

**THE RIGHT TO INFORMATION  
ACT, 2005  
COMPILATION**



**UNIVERSITY OF DELHI  
2018**

## **INDEX**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Introduction	1
2.	Performance Appraisal	3
3.	Flow Chart Showing RTI Procedure in the University of Delhi under the RTI Act, 2005	4
4.	Details of CPIOs and First Appellate Authorities	6
5.	Procedures of Handling RTI Applications	7
6.	Details of Prescribed Fees and Mode Of Payment	9
7.	Relaxation of Fees Given to BPL Category Applicants	10
8.	Details of number of RTI Applications received through Online Portal Link	11
9.	Details of number of RTI Applications and First Appeals received and number of RTI applications taken up by the CIC in the last five years	12
10.	Details of RTI Applications (OAs) Received	13
11.	Monitoring Mechanism for response from concerned Deemed PIOs	14
12.	Transparency in the Implementation of the RTI Act	15
13.	Reforms undertaken in Last Five Years	16

## **INTRODUCTION**

### **OBJECTIVE**

The Right to Information Act is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of Public Authorities, in order to promote transparency and accountability in the working of every Public Authority.

In consonance with the spirit of the Act, the University has been actively disclosing information pertaining to all the arenas of its functioning for the information of its stakeholders, which interalia include the employees, its students, alumni and prospective students and employees.

### **IMPLEMENTATION OF RTI ACT IN UNIVERSITY**

University is the first Public Authority to have initiated the process of publishing crucial information pertaining to its financial estimates, accounts and proceedings of its statutory bodies on its website. This data was made public in 2009 itself when this Act was in its nascent stage of growth.

Today, most of the services and facilities available to its students, employees and prospective students and prospective employees have been made available through the website of the University. These services and facilities can be accessed by click of a button by the stakeholders.

Despite, its enormity and the fact that the University of Delhi is not only a leading Central University but a path setter for other Public Authorities, the implementation of the RTI Act has been carried out over almost a decade and a half in a very efficient manner. The mechanism for seeking information as Section 6(1) of the RTI Act is explained in the next Section.

It is to the credit of the efficient functioning of the Act in the University and willingness of the University, as a Public Authority, to share the information held by it in terms of Section 2(j) of the RTI Act that despite receiving almost 2500 applications annually, the number of Original Applications escalating into First Appeals is only 10-15% of the total number of Original Applications registered with the University. Further, the volume of First Appeal escalating

into Second Appeals heard by the Hon'ble Central Information Commission is less than 03% of the Original Applications registered with the University. Out of this meagre number of Second Appeals, more than 99.5% are decided in favour of the University.

The Annual Report of the Hon'ble Central Information Commission also indicates that the Original Applications received in the University are highest as compared to other Central Universities. This volume is almost equivalent to the Original Applications filed under the RTI Act in Ministries of Central Government.

The data given above clearly brings out the healthy state of affairs that the efficient and effective implementation of the RTI Act has inculcated into the University system.

