

DIBRUGARH UNIVERSITY RIGHT TO INFORMATION (RTI) ORDINANCE



DIBRUGARH UNIVERSITY

Dibrugarh | PIN – 786 004 | Assam

DIBRUGARH UNIVERSITY RIGHT TO INFORMATION (RTI) ORDINANCE

1. OBJECTIVES

The main objectives of the Dibrugarh University RTI Ordinance are –

- 1.1 To promote transparency and accountability in the working of Dibrugarh University.
- 1.2 To set up a practical regime for giving citizens, stakeholders and students access to information that is under the direct management of Dibrugarh University.

2. SHORT TITLE, EXTENT AND COMMENCEMENT

- (a) These Ordinance may be called the ***Dibrugarh University Right to Information Ordinance***.
- (b) These Rules shall come into force on the date of receipt of the approval from the Executive Council, Dibrugarh University.
- (c) The Rules shall be applicable to all the Teaching, non-teaching staff and students of the Dibrugarh University.

3. DEFINITIONS

(1) In these rules, unless the context otherwise requires-

- (i) **'TEACHING STAFF'** includes any person of the University who is appointed to a teaching and / or research post, whether full time, temporary, part time, contractual.
- (ii) **'NON-TEACHING STAFF'** includes any employee of the University who is not appointed to a teaching and / or research post, whether full time, temporary, part time, contractual.
- (iii) **'STUDENT'** includes all bonafide students of the University.
- (iv) **'ORDINANCE'** shall refer to the ***Dibrugarh University Right to Information Ordinance***.
- (v) **'ACT'** means the Dibrugarh University Act, 1965.
- (vi) **'UNIVERSITY'** means **Dibrugarh University**

(2) Words and expressions used but not defined in these rules, shall have the same meaning as assigned to them in the 'Act' and Right to Information Act, 2005 respectively.

4. RIGHT TO INFORMATION ACT, 2005

The persons concerned to provide information shall follow the Right to Information Act, 2005, in case

(i) there is any conflict between the provisions of the Right to Information Act, 2005 and the Dibrugarh University Right to Information Ordinance.

(ii) if no specific provisions are provided in the Ordinance to deal with a particular situation.

5. PUBLIC INFORMATION OFFICER (PIO)

5.1 There will be a provision of appointment of 05 (five) additional Public Information Officers designating any officer upto the level of Assistant Registrar of the Dibrugarh University considering the administrative exigencies arising from time to time.

5.2 The Public Information cum Law Officer shall act as the regular and permanent Public Information Officer who shall be authorized to deal with all the applications relating to all matters unless a specialized officer is entrusted as a Public Information Officer to deal with any specific matters.

5.3 There shall be a provision of appointing Public Information Officer (Examination) designating any officer upto the level of Assistant Registrar of the Dibrugarh University who shall be authorised to deal with complete matters pertaining to all examinations conducted by the University including arrangement of inspection, dealing with any grievances and photocopying of answer scripts as received from time to time from the students / applicants and sending appropriate information, as the case may be.

5.4 The provision for appointing additional Public Information Officer shall be made through a notification for a period of three years or any other length of time, whichever is earlier to deal with matters specifically mentioned in the notification released in this regard from time to time.

6. PROCEDURE TO BE FOLLOWED

6.1 The Public Information Officers, as the case may be, shall

(i) deal with the requests from any citizen seeking information as expeditiously as possible.

(ii) make full entry of the details of the application in their respective register.

- (iii) retain the original copy of the application together with enclosures, if any, in a file and clearly allot receipt number against each such application.
- (iv) Send a copy of the application together with enclosures, if any, to the respective Department / Branches of the University in **Annexure I** not later than four working days after receipt of the RTI Application requesting to provide the information as asked for in the application.
- (v) Upon receipt of the information as per **Annexure I** from the respective Department / Branches of the University together with the documents, if any, the information shall be expeditiously dispatched sending copies to the respective Departments / Branches for information and record.
- (vi) If further fees are required to be paid by the applicant as per **Annexure I** received from the concerned Branches, the Public Information Officer shall intimate the applicant as in **Annexure II**.
- (vii) the entire procedure of providing the information beginning from the receipt of the application in the University until dispatch of the same shall be completed within a period of not later than 30 days.
- (viii) If any Public Information Officer, as the case may be, fails to give decision on the request for information within 30 days, it shall be deemed to have refused the request.
- (ix) Notwithstanding anything contained in this Ordinance, the person making request for the information shall be provided the information free of charge on account of failing to comply with the time limits specified in this Ordinance.
- (x) Where a request has been rejected under sub-section (1), the concerned Public Information Officer, as the case may be, shall communicate to the person making the request,
 - (i) the reasons for such rejection, quoting the relevant provisions of the RTI Act, 2005;
 - (ii) the period within which an appeal against such rejection may be preferred; and
 - (iii) the particulars of the appellate authority.
- (xi) Transfer the original copy of the application to the concerned PIO of Dibrugarh University within two working days if not related to the concerned Public Information Officer.

