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RTI MANUAL  
UNDER  
THE RIGHT TO INFORMATION ACT  
2005



DELHI SKILL ENTREPRENEURSHIP  
UNIVERSITY  
GOVT. OF NCT OF DELHI

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## INTRODUCTION

The Right to Information Act (RTI Act) intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority. Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government. In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority. This RTI Manual will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Delhi Skill Entrepreneurship University and related information. This RTI Manual is divided into 17 manuals as per requirement of Section (4) of the RTI Act, 2005.

## DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

## RTI ACT -2005 MANUAL

Manual No.	Title	Description
1.	Particulars of organization, functions and duties	Ref: 56/C
2.	Powers and duties of officers	Ref: 42/C
3.	Procedure followed in decision-making process	Ref: 39/C
4.	Norms set for the discharge of functions	Ref: 39/C
5.	Rules, regulations, instructions, manuals and records for discharging functions	Annexure '2'
6.	A statement of the categories of documents that are held by it for under its control	Ref: 36/C
7.	The particulars of any arrangement that exists for consultations with or representative by the members of the public in relation to the formulation of its policy or administration thereof .	Ref: 35/C
8.	A statement of boards, council, committees and other constituted bodies	Ref: 34/C
9.	Telephone Directory	Ref: 33/C
10.	Detail of Non-Teaching Staff and Teaching Faculty	Ref: 32/C
11.	The budget allocated to each of its agency	Ref: 27/C
12.	The manner of execution of subsidy programmes	Ref: 26/C
13.	Particulars of recipients of concessions, permits or authorizations granted	Ref: 25/C
14.	Detail in respect of the information available in an electronic form	Ref: 24/C
15.	Particulars of facilities available to citizens for obtaining information	Ref: 22/C
16.	Particulars of CPIO, APIO and First Appellate Authority of the University	Ref : 21/C
17.	Any other information as may be prescribed	Ref: 19/C

# Name of Campuses and their Director

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1.	<b>Aryabhata DSEU Ashok Vihar Campus</b> <i>Formerly known as Aryabhata Institute of Technology</i> Telephone Exchange, G.T. Karnal Road, Near Shakti Nagar, Ashok Vihar, Delhi - 110033 Email ID: <a href="mailto:director-ABIT@dseu.ac.in">director-ABIT@dseu.ac.in</a>	<b>Mr. Anil Kumar Choudhary</b>
2	<b>DSEU Dwarka Campus</b> <i>Formerly known as Integrated Institute of Technology</i> Sector-9, Dwarka, New Delhi - 110077 Email ID: <a href="mailto:director-IITD@dseu.ac.in">director-IITD@dseu.ac.in</a>	<b>Dr. Kavita Khanna</b>
3	<b>Meerabai DSEU Maharani Bagh Campus** (for Women only)</b> <i>Formerly known as Meerabai Institute of Technology</i> Eastern Avenue Road, Maharani Bagh, New Delhi 110065 Email ID: <a href="mailto:director-MBIT@dseu.ac.in">director-MBIT@dseu.ac.in</a>	<b>Dr. Rashmi Panwar</b>
4	<b>G. B. Pant DSEU Okhla-I Campus</b> <i>Formerly known as GB Pant Engineering College and GB Pant Institute of Technology</i> Okhla Phase III, Okhla Industrial Area, New Delhi, Delhi - 110020 Email ID: <a href="mailto:director-GBPEC@dseu.ac.in/">director-GBPEC@dseu.ac.in/</a>	<b>Dr. Dipali Bansal</b>
5	<b>G. B. Pant DSEU Okhla-III Campus</b> <i>Formerly known as GB Pant Engineering College and GB Pant Institute of Technology</i> Okhla Phase III, Okhla Industrial Area, New Delhi, Delhi - 110020 Email ID: <a href="mailto:director-GBPII@dseu.ac.in">director-GBPII@dseu.ac.in</a>	<b>Dr. S.V. Vageesha</b>
6	<b>DSEU Okhla: II Campus</b> <i>Formerly known as Delhi Institute of Tool Engineering</i> Maa Anandmayi Marg (Near DJB Water Tank), Okhla Industrial Area Phase-II, New Delhi - 110020 Email ID: <a href="mailto:director-DITE@dseu.ac.in">director-DITE@dseu.ac.in</a>	<b>Prof. (Dr.) Mumtaz Ahmad Khan</b>
7	<b>Centre for Healthcare, Allied Medical and Paramedical Sciences DSEU Okhla-II Campus</b> <i>Formerly known as Delhi Institute of Tool Engineering</i> Maa Anandmayi Marg (Near DJB Water Tank), Okhla Industrial Area Phase-II, New Delhi - 110020 Email ID: <a href="mailto:director-pm@dseu.ac.in">director-pm@dseu.ac.in</a>	<b>Dr. Monica Chopra</b>
8	<b>Kasturba DSEU Pitampura Campus** (for Women only)</b> <i>Formerly known as Kasturba Institute of Technology</i> Muni Maya Ram Marg, Pitampura Delhi - 110088 Email ID: <a href="mailto:director-KIT@dseu.ac.in">director-KIT@dseu.ac.in</a>	<b>Smt. Uditia Malaviya</b>
9	<b>DSEU Pusa Campus- I</b> <i>Formerly known as Pusa Institute of Technology</i> Pusa, New Delhi - 110012 Email ID: <a href="mailto:director-PIT@dseu.ac.in">director-PIT@dseu.ac.in</a>	<b>Dr. Om Prakash Singh</b>
10	<b>DSEU Pusa Campus- II</b> <i>Formerly known as Pusa Institute of Technology</i> Pusa, New Delhi - 110012 Email ID: <a href="mailto:director-wcsc-pusa@dseu.ac.in">director-wcsc-pusa@dseu.ac.in</a>	<b>Ar. Suneet</b>

  
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11	<b>DSEU Rajokri Campus</b> <i>Formerly known as Rajokri Institute of Technology</i> Golden Gate, Rajokri, New Delhi - 110038 Email ID: <a href="mailto:director-RIT@dseu.ac.in">director-RIT@dseu.ac.in</a>	<b>Sh. P. Ramanaiyah</b>
12	<b>Guru Nanak Dev DSEU Rohini Campus</b> <i>Formerly known as Guru Nanak Dev Institute of Technology</i> Sector - 15, Rohini, Delhi - 110089 Email ID: <a href="mailto:director-GNDIT@dseu.ac.in">director-GNDIT@dseu.ac.in</a>	<b>Sh. Ravinder Singh</b>
13	<b>Ambedkar DSEU Shakarpur Campus- I</b> <i>Formerly known as Ambedkar Institute of Technology</i> Shakarpur (Opp. Madhuban), Delhi - 110092 Email ID: <a href="mailto:director-AIT@dseu.ac.in">director-AIT@dseu.ac.in</a>	<b>Smt. Neeru Mehta</b>
14	<b>Bhai Parmanand DSEU Shakarpur Campus- II</b> <i>Formerly known as Bhai Parmanand Institute of Business Studies</i> Shakarpur (Opp. Madhuban), Delhi - 110092 Email ID: <a href="mailto:director-BPIBS@dseu.ac.in">director-BPIBS@dseu.ac.in</a>	<b>Dr. Girish Sharma</b>
15	<b>DSEU Siri Fort Campus</b> <i>Formerly known as World Class Skill Centre</i> August Kranti Marg, Sirifort, New Delhi -110049 Email ID: <a href="mailto:director-SIRIFORT@dseu.ac.in">director-SIRIFORT@dseu.ac.in</a>	<b>Dr. Sangita Passey</b>
16	<b>DSEU Wazirpur Campus</b> <i>Formerly known as Delhi Institute of Tool Engineering</i> Wazirpur Industrial Area, Delhi - 110052 Email ID: <a href="mailto:director-DITE-W@dseu.ac.in">director-DITE-W@dseu.ac.in</a>	<b>Dr. Pankaj Singh</b>
17	<b>DSEU Vivek Vihar Campus</b> <i>Formerly known as World Class Skill Centre</i> Vivek Vihar, Delhi-110095 Email ID: <a href="mailto:director-vivekvihar@dseu.ac.in">director-vivekvihar@dseu.ac.in</a>	<b>Dr. Punita Duhan</b>
18	<b>Sir C.V. Raman DSEU Dheerpur Campus</b> Near By Burari Crossing On, Outer Ring Rd, Dheerpur, Nirankari Park, Gopalpur Village, Delhi, 110009 Email ID: <a href="mailto:director-dheerpur@dseu.ac.in">director-dheerpur@dseu.ac.in</a>	<b>Mr. Anil Kumar Choudhary</b>
19	<b>Dr. H.J. Bhabha DSEU Mayur Vihar Campus</b> Sanjay Lake View Apartments, Pocket 5, Mayur Vihar, New Delhi, Delhi 110091 Email ID: <a href="mailto:director-mayurvihar@dseu.ac.in">director-mayurvihar@dseu.ac.in</a>	<b>Dr. Ghanshyam</b>
20	<b>DSEU Jaffarpur Campus</b> Near Netaji Subhas University of Technology (West Campus), HWV5+MCG, Lal Bagh Jafarpur Village, Delhi, 110073 Email ID: <a href="mailto:sanjay.pande@dseu.ac.in">sanjay.pande@dseu.ac.in</a>	<b>Dr. Pankaj Lathar</b>
21	<b>DSEU Ranhola Campus</b> Kanwar Singh Nagar, Block - H2, Near Sarvodaya Bal - Vidhyalay ,Ranhola , Nangloi ,Delhi-110041 Email ID: <a href="mailto:deepak.kumar2@dseu.ac.in">deepak.kumar2@dseu.ac.in</a>	<b>Dr. Narayan Agrawal</b>
22	<b>OSD (Academics - I)</b> Room No.24, DSEU Dwarka Campus, Sector 09, Dwarka, New Delhi - 110077 Email ID: <a href="mailto:osd-academics1@dseu.ac.in">osd-academics1@dseu.ac.in</a>	<b>Mr. Makarand Devidas Joshi</b>

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**Manual 1**

**Particulars of Organization, functions and duties**

**[Section 4(1)(b)(i)]**

**1. Aims and objectives of the organization**

The Delhi Skill and Entrepreneurship University (DSEU) was established in August 2020 by the Government of NCT of Delhi to equip students with world-class skill education to enable access to aspirational jobs and inculcate entrepreneurial mindset and entrepreneurship. DSEU aims to create a win-win for the youth and the industry by filling the existing gaps in skill training. Building on the education philosophy of thinkers such as Mahatma Gandhi and Vinoba Bhave, DSEU aims to integrate the use of the hand, head, and heart for balanced living and engagement in lifelong learning. The focus will be on teaching both self-reliance for life-long independence and the wisdom towards nurturing and valuing interdependence.

