent and regular communication needs, fostering strong relationships with our stakeholders.

ix. RTI – Prompt Response

20
RTI

No. EDN-GDC (K) - 46/2024
Office of the Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P)
E-Mail-gdckaffota123@gmail.com
Phone No. 01704-273307
Dated: Kaffota-173029 the, 03rd June, 2024

To


Sh. K.R. Verma
Chhota Shimla-171002
Email: khushivermasml@gmail.com

Subject: Information under Right to information Act, 2005.

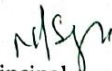
Sir,

This is with reference to the Director of Higher Education H.P Shimla vide office letter No. EDN-H(8)-Misc/2017-RTI dated 31.05.2024, your application under RTI Act 2005 regarding appointment of teacher on PTA/Local PTA, has been forwarded to this office to provide information.

In this context, you are informed that no teacher is appointed on PTA/Local PTA basis after 2009 in this college. Hence information may be treated as Nil.


Principal
Govt. Degree College Kaffota
Distt. Sirmaur (HP)
Govt. Degree College
Kafota, Distt. Sirmour (H.P)

Copy to:- 1. The Director of Higher Education, H.P, Shimla-01 for information.


Principal
Govt. Degree College Kaffota
Distt. Sirmaur (HP)
Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P)

संख्या:-एप(8)बी(6)1/2023-Misc/RTI-
उच्चतर शिक्षा निदेशालय, हिमाचल प्रदेश ।

प्रेषक

निदेशक (उच्चतर शिक्षा),
हिमाचल प्रदेश, शिमला-1

सेवा में

समस्त प्राचार्य,
राजकीय महाविद्यालय, हिमाचल प्रदेश ।


दिनांक: शिमला-171001,

12 जून, 2024

विषय:-

Regarding engagement of Local PTA(Non-GIA) in Education Department.

उपरोक्त विषय पर आपका ध्यान सचिव (शिक्षा), हि0 प्र0 सरकार के पत्र संख्या: शिक्षा-ए-स्व(15)4/2023, दिनांक 08.06.2024 की ओर आकर्षित करते हुए, आपके महाविद्यालय द्वारा लोकल पी0टी0ए0 के तहत कितने तबलावादक और एस0एल0ए0/जे0एल0ए0 को नियुक्ति दी गई है। यह सूचना नीचे दर्शित प्रपत्र पर प्राथमिकता के आधार पर बिना किसी विलम्ब के आज दिनांक 12.06.2024 4.00 बजे तक उपलब्ध करवाना सुनिश्चित करें ताकि सूचना समेकित रूप में सरकार को यथावत् प्रस्तुत की जा सके।


अति0 शिक्षा निदेशक (कां0)
हिमाचल प्रदेश ।

प्रपत्र

तबलावादक और एस0एल0ए0/जे0एल0ए0 कर्मचारी का नाम/ पिता का नाम	नियुक्ति की तिथि	नियुक्ति के समय शैक्षणिक योग्यता	वर्तमान में शैक्षणिक योग्यता	नियुक्ति प्राधिकारी का नाम(लोकल पी0टी0ए0 और प्राचार्य)	सरकार की अनुमति पत्र की प्रमाणित प्रति व हां/नहीं	नियुक्ति स्वीकृत पद पर है या बिना पद के

हस्ताक्षर मोहर सहित ।

प्रमांक-ई०डी०एन०-जी०डी०सी० क० 60/2024

कार्यालय प्राचार्य

राजकीय महाविद्यालय कफोटा

जिला सिरमौर (हि०प्र०)

फ़ोन न०- 01704-273310

ई-मेल : gdckaffota123@gmail.com

दिनांक कफोटा-173029

12 जून 2024

सेवा में

निदेशक (उच्चतर शिक्षा)

हिमाचल प्रदेश, शिमला-1

विषय :-

Regarding engagement of Local PTA (Non-GIA) in Education Department.

श्रीमान जी,

उपरोक्त विषय के सन्दर्भ में आपके कार्यालय पत्र संख्या -एच(8)वी(6)1/2023-Misc/RTI-दिनांक 12 जून 2024 के अंतर्गत आपको अवगत कराया जाता है कि वर्तमान समय तक राजकीय महाविद्यालय कफोटा में लोकल पी.टी.ए के तहत तबलावादक और एस.एल.ए /जे.एल.ए कि कोई भी नियुक्ति नहीं की गई है। अतः वांछित सूचना को शून्य (Nil) समझा जाए।

सूचना आपके कार्यालय को आगामी आवश्यक कार्यवाही हेतु प्रेषित की जाती है।

धन्यवाद

12.06.2024

(डॉ राजेश त्रेहन)

प्राचार्य

राजकीय महाविद्यालय कफोटा

जिला सिरमौर (हि.प्र.)

Principal

Govt. Degree College

Kafota, Distt. Sirmour (H.P.)

URGENT RTI INFORMATION

No.EDN-H(8)-Misc/2017-RTI
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-1

All the Principals
Govt. Colleges
Himachal Pradesh

15 OCT 2024

October 2024



fo
Subject:

Information under Right to Information Act, 2005.

On the subject cited above find enclosed herewith the copy of RTI application dated 26.09.2024 of Ms.Anjana Kumari, Vill. Kaloond, P.O. Chachian, Distt.Kangra, H.P.-176059 vide which she sought the information in respect of Old Contract Assistant Professors (both working/retired) whose services were regularised vide Govt.Notification No.EDN-A-Kha(2)23/2013 dated 14.07.2014 regarding release of salary on regularisation. Information be provided on the proforma given below in respect of **both working/ retired Assistant Professors (Old Contract):-**

S.No.	Name of Assistant Professor	Subject	Actual date of joining on regular basis	Whether regular salary given w.e.f. 01.06.2014 Yes/ No	If regular salary given from actual date of joining on regularisation Date be mentioned.	Remarks

Hence you are therefore, directed that required information may kindly be supplied within two days through email on college_branch@rediffmail.com. and also supply the copy of the same to applicant also. The reply must be clear and complete in every sense under the provision of RTI Act, 2005. It is also brought to your notice that delay in supplying the information will attract imposition of penalty under the appropriate RTI Act,2005 and entire responsibility will lie upon you.

[Signature]
Addl. Directorate of Higher Education (C)
Himachal Pradesh
October 2024

Endst. No. Even dated: Shimla-1
Copy for information to:-

1. The Public Information Officer, Directorate of Higher Education, w.r.t. U.O.NO. EDN-HE(16)B(15)RTI-01/2024-25(Case No.517) dated 05.10.2024.
2. Ms.Anjana Kumari, Vill. Kaloond, P.O. Chachian, Distt.Kangra, H.P.-176059.