6.2 Where an application is made to the University requesting for information

- (i) which is held by another public authority other than the University; or

- (ii) the subject matter of which is more closely connected with the functions of another public authority, the Public Information Officer, 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 as in **Annexure II**:

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 three days from the date of receipt of the application.

7. CUSTODIAN OF ORIGINAL APPLICATIONS

- 7.1 The concerned Public Information Officer who is entrusted to deal with particular subjects shall be the custodian of the original RTI application together with all the documents, file notings, replies, etc., which shall be maintained year wise for further reference and record.

8. PERSON ENTITLED TO PROVIDE ASSISTANCE

- 8.1. The persons entitled to provide assistance and whose assistance may be sought under this Ordinance are as:

Sl. No.	Particulars of Information	Departments / Centres / Branches
01	Related to any particular teaching department	Head or Incharge of the that teaching department
02	Related to centre of study	Director or Incharge of that Centre of study
03	Dibrugarh University Institute of Engineering and Technology	Director or Incharge
04	Related to Examination conducted by the Dibrugarh University	Controller of Examinations or Incharge
05	Related to Affiliated / constituted / recognised college / institution under Dibrugarh University	Director, College Development Council or Incharge
06	Related to academic matters	Deputy Registrar (Academic) or Incharge
07	Related to any financial matters	Deputy Registrar (Finance & Accounts) or Incharge
08	Related to Establishment Branch, Purchase, or any administrative matters	Deputy Registrar (Administration) or Incharge
09	Related to Construction, tenders and related matters	University Engineer or Incharge
10	Related to Distance Education	Director, Directorate of Distance Education or Incharge
11	Related to any confidential matters	Registrar, Dibrugarh University
12	Related to any other matters not covered above	The Person who have been entrusted relating to the matter.

- 8.2 The Section Officers or other employees of the University shall also render all possible assistance expeditiously on being requested by the concerned officer as listed in the Clause 9 and shall and for the purposes of any contravention of the provisions of this Act, such officers or employees shall also be treated as a Public Information Officers, as the case may be, and bear the responsibility of fine equally, if fail to provide reasonable assistance without any justifiable cause.

9. ASSISTANCE AND IMPOSITION OF FINE

- 9.1 The concerned Public Information Officer, as the case may be, shall seek the assistance of the officer or officers as listed in clause 8 or from whom he or she considers it necessary for the proper discharge of his or her duties.
- 9.2 Any officer, whose assistance has been sought under sub-section (9.1), shall render all assistance to the 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 the Public Information Officer for the purpose of the application submitted by the citizen.
- 9.3 Refusal to accept an application from the citizen *without reasonable cause or failing to provide the information within 30 days* shall constitute an offence under the Right to Information Act, 2005. The State Information Commission may impose a fine of Rs. 250/- per day till the application is received or information provided up to a maximum of Rs. 25,000/- and also recommend disciplinary action if any citizen approaches the Assam Information Commission.
- 9.4 Regarding imposition of fine as aforesaid, the Public Information Officer, as the case may be, shall individually be responsible if the information is not provided within the specified time limit, without any justifiable cause. In case, if according to Clause 9.2, assistance was sought from any concerned officer of the University, such person shall be individually responsible for imposition of fine upon him.

10. APPELLATE AUTHORITY

- 10.1 The Registrar, Dibrugarh University or any other Officer as designated by the Vice-Chancellor shall act as the appellate authority.
- 10.2 An appeal under this subsection may be disposed off within 30 (thirty) days from the date of receipt of the appeal application or within 45 (Forty-Five days) for which the reasons of delay shall be recorded in the office.
- 10.3 The Private Secretary to the Registrar or any person designated by the Registrar shall act as the custodian of the appeal application and shall initiate all necessary action to obtain the information from the concerned PIO and other

officer(s) whose assistance has been sought and shall dispose the appeal application as per the time limit set out in Clause 10.2 herein above.