The University wishes to change the existing paradigm of skilling, making skill acquisition aspirational and providing opportunities to all for skilling, up-skilling and reskilling. Besides, DSEU will support and nurture entrepreneurs and provide quality mentorship to steer the entrepreneurial journeys of those interested, by providing incubation, and constant support.

**The University has twin objectives-**

- To change the existing paradigm of skilling, make skill acquisition aspirational and provide an opportunity to all for skilling, up-skilling, and re-skilling.
- Support and nurture entrepreneurs and entrepreneurship

The University will offer courses to people from all walks of life and empower the marginalized and minority groups by providing them with an opportunity to attain world-class education. The University aims to develop aware and well-rounded citizens.

The course curriculum offered at DSEU will be inspired by industry requirements and will help graduates to be career-ready. Holistic development at affordable costs will be the aim of the University while also ensuring that no student is denied admission due to lack of the ability to pay. The University will provide the opportunities of scholarships, freeships and financial assistance for getting loans and support from the Delhi government schemes for higher education.

## 2. VISION & MISSION

### VISION

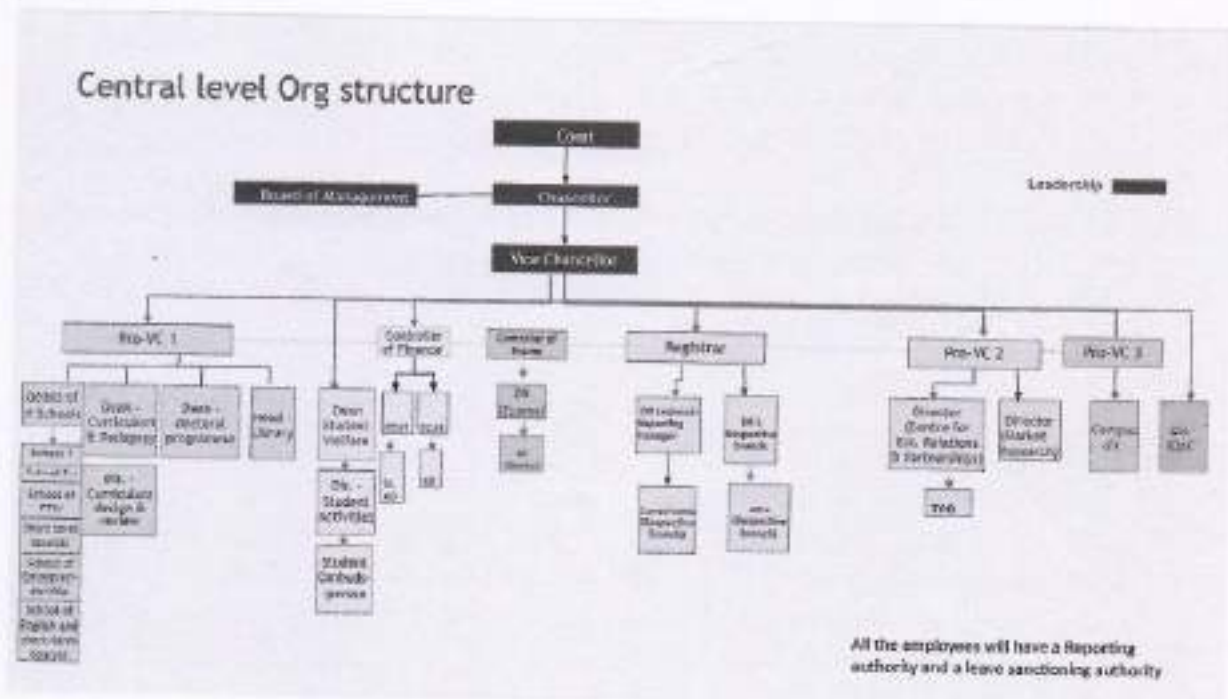
- Set the standards for skill and entrepreneurship education.
- Lead all students at DSEU to experience personal transformation who in turn become agents of community transformation.
- Become a leading partner in the sustainable growth of the country and the industry.

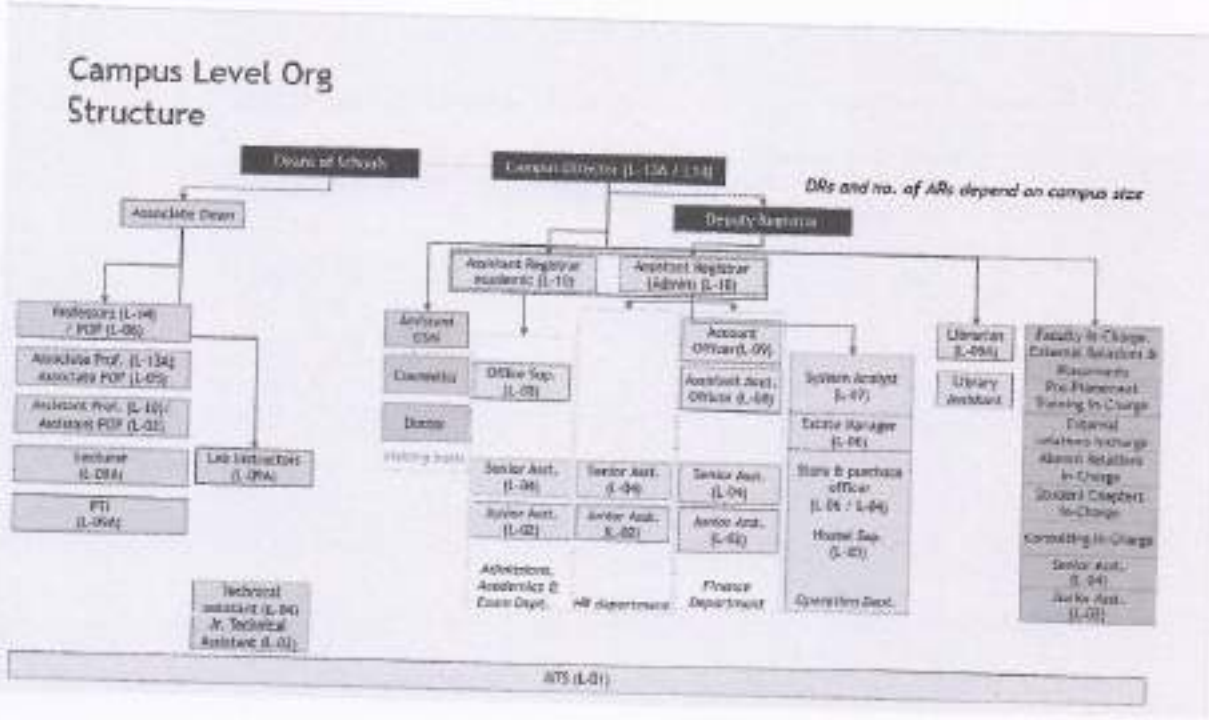
### MISSION

- To accord dignity to each and every skill by emphasizing its teaching and learning
- To inculcate an entrepreneurial mindset for the sustainable growth of the planet, the country, the society, the industry, and the individual
- To work in partnership with the industry to nurture talent which is work ready on the day they graduate.

## 4. Organization Chart

(Proposed)





**5. Allocation of business**

- Principal:** Coordinate, advise and guide various subordinating functionaries for effective handling academic , administrative and financial issues pertaining to the institutes smooth functioning. Coordination and communication with government and university authorities . The business also includes utmost care of the institutional environment. Principal is the Head of the administration and is responsible for the day to day administration of the institute, development of laboratories for effective training, examination and evaluation, faculty and student's development, placement and training of the students etc. He/she is assisted by the HOD's and Administrative officer for the discharge of responsibilities.
- HOD:** There is three engineering departments and one Applied sciences & Humanities department, each headed by HOD. Each HOD is responsible for the development of laboratories for imparting practical training in the latest filed of Engineering and Technology and to ensure the regular up gradation of the laboratories. He/she is also responsible for the smooth conduct of the theory and practical classes as per the course curriculum. He/she is also to ensure that students should get exposure to the latest technology apart from course curriculum. He/she also exercises administrative control over the other faculty and staff for the smooth functioning of the department. Apart from this He/she undertake teaching load up as per AICTE norms.
- Professors/Associate Professors/ Assistant Professor:** To undertake teaching load. To review the academic performance of the class. To upgrade labs as per the latest technology. To represent institute in the technical meets. To render assistance to the Principal/HOD in the day to day administration/academic activities of the institute and other allied work.



- **Lab Technician/ Lab Attendant:** Lab Technician/ Lab Attendant are responsible to upkeep the labs, to ensure all testing/training equipments are working smoothly as per the requirement of training. Take necessary steps for the preventive maintenance of the equipments. Assist faculty in conducting the lab classes.
- **Administrative officer:** He/she is the Chief advisor to the Head of Office in the Administrative matters. He/she renders advice to the principal for the smooth administration of the institute. Looking after establishment, service conditions of the employees, man power planning, compensation administration, employee welfare, etc. He/she is assisted by the Office superintendent, team of clerks etc.
- **Training and Placement:** He/she is the interface between industry and institute. He/she is looking after the industrial training, In-House training and Placements of the students. He/she is responsible to the HOO for his work.