\*\*\*\*

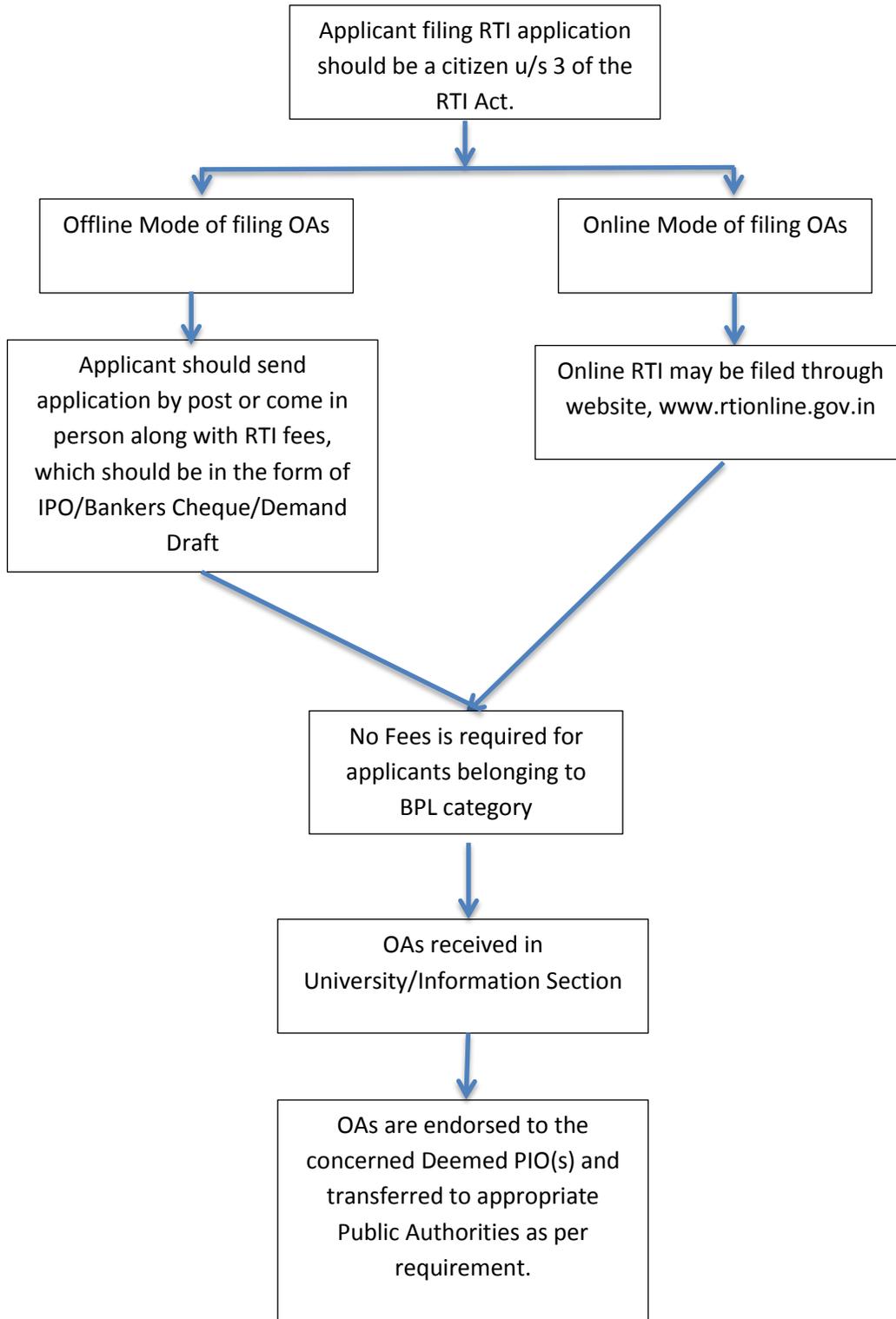
## **PERFORMANCE APPRAISAL**

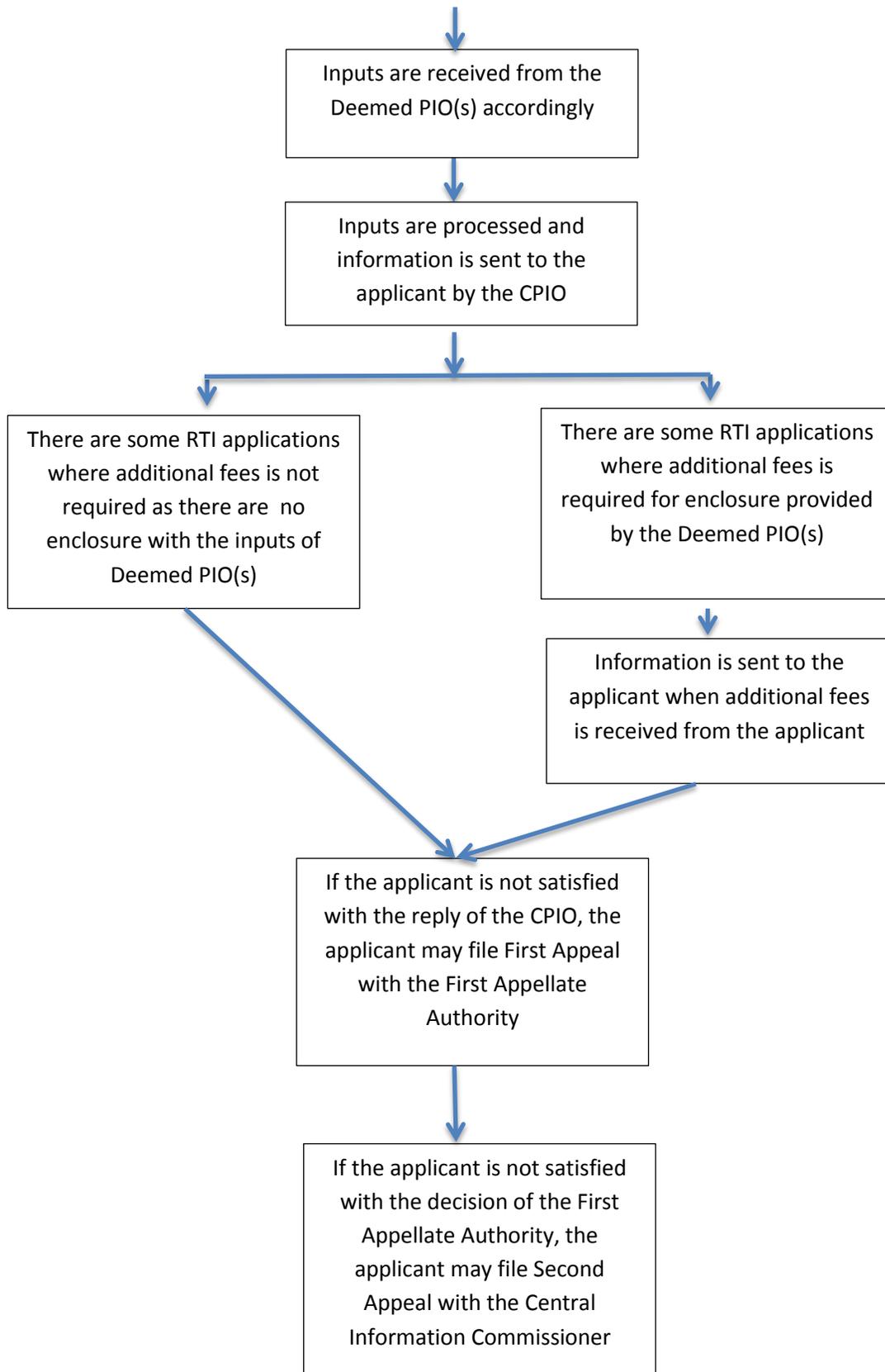
Performance Appraisal is based on the concept of Annual Performance Appraisal Report as applicable to the Government organization. Under the scheme, the incumbent officers submit their Annual Performance Report.

The report is reviewed by the Reporting and Reviewing Officer and suitable grades are given. Based on the grades, future promotions are granted.

Besides annual appraisal, the incumbents are monitored and mentored by the officers in a routine manner to improve their performance and the system at large.