[Signature]
Addl. Directorate of Higher Education (C)
Himachal Pradesh

Self-Assessment Report, 2025

No. EDN-GDC (K) - 194/2024
Office of the Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P)
E-Mail-gdckaffota123@gmail.com
Phone No. 01704-273307

Dated: Kaffota-173029 the, 16th October, 2024

To

The Addl. Director of Higher Education (C)
Himachal Pradesh, Shimla-01

Subject: Information under Right to Information Act, 2005.

Sir,

This is with reference to your office letter No. EDN-H (8)-Misc/2017-RTI
Dated 15th October 2024 on the subject cited above.

In this context, the requisite information in the prescribed format is as below-

S.No.	Name of Assistant Professor	Subject	Actual date of Joining on regular basis	Whether regular salary given w.e.f. 01.06.2014 Yes/No	If regular salary given from actual date of joining on regularization Date be mentioned	Remarks
01	Nil	Nil	Nil	Nil	Nil	Nil

It is submitted for your kind information and further necessary action please.

Thanking You

Copy to: -

- Ms. Anjana Kumari, Vill. Kaloond, P.O Chachian, Distt. Kangra, HP 176059.

Neelam Banoor
16/10/2024
Principal

Govt. Degree College Kaffota
Distt. Sirmaur (HP) 173029
Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P.)

Self-Assessment Report, 2025

No. EDN-GDC (K) – 38/2625
Office of the Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P)
E-Mail-gdckaffota123@gmail.com
Phone No. 01704-273310

Dated: Kaffota-173029 the, 06th May, 2025

To

Public Authority
-Cum-
Director of Higher Education,
Himachal Pradesh, Shimla-1.

Subject: - Regarding submission of Annual Report of RTI for the year 2024-25
w.e.f. (1st April 2024 to 31st March, 2025) under RTI Act, 2005.

Sir,

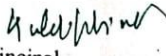
This is with reference to your office letter No. EDN-HE(16)B(15)RTI-01/RTI Annual Report-2024-25 Dated-05th May 2025 on the subject cited above.

In this connection, the Annual Report of RTI w.e.f 1st April, 2024 to 31st March, 2025 under RTI Act, 2005 in the prescribed format is being sent for your kind information and further necessary action please.

Thanking you.

Encl:-


1. Proforma- Annexure-A&B


Principal
-Cum-
Public Information Officer
Govt. Degree College Kaffota
Distt. Sirmaur H.P
Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P.)

PROFORMA FOR FURNISHING OF INFORMATION TO STATE INFORMATION COMMISSION FOR THE ANNUAL REPORT, AS ON MARCH, 2025.

Annexure-A

Sr. No.	Name of Public Authority under the Department	No. of RTI Applications received	No. of Applications in which information was provided	No. of Applications rejected	No. of Applications where requests were rejected									No. of cases where disciplinary action was taken against any officer in respect of administration of this Act.	Amount of fee collected.	
					Total No. of applications where request were rejected	Sec 8	Sec 9	Sec 11	Sec 24	No. of appeals	Appeals Accepted	Appeals Rejected	No. of appeals			Appeals Accepted
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Govt. Degree College Kaffota	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-	-Nil-


 Principal
 -Cum-
 Public Information Officer
 Govt. Degree College Kaffota
 Distt. Sirmour H.P.
Principal
 Govt. Degree College
 Kaffota, Distt. Sirmour (H.P.)

Annexure-B

**PROFORMA FOR FURNISHING OF INFORMATION TO STATE INFORMATION COMMISSIONER
HIMACHAL PRADESH FOR THE ANNUAL REPORT 2024-25.**

(Under Section 25 of the Right to Information Act, 2005) As on 31-03-2025

Sr. No.	Name of Department and Designation of Appellate Authority	Appeals filed before the Appellate Authority			No. of Appeals decided	No. of Appeal not considered
		No. of appeals Received	No. of Appeals Accepted	No. of Appeals Rejected		
1	Higher Education Additional Director of Higher Education (Admin.)	3	4	5	6	7
		-Nil-	-Nil-	-Nil-	-Nil-	-Nil-

Kuldip Singh

Principal

Cum-

Public Information Officer

Govt. Degree College Kaffota

Distt. Sirmour H.P

Principal

Govt. Degree College

Kaffota, Distt. Sirmour (H.P.,

Most Urgent/Time Bound
RTI Matter

No. EDN-HE(16)B(15)RTI-01/RTI Annual Report-2024-25
Directorate of Higher Education
Himachal Pradesh, Shimla-171001.

02 APR 2025

E-mail: rtibr@rediffmail.com, 0177-2653386 (Ext.-236)

Dated, Shimla- 171001 the

02 April, 2025

To

1. All the PIOs-cum-Principals of Govt. Colleges in H.P.
2. All the PIOs-cum-Principals of Govt. Sanskrit Colleges in H.P.
3. The PIO-cum-Principal, SCERT Solan, Distt. Solan, H.P.
4. The PIO-cum-Principal, GCTE Dharamshala, Distt. Kangra, H.P.
5. All the PIOs-cum-Deputy Directors of Higher Education in H.P.
6. All the PIOs-cum-Librarians/ Asstt. Librarians (Central State Library Solan/State Library, The Mall Shimla/ Distt. & Tehsil Libraries) in H.P.

Subject: - Regarding submission of Annual Report of RTI for the Year 2024-25 (w.e.f. 1st April 2024 to 31st March, 2025) under RTI Act, 2005.

As you all well aware that Annual Report of RTI is submitted every year to the State Information Commission, Himachal Pradesh, Shimla as well as to the Secretary (Education) to the Govt. of Himachal Pradesh, Shimla as per Section 25(2) & (3) of the RTI Act, 2005.

In this connection, you are directed to compile the data of RTI Applications, Appeals received & disposed off, RTI Fee/Addl. Fee received in respect of your Institutions/Offices/Institutions under your control of your districts and send the RTI reports/consolidated reports for the year **2024-25 (w.e.f. 1st April 2024 to 31st March, 2025)** on the prescribed proformas (**Annex-A & B**) to this Directorate by **25th April, 2025** positively.

The information should be furnished through e-mail on the RTI Cell email i.e. rtibr@rediffmail.com and sent by post also so that the information could be submitted to the State Information Commission, Himachal Pradesh, Shimla as well as to the Secretary (Education) to the Govt. of Himachal Pradesh, Shimla accordingly.