6. Duties to be performed to achieve the mission

Authority	Responsibilities/Duties
<b>Professor/HOD</b>	<ul style="list-style-type: none"> <li>• To undertake teaching load.</li> <li>• To review class academic performance.</li> <li>• To upgrade labs as per the latest technology.</li> <li>• To represent institute in the technical meets.</li> <li>• To render assistance to the Principal in the day to day administration /academic activities of the institute and other allied work.</li> </ul>
<b>Assistant Professor</b>	<ul style="list-style-type: none"> <li>• To undertake teaching load.</li> <li>• To review class academic performance</li> <li>• To upgrade labs as per the latest technology.</li> <li>• To represent institute in the technical meets.</li> <li>• To render assistance to the Principal/HOD in the day to day administration /academic activities of the institute and other allied work.</li> </ul>
<b>Training and Placement Officer</b>	<ul style="list-style-type: none"> <li>• To maintain interaction with the industry.</li> <li>• To sent students on industrial training.</li> <li>• To organized industrial visits</li> <li>• To invites expert from industry/institute for imparting expert lecture in the latest field of engineering and tech.</li> <li>• To organize workshop /seminar on the latest field of engineering and tech. personality development, communication skills and interview techniques etc.</li> <li>• To invite industries for campus placements.</li> <li>• To work as an interface between public and institute.</li> </ul>
<b>Workshop superintendent</b>	<ul style="list-style-type: none"> <li>• To set time table for workshop</li> <li>• To undertake workshop classes.</li> <li>• To decide and issue jobs to the students.</li> <li>• To see overall development of the workshop.</li> <li>• To supervise the work of workshop instructor and other subordinate staff AND other allied duties.</li> </ul>
<b>Administrative Officer</b>	<ul style="list-style-type: none"> <li>• To act as an ear and eyes of the HOO in all administrative matters.</li> </ul>

	<ul style="list-style-type: none"> <li>• To render advise to the Principal on all administrative matters pertaining to faculty and staff.</li> <li>• To supervise establishment, manpower planning, transfers postings and general administration and other allied work.</li> </ul>
<b>Chief security Officer</b>	<ul style="list-style-type: none"> <li>• To act as a custodian of the campus property, covered and uncovered, movable and immovable etc.</li> <li>• To act a liaison officer to maintain harmony between the PWD and the institute.</li> <li>• To look after the security and sanitation work of the institute.</li> <li>• To supervise the security and sanitation staff and other allied work.</li> </ul>
<b>Drawing and Disbursing officer</b>	<ul style="list-style-type: none"> <li>• To maintain proper accounts.</li> <li>• To keep and update all account books.</li> <li>• To keep proper accounts of drawing and disbursement of public money.</li> <li>• To maintain salary accounts, fund accounts and other accounts of the employees/institute.</li> <li>• To supervise the work of Junior accounts officer and cashier.</li> <li>• To receive and deposit fees from the students.</li> <li>• To ensure disbursement of salary on time to all faculty and staff and other allied work given by HOO time to time.</li> </ul>

**7. Details of services rendered**

Details of Educational Course and its seat allocated to all the academic branches of DSEU

*Courses Offered:*  
(2022 Session)

S.No	Name of Course
<b>Diploma Courses (Full-time)</b>	
1.	<b>Diploma in Applied Arts</b>
2.	<b>Diploma in Architecture</b>
3.	<b>Diploma in Automobile Engineering</b>
4.	<b>Diploma in Chemical Engineering</b>
5.	<b>Diploma in Civil Engineering</b>

6.	Diploma in Computer Engineering
7.	Diploma in Cosmetology & Health
8.	Diploma in Electrical Engineering
9.	Diploma in Electronics Engineering
10.	Diploma in Fashion Design
11.	Diploma in Interior Design
12.	Diploma in Mechanical Engineering
13.	Diploma in Pharmacy
14.	Diploma in Printing Technology
15.	Diploma in Tool and Die Making
<b>Diploma Courses (Part-time)</b>	
1.	Diploma in Automobile Engineering
2.	Diploma in Civil Engineering
3.	Diploma in Electrical Engineering
4.	Diploma in Mechanical Engineering
<b>Diploma Courses (Lateral Entry) for Delhi candidates only</b>	
1.	Diploma in Applied Arts
2.	Diploma in Architecture
3.	Diploma in Automobile Engineering
4.	Diploma in Chemical Engineering
5.	Diploma in Civil Engineering
6.	Diploma in Computer Engineering
7.	Diploma in Electrical Engineering
8.	Diploma in Electronics and Communication Engineering
9.	Diploma in Fashion Design
10.	Diploma in Interior Design
11.	Diploma in Mechanical Engineering
12.	Diploma in Printing Technology
13.	Diploma in Tool and Die Making
<b>Undergraduate Degree Courses</b>	
1.	B.A. (Aesthetics and Beauty Therapy)
2.	B.A. (Digital Media and Design)
3.	B.A. (Spanish)

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4.	BBA (Banking, Financial Services and Insurance)
5.	BBA (Facilities and Hygiene Management)
6.	BBA (Retail Management)
7.	B.Com. (Business Process Management)
8.	B.Sc. (Data Analytics)
9.	B.Sc. (Medical Laboratory Technology)
10.	BMS (e-Commerce Operations)
11.	BMS (Land Transportation)
12.	Bachelor of Computer Application (BCA)
13.	B.Tech (Mechanical and Automation Engineering - MAE)
14.	B.Tech (Electronics & Communication Engineering - ECE)
15.	B.Tech (Computer Science Engineering - CSE)
16.	B.Tech (Mechanical Engineering - ME)
17.	B.Tech (Tool Engineering)
18.	B.Tech (Mechatronics Engineering)
<b>Post Graduate Degree Courses</b>	
1.	Masters in Computer Application (MCA)
2.	M.Tech (Tool Engineering)

**Abbreviations:** B.A. - Bachelor of Arts; BBA - Bachelors of Business Administration; B.Com. - Bachelor of Commerce; B.Sc. - Bachelor of Science; BMS - Bachelor of Management Studies; BCA - Bachelor of Computer Application; B.Tech. - Bachelor of Technology; M. Tech. - Masters in Technology; MCA- Masters in Computer Application.

Total Seats across various programs(2022 session)

#### Diploma Course Total Seats

Name of the Course	Campus List												Total
	Ashok Vihar	Shakar-pur	Okhla II	Okhla - I	Rohini	Dwaraka	Pitampura**	Maharani Bagh*	Pusa	Rajokri	Siri Fort	Wazirpur	
Applied Arts								50					50

Architecture	50											50
Automobile Engineering				50				50				120
Chemical Engineering					120							120
Civil Engineering	120			120			50			180		480
Computer Engineering		240			120	50	50				120	500
Cosmetology & Health								50				50
Electrical Engineering	120			120	50					120		420
Electronics Engineering		180			120		120	120	120			560
Fashion Design							50					50
Interior Design								50				50
Mechanical Engineering	180		50	180	120					180	90	810
Pharmacy						50		50				120
Printing Technology										50		50
Tool and Die Making			50								90	150

**\*\*Note-** DSEU Maharani Bagh Campus and DSEU Pitampura Campus are Girls only and all the courses being offered at these locations are for girls only.



47/c 567c

Printing Technology											
Tool and Die Making											

**Undergraduate Degree Course Total Seats**

Name of the Course	Campus List										Total
	Shakarpur	Dkhla - I	Okhla - II	Maharani Bagh**	Dwaraka	Pusa	Rajokri	Siri Fort	Vivek Vihar	Wazirpur	
B.A. (Aesthetics & Beauty Therapy)								60			60
BCA	120				60						180
BBA (Banking, Financial Services and Insurance)	180				120						300
B.Com. (Business Process Management)						120			180		300
B.Sc (Data Analytics)	120										120
B.A. (Digital Media and Design)								120			120
BMS (e-Commerce Operations)							60				60
BBA (Facilities and Hygiene Management)					60						60
BMS (Land Transportation)							60				60

46/c 59/C

B.Sc. (MLT)			60	120						180
BBA (Retail Management)					60			60		120
B.A. (Spanish)				30						30
B.Tech (MAE)	60									60
B.Tech (ECE)	60									60
B.Tech (CSE)	60									60
B.Tech (ME)		30								30
B.Tech (Tool Engg.)		60								60
B.Tech (Mechatronics Engg.)		60								60

**Postgraduate Degree Course Total Seats**

Name of the Course	Campus list		
	Shakarpur	Okhla-II	Total
MCA	60	-	60
M.Tech (Tool Engg.)	-	18	18

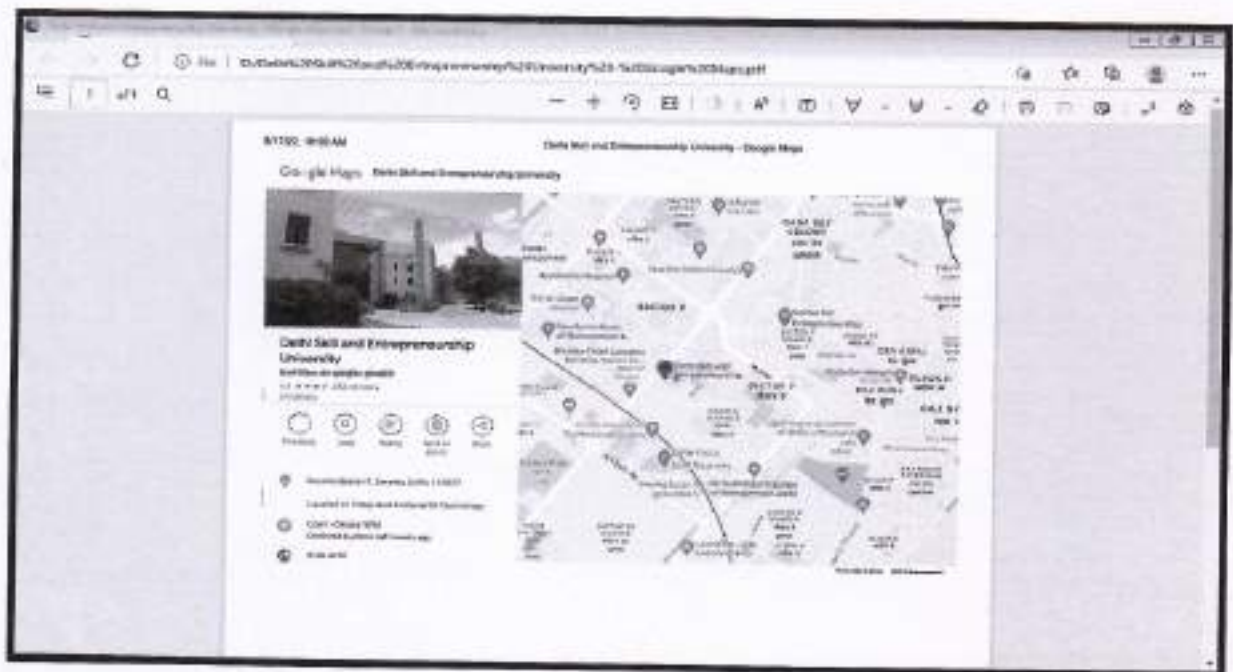
**8. Contact details of Academic Branches**

S.No.	Campus	Director
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**12. Working hours both for office and public**

**9.30 a.m. to 6.00 p.m.**

**13. Public interaction, if any**

Public are allowed to meet the Principal between 11.00 – 12.00 AM

**14. Grievance redress mechanism**

All grievances are processed by the office by setting up committees according to the grievances received.

