



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय  
Hemvati Nandan Bahuguna Garhwal University  
श्रीनगर गढ़वाल (उत्तराखण्ड)-246174  
Srinagar Garhwal (Uttarakhand) - 246174  
(केन्द्रीय विश्वविद्यालय)  
(A Central University)

पत्रांक : हे.न.ब.ग.वि.वि./आर.ओ./2021/119

दिनांक : 29/06/2021

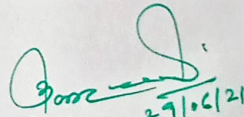
**OFFICE ORDER ( 119/2021)**

It has been observed that sometimes responses to the queries raised under Right to Information Act, 2005 are not being properly and timely addressed by various Departments/Sections of the University. Moreover, the C.I.C. has time and again has directed that the system to address the queries raised under Right to Information Act, 2005 should be realigned and smoothened. Therefore, to streamline the process and mechanism of responding to the applications received under Right to Information Act, 2005. Modified mechanism/process is established in following manner:-

1. Henceforth, all the responses to the queries raised under R.T.I. Act shall be responded by Mr. H.M. Azad, CPIO and Nodal Officer RTI cell by putting his signatures and seal.
2. The online and offline application(s) received by the University under Right to Information Act, 2005 shall be forwarded to Mr. H.M. Azad CPIO and Nodal Officer RTI cell and he shall be assisted by the concerned departments / CPIOs / ACPIOs to respond upon such application(s).
3. Mr. H.M. Azad, CPIO and Nodal Officer RTI cell shall also take a note of the order(s) passed by the First Appellate Authority and the superior authorities constituted under this Act and shall ensure compliance thereof.
4. All CPIOs/ ACPIOs / In-charge of the department(s) / Head of the Department (s) / coordinator(s) are hereby directed to extend all possible cooperation to Mr. H. M. Azad so that an in-time and proper response to the applications under the Act is ensured.
5. All CPIOs/ ACPIOs / In-charge of the department(s) / Head of the Department (s) / coordinator(s) are hereby directed to prepare a comprehensive data of the applications received and actions taken by them thereupon. The aforementioned data shall be shared with the Nodal Officer RTI cell and the Registrar every fortnight. The data shall reflect the date on which such application has been received and shall also reflect as to when the information has been provided to Nodal Officer, R.T.I. Cell.
6. Henceforth, it is to be ensured that no response to any application(s) received under the Act is responded, offline or online, by any person other the Nodal Officer R.T.I. Cell.
7. All CPIOs/ ACPIOs / In-charge of the department(s) / Head of the Department (s) / coordinator(s) are hereby directed to share the status of the application(s) pending in their respective departments under the R.T.I. Act, 2005 with the Nodal Officer RTI cell. A copy of this status shall be sent to the Registrar. The Nodal Officer RTI cell shall ensure that proper and timely responses to such pending applications are sent by the University as soon as possible.

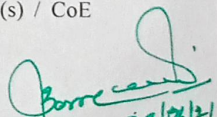
This order shall apply on new on-line/off-line applications received under Right to Information Act, 2005 with effect from 1<sup>st</sup> July, 2021.

This issues with the approval of Hon' ble Vice Chancellor.

  
Registrar 29/06/21

**Copy: for information and necessary actin to:-**

1. Mr. H. M. Azad, CPIO and Nodal Officer RTI cell.
2. Transpency Officer, RTI Cell.
3. First Appellate Authority.
4. All CPIOs/ ACPIOs / In-charge of the department(s)/All Deans / Head of the Departments (s) / CoE /coordinator(s).
5. System Manager/In-charge, Computer Centre for uploading on the University website.
6. PS to VC, for kind information of Hon' ble Vice Chancellor.
7. Office Copy.

  
Registrar 29/06/21