

**OFFICE OF THE REGISTRAR, ALIGARH MUSLIM UNIVERSITY**



**CIRCULAR**

In supersession of the O.M. No. 49/LD/Reg dated 08-07-2006 and O.M. No. 58/LD/ Reg dated 14-08-2006 in partial modification of O.M. No. 17/LD Reg dated 25-04-2007 and keeping in view the practical difficulties in proper and effective implementation of Right to Information Act, 2005 in AMU, the Vice- Chancellor has ordered that the following officials will work as CPIO and Appellate Authority in different administrative units with immediate effect in addition to their own duties.

All the RTI applications and appeals prior to the date of issuance of this office memo may be disposed by the Deputy Registrar (Legal) and Registrar as CPIO and Appellate Authority. To facilitate the information seekers, the Deputy Registrar (Legal) shall function as Central Assistant Public Information Officer /Nodal officer under Sub-Section (2) of Section 5 of the Right to Information Act, 2005 to receive the applications for information or appeals under Act for forwarding the same forthwith to the Central Public Information Officers/ Appellate Authority as the case may be.

Address of CAPIO, Aligarh Muslim University, Aligarh

Md. Arifuddin Ahmed,  
Deputy Registrar (Legal)/CAPIO,  
Office of the Registrar, Administrative Block,  
Aligarh Muslim University,  
Aligarh – 202 002, (U.P.) INDIA  
Tel. No. 0571 – 2700920 (Ext. 1185)  
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Sl. No.	Administrative Unit	CPIO	Appellate Authority
1.	Departments of Studies	Chairman of the Department	Dean of the Faculty
2.	Sections	Assistant Registrar/ Assistant Finance Officer/ Assistant Controller	Deputy Registrar/ Deputy Finance Office/ Deputy Controller
3 (i)	Sections without Deputy Registrar/ Deputy Controller/ Deputy Finance Officer,	Section Officer	Assistant Registrars/ Assistant Finance Officer and Assistant Controller
3(ii)	Sections without Assistant Registrar/ Assistant Finance Officer/ Assistant Controller,	Section Officer	Deputy Registrar/ Deputy Finance Office/ Deputy Controller
3(iii)	Section without Section Officer and Assistant Registrar/ Assistant Finance Officer/ Assistant Controller	Deputy Registrar/ Deputy Controller and Deputy Finance Officer	Registrar/ Finance Officer/ Controller
4.	A.K. Tibbiya College	Principal	Dean, F/O. Unani Medicine
5.	Z. Ahmad Dental College	Principal	Dean, F/O. Medicine, JNMC
6.	J.N. Medical College Hospital	Medical Superintendent	Chief Medical Superintendent Principal, JNMCH
7.	University Polytechnic	Principal	Dean, F/O. Engg. & Technology
8.	Women's College	Principal, Women's College	Dean Student Welfare
9.	University Women's Polytechnic	Principal	Dean, F/O. Engg. & Technology
10	Z.H. College of Engg. & Technology	Principal	Dean, F/O. Engg. & Technology
11.	Hall of Residences	Provost	Dean Student Welfare
12.	Schools	Principal/ Teacher-In charge	Manager of Schools
13.	Centers/ Institutes/Services	Directors/ Coordinators	Registrar
14.	AMU Gas Agency	MIC	Registrar
	AMU press	MIC	Registrar
	Building Department	Assistant Engineer	University Engineer
	Central Automobile Workshop	MIC	Registrar
	Central Purchase Office	AFO( Purchase)	MIC
	Dawakhana Tibbiya College	Manager	MIC
	Electricity Department	Electricity Engineer	MIC
	Guest House	Supervisor/Caretaker	MIC
	Lands & Gardens	Manager	MIC
	Properties and Wakf	Section Officer/ Property Officer	MIC
	Publication Division	MIC	Registrar
	Public Relation Office	PRO	MIC

	S.S. Mart	MIC	Registrar
	Telephone Department	MIC	Registrar
15.	Proctor Office	Section Office	Proctor
16.	Students Welfare	Section Officer	DSW
17.	M.A. Library	Deputy Librarian	Librarian
18.	Games Committee	President of respective Clubs	Secretary
19.	Academic Staff College	Section Officer	Director
20.	University Health Office	Health Officer	Director, MAS

**N.B.:** In case, if there is more than one person in the same designation then the head of the office/ section may ask senior most among them to deal with the RTI matters.

(Prof. V.K. Abdul Jaleel)  
Registrar