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**Manual 2**

**Powers and duties of officers and employees**

**[Section 4(1)(b)(ii)]**

**1. Officers of the University:-** The following shall be the officers of the University;

- a) the Vice-Chancellor.
- b) the Pro Vice-Chancellors.
- c) the Deans.
- d) the Registrar.
- e) the Controller of Examinations.
- f) the Controller of Finance; and
- g) such other officers as may be declared by the Statutes to be the officers of the University.

**Vice-Chancellor of the University**

- 1) The Vice-Chancellor shall be a person of eminence having rich administrative and academic experience.
- 2) The Vice-Chancellor will be appointed by the Chancellor of the University
- 3) The Vice-Chancellor shall be the principal academic and executive officer of the University and shall be responsible for proper administration of the University and for imparting instruction and maintenance of discipline therein and give effect to the decisions of all the authorities of the University and all other staff of the University shall be subordinate to him.
- 4) The Vice-Chancellor shall have the power to delegate some of his powers to any of his subordinates under intimation to Board of Management.
- 5) In case the Vice-Chancellor is on leave, in his absence, Pro-Vice Chancellor as nominated by the Vice Chancellor or in his absence, a Dean of the University as nominated by the Vice-Chancellor shall perform the functions of Vice-Chancellor.
- 6) In the event of the post of the Vice-Chancellor remaining vacant for any reason, it shall be open to the Chancellor to authorize a senior regular Professor in the service of the University to exercise such powers, functions and duties of the Vice-Chancellor as the Chancellor may deem fit.
- 7) The Vice-Chancellor shall have the power of the Secretary of Government for purposes of rules in the account code, the Fundamental and Supplementary Rules and other Rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the University, subject to the additional power that may be delegated by the Board of Management from time to time.
- 8) The Vice-Chancellor shall have the power to incur expenditure in accordance with the procedures as may be prescribed by the Board of Management, subject to the budget provisions made for the specific purpose and for expenditure charged on works the Vice-Chancellor shall have the powers of the Chief Engineer and the Superintending Engineer as per CPWD Works Manual till such time these posts are created and filled up.

- 41/c      49/c
- 9) The Vice-Chancellor shall have the power to re-appropriate funds with respect to different items constituting the recurring budget up to a prescribed limit as prescribed by the Board of Management for each item provided that such re-appropriation will not involve any liability in future years, every such re-appropriation shall, be compulsorily reported to the Board of Management, in the next meeting.
  - 10) The Vice-Chancellor shall have the power to write off irrecoverable losses upto prescribed limit of Government Rules/ norms of irrecoverable value of stores lost or rendered unserviceable due to fair wear and tear according to the powers vested in Head of Department of Government, as per Government rules/norms, and subject to such stipulations as may be made by the Board of Management, from time to time.
  - 11) The Vice-Chancellor shall have the power to employ technicians, workmen and administrative and management staff reporting to the academicians paid from contingencies involving emoluments not exceeding the approved rates of the Government, and the said staff should only be engaged against the vacant sanctioned posts.
  - 12) The Vice-Chancellor shall have the power to send members of the staff for training or for a course of instruction or to attend any conference or symposium or workshop within India or abroad and pay the registration fees and sanction expenditure of the concerned staff: ~ Provided that his own travel outside India for any of the above purposes/ official duty would have to be sanctioned by the Chancellor before the journey; ~ Provided that Vice Chancellor can approve his own travels within India for the same purposes.
  - 13) The Vice-Chancellor shall have the power to sanction remission or reduction of rents for buildings rendered wholly or partially unsuitable on the recommendation of the Finance committee.
  - 14) The Vice-Chancellor shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed; but in any case it will not be for commercial use.
  - 15) The Vice-Chancellor may, at his discretion, constitute such Committees as he may consider appropriate.
  - 16) In emergent cases, the Vice-Chancellor may exercise all the powers of the Board of management, Senate and Finance Committee and put up in the respective Bodies of the action taken in the next meeting. Provided that if authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor, whose decision thereon shall be final, Provided that any person in the service of the University who is aggrieved by this action taken by the Vice-Chancellor under this sub-section shall, have the right to appeal against such action to the Board of Management within sixty days from the date on which such action is communicated to him and thereupon the Board of Management may, confirm, modify or reverse the action taken by the Vice-Chancellor.
  - 17) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes and the Ordinances;

**Pro Vice-Chancellors of the University**

W/C 4/2/19

- 1) Every Pro Vice-Chancellor shall be appointed by Board of Management (BOM) in such manner, on such emoluments and other conditions of service, and shall exercise such powers and perform such functions, as may be prescribed.
- 2) The Pro Vice-Chancellors shall perform such duties and exercise such functions and powers as the Vice-Chancellor may specify generally or in individual cases and shall assist the Vice-Chancellor on academic and administrative matters.
- 3) The term of the Pro Vice-Chancellors shall be co-terminus with the term of Vice-Chancellor.

**The Deans:-** Every Dean shall be appointed in such manner, and shall exercise such powers and perform such duties as may be prescribed;

**The Registrar**

- 1) The Registrar shall be appointed by Board of Management (BOM) in such manner, on such emoluments and other conditions of service, and shall exercise such powers and perform such functions, as may be prescribed.
- 2) The Registrar empowered by the Board of Management shall have the power to enter into and sign agreements and legal documents and authenticate records on behalf of the University.
- 3) The Registrar shall act as the custodian of records.

**Controller of Examinations**-The Controller of Examinations shall be appointed by the Board of Management in such manner, on such emoluments and other conditions of service, and shall exercise such powers and perform such functions as may be prescribed.

**The Controller of Finance** -The Controller of Finance shall be appointed by Board of Management (BOM) in such manner, on such emoluments and other conditions of service and shall exercise such powers and perform such duties as may be prescribed.

**Other officers :-** The manner of appointment, emoluments, powers and duties of the other officers of the University shall be such as may be prescribed;

**Authorities of the University :-** The following shall be the authorities of the University, namely:-

- a) The Court
- b) The Board of Management
- c) The Academic Council
- d) The Finance Committee; and
- e) Such other authorities as may be declared by the Statutes to be the authorities of the University.

Powers of the authorities like the University Court, the Executive Council, the Academic Council, the Finance Committee and the Faculties are specified in Delhi Skill and Entrepreneurship University Act, 2019

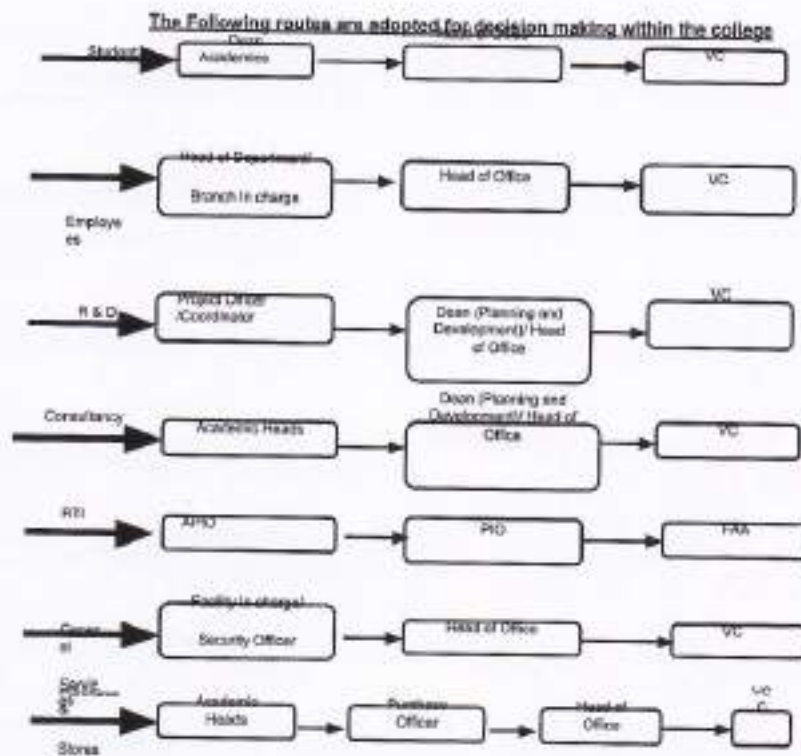
**NOTE:-** The Acts, Statutes and Ordinances any other information related to University may be accessed. from University Website- [www.dseu.ac.in](http://www.dseu.ac.in)

### Manual 3

### Procedure followed in decision-making

#### [Section 4 (1)(b)(iii)]

- Administration:** Administrative decisions related to the institution are taken by the appropriate authorities of the university.
- Financial:** Financial decisions are taken as per financial rules and up to the extent of the powers delegated to Head of the Department to various levels of hierarchy in the Department. Other financial decisions are taken with the approval of authorities of the university, DSEU.
- Academic:** Academic decisions are taken by the appropriate authorities of the university.
- The following routes are adopted for decision makings within the college:



GENERAL PUBLIC

- The Vice Chancellor is empowered to constitute one or more committees of officers for suggestions w.r.t. academic, R & D work, purchases, maintenance of discipline and any other functions for which expert advice is needed.

