



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./सूचना प्रकोष्ठ/2025/ 665

दिनांक : 09 / 09 / 2025

सेवा में,

अति आवश्यक

समस्त सी.पी.आई.ओ./ए.पी.आई.ओ./पी.आई.ओ.
हे0न0ब0गढ़वाल विश्वविद्यालय श्रीनगर, पोडी गढ़वाल।

विषय: वेब आधारित भारत वीसी प्लेटफॉर्म के माध्यम से आरटीआई अधिनियम के तहत द्वितीय
अपील और शिकायतों की सुनवाई का संचालन के सम्बन्ध में।

महोदय/महोदया,

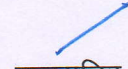
कृपया केंद्रीय सूचना आयोग (सीआईसी) से प्राप्त दिनांक 31.07.2025 का डी.ओ. पत्र संख्या CR
1&12/2/2025&CR1&CIC संलग्न पत्र का अवलोकन करने का कष्ट करें:

1. यह सूचित किया गया है कि सीआईसी ने आरटीआई अधिनियम के अंतर्गत द्वितीय अपीलों और शिकायतों की सुनवाई वेब आधारित भारत वीडियो कॉन्फ्रेंसिंग प्लेटफॉर्म के माध्यम से करने का निर्णय लिया है।
2. इस पहल से न केवल यात्रा का समय कम होगा, बल्कि सीपीआईओ को लैपटॉप या डेस्कटॉप का उपयोग करके अपने कार्यस्थल से ही आराम से सुनवाई में भाग लेने में भी सुविधा होगी।
3. तदनुसार, कृपया अपने संदर्भ के लिए स्थायी संचालन प्रक्रिया (संलग्न) देखें और अपने पीसी/लैपटॉप पर भारत वी.सी. प्लेटफॉर्म की स्थापना सहित आवश्यक व्यवस्था करें।
4. यह आपकी जानकारी के लिए है। कृपया उक्तानुसार आवश्यक कार्यवाही करना सुनिश्चित करें।


कुलसचिव

प्रतिलिपि: निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:

1. पारदर्शिता अधिकारी/नोडल अधिकारी /सहायक नोडल अधिकारी, सूचना का अधिकार प्रकोष्ठ।
2. प्रथम अपीलीय अधिकारी, सूचना का अधिकार प्रकोष्ठ।
3. निजी सचिव कुलसचिव/वित्त अधिकारी/परीक्षा नियंत्रक।
4. निजी सचिव कुलपति, मा0कुलपति महोदय के सादर सूचनार्थ।
5. सिस्टम मैनेजर।
6. गार्ड फाईल।


कुलसचिव



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
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दिनांक : 09 / 09 / 2025

To

All CPIOs/ACPIOs/ PIOs
HNB Garhwal University
Srinagar Garhwal (UK)

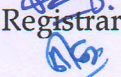
IMPORTANT

Subject: Conduct of hearing for Second Appeals and Complaints under the RTI Act through web-based Bharat VC platform-reg.

Sir/Madam,

Please find the attached D.O. letter No. CR 1-12/2/2025-CR1-CIC dated 31.07.2025 received from Central Information Commission (CIC).

1. It has been informed that CIC has decided to conduct the hearing of Second appeals and complaints under RTI Act through web based Bharat VC platform.
2. This initiative will not only minimize the travel time but will also facilitate the CPIOs to attend the hearing from the comfort of their workplace using the laptop or desktop.
3. Accordingly, please see the Standing Operating Procedure (attached) for your kind reference and making the necessary arrangement including installation of Bharat VC platform on thier PC/Laptop.
4. This is for your information please. Please enure to take necessary action as per above.