The following instructions of SIC, HP shall be followed strictly:

1. The number of requests made to each public authority.
2. The number of decisions where applicants were not entitled to access to the documents pursuant to the requests the provisions of this act under which these decisions were made and the number of times such provisions were invoked.

3. The number of appeals referred to the State information Commission for review the matter of appeals and the outcome of appeals.
4. Particulars of any disciplinary action taken against any office/official in respect of administration of this Act.
5. The amount of charges collected by each public authority.
6. Any facts which indicate any special effort etc. made by the public authority to administer and implement the act.

Encls: Proforma A & B



(Dr. Amarjeet K. Sharma)
Public Authority-cum-
Director of Higher Education
Himachal Pradesh, Shimla.

Endst. No.: As above, dated, Shimla- 171001, 02 April, 2025

Copy to:

1. The Secretary (Education) to the Govt. of Himachal Pradesh, H.P. Sectt., Shimla-2 for information, please.
2. The Secretary, State Information Commission, Himachal Pradesh, Keonthal Complex, Khalini, Shimla-2 for information, please.
3. The Supdt., IT Cell, Directorate of Higher Education, Himachal Pradesh, Shimla with the direction to upload the letter on the departmental website and also **e-mail the letter to all above mentioned PIOs at Sr. No. 1 to 6.**



Public Authority-cum-
Director of Higher Education
Himachal Pradesh, Shimla.

02 APR 2025

PROFORMA FOR FURNISHING OF INFORMATION TO STATE INFORMATION COMMISSION FOR THE ANNUAL REPORT, AS ON MA...

S. No.	Name of Public Authority under the Department	No. of RTI Applications received	No. of Applications which information was provided	No. of Applications where requests were rejected					Total Number of applications where request were rejected	Appeals filed before the Appellate Authority			Appeals filed before the State Information Commission		No. of cases where disciplinary action was taken against any officer in respect of administration of this Act.	No. of fee collector
				Sec 8	Sec 9	Sec 11	Sec 24	Sec 24		No. of appeals	Appeals Accepted	Appeals Rejected				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
I																
	Total															

Note: Details of cases where requests have been rejected by the PIO should be the Annexure giving the reasons for such rejections.

Signature with Stamp

No. EDN-HE (15) B (6) Transfer/2020-Lib
Directorate of Higher Education
Himachal Pradesh,
Dated, the, Shimla-171001

March, 2024 22 MAR 2024

To

1. All the Principal(s). Govt. Degree / Sanskrit Colleges Himachal Pradesh, Govt. College of Education Dharamshala, DIETs and SCERT Solan (HP).
2. All the Principals, Govt. Sr. Sec. Schools in HP.
3. The Chief Librarian, Central State Library Solan
4. The Librarian, HP State Library Shimla-1.
5. All the Librarian, District Libraries, Community Centre Libraries, Tehsil Libraries & Tribal Libraries in Himachal Pradesh.

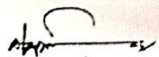
Subject: -

Regarding Implementation of judgment/order passed by the Hon'ble High Court of HP on 13-10-2022 in CWPOA No.3096/2019 intituled Rakesh Kumar & Ors Vs State of HP and CWPOA No. 4421/2019 Sanjeev Kumar Vs State of HP & Other connected matters.

In continuation to this Department letter of even No. dated 15-01-2024, you are hereby directed to supply the information in r/o newly transferred Assistant Librarian working in your Institution/ Retired Assistant Librarian who are petitioner in the above mention court case on the format prescribed below to this Directorate on e-Mail (librarybranchdhe@gmail.com) before 12:00 Noon on 23-03-2024.

Sr. No.	Name & Designation	Institution Name	Date of 1 st appointment on Contract Basis	Date of Regularization	Educational Qualification at the time of Date of appointment	Education Qualification as on date
1	2	3	4	5	6	7


This may be treated as most urgent and it may be accorded top priority/personal attention being Hon'ble High Court matter.


(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1
March, 2024

Endst. No. Even, Dated: Shimla-1the,

Copy to:-

1. The Incharge, IT Cell, Directorate of Higher Education, HP Shimla-1 to upload the above letter on the Departmental website.
2. Guard File.


Director of Higher Education
Himachal Pradesh, Shimla-1

34

No. EDN-GDC (K) - 303/2023
Office of the Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P)
E-Mail-gdckaffota123@gmail.com
Phone No. 01704-273307
Dated:- 23-03-2024

To

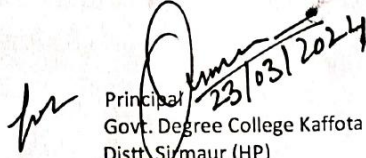
The Director of Higher Education
Himachal Pradesh, Shimla-01

Subject: - Regarding Implementation of judgment/ order passed by the Hon'ble High Court of HP on 13-10-2022 in CWPOA No.3096/2019 entitled Rakesh Kumar & Ors. Vs. State of HP and CWPOA No.4421/2019 Sanjeev Kumar Vs. Sate of HP& Other connected matters.

This is with reference to your office letter no. EDN-HE (15) B (6) Transfer/2020-Lib dated 22-03-2024 on the subject cited above. In this connection, required information pertaining to this institution is as under:

Sr. No.	Name & Designation	Institution Name	Date of 1 st appointment on Contract Basis	Date of Regularization	Educational Qualification at the time of Date of appointment	Education Qualification as on date
1	2	3	4	5	6	7
	--Nil--	--Nil--	--Nil--	--Nil--	--Nil--	--Nil--

Thanking You


Principal
Govt. Degree College Kaffota
Distt. Sirmaur (HP)
Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P.)
23/03/2024

No. EDN-HE(15)B(8)Pay Fixation Asstt/Lib. 22 JUL 2024
Directorate of Higher Education
Himachal Pradesh.

Email: dir.edu@rediffmail.com Ph No 0177-2653120(Extn.232), FaxNo2812882

Dated: Shimla 171001 July, 2024

To

1. All the Principals Govt. Degree College, Govt. College of Education Dharamshala, DIETs and SCERT Solan (HP).
2. The Chief Librarian, Central State Library Solan.
3. The Librarian, HP State Library Shimla-1.
4. All the Librarian District Libraries, Community Centre Libraries, Tehsil Libraries & Tribal Libraries in Himachal Pradesh.

Subject:- Meeting to discuss various court cases involving financial implication.