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Annexure '1'

MANUAL 4

Norms set for the discharge of functions

[Section 4(1)(b)(iv)]

The University discharges its functions as per the Delhi Skill and Entrepreneurship University Act 2019 and Statutes, Ordinances and Regulations framed under provisions of the Act.

**MANUALS**

**Rules, Regulations, Instructions, Manuals and Records for Discharging  
Function**

**[Section 4(1)(b)(v)]**

The University's Rules, Regulations, Instructions, Manuals and Records for discharging its functions are as per the Delhi Skill and Entrepreneurship University Act 2019 and Statutes, Ordinances and Regulations framed under provisions of the Act.

**Manual 6****A statement of the categories of documents that are held by it for under its control****[Section 4(1)(b)(vi)]**

A statement of the categories of documents held Minutes of the University Court, Executive Council and Academic Council printed and published from time to time.

Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University are available in print form in the respective Faculties/ Departments. Many of them are also available on the website of the University.

S. No	Nature of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Academic record	Details of results, details of students, their scholarship, and placement for more information visit / <a href="http://dseu.ac.in">http://dseu.ac.in</a>	Academic Branch	5 years
2.	Administrative record	Service book and Personal File, transfers and posting, for more information visit/ <a href="http://Dseu.ac.in">http://Dseu.ac.in</a>	Administration Branch (Establishment)	Permanently retained.
3.	Financial Records	fees records/scholarship record /salary records/plan and non plan budget/expenditure details/NGF & Govt. funds details/auditors reports	Account Branch	Permanently retained
4.	Stock positions	Details of all consumable/Machinery and Equipments /Non consumable purchased	Store	Permanently retained



**Manual-7**

**The particulars of any arrangement that exists for consultations with or representation by the members of the public in relation to the formulation of its policy of implementation.**

**[Section 4(1)(b)(vii)]**

Delhi Skill and Entrepreneurship University G/ Floor, Integrated Institute of Technology Complex (Govt. Of NCT of Delhi), Sector 9, Dwarka, New Delhi- 110077 India is an educational institute under Government of NCT of Delhi and general information about this institute is available on our website, i.e. [www.dseu.ac.in](http://www.dseu.ac.in)

The Academic and Administrative work is carried out strictly as per rules framed by the Government. The general public has no access to the confidential work related to conduct of examination & writing of confidential reports. The general public can see all the information of interest on University website: i.e. [www.dseu.ac.in](http://www.dseu.ac.in)

All the Campuses are affiliated with the DSEU and no direct admission is carried out at the Institute level, the students selected by the DSEU are admitted in this campuses. all the admission process is conducted through the official website of DSEU, i.e. [www.dseu.ac.in](http://www.dseu.ac.in)

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**MANUAL - 8**

**Court, Councils, Committees, Faculties, Departments, Boards etc. under the University Act**

**Section 4(1)(b)(viii)**

- University Court as provided in the University Act
- Executive Council as provided in the University Act
- Academic Council as provided in the Section 25 of The University Act
- Finance Committee as provided in the Section 27 of the University Act
- Faculties as provided in the University Act
- Departments as provided in the University Act
- Board of Managements as provided in the section 22 to 23 of the University Act.
- Various other Committees/Standing Committees are constituted by the University authorities from time to time for administrative convenience and smooth functioning of the University.

**MANUAL - 9**

**Directory of officers and employees**

**Section 4(1)(b)(ix)**

- Directory and mail ID of Officers and all the campuses are available in a print form as telephone directory which is updated every year. This directory is available in the website of the University.

39/c 74/c

S.No.	Name & Designation	Total
1	B. K. Reddy Sr. Accounts Officer	176796
2	Ashwani Kumar Kansal Registrar	275880
3	RIHAN KHAN SURI Pro VC	348240
4	Sheetu Ahuja Deputy Registrar	143916
5	Veena Upadhyay Accounts Officer	127576
6	Ruchika Singh Assistant Registrar	102501
7	Bindu Nair Deputy Registrar	139956
8	Parvathy Unnikrishnan Assistant Registrar	102501
9	Sanjay Dahiya Controller of finance	381765
10	Surender Kumar Sharma Assistant Registrar	102501
11	Clectus K.M Deputy Controller of Accounts	183561
12	Kireet Kant Srivastava Executive Engineer	121641
13	Priya Office Superintendent	83508
14	Gaurav Bhardwaj Office Superintendent	83508
15	Anuj Gupta Program Officer (ASO)	79053
16	Dipesh Bhardwaj Program Officer (ASO)	79053
17	Devendra Pratap Arya Program Officer (ASO)	79053
18	Divya Jain Program Officer (ASO)	88293
19	Harish Chandra Junior Assistant	25000
20	Raushan Ali Junior Assistant	25000
21	Ajay Junior Assistant, [28] day(s)	22581
22	Deepak Kumar Junior Assistant	25000
23	Ashish Malhotra Sr. Asstt.	47043
24	AKash Sharma Sr. Asstt.	47043
25	Lata Rani Associate Professor	233181
26	Zehra Zulfikar Associate Professor	233181
27	Siddharth Kumar Assistant Professor	107946

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3/c etc

28	<u>Preeti Bedi</u> Assistant Professor	107946
29	<u>Paral Kumar</u> Assistant Professor	123456
30	<u>Ekta Kharbanda</u> Assistant Professor	107946
31	<u>Amit Singh Khokhar</u> Assistant Professor	123456
32	<u>Vijay Pratap Raghuvanshi</u> Associate Professor	233181
33	<u>Aman Jogeshwar Borkar</u> Assistant Professor	123456
34	<u>Mamta Mittal</u> Associate Professor	233181
35	<u>Manisha Dabral, PDRE</u> Associate Professor	150000
36	<u>Mohd Rizwan Jafar, PDRE</u> Associate Professor	150000
37	<u>Bekha Mishra, PDRE</u> Associate Professor	150000
38	<u>Anubhav Sharma, PDRE</u> Associate Professor	150000
39	<u>Abha Tripathi, PDRE</u> Associate Professor	150000
40	<u>Aarti Uberoi, PDRE</u> Associate Professor	150000
41	<u>Meenal Arora</u> Associate Professor,	110000
42	<u>Kamna Sachdeva</u> Professor	247866
43	<u>Gagan Dhawan</u> Professor	285816
44	<u>Shruti Tripathi</u> Professor	247866
45	<u>Rajeev Bhatt</u> Campus Head/Associate Prof.	125000
46	<u>Mukul Punia</u> Campus Head/Associate Prof.	125000
47	<u>Sanjay Pande</u> Campus Head/Associate Prof.	125000
48	<u>Deepak Kumar</u> Campus Head/Associate Prof.	125000
49	<u>Pooja Sharma</u> Assistant Professor	75000
50	<u>Anil Kumar</u> Office Exe./Assistant Prof.	40000
51	<u>Narender saini</u> Office Exe./Assistant Prof.	40000
52	<u>Shalom Joshua</u> Office Exe./Assistant Prof.	40000
53	<u>Manish Kumar Sharma</u> Office Exe./Assistant Prof.	40000
54	<u>Atul Kumar</u> Office Exe./Assistant Prof.	40000
55	<u>Priyanka Maurya</u>	40000

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	Office Exe./Assistant Prof.	40000
56	Sahil Lohchab Office Exe./Assistant Prof.	40000
57	Abhishek Kumar Office Exe./Assistant Prof.	40000
58	Rajat Kumar Office Exe./Assistant Prof.,	40000
59	Aastha Katiha Associate Professor	80000
60	Shagun Manav Assistant Professor	60000
61	Abhishek Office Exe./Assistant Prof.	40000
62	Ashmi Misra Assistant Professor	60000
63	Anushi Singh Associate Professor,	75000
64	AKANSHA Personal Secetary	40000
65	GOKUL DAS OE	44000
66	BARKHA KUKREJA OE	44000
67	YASHIKA OE	44000
68	JAYANT SHARMA OE	44000
69	DAMNI JAIN OE	44000
70	Harsh Kumar Chauhan CM/COO	105592
71	Sachin Kumar Staff Car Driver	26666
72	Dharmvir Kaushik Estate Manager	45000
73	AP Gopakumar Estate Manager,	45000
74	Ravendra Singh Estate Manager	45000
75	Babu Lal yadav Estate Manager	45000
76	Arun Tyagi Estate Manager	45000
77	Suresh Kumar Estate Manager	45000
78	Sunil Kumar Estate Manager	45000
79	Nandan Singh Negi Store Keeper	30000
80	Sarjeet Singh Store Keeper	30000
81	Lalit Mohan Singh Rautela Store Keeper	30000
82	Safi Mohd Khan Store Keeper	30000

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83	<u>Gajen Mandal</u> Store Keeper	30000
84	<u>Om Prakash</u> Store Keeper	30000
85	<u>Mukesh Kumar</u> Store Keeper	30000
86	<u>Alok Kumar Gola</u> CM/COO	105592
87	<u>Jagdish Chandra</u> Estate Manager	45000
88	<u>Ajit Singh Jaspal</u> Estate Manager	45000
89	<u>Mahabir Prasad</u> Store Keeper	30000
90	<u>Kankana Talukdar</u> MT	35000
91	<u>Ishita Jakhar</u> MT	35000
92	<u>Himanshu Chauhan</u> Jr. MT	35000
93	<u>Shamshare</u> Personal Secretary	40000
94	<u>Ashish Kumar</u> Jr. MT	35000
95	<u>Vaibhav Duan</u> Jr. MT	35000
96	<u>Kirti Bhati</u> Jr. MT	35000
97	<u>Nisha Kumari</u> Jr. MT	35000
98	<u>Pritunjay</u> Jr. MT	25000
99	<u>Aasgar Asgar</u> Teaching Facilitator	35000
100	<u>Akhand Pratap Singh</u> Jr. MT	35000
101	<u>Gaurav Mishra</u> Jr. MT	35000
102	<u>Narender Singh</u> Sr. Master Trainer	50000
103	<u>Rajender Singh</u> Sr. Master Trainer,	50000
104	<u>Anil Kumar Sharma</u> Sr. Master Trainer	50000
105	<u>Virender Singh</u> Sr. Master Trainer	50000
106	<u>Manish Kumar Dagar</u> Stenographer	40000
107	<u>Amit Punia</u> Assistant Registrar	105592
108	<u>Ankit Mrteunjay MatiasDemta</u> Assistant Registrar	105592
109	<u>Prachi Patel</u> Jr. Engg.	45000
110	<u>Alay Kumar Parida</u>	45000