**FLOW CHART SHOWING RTI PROCEDURE IN THE UNIVERSITY OF DELHI UNDER THE RTI ACT, 2005**





## **DETAILS OF CPIO**

<b>Name of the CPIO</b>	<b>:</b>	<b>Time Period</b>
Ms. Meenakshi Sahay	:	From January, 2016 to till date
Shri Jay Chanda	:	From January, 2009 to December, 2015

## **DETAILS OF FIRST APPELLATE AUTHORITIES**

<b>Name of the First Appellate Authority</b>	<b>:</b>	<b>Time Period</b>
Sh. Sudhir Sharma	:	From 01.05.2018 to till date
Sh. H.H. Baa	:	From April, 2017 to 30.04.2018
Shri Jay Chanda	:	From January, 2016 to March, 2017
Sh. Z.V.S. Prasad	:	From September, 2014 to December, 2015

## PROCEDURES OF HANDLING RTI APPLICATIONS



### **fnYyh fo'ofoky;**

**lwpuh dk vf/kdkj vf/kfu;e] 2005 ds rgr**

**lwpuh izklr djus dh izfØ;k**

Jhefr ehuk{kh lgk;

mi dqylfpo ,oa

dsUnzh; tu lwpuh vf/kdkjh]

u;k iz'kklfud [k.M]

fnYyh fo'ofoky;]

fnYyh&110007

nwjHkk"k la[;k & 011&27666667

lwpuh vuqHkkx & 011&27662658

Jh lq/khj 'kekZ

Lka;qDr dqylfpo ,oa izFke vihyh;

izkf/kdkjh]

u;k iz'kklfud [k.M]

fnYyh fo'ofoky;]

fnYyh &110007

nwjHkk"k la[;k & 011&27662841

- 1- lwpuk dk vf/kdkj vf/kfu;e] 2005 ds rgr lwpuk izklr djus ds fy;s vkosnu i= dsUnzh; tu lwpuk vf/kdkjh ds uke ls nk;j djuk vko';d gSA
- 2- bl vf/kfu;e ds rgr vkosnu nk;j djus ds fy;s fu/kkZfjr 'kqYd jkf'k 10@& :0 gS] tks fd cSad M<sup>a</sup>k¶V ;k cSadlZ pSd ;k Hkkjrh; iksLVy vkMZj] tks fd dqylfpo] fnYyh fo'ofokj; ds uke ij fnYyh esa ns; gks] }kjk tek dj;k tk ldrk gSA izkFkhZ fo'ofokj; dh osclkbV] [www.du.ac.in](http://www.du.ac.in) ij 'kh"kZd 'Useful Links' – 'Miscellaneous Online Fee Payment' - 'New User' - 'For RTI Payment' ds rgr tkdj vkWuykbu Hkqxrku Hkh dj ldrs gSaA
- 3- xjhch js[kk ls uhps vkus okys oxZ ds ukxfjdksa ds fy, 'kqYd esa NwV dk izko/kku gSA ,sls ukxfjdksa dks vius vkosnu ds lkFk ch-ih-,y- dkMZ dh izfrfyi Hkstuk vko';d gSA
- 4- dsUnzh; tu lwpuk vf/kdkjh ds fu.kZ; ds mijkar izkFkhZ la;qDr dqylfpo ,oa izFke vihy; izkf/kdkjh ds le{k bl vf/kfu;e ds rgr viuh izFke vihy nk;j dj ldrs gSaA
- 5- blds vykok] izkFkhZ dsUnz ljdkj ds vkj-Vh-vkbZ- vkWuykbu iathdj.k iksVZy fyad] <https://rtionline.gov.in/> ds ek;/e ls Hkh vkosnu rFkk izFke vihy nk;j dj ldrs gSaA



## University of Delhi

### Procedure for seeking information under the Right to Information Act, 2005

Smt. Meenakshi Sahay  
Deputy Registrar & Central Public Information  
Officer  
New Administrative Block,  
University of Delhi,  
Delhi – 110007  
Phone No. - 011-27666667  
Information Section – 011-27662658

Shri Sudhir Sharma  
Joint Registrar & First Appellate Authority  
New Administrative Block,  
University of Delhi,  
Delhi – 110007  
Phone No. - 011-27662841

