



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल- 462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL- 462003
(An Institute of National importance under Ministry of Education, Govt. of India)

No. Estt/RTIC/2022/07

Date: 08/03/2022

//ORDER//

Sub: Overall Implementation of RTI Act 2005 in the Institute.

1. In supersession of previous orders on the subject and in exercise of powers conferred by Section 5 of Right to Information Act, 2005, the Competent Authority hereby appoints/designates following officers as Central Public Information Officer (CPIO) and Nodal Officer RTI under section 2(H) read with 5 and First Appellate authority (FAA) under section 19 with immediate effect:

Sl.	Institute Designation	Designated under RTI Act	Remarks
1.	Deputy Registrar (Establishment)	Central Public Information Officer	Shall respond to RTIs pertaining to Establishment, & Administration etc.
2.	Assistant Registrar (Academic)	Central Public Information Officer	Shall respond to RTIs pertaining to academic, examinations and student affairs etc.
3.	Executive Engineer (Civil)	Central Public Information Officer	Shall respond to RTIs pertaining to matters related to Works (Civil/Electrical:), Building, Planning & Development etc.
4.	Office Superintendent (Establishment)	Nodal Officer, RTI	Shall ensure receipt of online and offline RTIs and thereafter prompt allocation of RTI to the relevant CPIO.

2. In case the particular CPIO is on leave/tour, the in-charge incumbent will handle the disposal of the RTI cases and if the CPIO is transferred/ retired, in that case, the RTI work automatically will be assigned to the new in-charge incumbent in his/her place. Further, Registrar shall continue to function as First Appellate authority to entertain and decide on appeals filed under Section 19(1) of the Act.

3. In terms of Section 5(4) & (5), the CPIO may seek assistance of any other officer as he/she considers it necessary for the proper discharge of his/her duties and any officer, whose assistance has been so sought shall render all assistance to the CPIO seeking his/her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a CPIO. **Under above provision, all other officers/ staff of Institute are deemed to be CPIO (DCPIO) for any contravention in providing information.**

4. The CPIOs and all DCPIOs are to discharge their duties strictly in accordance with the provisions of RTI Act, 2005 and are therefore expected to familiarize themselves with applicable provisions.

5. This is issued with approval of the competent authority.

To
All above (by name)

(Registrar)

Copy to:

1. All Deans and Associate Deans
2. All Heads of Department
3. All Professors In charge
4. All Deputy Registrar & Assistant Registrars
5. All Sectional Heads
6. In charge, institute website for uploading on the Institute website.
7. PA to the Director
8. PA to the Registrar

(Registrar)

Address: MANIT, Link Road No.3, Near Mata Mandir, Bhopal-462003(M.P.) INDIA

Phone: +91-755-4051000, 4052000 Fax: +91-755-2670562 Web: http://www.manit.ac.in



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003
(An Institution of National importance under Ministry of Education, Govt. of India)

Date: /04/2025

No.AB/RTI/2025/ 732

OFFICE ORDER

In Compliance of provision of suo motu disclosure under section 4 of RTI Act 2005 and guidelines circulated by Department of Personal & Training vide O.M No.1/6/2011-IR dated 07.11.2019, the Competent Authority is pleased to appoint Dr. Venkata Rao Pokuri, Librarian, Transparency Officer (TO). The Job Chart of TO is enclosed for reference.

Accordingly, Shri Saurabh Umalkar, Senior Technical Officer, Central Computing Facility (CCF), shall assist the Transparency Officer (TO) for preparation of the proactive disclosures.