Any  
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	Estate Manager	45000
111	Madan Mohan Joshi Estate Manager	45000
112	Tarsem Lal Store Keeper	30000
113	Umed Singh Store Keeper	30000
114	Prasanta Datta Store Keeper	30000
115	Akansha Rajput Jr. MT	25000
116	Jyotika Saxena Jr. MT,	35000
117	Rahul Dabas Jr. MT	35000
118	Anant Verma COO/Associate Prof.	108744
119	Praveen COO/Associate Prof.	108744
120	SUNIL KUMAR OE,	44000
121	MOHA. ASHFAQ OE,	42000
122	Meghna Joshi Teaching Facilitator,	35000
123	Privanaka Saini Jr. MT	25000
124	Alok Kumar Singh Jr. MT	25000
125	Mukhtar Ali Jr. MT	35000
126	Meyur Sharma Jr. MT,	35000
127	Kanika Atri Jr. MT,	35000
128	Himanshi Aggarwal Jr. MT	35000
129	Bhawna Satija Jr. MT,	35000
130	Dipika Jr. MT,	35000
131	Mohd Arwab Jr. MT	35000
132	Sameena Jr. MT	35000
133	Zaid Jr. MT	25000
134	Sandeep Kumar UDC-Coordination	35000

24/01/23



**MANUAL - 11**

**Budget allocated to each agency**

**Section 4(1)(b)(xi)**

- The budget and the financial estimates are as approved by the Executive Council and presented before the University Court.
- A statement of finance estimates is available under the Head Rules, Policies & Ordinances on the University.

**Manual 12**

**The manner of execution of subsidy program**

**[Section 4(1)(b)( xii)]**

List of institution given subsidy

S.No	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization program	Previous years achievements
N I L						

List of individuals given subsidy

S.No	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. Of time subsidy given in part with purpose
N I L					

**MANUAL-13****Particulars of recipients of Concessions, permits or authorizations granted****[Section 4(1)(b)(xiii)]**

Being an educational institute some concessions that is available to different categories of students in admission to courses offered by the University are extended to the College students besides these Fee concessions, scholarships etc. extended to the students as per the norms.

**List of beneficiaries**

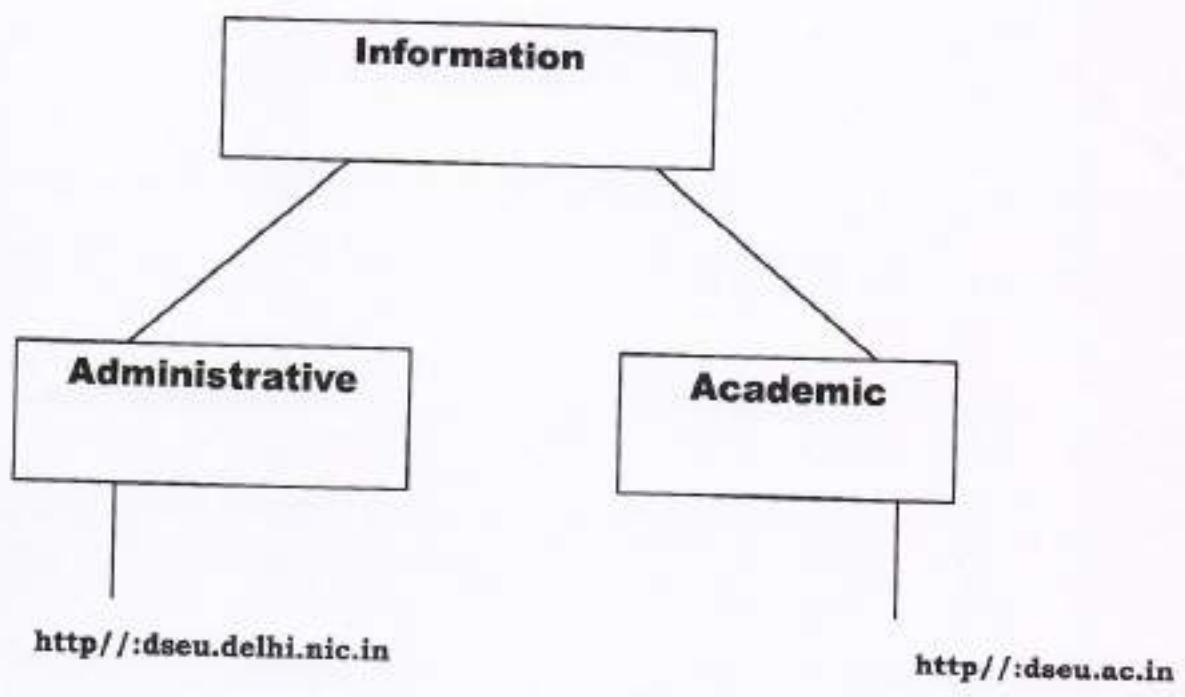
S.No.	Name & address of the beneficiary	Nature of concession/permits/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose
1.	All students (Boys)	Buss pass(by DTC), Railway pass(Indian Railways , fee concession (as per University norms)/ Scholarships as per university/Govt. of NCT norms	To travel up to the educational institution from their residence	As per Govt. policy	Till date students stays in the Institute
2.	All Students (Girls)	Fee concession as per university norms/ Scholarships as per university/Govt. of NCT norms		As per Govt. policy	Till date students stays in the Institute
3.	SC/ST	Fee concession/ Scholarships as per university/Govt. of NCT norms. Book bank facility as per norms		As per Govt. policy	Till date students stays in the Institute

**MANUAL 14****Information available in an electronic form****[ Section 4(1)(b)(xiv) ]****Detail of Information**

1. General Information relating to the University
2. Information on academic departments, faculty etc. available on the website.
3. Information regarding tenders floated by the institute.
4. University Calendar containing the Act, Statutes, and Ordinances are available on the University website - [www.dseu.ac.in](http://www.dseu.ac.in) which is updated from time to time

Please see the websites of the college: [www.dseu.ac.in](http://www.dseu.ac.in)

S.No	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back and date base
1	Administrative	Related to employees	yes	Yes
2	Academic	Related to students	Yes	yes



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**Manual 15**

**Particular of Facilities available to citizens for obtaining information**

**[Section 4 (b) (XV)]**

Facilities available for obtaining information

S.No.	Facility available	Nature of Information	Working hours
1.	The University website: <a href="http://www.dseu.ac.in">www.dseu.ac.in</a> .	1. Institutional Profile 2. Courses offered 3. Admission formalities	24 hours (Online)
2.	Library	This institute has a fully equipped library, which is being managed by a qualified staff. This facility is extended to all the Students as per the norms. <b>(Books and journals available in the Library)</b>	10.00 am to 5.00 pm.
3.	Notice Board	Regarding Academic Activities., <b>Notice Inviting Tender are displayed</b>	<b>9.30 am to 6.00am</b>
4.	Information Counter	Diary & Dispatch Counter	9.30 a.m. to 6.00 p.m.

- Information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the University website - [www.dseu.ac.in](http://www.dseu.ac.in)

**Manual 16****Name designation and other particulars of Public Information Officers****[Section 4(1)(b)( xvi)]**

List of Public Information Officers of DSEU

S.N o.	Designation of the officer designated as PIO	Postal address	Telephone No.	e-mail address	Demarcation of area activities, if more than one PIO is there
1	Dr. Pankaj Lathar Public Information Officer (PIO)	Public Information Officer DSEU Sector 9 Dwarka	011-20895111	rti@dseu.ac.in	DSEU

List of Assistant Public Information Officers of DSEU

S.N o.	Designation of the officer designated as PIO	Postal address	Telephone No.	e-mail address	Demarcation of area activities, if more than one PIO is there
1	Sh. Mukesh (UDC) Assistant Public Information Officer (AIPO)	DSEU Sector 9 Dwarka	011-20895111	rti@dseu.ac.in	DSEU

First appellate authority within the department, DTTE

S.No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of area activities, if more than one appellate authority is there

1	Sh. Ashwani Kumar Kansal First Appellate Authority	DSEU Sector Dwarka	9	011-2089 5111	rti@dseu.ac.in	DSEU
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**Manual 17****Other information as may be prescribed****[Section 4(1)(b)( xvii)]**


Visit [www.dseu.ac.in](http://www.dseu.ac.in) for other information



DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY  
Integrated Institute of Technology complex,  
Sector 9, Dwarka, New Delhi-110077

16/c

With reference to para no.2 of your circular No. DSEU/Admn/RTI/1782 Dated 21/02/2022, I am to forward requisite information for further course of action.

  
(R K Reddy)  
DDO/Sr. AO

UO No.F3(30)/DSEU/Acctts/2021/46  
Public Information Officer, DSEU

Dated 12/05/2022

17/c

SN	NAME & DESG	TOTAL
1	Prof. Neharika Vohra Vice Chancellor, Page:[1]	311544
2	Y Srinivasa Rao Deputy Controller of Accounts, Page:[5]	194629
3	R. K. Reddy Sr. Accounts Officer, Page:[4]	172572
4	Prof. Snigdha Pattnaik Pro VC	303147
5	Ashwani Kumar Kansal Registrar	261303
6	G L Prasad Deputy Controller of Accounts	194629
7	RIHAN KHAN SURI Pro VC	340016
8	Sheetu Ahuja Deputy Registrar	136516
9	Veena Upadhyay Accounts Officer	117880
10	Ashish Joshi Assistant Registrar	99969
11	Ruchika Singh Assistant Registrar	99969
12	Bindu Nair Deputy Registrar	136516
13	Parvathy Unnikrishnan Assistant Registrar	99969
14	Col. Sanjay Dahiya CoF, {19} day(s)	160403

dy.

