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RTI & LEGAL BRANCH

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CIRCULAR

Subject : Mandatory Disclosure of Informations u/s. 4 of RTI Act, 2005.

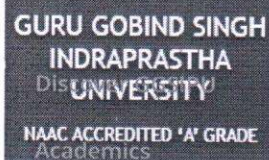
Guru Gobind Singh Indraprastha University is public authority as per the definition given in Section 2(h) of the Right to Information Act 2005. It is mandatory obligation to upload the updated information after a regular interval of time as per the provisions of the Act. The 17 Manuals available on University website under the Head "RTI Act 2005" under Section 4(i)(a)(b)(c)& (d) of RTI Act (copy enclosed) needs to be updated.

This may be treated as Most Urgent and upload the information pertaining to your Department within one week with a copy to the undersigned.

(Dr. Vijay Kumar)
A.R.(Pig.) / PIO

Copy to:

- (i) Registrar/F.A.A., GGSIPU for information pl.
- (ii) All Deans/Directors/Head, University Schools of Studies, GGSIP University.
- (iii) All Officer-In-Charge, GGSIP University.
- (iv) Incharge(UTS) with the request to upload on the University website.



Examinations

Administration

Campus Life

Events & Notices

RIGHT TO INFORMATION ACT, 2005

Public Information Officer

Manual No.	Title/Heading	File Format
1.	Particulars of organization	PDF
	Accounts Department	PDF
2.	Powers and duties of officers/ Employees	PDF
	Accounts / Finance Branch	PDF
	Office of International Affairs	PDF
	University Information Resource Centre	PDF
3.	Procedure for Decision Making	PDF
	Accounts Department	PDF
4.	Norms for discharge of functions	PDF
5.	Rules, Regulations for discharge of functions	PDF
	Accounts Department	PDF
	University Information Resource Centre	PDF
6.	Statement of categories	PDF
7.	Details of consultative committees and other bodies	HTM
8.	List of boards/ councils, committees and other bodies	PDF
	Office of International Affairs	PDF
	University Information Resource Centre	PDF
9.	Office of International Affairs	PDF

	Directory of officers/ employees	HTM
10.	Monthly remuneration of officers/ employees	Annexure-C
11.	Budget allocated to each agency	PDF
12.	Execution of subsidy program	PDF
13.	Particulars of recipients of concessions, permits	PDF
14.	Office of International Affairs	PDF
	Information available in an electronic form	PDF
15.	Facilities available for obtaining information	PDF
	Office of International Affairs	PDF
	Accounts Department	PDF
16.	Particulars of PIOs	PDF
17.	Other Information Prescribed.	PDF
Annexure A	List of Institutes	HTM
Annexure B	Organizational Structure	PDF
Annexure C	Incumbency Statement	HTM
Annexure D	Budget Statement	PDF
Annexure E	Record Retention Schedule	PDF
	Record Retention Schedule related to Examination	PDF

CHAPTER II

Right to information and obligations of public authorities

3. Subject to the provisions of this Act, all citizens shall have the right to information.

Right to
information

4. (1) Every public authority shall—

- a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
- b) publish within one hundred and twenty days from the enactment of this Act,—
- (i) the particulars of its organisation, functions and duties;
 - (ii) the powers and duties of its officers and employees;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (iv) the norms set by it for the discharge of its functions;
 - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) a statement of the categories of documents that are held by it or under its control;
 - (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
 - (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
 - (ix) a directory of its officers and employees;
 - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
 - (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
 - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
 - (xvi) the names, designations and other particulars of the Public Information Officers;
 - (xvii) such other information as may be prescribed;
- and thereafter update these publications every year;
- c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- d) provide reasons for its administrative or quasi-judicial