With reference to letter No. EDN-A-Chha (5) 5/2023 dated 18-7-2024 of the Secretary (Education) to Govt. of Himachal Pradesh on subject cited above.

In this regard, you are directed to provide the financial implication on the prescribed proforma (Annexure-A) before 01:00PM on 22-07-2024 and same date to be filled through through E-mail i.e. librarybranchdhe@gmail.com/dhe-sml-hp@gov.in / special messenger .

1. Sh. Surender Kumar Vs State-The case is regarding payment of balance arrear of pay/ pension, gratuity etc. on account of revision of pay scale/pension.
2. Smt. Balo Devi Vs State- The case pertains to count of daily waged Services of pensionary benefit.
3. Dr. Sunil Kumar Vs State- The case is regarding payment of balance arrear of pay/pension, gratuity etc. on account of revision of pay scale/pension.
4. Smt. Sheela Devi Vs State The case pertains to counting of contractual Services of pensionary benefit.
5. Taj Mohammed Vs State/Lekh Raj Vs State.



OSD (College)
Directorate of Higher Education
Himachal Pradesh, Shimla

[Type text]

(34)

No. EDN-GDC (K)-91/2024
Office of the Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P)
E-Mail-gdckaffota123@gmail.com
Phone No. 01704-273307
Dated: Kaffota-173029 the, 22nd July, 2024

To

OSD (College)
Directorate of Higher Education
Himachal Pradesh, Shimla-01

Subject: Meeting to discuss various court cases involving financial implication.

Sir,

This is with reference to your office letter No.EDN-HE(15)B(8)Pay Fixation Asstt/Lib., dated 22nd July 2024 on the subject cited above.

In this context, the required information pertaining to this institution may be treated as Nil.

It is submitted for your further kind information please.

Thanking You.

Principal
Principal
Govt. Degree College Kaffota
Distt. Sirmaur (HP)
Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P.)
22.07.2024

Supdt -
Fos n/a.
M/S

Email: dhe-sml-hp@gov.in or
college_branch@rediffmail.com
Phone: +91-177-2656621
Fax: 2811247

No. EDN-HE (8) A(1) Misc./2023
Directorate of Higher Education
Himachal Pradesh Shimla-1
Dated Shimla-171001 the

20th July 2024

To


All the Principals,
Government Colleges and Government Sanskrit Colleges
situated in Himachal Pradesh

Subject:- Meeting to discuss various court cases involving financial implication.

With reference to letter No. EDN-A-Chha(5)5/2023-L dated 18-07-2024 of the Secretary (Education) to the Govt. of Himachal Pradesh on the subject cited above.

In this regard, you are directed to provide the financial implication on the prescribed proforma (Annexure-A) before 01:00 PM on 21-07-2024 and the same data also to be filled through google form/sheet.

1. Sh. Surender Kumar Vs State-The case is regarding payment of balance arrear of pay/pension, gratuity etc. on account of revision of pay scale/pension.
2. Smt. Balo Devi Vs State-The case pertains to count daily waged services for pensionary benefits.
3. Dr. Sunil Kumar Vs State- The case is regarding payment of balance arrear of pay/pension, gratuity etc. on account of revision of pay scale/pension.
4. Smt. Sheela Devi Vs State-The case is regarding counting of contractual services for pensionary benefits.
5. Taj Mohammed Vs. State/Lekh Raj Vs. State


(Dr. Harish Kumar)
Additional Director of Higher Education
Himachal Pradesh Shimla -171001

Financial Implication
Sr. No. 1 & 3

Proforma-A

Arrear
w.e.f. 01-01-2016 to till

S.N.	No. of APs	Due Arrear of pay/pension as per Revision (01-01-2016 to 31-12-2021)	Already Paid	Balance
1	2	3	4	5
	04	3833375	150,000	3683375

S.N.	No. of Tabla Vadaks	Due Arrear of pay/pension as per Revision (01-01-2016 to 31-12-2021)	Already Paid	Balance
1	2	3	4	5
	0	0	0	0

S.N.	No. of SLA	Due Arrear of pay/pension as per Revision (01-01-2016 to 31-12-2021)	Already Paid	Balance
1	2	3	4	5
	0	0	0	0

S.N.	No. of JLA	Due Arrear of pay/pension as per Revision (01-01-2016 to 31-12-2021)	Already Paid	Balance
1	2	3	4	5
	0	0	0	0

Revision of Pay Scale (Leave Encashment and Gratuity)
w.e.f. 01-01-2016 to till

S.N.	No. of APs	Gratuity Amount	Leave Encashment Amount	Total Amount (3+4)	Already Paid	Balance (5-6)
1	2	3	4	5	6	7
	01	2000000	1864710	3864710	3064710	800000

S.N.	No. of Tabha Vadaks	Gratuity Amount	Leave Encashment Amount	Total Amount (3+4)	Already Paid	Balance (5-6)
1	2	3	4	5	6	7
	0	0	0	0	0	0

S.N.	No. of SLA	Gratuity Amount	Leave Encashment Amount	Total Amount (3+4)	Already Paid	Balance (5-6)
1	2	3	4	5	6	7
	0	0	0	0	0	0

S.N.	No. of JLA	Gratuity Amount	Leave Encashment Amount	Total Amount (3+4)	Already Paid	Balance (5-6)
1	2	3	4	5	6	7
	0	0	0	0	0	0

Tai Mohammed Vs. State/Leckh Rai Vs. State

Arrear regarding increments allowed to contract employees from the date of their joining (without M. Phil/Ph. D. Increment)

S.N.	No. of APs	Total Arrear Due	Total Arrear Drawn	Balance
1	2	3	4	5
	0	2265504	0	2265504

Arrear regarding increments allowed to contract employees from the date of their joining (with M. Phil/Ph. D. Increment)

S.N.	No. of APs	Total Arrear Due	Total Arrear Drawn	Balance
1	2	3	4	5
	0	2265504	0	2265504

Pensionary benefits

S.N.	No. of APs	Additional Financial Implications due to counting of Contract period for pensionary benefits (w.e.f. date of initial appointment on contract Services)
1	2	3
	0	0

S.N.	No. of JIAs	Additional Financial Implications due to counting of Contract period for pensionary benefits (w.e.f. date of initial appointment on contract Services)
1	2	3
	0	0

S.N.	No. of Tabla Vadaks	Additional Financial Implications due to counting of Contract period for pensionary benefits (w.e.f. date of initial appointment on contract Services)
1	2	3
	0	0

(34)

No. EDN-GDC (K) - 90/2024
Office of the Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P)
E-Mail-gdckaffota123@gmail.com
Phone No. 01704-273307, 273310
Dated: Kaffota-173029 the, 22nd July, 2024

To

The Director Higher Education
Himachal Pradesh, Shimla-01

Subject: - Meeting to discuss various court cases involving financial
implication.

