



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