SN	NAME & DESG	TOTAL
3002 1	<u>Lata Rani</u> Associate Professor	221202
3003 2	<u>Zehra Zulfikar</u> Associate Professor	221202
3 3	<u>Siddharth Kumar</u> Assistant Professor	102545
4 4	<u>Preeti Bedi</u> Assistant Professor	102545
5 5	<u>Parul Kumar</u> Assistant Professor	102545
6 6	<u>Ekta Kharbanda</u> Assistant Professor	102545
7 7	<u>Amit Singh Khokhar</u> Assistant Professor	102545
8 8	<u>Vijay Pratap Raghuvanshi</u> Associate Professor	221202
9 9	<u>Aman Jogeshwar Borkar</u> Assistant Professor	102545
10 10	<u>Mamta Mittal</u> Associate Professor	221202

*Chy*

No	Name of the Official	Total
1	<u>AKANSHA</u> Personal Secretary	40000
2	<u>VISMIT GUPTA</u> OE, {18} day(s)	24000
3	<u>GOKUL DAS</u> OE	40800
4	<u>SUNIL KUMAR</u> OE	41600
5	<u>BARKHA KUKREJA</u> OE	41600
6	<u>YASHIKA</u> OE	41600
7	<u>PARI KHANNA</u> OE	40000
8	<u>JAYANT SHARMA</u> OE	40800
9	<u>MOHA. ASHEFAQ</u> OE	40000
10	<u>SIDDARTH PRADHAN</u> OE, {12} day(s)	16000
11	<u>DAMNI JAIN</u> OE	41600
12	<u>Harsh Kumar Chauhan</u> CM/COO	105592
13	<u>Amanjot Singh</u> CM/COO	105592
14	<u>Sachin Kumar</u> Staff Car Driver	23283
15	<u>Raj Pal</u> Estate Manager, {12} day(s)	18000
16	<u>Dharmvir Kaushik</u> Estate Manager	45000
17	<u>Ram Prakash</u> Estate Manager	45000
18	<u>Devender Singh Kadian</u> Estate Manager	45000
19	<u>AP Gopakumar</u> Estate Manager	45000
20	<u>Naresh Kumar</u> Estate Manager, {27} day(s)	40500
21	<u>Jitendra Kumar</u> Estate Manager	45000
22	<u>Rajendra Singh Rawat</u> Estate Manager, {18} day(s)	27000
23	<u>Ravendra Singh</u> Estate Manager	45000
24	<u>Babu Lal yadav</u> Estate Manager	45000
	<u>Arun Tyagi</u>	

45000

Dy.

25	Estate Manager	45000
	Suresh Kumar	
26	Estate Manager	45000
	Sunil Kumar	
27	Estate Manager	45000
	Nandan Singh Negi	
28	Store Keeper	30000
	Raj Kumar	
29	Store Keeper	30000
	Vinod Kumar	
30	Store Keeper	30000
	Sarjeet Singh	
31	Store Keeper	30000
	Lalit Mohan Singh Rautela	
32	Store Keeper	30000
	Umakant Mohanta	
33	Store Keeper	30000
	Rajesh Kumar	
34	Store Keeper	30000
	Safi Mohd Khan	
35	Store Keeper	30000
	Gajen Mandal	
36	Store Keeper	30000
	Sharad Kumar Dubey	
37	CM/COO	105592
	Rameshwar Singh	
38	Store Keeper	30000
	Om Prakash	
39	Store Keeper	30000
	Mukesh Kumar	
40	Store Keeper	30000
	Alok Kumar Gola	
41	CM/COO	105592
	Jagdish Chandra	
42	Estate Manager	45000
	Ajit Singh Jaspal	
43	Estate Manager	45000
	Mahabir Prasad	
44	Store Keeper	30000
	Kankana Talukdar	
45	MT	35000
	Ishita Jakhar	
46	MT	35000
	Shamshare	
47	Personal Secetary	40000
48	Sandeep Kumar, UDC Conrdinator	35000

*Devi*

	Name	Designation	Total
1	Neeta Pradhan Dass-	Consultant	3,13,500
2	Mohit Sharma	Consultant	3,13,500
3	Ashwani Kumar-	Consultant	1,80,000
4	Preyanshi Mani-	Consultant	1,76,000
5	archit Srivastava-	Consultant	1,25,000
6	Aditya Ajith-	Consultant	1,40,000
7	BULBUL YADAV-	Consultant	60,000
8	Sriparna Sarkar-	Consultant	60,000
9	ankita arya-	Consultant	60,000
10	Gunjan Sogani-	Consultant	2,65,000
11	Sadhana Dash-	Consultant	2,65,000
12	Abhilasha Vyas-	Consultant	60,000

*Duy*

ENO/ SN	NAME & DESG	TOTAL
1	<u>Meghna Joshi</u> Teaching Facilitator	35000
2	<u>Himanshu Chauhan</u> Teaching Facilitator	35000
3	<u>Ashish Kumar</u> Teaching Facilitator	35000
4	<u>Divya Negi</u> Teaching Facilitator	35000
5	<u>Aditya Chodary</u> Teaching Facilitator	35000
6	<u>Nikita</u> Teaching Facilitator	35000
7	<u>Priyanaka Saini</u> Teaching Facilitator	25000
8	<u>Alok Kumar Singh</u> Teaching Facilitator	35000
9	<u>Vaibhav Sharma</u> Teaching Facilitator	35000
10	<u>Manisha Dhanwani</u> Teaching Facilitator	35000
11	<u>Saloni Gupta</u> Teaching Facilitator	35000
12	<u>Vaibhav Dua</u> Teaching Facilitator	35000
13	<u>Kirti Bhati</u> Teaching Facilitator	35000
14	<u>Nisha Kumari</u> Teaching Facilitator	35000
15	<u>Neha Sharma</u> Teaching Facilitator	25000
16	<u>Pritunjay</u> Teaching Facilitator	25000

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THE RIGHT TO INFORMATION ACT, 2005

ARRANGEMENT OF SECTIONS

Last Updated: 17-5-2021

CHAPTER I

PRELIMINARY

SECTIONS

- 1. Short title, extent and commencement.
- 2. Definitions.

CHAPTER II

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

- 3. Right to information.
- 4. Obligations of public authorities.
- 5. Designation of Public Information Officers.
- 6. Request for obtaining information.
- 7. Disposal of request.
- 8. Exemption from disclosure of information.
- 9. Grounds for rejection to access in certain cases.
- 10. Severability.
- 11. Third party information.

CHAPTER III

THE CENTRAL INFORMATION COMMISSION

- 12. Constitution of Central Information Commission.
- 13. Terms of office and conditions of service.
- 14. Removal of Chief Information Commissioner or Information Commissioner.

CHAPTER IV

THE STATE INFORMATION COMMISSION

- 15. Constitution of State Information Commission.
- 16. Term of office and conditions of service.
- 17. Removal of State Chief Information Commissioner or State Information Commissioner.

CHAPTER V

POWERS AND FUNCTIONS OF THE INFORMATION COMMISSIONS, APPEAL AND PENALTIES

- 18. Powers and functions of Information Commissions.

SECTIONS

19. Appeal.
20. Penalties.

CHAPTER VI

MISCELLANEOUS

21. Protection of action taken in good faith.
22. Act to have overriding effect.
23. Bar of jurisdiction of courts.
24. Act not to apply to certain organisations.
25. Monitoring and reporting.
26. Appropriate Government to prepare programmes.
27. Power to make rules by appropriate Government.
28. Power to make rules by competent authority.
29. Laying of rules.
30. Power to remove difficulties.
31. Repeal.

THE FIRST SCHEDULE.

THE SECOND SCHEDULE.

THE RIGHT TO INFORMATION ACT, 2005  
ACT NO. 22 OF 2005

[15th June, 2005.]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

WHEREAS the Constitution of India has established democratic Republic;

AND WHEREAS democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments are their instrumentalities accountable to the governed;

AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

AND WHEREAS it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

Now, THEREFORE, it is expedient to provide for furnishing certain information to citizens who desire to have it.

BE it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

CHAPTER I

PRELIMINARY

**1. Short title, extent and commencement.**—(1) This Act may be called the Right to Information Act, 2005.

(2) It extends to the whole of India<sup>1\*\*\*</sup>.

(3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.

**2. Definitions.**—In this Act, unless the context otherwise requires,—

(a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—

(i) by the Central Government or the Union territory administration, the Central Government;

(ii) by the State Government, the State Government;

(b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;

(c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;

1. The words "except the State of Jammu and Kashmir" omitted by Act 34 of 2019, s. 95 and the Fifth Schedule (w.e.f. 31-10-2019).

(e) "competent authority" means—

(i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;

(ii) the Chief Justice of India in the case of the Supreme Court;

(iii) the Chief Justice of the High Court in the case of a High Court;

(iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;

(v) the administrator appointed under article 239 of the Constitution;

(f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

(g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;

(h) "public authority" means any authority or body or institution of self-government established or constituted—

(a) by or under the Constitution;

(b) by any other law made by Parliament;

(c) by any other law made by State Legislature;

(d) by notification issued or order made by the appropriate Government,

and includes any—

(i) body owned, controlled or substantially financed;

(ii) non-Government organisation substantially financed,

directly or indirectly by funds provided by the appropriate Government;

(i) "record" includes—

(a) any document, manuscript and file;

(b) any microfilm, microfiche and facsimile copy of a document;

(c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and

(d) any other material produced by a computer or any other device;

(f) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—

(i) inspection of work, documents, records;

(ii) taking notes, extracts or certified copies of documents or records;

(iii) taking certified samples of material;

(iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

(k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;

(l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

(m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(n) "third party" means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

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

4. **Obligations of public authorities.**—(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 decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suomoti* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

*Explanation.*—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

**5. Designation of Public Information Officers.**—(1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

(2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

(3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.

(4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

(5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

**6. Request for obtaining information.**—(1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

(a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;

(b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,

specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

(2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

(3) Where an application is made to a public authority requesting for an information,—

(i) which is held by another public authority; or

(ii) the subject matter of which is more closely connected with the functions of another public authority,

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

**7. Disposal of request.**—(1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

(2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.

(3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—

(a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

(b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.

(4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

(7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

(8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

(i) the reasons for such rejection;

(ii) the period within which an appeal against such rejection may be preferred; and

(iii) the particulars of the appellate authority.