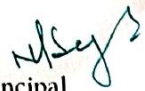
Respected Sir,

This is with reference to your office letter no. EDN-HE (8) A
(1)Misc./2023 Dated 20th July 2024 on the subject cited above.

In this connection, the required information in the
prescribed format is being sent for your kind information and further necessary
action please.

Thanking You.

Encl:- Proforma.


Principal
Govt. Degree College Kaffota
Distt. Sirmaur H.P 173029
Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P)

Performa-A

Financial Implication
Sr. No. 1 & 3

Arrear
w.e.f.01-01-2016 to till

S.N.	No. of APs	Due Arrear of pay/pension as per Revision (01-01-2016 to 31-12-2021)	Already Paid	Balance
1	2	3	4	5
	04	383375/-	150000/-	3683375/-

S.N.	No. of Tabla Vadaks	Due Arrear of pay/pension as per Revision (01-01-2016 to 31-12-2021)	Already Paid	Balance
1	2	3	4	5
	Nil	Nil	Nil	Nil

S.N.	No. of SLA	Due Arrear of pay/pension as per Revision (01-01-2016 to 31-12-2021)	Already Paid	Balance
1	2	3	4	5
	Nil	Nil	Nil	Nil

S.N.	No. of JLA	Due Arrear of pay/pension as per Revision (01-01-2016 to 31-12-2021)	Already Paid	Balance
1	2	3	4	5
	Nil	Nil	Nil	Nil

Revision of Pay Scale (Leave Encashment and Gratuity)
W.e.f.01-01-2016 to till

		Retired from (01-01-2016to31-12-2021)		Total Amount (3+4)	Already Paid 6	Balance (5-6) 7
S.N.	No. of APs	Gratuity Amount	Leave Encashment Amount			
1	2	3	4	5	6	7
	01	2000000	1864710	3864710	3064710	800000

		Retired from (01-01-2016to31-12-2021)		Total Amount (3+4)	Already Paid 6	Balance (5-6) 7
S.N.	No. of Tabla Vadaks	Gratuity Amount	Leave Encashment Amount			
1	2	3	4	5	6	7
	0	0	0	0	0	0

		Retired from (01-01-2016 to 31-12-2021)		Total Amount (3+4)	Already Paid 6	Balance (5-6) 7
S.N.	No. of SLA	Gratuity Amount	Leave Encashment Amount			
1	2	3	4	5	6	7
	0	0	0	0	0	0

		Retired from (01-01-2016to31-12-2021)		Total Amount (3+4)	Already Paid 6	Balance (5-6) 7
S.N.	No. of JLA	Gratuity Amount	Leave Encashment Amount			
1	2	3	4	5	6	7
	0	0	0	0	0	0

Tai Mohammed Vs. State/Leh Raj Vs. State

Arrear regarding increments allowed to contract employees from the date of their joining (without M.Phil/Ph.D. Increment)

S.N.	No. of APs	Total Arrear Due	Total Arrear Drawn	Balance
1	2	3	4	5
	01	2265504	0	2265504

Arrear regarding increments allowed to contract employees from the date of their joining (with M.Phil/Ph.D. Increment)

S.N.	No. of APs	Total Arrear Due	Total Arrear Drawn	Balance
1	2	3	4	5
	01	2265504	0	2265504

Pensionary benefits

S.N.	No. of APs	Additional Financial Implications due to counting of Contract period for pensionary benefits (w.e.f. date of initial appointment on contract Services)
1	2	3
	01	0

S.N.	No. of JLAS	Additional Financial Implications due to counting of Contract period for pensionary benefits (w.e.f. date of initial appointment on contract Services)
1	2	3
	0	0

S.N.	No. of Tabla Vadaks	Additional financial Implications due to counting of Contract period for pensionary benefits (w.e.f. date of initial appointment on contract Services)
1	2	3
	0	0


Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P.)

URGENT/KIND ATTENTION

No: EDN-H(E)E(3)-2004/2019
Directorate of Higher Education
Himachal Pradesh
Dated: Shimla-171001

September, 2024
13 SEP 2024
[सं.प्र. - 1]

To

All the Principals,
Govt. Colleges of
Himachal Pradesh

Subject:

CWP No.2014/2024- Anjan Kaur & ors Vs State of H.P.

This in reference to this Directorate Letter No.Eve dated 10.09.2024 on the subject cited above.

In this connection, you are hereby directed to ensure compliance and send the compliance report indicating all benefits released to all the petitioners working in your college mentioned in the aforementioned CWP on the proforma below, through email i.e. college_branch@rediffmail.com on or before 16.09.2024 positively, so that Hon'ble could be apprised accordingly. The case will be listed on 19.09. 2024.

Name of A.P.	Total arrear calculated	Released	Balance	Other benefits given	Remarks

[Signature]
Addl Director of Higher Education (C)
Directorate of Higher Education
Himachal Pradesh
September 2024

Endst.No.even dated Shimla-1

Copy to:

4. The Secretary(Education) to the Govt. of Himachal Pradesh, Shimla.
5. The Incharge, IT Cell(Internal) with the direction to upload the same on Departmental website.
6. Guard file.

Addl Director of Higher Education (C)
Directorate of Higher Education
Himachal Pradesh

(34)

No. EDN-GDC (K)-142/2024
Office of the Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P)
E-Mail-gdckaffota123@gmail.com
Phone No. 01704-273307

Dated: Kaffota-173029 the, 14th September, 2024

To

Addl. Director of Higher Education (C)
Directorate of Higher Education
Himachal Pradesh, Shimla-01

Subject: CWP No. 2014/2024- Anjan Kaur & ors Vs State of H.P.

Sir,

This is with reference to your office letter No.EDN-H(8)E(3)-2019 dated 13th September 2024 on the subject cited above.

In this context, the required information pertaining to this institution may be treated as Nil.

It is submitted for your further kind information please.

Thanking You.

Natish Kaur

Principal
Govt. Degree College Kaffota
Distt. Sirmaur (HP)
Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P.)