Registrar

Copy: - For information and necessary action sent to:

1. All CPIOs/ACPIOs/ PIOs/ APIOs and Deemed PIOs, HNBGU.
2. Transparency Officer / Nodal Officer / Assistant Nodal Officer, RTI Cell.
3. P.S. to Registrar/FO/CoE.
3. First Appellate Officer, RTI Cell.
4. P. S. to the Vice Chancellor, for kind information of Hon'ble Vice - Chancellor.
5. System Manager
6. Guard file


Registrar

पेम्बा छिरिंग भूटिया
अपर सचिव
PEMBA TSHERING BHUTIA
Additional Secretary



केन्द्रीय सूचना आयोग
कमरा नं. 502, पांचवा तल, बाबा गंगनाथ मार्ग
मुनिरका, नई दिल्ली-110067
CENTRAL INFORMATION COMMISSION
Room No. 502, 5th Floor,
Baba Gangnath Marg, Munirka
New Delhi-110067

D.O. No.CR 1-12/2/2025-CR1-CIC

31st July, 2025

Dear Shri Sunil Kumar Barnwalji,

This is regarding conduct of hearing for Second Appeals and Complaints under the RTI Act through web-based Bharat VC platform.

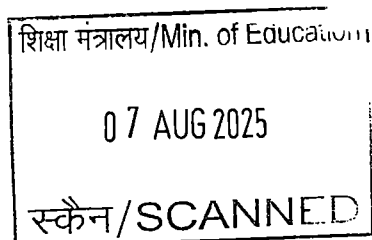
In this regard, I would like to inform you that the Central Information Commission has decided to hold these hearing online using Bharat VC. In this process, the CPIOs will not be required to travel to the NIC studio or appear in person at the Central Information Commission, New Delhi. Instead, they can attend the hearings from their respective workplaces using a laptop or desktop.

A Standard Operating Procedure (SOP) detailing the process is attached for your kind reference.

You are requested to make necessary arrangement to ensure the smooth conduct of the hearings.

The Nodal CPIO and all other concerned CPIOs of your office are advised to strictly follow the SOP while attending the hearings.

With regards,



Yours sincerely,

(P. T. Bhutia)

To

6/8/25 Shri Sunil Kumar Barnwal, Additional Secretary
Department of Higher Education
Shastri Bhawan, Dr. Rajendra Prasad Rd, Rajpath Area, Central
Secretariat, New Delhi, Pin- 110001

Restricted Circulation

The Central Information Commission
Baba Gangnath Marg, Munirka, New Delhi – 110067

Standard Operating Procedure (SOP) for
“Video Conferencing (using BharatVC platform)” for
2nd Appeals/Complaints

I	Steps to be followed by the registries. (Training will be conducted for the registries staff by NIC)
	<ol style="list-style-type: none">1. Creation of “BharatVC Link and Passcode” for a given hearing date through BharatVC portal of NIC.<ul style="list-style-type: none">o Credentials to generate the link will be provided to the registry by NIC.o The registry staff (Deputy Registrars) will generate the VC link through BharatVC portal using the following steps:<ol style="list-style-type: none">i. Visit https://bharatvc.nic.in/. Login with the credentials provided.ii. Click on ‘Schedule a Conference’ button on the top left corner.iii. Fill in the following details:<ol style="list-style-type: none">a) Conference titleb) Conference descriptionc) Time & Dated) Repeat –Set as ‘Never’e) Enable Waiting room should be ‘Active’f) Enable Screen share permission should be enabledg) Mute participants on join should be enablediv. Now click on ‘Schedule’ button on top right corner.v. Now click on Conference Info and copy the link and pass code from Active join info.<ul style="list-style-type: none">o Only one VC link will be generated per courtroom per day.o The same link and passcode will be emailed to Nodal CPIOs and District Informatics officers.2. Login and Selection in AppCoMS portal:<ul style="list-style-type: none">o Log in to the system (dsscic.nic.in portal).o Select Registry->Hearing->”Schedule BharatVC Hearing” from the left menu panel.o Enter File number and click on Go Buttono Enter Hearing Date and Time in Hearing details section.o Enter the BharatVC Link and Passcode of BharatVC in BharatVC details section for the above mentioned hearing date.