Encl: As above

(Registrar)

To,

1. Dr. Venkata Rao Pokuri,
Librarian,
MANIT Bhopal
2. Shri Saurabh Umalkar,
Senior Technical Officer,
Central Computing Facility (CCF),
MANIT Bhopal

Copy to:

1. RTI Cell MANIT Bhopal-for record.
2. PA to the Registrar-for record.
3. PA to Director for kind information of Director.
4. Personal file

(Registrar)

11/4/2025

6. Job Chart of Transparency Officer

Transparency Officer (TO) shall be the main centre of all actions connected with promotion of institutional transparency commensurate with the letter and spirit of the RTI Act. In performing this role, the TO shall:

- i. Act as the interface for the Commission vis-à-vis the public authority on the one hand, and on the other vis-à-vis the public authority and the general public/information seeker.
- ii. Engage continuously, in implementing the Commission's directive dated 15.11.2010 regarding pro-active disclosures under section -4 of RTI Act, vis-à-vis the public authority concerned.
- iii. Regularly monitor decisions of the Central Information Commission (<http://cic.gov.in>) with a view to identify areas of openness both generic and specific as a result of such decisions.

Ensure that all levels of employees of the public authority are sensitized about these decisions and their implications.

Be responsible for issuing advisories, to officers/staff about need for sensitivity to institutional transparency and act as a change agent.

Be responsible for sensitizing the officers/staff that the time limit stipulated in the RTI Act are outer limit for matters raised under RTI Act and officers/staff are required to be mentally tuned to disclose all informations, predetermined as open, within the shortest possible time on receiving request.

- iv. Be the contact point for the CPIO/FAA/Divisional Heads in respect of all RTI related matters of the Organisation. He will be the clearing house in all matters about making transparency the central point of organizational behaviour.
- v. Constantly remain in touch with the top management in the public authority about the strategy and the action to promote transparency within the organisation.

Promote good management practices with the organisation centered on transparency.

- vi. Devise transparency indices for various wings of the public authority in order to introduce healthy competition in promoting transparency.

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- vii. Help set up facilitation centres within the premises of the public authority, where members of the public can file their requests for disclosure of specific information and can inspect the records and documents etc.
- viii. Work out, in consultation with the departmental officers, the parameters of record management- its classification and indexing, plan of action for digitization of documents and records, networking etc and oversee and help implement the functions laid down in section 4 (1) (a) and 4 (1) (b) of the RTI Act.
- ix. Prepare information matrix based on analysis of RTI applications filed before the public authority and response thereof and, suggest to the top management the need for process reengineering, wherever necessary, as well as work out modalities of suo motu disclosure of such information.
- x. Be responsible for creating condition(s) in the organisation to establish an information regime, where transparency/disclosure norms are so robust that the public is required to have only the minimum resort to the use RTI Act to access information.
- xi. Be responsible for operating a user-friendly website for various information relating to the public authority concerned, including inter alia search option.
- xii. With the help of the appropriate wing of the public authority, set-up arrangements for training of the personnel to promote among them higher transparency orientation away from intuitive reflex towards secrecy, now common.
- xiii. Establish dialogue with the top management and key officials of the public authority regarding prevention of unnecessary confidentiality classification of documents and records under the Official Secrets Act and to check over classification.

(B.B. SRIVASTAVA)
Secretary

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL

RTI - CELL

PROCEDURE FOR OBTAINING RIGHT TO INFORMATION UNDER RTI 2005

Applications seeking information under RTI Act 2005 can be submitted in A4 size paper or the RTI application form to Mr. Prashant Bhatnagar, Nodal Officer, RTI Cell, Maulana Azad National Institute of Technology, Near Mata Mandir, Link Road No. 3, Bhopal-462003 or Concerned CPIO as mentioned in the List of CPIO available in the institute Website - RTI & Grievance information.

Online RTI can also apply - <https://rtionline.gov.in/RTIMIS/login/index.php>

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by **an application fee of rupees ten by way of cash against proper receipt or by demand draft/Indian Postal Order or bankers cheque payable to the Director, MANIT Bhopal.**

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Director, MANIT, Bhopal at the following rates:-

- a) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- b) Actual charge or cost price of a copy in larger size paper;
- c) Actual cost or price for samples or models; and
- d) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction there of) there after.

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft/ Indian Postal Order or bankers cheque payable to the Director, MANIT, Bhopal at the following rates:-

- a. for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- b. for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

NODAL OFFICER RTI-CELL