(9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

**8. Exemption from disclosure of information.**—(1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—

(a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;

(b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;

(c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

(d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;

(e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;

(f) information received in confidence from foreign Government;

(g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;

(h) information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;



7/c

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

(2) Notwithstanding anything in the Official Secrets Act, 1923 (19 of 1923) nor any of the exemptions permissible in accordance with sub-section (j), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (j) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

**9. Grounds for rejection to access in certain cases.**—Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

**10. Severability.**—(1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

(2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—

(a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;

(b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;

(c) the name and designation of the person giving the decision;

(d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and

(e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

**11. Third party information.**—(1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a

request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

(2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.

(3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.

(4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

### CHAPTER III

#### THE CENTRAL INFORMATION COMMISSION

**12. Constitution of Central Information Commission.**—(1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The Central Information Commission shall consist of—

(a) the Chief Information Commissioner; and

(b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—

(i) the Prime Minister, who shall be the Chairperson of the committee;

(ii) the Leader of Opposition in the Lok Sabha; and

(iii) a Union Cabinet Minister to be nominated by the Prime Minister.

*Explanation.*—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

**13. Term of office and conditions of service.**—(1) The Chief Information Commissioner shall hold office <sup>1</sup>[for such term as may be prescribed by the Central Government] and shall not be eligible for reappointment:

Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every Information Commissioner shall hold office <sup>1</sup>[for such term as may be prescribed by the Central Government] or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

(3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

<sup>2</sup>(5) The salaries and allowances payable to and other terms and conditions of service of the Chief Information Commissioner and the Information Commissioners shall be such as may be prescribed by the Central Government:

Provided that the salaries, allowances and other conditions of service of the Chief Information Commissioner or the Information Commissioners shall not be varied to their disadvantage after their appointment:

Provided further that the Chief Information Commissioner and the Information Commissioners appointed before the commencement of the Right to Information (Amendment) Act, 2019 shall continue to be governed by the provisions of this Act and the rules made thereunder as if the Right to Information (Amendment) Act, 2019 had not come into force.]

1. Subs. by Act 24 of 2019, s. 2, for "for a term of five years from the date on which he enters upon his office" (w.e.f. 24-10-2019).

2. Subs. by, s. 2, *ibid.*, for sub-section (5) (w.e.f. 24-10-2019).

(6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to, and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

**14. Removal of Chief Information Commissioner or Information Commissioner.**—(1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.

(2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—

(a) is adjudged an insolvent; or

(b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or

(c) engages during his term of office in any paid employment outside the duties of his office; or

(d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or

(e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.

(4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

#### CHAPTER IV

##### THE STATE INFORMATION COMMISSION

**15. Constitution of State Information Commission.**—(1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the ..... (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The State Information Commission shall consist of—

(a) the State Chief Information Commissioner, and

(b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—

(i) the Chief Minister, who shall be the Chairperson of the committee;

- (ii) the Leader of Opposition in the Legislative Assembly; and
- (iii) a Cabinet Minister to be nominated by the Chief Minister.

*Explanation.*—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

**16. Term of office and conditions of service.**—(1) The State Chief Information Commissioner shall hold office <sup>1</sup>[for such term as may be prescribed by the Central Government] and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every State Information Commissioner shall hold office <sup>1</sup>[for such term as may be prescribed by the Central Government] or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

1. Subs. by Act 24 of 2019, s. 3, for, "for a term of five years from the date on which he enters upon his office"(w.e.f. 24-10-2019).

<sup>1</sup>[(5) The salaries and allowances payable to and other terms and conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall be such as may be prescribed by the Central Government:

Provided that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment:

Provided further that the State Chief Information Commissioner and the State Information Commissioners appointed before the commencement of the Right to Information (Amendment) Act, 2019 shall continue to be governed by the provisions of this Act and the rules made there under as if the Right to Information (Amendment) Act, 2019 had not come into force.]

(6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

**17. Removal of State Chief Information Commissioner or State Information Commissioner.—**

(1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.

(2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—

(a) is adjudged an insolvent; or

(b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or

(c) engages during his term of office in any paid employment outside the duties of his office; or

(d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or

(e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.

(4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

## CHAPTER V

### POWERS AND FUNCTIONS OF THE INFORMATION COMMISSIONS, APPEAL AND PENALTIES

**18. Powers and functions of Information Commissions.—**(1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—

1. Subs. by Act 24 of 2019, s. 3, for sub-section (5), (w.e.f. 24-10-2019).

(a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;

(b) who has been refused access to any information requested under this Act;

(c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;

(d) who has been required to pay an amount of fee which he or she considers unreasonable;

(e) who believes that he or she has been given incomplete, misleading or false information under this Act; and

(f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

(2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

(3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908 (5 of 1908), in respect of the following matters, namely:—

(a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;

(b) requiring the discovery and inspection of documents;

(c) receiving evidence on affidavit;

(d) requisitioning any public record or copies thereof from any court or office;

(e) issuing summons for examination of witnesses or documents; and

(f) any other matter which may be prescribed.

(4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

**19. Appeal.**—(1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appelland was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

(3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

(5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

(6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

(7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

(8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—

(a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—

(i) by providing access to information, if so requested, in a particular form;

(ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;

(iii) by publishing certain information or categories of information;

(iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;

(v) by enhancing the provision of training on the right to information for its officials;

(vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

(b) require the public authority to compensate the complainant for any loss or other detriment suffered;

(c) impose any of the penalties provided under this Act;

(d) reject the application.

(9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

(10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

**20. Penalties.**—(1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall



impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

## CHAPTER VI

### MISCELLANEOUS

**21. Protection of action taken in good faith.**—No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.

**22. Act to have overriding effect.**—The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923 (19 of 1923), and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

**23. Bar of jurisdiction of courts.**—No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.

**24. Act not to apply in certain organisations.**—(1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.

(3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.

(4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(5) Every notification issued under sub-section (4) shall be laid before the State Legislature.

**25. Monitoring and reporting.**—(1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

(2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

(3) Each report shall state in respect of the year to which the report relates,—

(a) the number of requests made to each public authority;

(b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;

(c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;

(d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;

(e) the amount of charges collected by each public authority under this Act;

(f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;

(g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

(4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.

(5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

**26. Appropriate Government to prepare programmes.**—(1) The appropriate Government may, to the extent of availability of financial and other resources,—

(a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;

(b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;

(c) promote timely and effective dissemination of accurate information by public authorities about their activities; and

(d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.

(2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

(3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—

- (a) the objects of this Act;
- (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
- (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
- (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
- (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
- (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
- (g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
- (h) the notices regarding fees to be paid in relation to requests for access to an information; and
- (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.

(4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.

**27. Power to make rules by appropriate Government.**—(1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
- (b) the fee payable under sub-section (1) of section 6;
- (c) the fee payable under sub-sections (1) and (5) of section 7;
- [(ca) the term of office of the Chief Information Commissioner and Information Commissioners under sub-sections (1) and (2) of section 13 and the State Chief Information Commissioner and State Information Commissioners under sub-sections (1) and (2) of section 16;
- (cb) the salaries, allowances and other terms and conditions of service of the Chief Information Commissioner and the Information Commissioners under sub-section (5) of section 13 and the State Chief Information Commissioner and the State Information Commissioners under sub-section (5) of section 16;]

1. Ins. by Act 24 of 2019, s. 4, (w.e.f. 24-10-2019).

(d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (d) of section 13 and sub-section (d) of section 16;

(e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and

(f) any other matter which is required to be, or may be, prescribed.

**28. Power to make rules by competent authority.**—(1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;

(ii) the fee payable under sub-section (1) of section 6;

(iii) the fee payable under sub-section (1) of section 7; and

(iv) any other matter which is required to be, or may be, prescribed.

**29. Laying of rules.**—(1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.

**30. Power to remove difficulties.**—(1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.

(2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.

**31. Repeal.**—The Freedom of Information Act, 2002 (5 of 2003) is hereby repealed.

THE FIRST SCHEDULE

[See sections 13 (3) and 16(3)]

FORM OF OATH OR AFFIRMATION TO BE MADE BY THE CHIEF INFORMATION COMMISSIONER THE  
INFORMATION COMMISSIONER/THE STATE CHIEF INFORMATION COMMISSIONER/THE STATE  
INFORMATION COMMISSIONER

"I, ..... having been appointed Chief Information Commissioner/Information  
Commissioner/State Chief Information Commissioner/State Information Commissioner  
swear in the name of God that I will bear true faith and allegiance to the  
solemnly affirm

Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I  
will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my  
office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws."

## THE SECOND SCHEDULE

(See section 24)

### INTELLIGENCE AND SECURITY ORGANISATION ESTABLISHED BY THE CENTRAL GOVERNMENT

1. Intelligence Bureau.
2. Research and Analysis Wing including its technical wing namely, the Aviation Research Centre of the Cabinet Secretariat.]
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
7. \* \* \* \* \*
8. Special Frontier Force.]
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
15. Sashtra Secma Bal.]
16. Directorate General of Income-tax (Investigation).]
17. National Technical Research Organisation.]
18. Financial Intelligence Unit, India.]
19. Special Protection Group.
20. Defence Research and Development Organisation.
21. Border Road Development Board.
22. \* \* \* \* \*
23. National Security Council Secretariat.]
24. Central Bureau of Investigation.]
25. National investigation Agency.]
26. National Intelligence Grid.]
27. Strategic Forces Command.]

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1. Subs. by notification No. G.S.R. 347, dated 28-9-2005
  2. Subs. by notification No. G.S.R. 235(E) dated 27-3-2008
  3. Ins. by notification No. G.S.R. 347, dated 28-9-2005
  4. Omitted by G.S.R. 235(E) dated 27-3-2008
  5. Added by notification No. G.S.R. 726(E), dated 8-10-2008
  6. Added by notification No. G.S.R. 442(E), dated 9-6-2011
  7. Added by notification No. G.S.R. 673(E), dated 8-7-2016
  8. Subs. by notification No. G.S.R. 253, dated 4-5-2021
  9. Omitted by notification No. G.S.R. 253, dated 4-5-2021