	<p>3. Venue Selection:</p> <p>i. <u>Applicant Hearing Mode:</u></p> <ul style="list-style-type: none"> ○ Select the Venue (State -> District -> Venue Address) for the Applicant as done earlier for VC mode (Studio Based VC). <p>ii. <u>CPIO Hearing mode:</u></p> <ul style="list-style-type: none"> ○ The CPIO will join VC through BharatVC portal using VC Link and passcode received from Nodal CPIO of their organization. <p>4. Email Notification to Nodal CPIO and DIO (NIC):</p> <ul style="list-style-type: none"> ○ Emails containing the BharatVC link and Passcode will be sent automatically through AppCoMS to the District Informatics Officers (DIO) of NIC and the Nodal of the concerned Public Authority. ○ The BharatVC link and passcode will also be visible to the Nodal CPIOs in cause list section of their login window in PA module of AppCoMS. <p>5. Hearing Notice:</p> <ul style="list-style-type: none"> ○ The hearing notice, will be generated without the BharatVC link, which will be visible in cause list section of the CIC website(www.cic.gov.in).
II	Steps to be followed by the Nodal CPIOs
	<p>1. Access and Update in PA Module of AppCoMS:</p> <ul style="list-style-type: none"> ○ Nodal CPIOs needs to access their Public Authority (PA) Account on AppCoMS (URL - https://dsscic.nic.in/users/pn-login) on daily basis. ○ It is the responsibility of Nodal CPIOs to keep the details of CPIOs under their Authority updated in Other CPIO menu of the PA module of AppCoMS portal in order to send the VC link and passcode to the appropriate CPIO. <p>2. Viewing & Sending the VC Link to the CPIOs by Nodal CPIO:</p> <ul style="list-style-type: none"> ○ Check the Bharat VC link in the cause list section where upcoming cases are listed. ○ Use the 'Email' button provided against each case to send the VC link and hearing notice to the CPIO/CPIOs concerned via email.
III	Steps to be followed by the CPIOs
	<p>1. A physical hearing notice for Second Appeal/Complaint will be forwarded to the CPIOs concerned, wherein it would be mentioned that <u>"for BharatVC link and Passcode"</u>, CPIOs needs to <u>coordinate with their Nodal CPIO</u>.</p>

	<p>2. CPIOs should ensure the proper functioning of their desktop, webcam, microphone etc. and proper high speed internet connectivity before hearing.</p> <p>3. CPIOs should follow proper decorum during the VC hearing.</p>
IV	<p>CPIOs attending hearing through Bharat VC are required to adhere to the following DOs and DON'Ts</p>
	<p>DOs</p> <ul style="list-style-type: none"> ○ The recommended platform for Bharat VC hearings is a desktop or laptop. Mobile devices are not recommended. ○ Test your microphone, camera, speakers, and internet connection <i>before</i> the scheduled hearing time. Ensure all equipment are functioning correctly. ○ Join the Bharat VC hearing at least 30 minutes early to allow time for technical checks and a smooth start. ○ When joining Bharat VC, ensure your display name clearly identifies you according to the format specified in the hearing notice. ○ Keep the camera focused on the CPIO and CPIO must be clearly visible on camera during the hearing. ○ Keep your microphone muted unless specifically asked to speak. ○ CPIOs are required to maintain decorum and adhere to courtroom etiquette throughout the hearing. ○ CPIOs are required to join the hearing from their designated office space or from an office environment. ○ CPIOs must carefully review and comply with all the guidelines outlined in the hearing notice prior to the commencement of the hearing. <p>DON'Ts</p> <ul style="list-style-type: none"> ○ To ensure a stable connection and access to all features, please do not use a mobile phone for Bharat VC hearings. ○ Don't wait until the last minute to join the Bharat VC hearing. ○ Refrain from tapping, clicking, or making other noises that could disrupt the hearing. ○ Do not display any inappropriate or unrelated content on your screen during the Bharat VC hearing. ○ Do not leave the Bharat VC hearing until it has formally concluded.
V	<p>Steps to be followed by the Applicants</p>
	<ol style="list-style-type: none"> 1. The applicants shall attend the hearing at venue as mentioned in the hearing notice and continue to participate in the hearing from the NIC studio through the Bharat VC link sent to the DIO, NIC 2. The Venue selection for the applicant in respective NIC studio will be done by concerned registries.

D.O.No- QR 1-12/2/2025-CR1-CIC