1. An application for obtaining information under the Right to Information Act, 2005 is required to be made to the Central Public Information Officer of the University.
2. The prescribed fees for filing the application is Rs.10/- by way of bank demand draft or banker's cheque or Indian Postal Order payable to the Registrar, University of Delhi at Delhi. The applicant may also make online payment by visiting the website of the University, [www.du.ac.in](http://www.du.ac.in) under the head 'Useful Links' – 'Miscellaneous online fee payment' – 'New User' – 'For RTI payment'.
3. There is exemption in fees for citizens belonging to Below Poverty Line (BPL) category. Such citizens should send a copy of BPL card along with their application.
4. An Appeal can be preferred before the Joint Registrar & First Appellate Authority against the decision of the Central Public Information Officer of the University.
5. The applicant can also file RTI application and First Appeal through online registration portal of the Central Government on the link <https://rtionline.gov.in/>.

## **DETAILS OF PRESCRIBED FEES AND MODE OF PAYMENT**

### **Manual -17 of Information Handbook**

#### **MANUAL - 17 Section 4(1)(b)(xvii)**

#### **Other information**

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, University of Delhi. The applicant may also make online payment by visiting the website of the University, [www.du.ac.in](http://www.du.ac.in) under the head 'Useful Links' – 'Miscellaneous online fee payment' – 'New User' – 'For RTI payment'.

There is exemption in fees for citizens belonging to Below Poverty Line (BPL) category. Such citizens should send a copy of BPL card along with their application.

For providing the information under sub-section (1) of section 7, the fee shall be charged by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, University of Delhi or through online payment mode at the following rates:-

- (a) rupees two for each page (in A4 or A3 size paper) created or copied;
- (b) actual charges 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 subsequent hour (or fraction thereof.)

For providing the information under sub -section (5) of section 7, the fee shall be charged by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, University of Delhi or through online payment mode 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 publications.

### **RELAXATION OF FEES GIVEN TO BPL CATEGORY APPLICANTS**

There is no separate order approved from the Executive Council available in the University as it is not required to. The University follows the rules and guidelines as issued by the DoP&T with respect to fees exemption for BPL category applicants.

## **DETAILS OF NUMBER OF OAs RECEIVED THROUGH ONLINE PORTAL LINK**

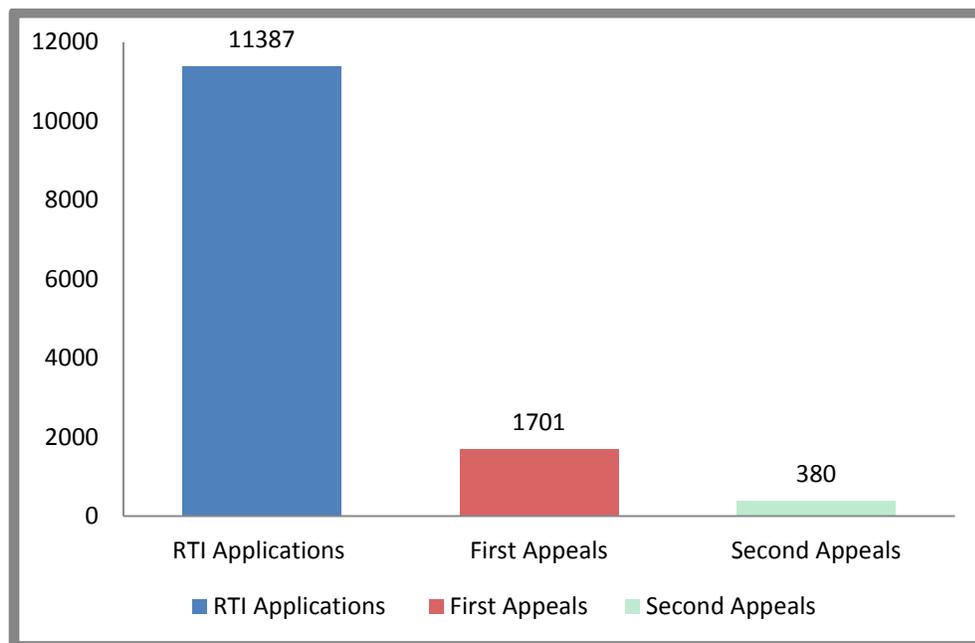
The University has been aligned with online portal for filing the OAs since November, 2016. So data of number of OAs received through online portal link since November, 2016 is as under:

<b>Year</b>		<b>No. of OAs Received</b>
2016 (From November, 2016 to December 2016)	:	135
2017	:	1088

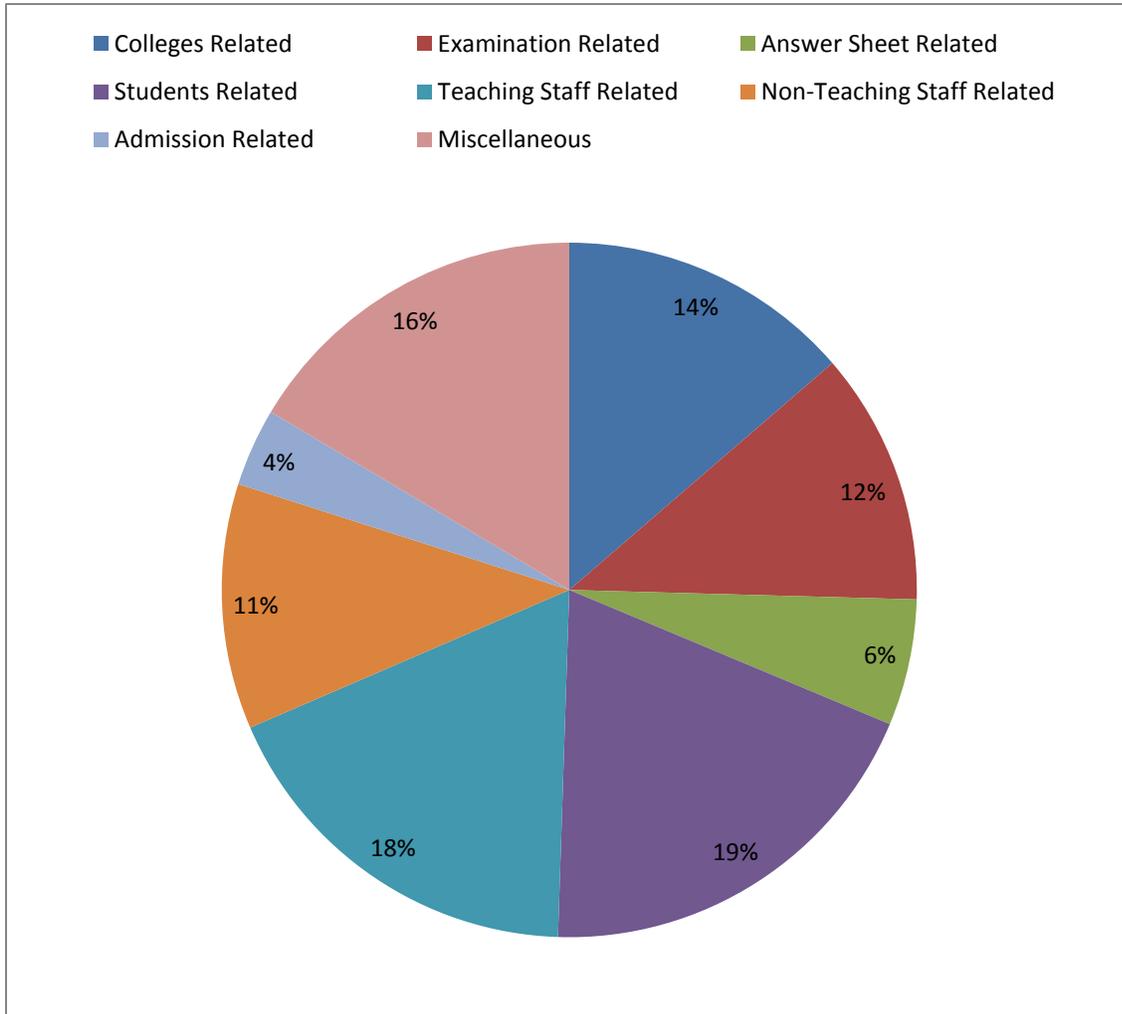
**DETAILS OF NUMBER OF OAs AND FIRST APPEALS RECEIVED AND NUMBER OF OAs TAKEN UP BY THE CIC IN THE LAST FIVE YEARS**

