

Dated: Dec. , 2012

## CIRCULAR

In a recent decision of the Central Information Commission (CIC) dated 12.09.12, in File No. CIC/DS/A/ 2011/ 001907/ RM, the Commission has noticed that the RTI application was tossed from one office to another and its disposal was not ensured within stipulated period by the concerned CPIOs.

The Vice-Chancellor took the matter very seriously and emphasized on the need of sensitization of various issues of the RTI Act, 2005 and ordered for the strict and time bound compliance by the CPIOs and Appellate Authorities as per provisions of RTI Act 2005.

Needless to mention that the mechanism evolved in the University is quite effective as there is a provision of single window for receiving the RTI applications and Unit / Section /Office wise CPIOs / Appellate Authorities have been designated to ensure quick disposal of the RTI matters.

Accordingly all concerned are hereby again directed to ensure the disposal of the RTI matters in a time bound manner in accordance with the provisions of the RTI Act, 2005.

  
( Shahrukh Shamshad )  
[Group Captain, (Retd)]  
Registrar

Ref. No.D. 25 /Reg./CAPIO

Dated: Dec. 18, 2012

Copy to:

1. Shri Rajiv Mathur, Central Information Commissioner, Central Information Commission, Club Building (Near Post Office), Old JNU Campus, New Delhi-11067.
2. All Deans of the Faculties / DSW
3. All Chairmen of the Department of Studies/Heads of Offices
4. Directors of Institute /Centers/ Unit/Health (MAS)
5. Director, Computer Centre, with the request to upload this circular in the website of the University, under the icon of RTI Circulars
6. Proctor/ University Librarian
7. All Member-in-Charges
8. Internal Audit Officer
9. All Principals of Colleges/ Polytechnics/ Schools
10. All Provosts of Hall of Residence /NRSC
11. Managers of University Schools and Press
12. Chief Medical Superintendent JNMC Hospital
13. Chief Medical Office (University Health Service)
14. Finance Officer/ Controller of Examinations and Admissions
15. All Deputy Registrars/ Deputy Finance Officers/ Deputy Controllers
16. Editor, AMU Gazette
17. University Engineer, Building Department
18. Electrical Engineer (W&M and Supply Service)
19. All Assistant Registrar/ Assistant Finance Officer/ Assistant Controllers
20. General Secretary to Unions and Associations
21. P.S. to V.C./P.V.C./ Registrar/ Finance Officer/ Controller of Examinations
22. Sr. Programmer, Computer Cell, Registrar's Office