



PT. RAVI SHANKAR SHUKLA UNIVERSITY RAIPUR (C.G.)
RIGHT TO INFORMATION CELL (0771-2262591) EMAIL- prt2005@gmail.com

No. 1531/Gen.admin/Rti/20

Raipur, Date : 13.07.2020

-:: Notification ::-

A large number of applications are being received everyday under the Right to Information Act 2005, it has often been seen that the disposal of cases at the university level is not being done within the prescribed time limit. Along with this, the university is facing unnecessary financial loss and disputes due to providing incomplete and wrong information.

Therefore, it is necessary to, inform the public information officers of all the departments/school of studies affiliated to the university-

1. It should be ensured that the applicant should be provided the desired information within the prescribed time limit of 30 days so that the university does not suffer undue financial loss due to delay as information is to be provided free of charge if fails to comply with the stipulated time limits for disposal of request applications.

Hereby, as soon as the note sheet of registered application from the University Information Cell is received, the certified copy (two sets) of the desired information by the applicant should made available to the University Information Cell within a period of 25 days from the date of registration, so that after receiving-the desired fee from the applicant, the information can be provided to the applicant within the time limit of 30 days. If the information is being sent directly to the applicant by the concerned department, then for the information, the receipt of the fee charged from the applicant and a copy of the information sent should be submitted to the cell.

2. The information sent to the applicant should be certified by the concerned public information officer so that unnecessary disputes do not arise.

3. Required Information in the application:

- a. Does not belong to the department-** The application file should be immediately returned to the University Information Cell or the file should be forwarded to the department to which the desired information belongs to.
- b. Is partly related-** By providing the information related to your department about the point of information desired in the application, the application should be forwarded to the concerned department for remaining information or university information cell for further action as soon as possible.

The entire process mentioned above has to be completed within 30 days so that the information can be provided to the applicant by receiving from the applicant desired fee according to the rule for the providing the desired information.

4. The University should provide a copy of the correspondence made with the applicant in the disposal of the application case to the Right to Information Cell and give priority to the entire action taken in writing.
5. Under the provisions contained in Section 5 (2) (4) of the Right to Information Act 2005, the authorized work assistant for the subject related to the information desired in the application received for assistance in the work of each head of the department (P.I.O.). Post holder, will act as information Assistant/ Assistant Information Officer on that application, accordingly, the Departmental Public Information Officer will discharge the responsibility of providing the desired information to the applicant within the prescribed time period.
6. On the first appeal application/Second appeal application being made by the applicant, the concerned Public Information Officer shall ensure his presence on the scheduled date of hearing. Only in emergency situation, the presence of the authorized person will be valid on the issue of the authorization letter, so that the

situation of dispute does not arise in future on the decision taken in the absence of the Public Information Officer.

7. For compliance of the first appeal order/ second appeal order, keeping in view the sections and time period contained in the order, it should be ensured that the concerned be informed, after following it promptly.
8. Providing information on application cases is at the discretion of the concerned Public Information Officer, it is not desirable to take any kind of consultation/approval in this regard.
9. In case of any doubt or difficulty in the disposal of the application case, contact the University Information Cell.

To maintain the dignity, fair and clean image of the university, it was done under the Right to Information. Give the desired priority to the applications.

As ordered

Registrar

Raipur, Date- 13.07.2020

P.No. 1532/Gen.admin/Rti/2020

Copy :-

- i. For information Hon'ble chief Information Commissioner, C.G. State Information Commission, Sector-19, North Block, Nava Raipur, Atal Nagar (C.G.)
- ii. For Information to the Public Information Officer of all the departments/study school of the University.
- iii. Deputy Registrar (Gen.admin) Pt. Ravishankar shukla University, Raipur for information and necessary action.
- iv. For Information to the Personal Assistant to the Vice-Chancellor/Registrar, Pt. R.S.U. RAIPUR (C.G.).

**Officer on special duty
Right to Information cell**