11. FEES CHARGEABLE

For providing the information under the ordinance, the fee shall be charged by way of cash to be deposited in the Dibrugarh University Cash Counter against a proper receipt or by Demand Draft or Banker's Cheque or Indian Postal Order (IPO) payable to the Registrar, Dibrugarh University at the following rates -

- (a) ₹ 10.00 (Rupees Ten) only per answer script for each application
- (b) ₹ 2.00 (Rupees Two) only for each page created or copies.
- (c) Actual charge or cost price of a copy in larger size paper.
- (d) Actual cost or price for samples or models and
- (e) For inspection of records, no fee for the first hour, and a fee of Rupees Five for each fifteen minutes (or fraction thereof) thereafter.

12. PREPARATION OF REPORT

- (I) Each PIO shall prepare a report containing RTI applications handled in a year beginning from 1st January ending 31st December and forward the same to the Public Information-cum-Law Officer, who shall prepare a consolidated report.
- (II) Each PIO shall include in the report
 - (a) the numbers of request made;
 - (b) the number of information provided;
 - (c) the number of information rejected citing the provisions of RTI Act, 2005 invoked;
 - (d) the number of applications transferred;
 - (e) the number of appeals referred to the Assam Information Commission;
 - (f) the amount of fees collected;
 - (g) the number of applications pending with reasons.
- (III) The Public Information-cum-Law Officer shall upload the report of the previous year in the Dibrugarh University website within 28th February of each subsequent year.

13. INTERPRETATION

Words and expressions used herein and not defined in these rules will have the meaning assigned to them under the Right to Information Act and related Rules and Regulations.

14. OVERRIDING ACT

While dealing with any applications of the citizen, all the Public Information Officers, as the case may be, shall follow and comply with all the provisions of the Right to Information Act, 2005 and its Rules.

15. REMOVAL OF DIFFICULTY

If any difficulty arises in the implementation or operation of any of the provision of these Ordinance, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or special directions but not inconsistent with the provisions of these Ordinance, which appeared to be necessary for the purpose of removing such difficulty for furtherance of the objectives of this Ordinance.



OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY

Dibrugarh | PIN – 786 004 | Assam

No. DU/

Date

To,

Sri

Designation

Office

Sub: Assistance sought u/s 5(4) of the RTI Act, 2005.

Ref: RTI Application, dated submitted by

Sir,

In enclosing herewith a copy of the above-mentioned RTI application, I am seeking your assistance u/s 5(4) of the RTI Act, 2005 for furnishing the information relating to the item/question nos. of the application.

You may follow either of the two steps suggested herein below:

A. Step 1.

For this purpose you are requested to intimate me within the exact amount which will have to be paid by the applicant showing the detailed calculation to arrive at the amount as shown below :

- | | |
|--|-----------|
| 1. Cost of creating or copying | |
| pages of A4/A3 size @ Rs. 2 /page | = Rs..... |
| pages of size @ Rs. /page | = Rs..... |
| 2. Cost of CD/Pen Drive | = Rs..... |
| 3. Cost for printed publication | = Rs..... |
| 4. Actual cost for sample/model | = Rs..... |
| Total | = Rs..... |

Photocopying of the information will be done only after payment of the cost by the applicant.

B. Step 2.

You may also send us the information, fully compiled, question wise duly supported by documents, where applicable, within as per the requested questions of the applicant and duly certifying each page of enclosed documents.

It may be mentioned that furnishing of the information within the stipulated time is your legal responsibility as per provisions contained u/s 5(5) of the RTI Act, 2005, failing which penalty as per provisions of Sec. 20 of the RTI Act, 2005 may be imposed on you as a deemed SPIO.

Yours faithfully,

(Concerned Public Information Officer)
Dibrugarh University
Dibrugarh



OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY

Dibrugarh | PIN – 786 004 | Assam

No. DU/RG/

Date

Transfer of RTI Applications u/s 6(3)

To: The

.....

.....

Sub: Transfer of RTI application u/s 6(3) of the RTI Act, 2005.

Sir/Madam

I am transferring the under-mentioned RTI application u/s 6(3) of the Right to Information Act, 2005 for favour of your kind information and onward necessary action as the information sought for by the applicant appears to be related to your Department/Office. The application fee of Rs. 10.00 deposited by the Applicant in cash/DD/IPO/Banker's cheque is also enclosed herewith.

It may be mentioned that failure to furnish the information within 30 days from the date of receipt of the application as provided u/s 7(1) of the RTI Act may invite penalty as prescribed u/s 20 of the Act.

RTI Application Enclosed:

Submitted by on

Consisting of pages including enclosures.

Yours faithfully,

(Concerned Public Information Officer)
Dibrugarh University
Dibrugarh

Copy for information and necessary action to:

Sri,(Applicant) Address

..... PO:

Dist:....., State:

PIN