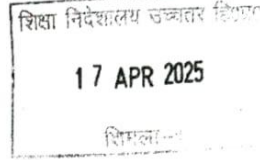
(34)

No. EDN-H(8)A(1)Misc-
Directorate of Higher Education
Himachal Pradesh.
Phone No. 0177-2653120, Fax : 0177-2812882

To

Dated: Shimla – 171001, the, April, 2025

✓ The Principals,
Govt. Degree Colleges,
Himachal Pradesh.



Subject:- CWIPL No. 12/2019- court on its own motion V/s State of H.P. & Ors.

This is with reference to letter No.4-2(15)2023-SOM-Wel (Barrier Free)-2885-2970 dated 12/03/2025 (copy attached) on the subject cited above.

In this context, you are hereby directed to conduct an accessibility audit of IT/ technical infrastructure including computer software and hardware of your institutions under your jurisdiction by an empanelled auditor at the earliest and take necessary steps to ensure compliance because the aforementioned case is listed for hearing in the Hon'ble High Court on 23-04-2025 and submit the action taken report to the directorate through e-mail i.e. college_branch@rediffmail.com within three days.

Endst No: even
Copy to:-

dated the

Jt. Director Higher Education
Himachal Pradesh.
April, 2025

1. Superintendent Gr-I (P&D), Directorate of Hr. Education, H.P for information.
2. Superintendent IT Cell to upload the same on departmental website.

-sd-
Jt. Director Higher Education
Himachal Pradesh



No. 4-2(15)2023-SOM-Wei(Barrier Free) - 2885-2970
Directorate for Empowerment of SCs, OBCs, Minorities & The Specially Abled, Himachal Pradesh. *Dir H.P. E*

Most Urgent/ Court Matter

1. All the Heads of the Departments in the State of H.P.
2. All the Deputy Commissioners in the State of Himachal Pradesh.
3. All the Chairman/Managing Director/Registrars of all the PSUs/ Corporations/Boards/ Universities etc. in the State of HP

Dated, the Shimla-171009 *12 MAR 2025*
CWPIIL No. 12/2019-Court on its own motion V/s State, of H.P. & Ors.

Sir/ Madam,

Kindly find enclosed herewith a copy of Office Memorandum number 14002/7/2022-AIC dated 04-02-2025, vide which a list of empanelled Web Accessibility Auditors, appointed by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, GoI, has been shared with all the States with the purpose to conduct the accessibility audit of IT/ technical infrastructure for PwDs. The concerned Departments may engage any of these empanelled auditors at the own discretion and expenditure incurred in this shall be borne by the respective departments.

It is important to mention that during the hearing of CWPIIL ND-12/2019 on 30-09-2024, the Hon'ble High Court had given the directions to conduct an accessibility audit of both physical and technical infrastructure, including computer systems, to be conducted by an expert. The matter regarding the physical infrastructure accessibility audit for your office and subordinate offices, to be conducted through the empanelled auditors appointed by GoI, was already communicated to your offices vide this Directorate letter of even number dated 11-11-2025 & 01-03-2025. However, the preliminary report on the physical infrastructure audit is still awaited.

In view of above, you are, requested to conduct an accessibility audit of IT technical infrastructure including computer software and hardware of your office and offices under your jurisdiction and submit the preliminary report to this Directorate at the earliest. In addition to this, it is reiterated that the preliminary report on the physical infrastructure audit, which has been pending for considerable time, must also be submitted without further delay, as the above mention case is listed for hearing in the Hon'ble High Court on 23-04-2025.

Your faithfully,
[Signature]

Kiran Bhadana (I.A.S.)
Director
Empowerment of SCs, OBCs, Minorities
& The Specially Abled, Himachal Pradesh.

Ends. No. Even-
Copy forwarded to the Secretary(SJ&E) to the Govt. of Himachal Pradesh Shimla-2 w.r.t. letter no SJE-BF01/2/2023-119302, for information please.

Dated:-

17 cell
[Signature]
19/3

Kiran Bhadana (I.A.S.)
Director
Empowerment of SCs, OBCs, Minorities
& The Specially Abled, Himachal Pradesh.

05/02/2025

फाइल सं./File No. I-14002/7/2022-AIC

भारत सरकार /Government of India

सामाजिक न्याय और अधिकारिता मंत्रालय / Ministry of Social Justice & Empowerment

दिव्यांगजन सशक्तिकरण विभाग /Department of Empowerment of Persons with Disabilities(Divyangjan)

पाँचवा तल, बी विंग, पंडित दीनदयाल अन्त्योदय भवन,
5th Floor, B Wing, Pt. Deendayal Antyodaya Bhawan,
सी जी ओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली -110003
CGO Complex, New Delhi-110003
दिनांक / Dated : 04th February, 2025

OFFICE MEMORANDUM

Subject: List of Empanelled Web Accessibility Auditors with Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India.

.. K.W.

The following applicants have been empaneled as Web Accessibility Auditors by the Department for a period of 05 years w.e.f from 04.02.2025.

Sl. No	Name of the Organization	Email	Address
1	DBA Digital A11Y	Raghavalli@gmail.com	Plot No. 108, 3rd Cross Rd, Saipuri Colony, Hastinapuri Colony, Sainikpuri, Secunderabad-500094 Telangana, India.
2	Saralx Accessibility Private Limited	akashdeep@saralx.app	No. 63, Shri Nath Safayar Home, Deofi Arab road, Kota, Rajasthan-324003.

3	Cabe Foundation	<u>om</u> subhas.cabe@gmail.com	B-14B, Vatika Apartments, Mayapuri New Delhi-110064, India
4	Barrier Break	shilpi@barrierbreak.com	101, Highway Commercial Complex, IE Patel Road, Goregaon East, Mumbai- 400063.
5	Dhananjay Sanjogta Foundation	amarjain@amarjain.com	F2406, Ace Aspire, Greater Noida west. 201306, U.P.
6	Sugamay Digital Solutions Private Limited	dhananjay.bhole@gmail.co m	SR No. 86/2 Treasure Park B2/502, kashid Nagar Pimple Gurav, Pune, Maharashtra, India, 411061.
7	V-Shesh Learning Services Pvt. Ltd.	rashi@v-shesh.com	2nd Floor Surya, 8/16, Seethammal Extension, 2nd Cross st. Alwarpet, Chennai-600018. tamil Nadu, india.
8	Enable India Solutions Pvt. Ltd.	services@incluza.org	473/B, Adugodi Main Road, 8th Block, Koramangala, Bengaluru, Karnataka - 560095
9	Deque Software Pvt. Ltd.	abin.choudhury@deque.co m	Plot no. 119, Ivy Terrace, Kavuri Hills, Madhapur, Hyderabad, 500090, Telangana
10	Shri Amar Jain	amarjain@amarjain.com	F-2406, ACE Aspire Greater Noida West - 201306 Uttar Pradesh

Handwritten signature

No. EDN-GDC (K) - 24/25
Office of the Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P)
E-Mail-gdckaffota123@gmail.com
Phone No. 01704-273310
Dated: Kaffota-173029

the, 19th April 2025

To

The Jt. Director of Higher Education
Himachal Pradesh

Subject:- CWIPL No. 12/2019-court on its own motion V/s State of H.P. & Ors.