Year	OAs	First Appeals	No. of Hearings held at CIC with respect to the Second Appeals filed against University of Delhi
2013	2166	352	195
2014	2450	315	15
2015	2172	327	29
2016	2162	268	114
2017	2437	439	27
<b>TOTAL</b>	<b>11387</b>	<b>1701</b>	<b>380</b>

**PICTORIAL REPRESENTATION OF ABOVE**



## DETAILS OF OAs RECEIVED



## **MONITORING MECHANISM FOR RESPONSE FROM CONCERNED DEEMED PIOS**

The OAs received either through online mode or offline mode, are first registered with original application (OA) No. Each OA is processed in a separate file as each OA is a separate proceeding under the Act.

Request seeking relevant input from the concerned Deemed PIO is forwarded in the form of endorsement letter under Section 5(4) and 5(5) of the Act, else if the matter concerns another Public Authority, the OA is transferred under Section 6(3) to the respective Public Authority immediately after registration. An office copy of the endorsement letter / transfer letter is kept in the file for future correlation.

For fresh endorsement 07 days are given to the Deemed PIO for providing the necessary input. Input as and when received from the Deemed PIOs are diarized and filed in the respective OA file for necessary correlation.

The files are regularly reviewed in a cycle so that every file gets reviewed within 15 days. The Deemed PIO is reminded telephonically or through written reminder in case the input has not been received or the input is not in accordance with the information sought. For the OAs in which the inputs have been received, the response is prepared by the CPIO with the assistance of the Information Section.

An effort is made to dispose the OA within 25 days.

## **TRANSPARENCY IN THE IMPLEMENTATION OF THE RTI ACT IS ENSURED THROUGH:**

**Endorsements** : Original Applications are endorsed to the concerned officers, who are the Deemed PIOs under Section 5(4) & 5(5) of the RTI Act. The details included in the endorsement precisely provide the details of:

- Original Application (OA) No.
- Date of Registration of the OA in the Information Section
- No. of pages of the OA
- Copy of OA
- Detail of all the Deemed PIOs
- Time line for responding the OA

**Transfers to Public Authorities** : Original Applications are transferred to the concerned Public Authorities under Section 6(3) of the Act, if required. The details included in the transfer letters precisely provide the details of:

- Original Application (OA) No.
- Details of fees deposited by the applicant
- Copy of OA
- A copy of transfer letter is sent to the applicant for information

**Structured Response** : The decision of the CPIO clearly indicates:

- Original Application (OA) No.
- Date of Decision
- Detail of all the Deemed PIOs
- Detail of Public Authority (ies), if transferred under Section 6(3) of the Act
- Information with reference to the respective Section of the RTI Act.
- Certified copies of actual input from the Deemed PIOs is also enclosed
- Details of First Appellate Authority
- Direction, if given to any Deemed PIO.

## **REFORMS UNDERTAKEN IN LAST FIVE YEARS**

Following are the details of reforms undertaken in last five years:

- The University has been aligned with online portal for filing OAs since November, 2016.
- Computerized diary system has been started for OAs received in the University.
- Computerized diary system has been started for dak received in the University.
- Deemed PIOs have provided with user ids and passwords, so that they their selves can access online RTI portal.
- Maximum information has been uploaded on the website of the University for information of all stakeholders.
- In many cases endorsement and reminders are being sent through email.