

VISVA-BHARATI
SANTINIKETAN

NOTICE

WHEREAS implementation of the Right to Information Act, 2005 (RTI Act) requires designation of **Central Public Information Officers (CPIOs)** in all administrative units or offices under Visva-Bharati, apart from designating one **First Appellate Authority (FAA)**, one **Transparency Officer (TO)** and one **Central Assistant Public Information Officer (CAPIO)**, with specific responsibilities.

THEREFORE, in suppression of the earlier order no. REG/RTI Act-I/ of the Registrar dated 24.05.2016 in this regard, it is hereby notified for all concerned that the Hon'ble Vice-Chancellor has been pleased to designate the following academic and non-academic officials of the University as functionaries in different capacities as per the relevant provisions of the RTI Act and as per the directions of the Central Information Commission (CIC) under the section 19(8) of the RTI Act, vide no. CIC/AT/D/10/000111 dated 15.11.2010, read with CIC's clarification dated 09.12.2010 in this regard:

Sl. no.	RTI functions	Designated officials	Brief description of responsibility
1.	First Appellate Authority (FAA) under section 19(1) of the RTI Act.	Registrar	To dispose of first appeals in terms of the relevant provisions of the RTI Act.
2.	Transparency Officer (TO) as directed by Central Information Commission (CIC) vide no. CIC/AT/D/10/000111 dated 15.11.2010	Finance Officer	To act in accordance with the direction of the Central Information Commission (CIC) contained in their communication no. CIC/AT/D/10/000111 dated 15.11.2010, read with CIC's clarification dated 09.12.2010 in this regard.
3.	Central Public Information Officers (CPIOs) in respect of the concerned Offices / Bhavanas / Vibhagas / Departments / Centres / Sections / Administrative Units.	All Heads / in-charges of the concerned Offices / Bhavanas / Vibhagas / Departments / Centres / Sections including all statutory Directors, all Principals, Finance Officer, all Directors of different Centres, Librarian, Proctor, Chief Medical Officer, all Joint Registrars/Deputy Registrars/ University Engineer/Assistant Registrars and any other official heading an administrative unit EXCEPT the Vice-Chancellor, the Pro Vice-Chancellor and the Registrar.	To provide information in accordance with the relevant provisions of the RTI Act in respect of the concerned Offices / Bhavanas / Vibhagas / Departments / Centres / Sections / Administrative Units.
4.	Central Public Information Officer (CPIO) in respect of the Office of the Vice-Chancellor.	Confidential Secretary (CS) to the Vice-Chancellor	To provide information in accordance with the relevant provisions of the RTI Act in respect of the Office of the Vice-Chancellor.
5.	Central Public Information Officer (CPIO) in respect of the Office of the Pro Vice-Chancellor.	To be announced after the post of the Pro Vice-Chancellor is filled up	To provide information in accordance with the relevant provisions of the RTI Act in respect of the Office of the Pro Vice-Chancellor.
6.	Central Public Information Officer (CPIO) in respect of the Registrar's Office Chamber.	Personal Assistant (PA) to the Registrar	To provide information in accordance with the relevant provisions of the RTI Act in respect of Registrar's Office Chamber.
7.	Central Assistant Public Information Officer (CAPIO)	Joint Registrar (Administration)	To perform as the Central Assistant Public Information Officer (CAPIO) in terms of the section 5(2) of the RTI Act.

This comes into force with immediate effect.


Registrar (Acting)
Visva-Bharati


Ref. No. RTI/Notifications/70 /2018-2019
Date: 29.09.2018

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Date: 29.09.2018

Copy for information and necessary action to:

1. All Directors.
2. All Adhyakshas of Bhavanas / Vibhagas.
3. Registrar.
4. Finance Officer.
5. Librarian.
6. Proctor.
7. Chief Medical Officer
8. All Joint / Deputy Registrars and equivalent officers.
9. University Engineer.
10. C.S. to the Vice-Chancellor.
11. The Heads of all other academic and administrative departments / centres / offices / administrative units.
12. P.A. to the Registrar.
13. The Hindi Officer – with request to translate into Hindi and to arrange for uploading in the University website.
14. The in-charge, Computer Centre – with request to upload this notice in the University website.


Registrar (Ading)
Visva-Bharati