

VISVA-BHARATI
SANTINIKETAN

NOTIFICATION

Subject: Implementation of the Right to Information Act, 2005

In supersession of the earlier order No.REG/RTI Act-1/271 of the Registrar dated 13.05.2012, with respect to implementation of the RTI Act in Visva-Bharati, it is hereby notified for all concerned that the Upacharya (Vice-Chancellor) has been pleased to designate the following officials of the University as functionaries with different capacities under the **Right to Information Act, 2005** (RTI Act) and as per direction of the Central Information Commission (CIC) under the Sec. 19(8) of the RTI Act, vide No.CIC/AT/D/10/000111 dated 15.11.2010, subject to ratification by the Karma-Samiti (Executive Council) of the University :

Sl. No.	Concerned Person(s)	Designated as	Brief description of responsibility
1.	Director, Rabindra-Bhavana	Transparency Officer	To act according to the direction No. CIC/AT/D/10/000111 dated 15.11.2010 of CIC read with clarification dated 09.12.2010 of CIC in this regard
2.	Registrar	First Appellate Authority	To dispose of first appeals in accordance with the provisions of the RTI Act
3.	Deputy Registrar (In-charge of Establishment Section)	Central Public Information Officer s(CPIOs)	To provide information in accordance with the provisions of the RTI Act
4.	Section Officer (Statistics) in the General Section	Central Assistant Public Information Officer (CAPIO)	To receive the applications for information and appeals under the RTI Act, regarding all departments/offices/sections and forwarding the same forthwith to the concerned CPIOs or the First Appellate Authority or the CIC as the case may be

Notes:

- (i) The existing files in respect of the earlier applications shall be kept under the custody of CAPIO & the Section Officer (Statistics) in the General Section who shall distribute those files which are in under process stage, to the CPIO in accordance with this notification.
- (ii) It is further notified for the general public and all concerned that RTI applications, along with the prescribed fees in each case, will be required to be submitted to CAPIO/CPIO.

- (iii) All concerned RTI functionaries are mentioned above are requested to consult the website www.cic.gov.in of the Central Information Commission for the texts of the RTI Act and the direction of the CIC vide CIC/AT/D/10/000111 dated 15.11.2010 read with clarification dated 09.12.2010 of the CIC in this regard.

This notification shall take immediate effect.

Ref.No. REG/RTI Act-1/58/2013-14
Date: 06/05/13


Registrar
Visva-Bharati

Copy to:

1. All Directors
2. The Adhyakshas of all Bhavanas/Vibhagas/Sadana, Visva-Bharati
3. The Heads of all academic and non-academic Departments/Centres/Offices/Sections, Visva-Bharati
4. The Deputy Registrar (In-charge of Establishment Section)
5. The Section Officer, Statistics (General Section), Visva-Bharati
6. C.S. to the Vice-Chancellor, Visva-Bharati
7. P. A. to the Registrar, Visva-Bharati
8. Section Officer & In-charge of Meeting Section, Visva-Bharati with a request to place the matter before the next Karma-Samiti (Executive Council) for ratification.
9. In-charge, Computer Centre – please upload in the website of the University.


Registrar
Visva-Bharati