

**VISVA-BHARATI  
SANTINIKETAN**

**NOTIFICATION**

Ref. No.: REG/RTI Act-I/23

Date: 07/01/2012

**Subject: Implementation of the Right To Information Act, 2005.**

In supersession of the earlier order no. G/N.5/1224 of the Registrar dated the 4<sup>th</sup> March, 2007, with respect to implementation of the RTI Act in Visva-Bharati, it is hereby notified for all concerned that the Hon'ble Upacharya (Vice-Chancellor) has been pleased to designate the following academic and non-academic personnel of the University as functionaries with different capacities under the **Right To Information Act, 2005** (RTI Act) and as per the 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.	Registrar	<b>First Appellate Authority</b> under sec. 19(1) of the RTI Act.	To dispose of first appeals in accordance with the provisions of the RTI Act.
2.	Deputy Registrar in-charge of the Establishment Section	<b>Transparency Officer</b> as directed by the Central Information Commission (CIC) vide no. CIC/AT/D/10/000111 dated 15.11.2010.	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 the CIC in this regard.
3.	Adhyakshas (Principals) of all Bhavanas / Vibhaga (including Patha-Bhavana and Siksha-Satra) conducting academic programmes.	<b>Central Public Information Officers (CPIOs)</b> under sec. 5(1) of the RTI Act, in respect of the concerned Bhavanas / Vibhaga / Patha-Bhavana/ Siksha-Satra and respective other charges, if any.	To provide information in accordance with the provisions of the RTI Act.
4.	Librarian, Central Library	<b>CPIO</b> in respect of all Libraries and other charges, if any.	-Do-
5.	Directors of i) Rabindra-Bhavana, ii) Indira Gandhi Centre for National Integration, iii) Physical Education & Sports, iv) Agro-Economic Research Centre (AERC), v) Principal in-charge of Rathindra Krishi Vijnan Kendra (RKVK)	<b>CPIOs</b> in respect of the concerned offices and respective other charges, if any.	-Do-
6.	Deputy Registrar (Faculty) presently posted at Granthan-Vibhaga (Publishing Department)	<b>CPIO</b> in respect of Granthan-Vibhaga (Publishing Department) and other charges, if any.	-Do-
7.	Finance Officer	<b>CPIO</b> in respect of the Finance Office and other charges, if any.	-Do-
8.	Director / In-charge, Centre for Women's Studies	<b>CPIO</b> in respect of the Centre for Women's Studies and other charges, if any.	-Do-
9.	Director / In-charge, Centre for Buddhist Studies	<b>CPIO</b> in respect of the Centre for Buddhist Studies and other charges, if any.	-Do-

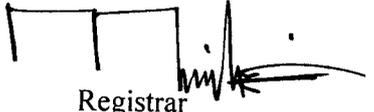
Sl. No.	Concerned Person(s)	Designated as	Brief description of responsibility
10.	Director / In-charge, Rural Extension Centre (REC)	CPIO in respect of the Rural Extension Centre (REC) and other charges, if any.	To provide information in accordance with the provisions of the RTI Act
11.	Heads of all academic departments / centres	CPIOs in respect of the concerned academic departments / centres and other charges, if any.	-Do-
12.	Deputy Registrar (Administration)	CPIO in respect of the General Administration including matters related to the temporary non-teaching personnel and other charges, if any.	-Do-
13.	Deputy Registrar (Examinations)	CPIO in respect of the University examinations, Associate Wing and other charges, if any.	-Do-
14.	Deputy Registrar (Development)	CPIO in respect of the Co-ordination of development programmes under five year plans, other long term fundings and other charges, if any.	-Do-
15.	Deputy Registrar (Academic & Research)	CPIO in respect of the Academic Administration, meetings of Academic Council, Central Admission Committee, Research Board and other charges, if any.	-Do-
16.	Deputy Registrar (SC/ST Cell)	CPIO in respect of the matters related to reservations & other benefits for SC, ST & OBC persons along with other charges, if any.	-Do-
17.	Deputy Registrar in-charge of the Establishment Section	CPIO in respect of the service related matters including recruitment, selection, confirmation, promotion, disciplinary proceedings, leaves (other than casual leaves) and other charges, if any.	-Do-
18.	Accounts Officer	CPIO in respect of the Accounts Office and other charges, if any.	-Do-
19.	Internal Audit Officer	CPIO in respect of the Internal Audit Office and other charges, if any.	-Do-
20.	University Engineer	CPIO in respect of the Engineering Department and Garden Section and other charges, if any.	-Do-
21.	C. S. to Upacharya (Vice-Chancellor)	CPIO in respect of the office of the Upacharya (Vice-Chancellor).	-Do-
22.	Section Officer in the Office of the Saha-Upacharya (Pro-Vice-Chancellor)	CPIO in respect of the office of the Saha-Upacharya (Pro Vice -Chancellor).	-Do-
23.	Proctor	CPIO in respect of the Proctor's office and other charges, if any.	-Do-
24.	Dean of Students Welfare & Foreign Students Advisor	CPIO in respect of the office of the Dean of Students Welfare & Foreign Students Advisor and other charges, if any.	-Do-
25.	In-charge of the Computer Centre	CPIO in respect of the Computer Centre and other charges, if any.	-Do-
26.	In-charge of the Research Publications Section	CPIO in respect of the Research Publications Section and other charges, if any.	-Do-
27.	Chief Medical Officer	CPIO in respect of P.M. Hospital including Sriniketan Unit and Sanitation Section and other charges, if any.	-Do-
28.	Chief Security Officer	CPIO in respect of security related matters, watch & ward section and other charges, if any.	-Do-

Sl. No.	Concerned Person(s)	Designated as	Brief description of responsibility
29.	Estate Officer	CPIO in respect of the Estate Office and Legal Cell and other charges, if any.	To provide information in accordance with the provisions of the RTI Act
30.	Public Relations Officer	CPIO in respect of the Public Relations Office and other charges, if any.	-Do-
31.	Manager of Santiniketan Press	CPIO in respect of Santiniketan Press and other charges, if any.	-Do-
32.	P. A. to the Registrar	CPIO in respect of movement of documents to and from Registrar's chamber.	-Do-
33.	Secretary, Admission Co-ordination Cell	CPIO in respect of Admission Co-ordination Cell.	-Do-
34.	Section Officer in the Public Relations Office	<b>Central Assistant Public Information Officer (CAPIO).</b>	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] Notwithstanding anything at above, the concerned in-charge of any function of the University not mentioned hereinabove, including those to be added / altered in future shall be treated as the CPIO in respect of the said function.
- [ii] The existing files in respect of the earlier RTI applications shall be kept under the custody of the CAPIO & the Section Officer in the Public Relations Office who shall distribute those files which are in the 'under process' stage, to the concerned CPIOs in accordance with this notification.
- [iii] It is further notified for the general public and all concerned that separate RTI applications, along with the prescribed fees in each case, will be required to be submitted in respect of separate CPIOs. An applicant may submit his/her application(s) either to the concerned CPIO(s) or to the CAPIO, in case he/she is not certain as to who is (are) the concerned CPIO(s) and the CAPIO may forward copies of an RTI application to more than one CPIO if the requested information is likely to be available with more than one CPIO.
- [iv] All concerned RTI functionaries as mentioned above are requested to consult the website [www.cic.gov.in](http://www.cic.gov.in) of the Central Information Commission for the texts of the RTI Act and the direction of the CIC vide no. CIC/AT/D/10/000111 dated 15.11.2010 read with the clarification, dated 09.12.2010 of the CIC in this regard.

This notification shall take immediate effect.

  
 Registrar  
 Visva-Bharati