Sir,

This is with reference to your office letter no. EDN-H (8) A' (1) Misc-
Dated 17th April 2025 regarding conduct an accessibility audit of IT/technical infrastructure
including computer software and hardware.

In this context, quotations have been invited from the empanelled
auditors (copy enclosed) for the accessibility audit of IT/technical infrastructure of our
institution.

It is submitted for your kind information and further necessary action please.

Thanking You

Enclosed-
A Copy of quotation letter.

Yours Faithfully

Principal *Nalin Kumar*
19/04/2025
Govt. Degree College Kaffota
Distt. Sirmaur (HP)

Principal
Govt. Degree College
Kafota, Distt. Sirmour (H.P.)

No. EDN-GDC (K) - 21-23/25
Office of the Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P)
E-Mail-gdckaffota123@gmail.com

Phone No. 01704-273307

Dated: Kaffota-173029 the, 19th April 2025

To

1. Cabe Foundation
B-14B, Vatika Apartments, Mayapur, New Delhi – 110064, India
Email - subhas.cabe@gmail.com
2. Dhananjay Sanjogta Foundation
F2406, Ace Aspire, Greater Noida west. 201306, U.P.
Email- amarjain@amarjain.com
3. Saralx Accessibility Private Limited
No. 63 Shri Nath Safayar Home, Deoli
Arab road, Kota, Rajasthan-324003.
Email- akashdeep@saralx.app

Subject: Quotation for accessibility audit of IT/technical infrastructure.

Sir/Madam,

This is with reference to the Jt. Director of Higher Education, Himachal Pradesh vide letter no. EDN-H (8) A (1) Misc- Dated 17th April 2025 regarding conduct an accessibility audit of IT/technical infrastructure for Persons with Disabilities (Divyangjan). In this context, Please quote your rates for the audit of our institution and the IT/technical infrastructure details are mentioned below-

Sr. No.	Name of Article	No. of Article	Model No.
01	Computer, ACER	01	Aspire C24
02	Computer, ACER	01	Veriton Z3151G
03	Computer, ACER	03	V196HQL
04	Interactive Panel 65" and accessories	01	ONFINITY IFP- 65Ki Sr.No.0NFFTE2022-1Q0IHPSQ26014
05	Interactive Panel 65" and accessories	01	BRIO TOUCH BR6518 KT 3

The quotations complete in all respect should reach this office on or before 03rd May, 2025 (before 05:00 pm). Quotations received after due date will not be considered. The quotation will be opened on 05th May 2025 at 11:00 AM.


Thanking You


Nalin Kumar
19/04/2025
Principal
Govt. Degree College Kaffota
Distt. Sirmaur (H.P.)173029
Principal
Govt. Degree College
Kaffota, Distt. Sirmaur (H.P.)

Search mail

201

Quotation for accessibility audit of IT/technical infrastructure. Inbox x

 **GDC KAFFOTA**

 **Akashdeep Bansal**
to me

Dear Sir/Ma'am,

Thank you for reaching out. We will be happy to provide our proposal. Please confirm the URL of your website, <https://www.gckaffota.ac.in/>

—

Thanks and Regards,
Dr. Akashdeep Bansal (He/Him)
Founder & CEO | SaralX
PhD in digital accessibility | IIT Delhi
Member @ Ministry of Information & Broadcasting
Member @ IAAP
Ph: +91-88608-48358
Follow us: [Website](#) | [LinkedIn](#) | [YouTube](#)

Empanelled by Department of Empowerment of Persons with Disabilities, MSJE, Govt. of India

Supported by: [UNDP India](#), Atal Innovation Mission, NITI Aayog, Reserve Bank Innovation Hub (RBIH), AssisTech Foundation (ATF), HDFC Bank Innovation (GD) Hub, UCL, TIE Pune, IIT Delhi, IIT Madras, Wadhvani foundation, and many more!

Media coverage: [Hindustan Times](#), [PC-Quest](#)

On Sat, Apr 19, 2025 at 2:30 PM GDC KAFFOTA <gdcakaffota123@gmail.com> wrote:

I will send you the details. Thank you for your response. Yes, I confirm.

Quotation for accessibility audit of IT/technical infrastructure.

Inbox

Search for all messages with label Inbox
Remove label Inbox from this conversation



GDC
KAF
FOT
A

Apr 19, 2025,
2:48 PM (3 days ago)



Subhash Vashishth CABA

Apr 19, 2025,
4:07 PM (3 days ago)

to Info. me

Dear Sir,

This refers to your letter dated 19 April 2025 attached with the email today. We want to submit that the Accessibility Audit of digital infrastructure includes websites, applications, ICTs whether web based or non-web for the purpose of its suitability for persons with disabilities. There is no audit of computers or IT softwares etc. We have identified your website <https://www.gckaffota.ac.in/> to be one digital infrastructure that requires an accessibility audit. Accordingly, we are attaching a proforma invoice cum detailed proposal for your kind consideration.

Advise us the next steps so that we can plan accordingly. If physical accessibility audit is also needed for your buildings and built environment- a requirement under the law, you may request us for the proposal. CABA is the only organization that is empanelled by Govt. of India for Accessibility Audits of Buildings as well as for Web Accessibility Audits.

Incidentally, I have also been a co-author of the UGC Accessibility Guidelines applicable to all institutions of Higher Learning such as your college. You may please see what additional is needed for the college to comply. Here is the link: https://www.ugc.gov.in/e-book/Accessibility_Guidelines_and_Standards_HEI/mobile/index.html The UGC Accessibility Standard is a notified standard under the RPWD Rules and is mandatory for all Institutions of higher Learning.

