

Maulana Azad National Institute of Technology, Bhopal

No. R-40/2011/1793

Dated: 01-08-2011

**ORDER**

The undersigned is pleased to order the appointment of following Officers as Central Public Information Officer (CPIO) and Assistant Central Public Information Officer (ACPIO) for MANIT, Bhopal, under Section 2(H) read with Section 5 of Right to Information Act 2005 with immediate effect:

Sl No.	Designation	Office Address	Units where his/her control for which he/she will be rendering information of applicants
<b>Appellate Authority</b>			
01.	DIRECTOR	Directorate, MANIT, Bhopal	First Appellate Authority in all matters.
<b>Central Public Information Officer</b>			
02.	Institute Engineer	Building Section, MANIT, Bhopal	Building construction, House Allotment, Maintenance, Sanitation , Horticulture, etc.
03.	Chief Medical Officer	Dispensary, MANIT, Bhopal	All matters related with medical/ Dispensary activities.
04.	Deputy Registrar (Academic)	Academic Section, MANIT, Bhopal	Academics, Scholarship related work.
05.	I/c Asstt. Registrar (Admn.)	Admission Section, MANIT, Bhopal	Admission section related work.
06.	Asst. Registrar (Estt.)	Establishment Section, MANIT.	Establishment matters of faculty and staff related work.
07.	Store & Purchase Officer	Store Section MANIT Bhopal	Store & Purchase section related work.
08.	Elect. Engineer (Elec. Maintenance)	Elec. Main. MANIT Bhopal	Electrical Maintenance related work.
09.	Asst. Librarian I/C Library	Library, MANIT Bhopal	Library related work.
10.	Asst. Registrar (Accounts)	Account Sections MANIT Bhopal	Accounts, Budget, Payments etc. related work.
11.	Sports Officer	Sports Section MANIT Bhopal	Sports related work.
12.	Controller of Examinations	COE Office, MANIT Bhopal	Examinations of Various courses and results related work.
13.	P.A. to Director	Directorate, MANIT Bhopal	Records available with Director's Office.

## Assistant Central Public Information Officer

Sl No.	Designation	Office Address	Units where his/her control for which he/she will be rendering information of applicants
14	A.G.II Sh. N D Joshi	Building Section, MANIT Bhopal	Building construction, House Allotment, Maintenance Sanitation, Horticulture etc.
15	AG I Sh. Noutiyal	Dispensary MANIT Bhopal	All matters related with medical/ dispensary activities
16	A.G. I Sh R.K. Batham	Academic Section MANIT Bhopal	Academics, Scholarship related work.
17	A.G.I, Smt. E G Aleyamma	Admission Section, MANIT, Bhopal	Admissions related work.
18	O.S. , Smt. S. Mohan	Establishment MANIT Bhopal	Establishment related work.
19	Sr. Store Keeper Sh V. Raizada	Stores Section , MANIT, Bhopal	Store & Purchase related work.
20	Store Keeper Sh S. S. Katakwar	Electrical Maintenance MANIT, Bhopal	All Electrical maintenance related work.
21	Asst. Librarian Smt. A. Saxena	Library MANIT, Bhopal	Library related work., MANIT, Bhopal
22	O. S., Sh H Kumar	Accounts Section MANIT, Bhopal	Accounts Budget, Payment related work.
23	Sports Officer, Sh R. Mishra	Sport Section, MANIT, Bhopal	Sports related work.
24	Dy. Controller of Examination	COE Office, MANIT, Bhopal	Examinations of Various courses and results related work.
25	AG II Sh A. Khan	Directorate, MANIT, Bhopal	Records available with Director's Office

In addition to above, following RTI Cell will monitor overall implementation of RTI Act 2005 in the institute. They will also arrange for trainings, workshops and maintaining information on the institute Website and keep records of RTI queries.

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| 1. Dr. M S Chauhan        | Advisor                                      |
| 2. Mr. Prashant Bhatnagar | Co-ordinator                                 |
| 3. Mr. Khemchand Rajak    | Member                                       |
| 4. Mr. Vijaya Gajbhiye    | Member                                       |
| 5. Mr. Rajaram Yadav      | Record Keeping (Receipt & despatch)          |
| 6. Mrs Ajita George       | I/c RTI Cell (Typing & Compilation of reply) |

All the CPIOs and ACPIOs are, directed to carefully go through the provisions of RTI act 2005 and make necessary arrangements for proper receipt and disposal of RTI application in their respective Department/ Sections. CPIOs / ACPIOs should get the replies approved by the Registrar before sending it to the applicant and RTI Cell.

The CPIOs /ACPIOs of each Department /Section must also ensure that the preparation of manual in the prescribed format are completed and are available on the web-site.

  
1-8-11  
Registrar