Looking forward to your response.
Regards



Proforma Invoice No. CABE/308/2025

Dated: 19 April 2025

The Principal
Govt. Degree College, Kaffota District -Sirmour
Himachal Pradesh, PIN-173029
Email : gdckaffota123@gmail.com

PROFORMA INVOICE

Activity	Fee in INR
Stage 1. Access Audit leading to a detailed Accessibility Report Report of www.gckaffota.ac.in	1,60,000/-
Stage 2. Retesting leading to Final Compliance Report of www.gckaffota.ac.in	85,000/-
Fee for additional testing/iterations/reviews until compliance is achieved after stage2 @1/2 of Stage 2 = INR 42,500/-	Where required
Accessibility Conformance Certificate @INR 35000/-	Complementary
Total (exclusive of 18% GST)	2,45,000/-
In words: Two lakh eighty seven thousand five hundred only/-	

Details for NEFT/RTGS :

Account Name: Centre for Accessibility in Built Environment Foundation
Account Number: 920010019881649
Bank Name: Axis Bank
Branch: UG26A, UG26 & UG27, GF, Somdutt Chamber, Bhikaji Cama Place, New Delhi, 110066
IFSC Code: UTIB0003557
Account Type: Savings
PAN No. : AAICC6014H

* Pls see terms and conditions overleaf.

(Devansh Vashishth)
Program Lead- Accessibility Audits
Email: Devansh.CABE@gmail.com



Centre for Accessibility in Built Environment Foundation
Regd Office: B-14B, Vatika Apartments, Mayapuri, New Delhi 110064, India
Email: info@cabefoundation.com | Foundation.CABE@gmail.com,
Phone: +91 9811125521 | Web: www.cabefoundation.com
CIN U85300DL2020NPL360832 | GST Regn. 07AAICC6014H1ZU | Udyam. UDYAM-DL-11-0116067



Term and Conditions

Scope of Access Audit

To evaluate the compliance of your website with accessibility standards and guidelines notified under rule 15 of the RPWD Rules (IS 17802 – Accessibility for the ICT Products and Services), GIGW and WCAG Level 2.2. The accessibility expert will perform an audit, provide a report on issues that need remediation, and validate compliance after the necessary changes are undertaken by your development team.

Our Team

Our team consists of IAAP certified accessibility professionals, users with disabilities who use assistive technologies on daily basis bringing with them lived experiences of disabilities. The Team members have also been involved as member of Bureau of Indian Standards Sectional Committee LITD35 that formulated the IS 17802 and also as Accessibility Experts for evaluating the Accessibility Guidelines of several ministries that are issued under Rule 15 of RPWD Act. We are also empanelled as access auditors by the DEPWD, Govt. of India for accessibility audits of websites and built environment.

Test Environments

- Operating System-Windows 11
- Browser – Google Chrome
- Assistive Technology – NVDA (screen reader)

Timeline

1. Testing and Detailed Audit Report: 3-4 weeks from the date of PO/Work Order
2. Retesting/Review Report: 2-3 weeks, after it is fixed/remedied by the development team (of the client).

Deliverables:

1. **Stage I: Detailed Audit Report after 1st testing:** A comprehensive report outlining the findings, including identified accessibility barriers, and specific recommendations for remediation.
2. **Stage II: 2nd Testing/ Review:** After the client's developer has fixed the pages /screens as per the remediations suggested in the report, there will be a second round of testing for compliance.
3. **Optional-** If the Client's requires the development remediation work also, a separate proposal may be sought.

Out of Scope

1. **Performance Testing:** The audit will not cover performance testing aspects such as load times, server response times, or other metrics unrelated to accessibility.
2. **Security Audits:** The access audit will not include security testing or evaluation, such as vulnerability assessments or penetration testing.
3. **Full Remediation:** While the audit will provide recommendations and examples of remediation, the actual implementation of changes is not included in the scope of this proposal.
4. **Training to developers in remediation:** No guidance through meeting / discussions or training of developers for remediation other than what is expressly provided, is included.

Centre for Accessibility in Built Environment Foundation

Regd Office: B-14B, Vatika Apartments, Mayapuri, New Delhi 110064, India

Email: info@cabefoundation.com | Foundation.CABE@gmail.com,

Phone: +91 9811125521 | Web: www.cabefoundation.com

CIN U85300DL2020NPL360832 | GST Regn. 07AAICC6014H1ZU | Udyam. UDYAM-DL-11-0116067



5. **Legal Compliance Verification:** The audit will provide guidance based on WCAG 2.2 AA standards but will not serve as a legal compliance certification. Legal advice should be sought separately.
6. **Interactive Advertising or External Links:** The audit will not assess the accessibility of advertisements served by third parties or external websites linked from the platforms.
7. **Link Redirection:** Testing will include verifying the launch and redirection functionality of links. However, the content or features on the destination page will not be assessed as part of this audit.
8. **Downloadable content:** The audit will not assess the downloadable content such as videos, pdf or other document files.
9. **Page content:** The audit will not assess the quality of content, grammatical or spelling errors etc.

Assumptions

1. **Access to Platforms:** It is assumed that the client will provide full access to the necessary platforms/domain/software along with any relevant user credentials needed for testing for all user journeys (where graded controls are given to different users).
2. **Environment Stability:** The environments (development, staging, or production) provided for the audit are assumed to be stable and reflective of the live environments that users interact with.
3. **Timely Collaboration:** The client is expected to provide timely responses to requests for information, access, and clarifications to ensure the project stays on schedule.
4. **Scope Limitation:** The scope of the audit is limited to the components and elements explicitly stated in the proposal. Any additional components will require a separate agreement.
5. **Testing Tools and Methods:** The audit will use a combination of manual testing and automated tools as deemed appropriate by the auditing team. The specific tools and methods will be determined by the auditors based on best practices and the nature of the platforms.
6. **Test Environment:** We will only test on the above-mentioned test environment. Any other environment will have additional cost.

Payment Schedule

Invoice payable at both stages of audit. Payments to be made within 30 days of raising invoice/from the date the audit report is submitted.

Validity

This proposal is valid for a period of 60 day(s) from the date of issue.

Contact us:

Mr. Subhash Chandra Vashishth, Director, CABE Foundation
Mobile: +91 9811125521 Email: Subhash.CABE@gmail.com, info@cabefoundation.com

Centre for Accessibility in Built Environment Foundation
Regd Office: B-14B, Vatika Apartments, Mayapuri, New Delhi 110064, India
Email: info@cabefoundation.com | Foundation.CABE@gmail.com,
Phone: +91 9811125521 | Web: www.cabefoundation.com
CIN U85300DL2020NPL360832 | GST Regn. 07AAICC6014H1ZU | Udyam. UDYAM-DL-11-0116067