

THE RIGHT TO INFORMATION ACT, 2005 COMPILATION



UNIVERSITY OF DELHI
2024

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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 more than 5000 applications annually, the number of Original Applications escalating into First Appeals is only 12-15% 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 around 1.5% of the Original Applications registered with the University. Out of this meagre number of Second Appeals, most of the matters 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.

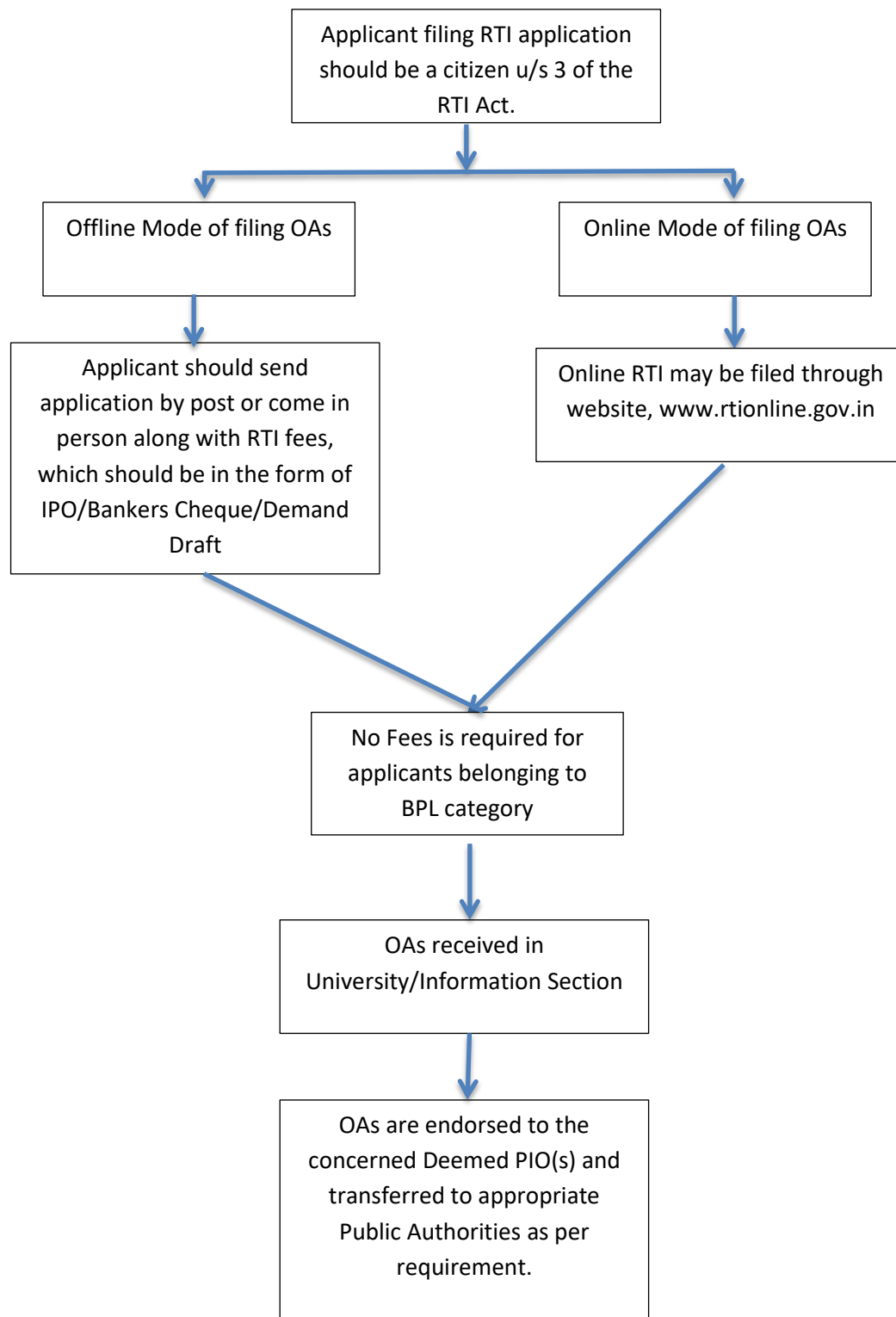
PERFORMANCE APPRAISAL

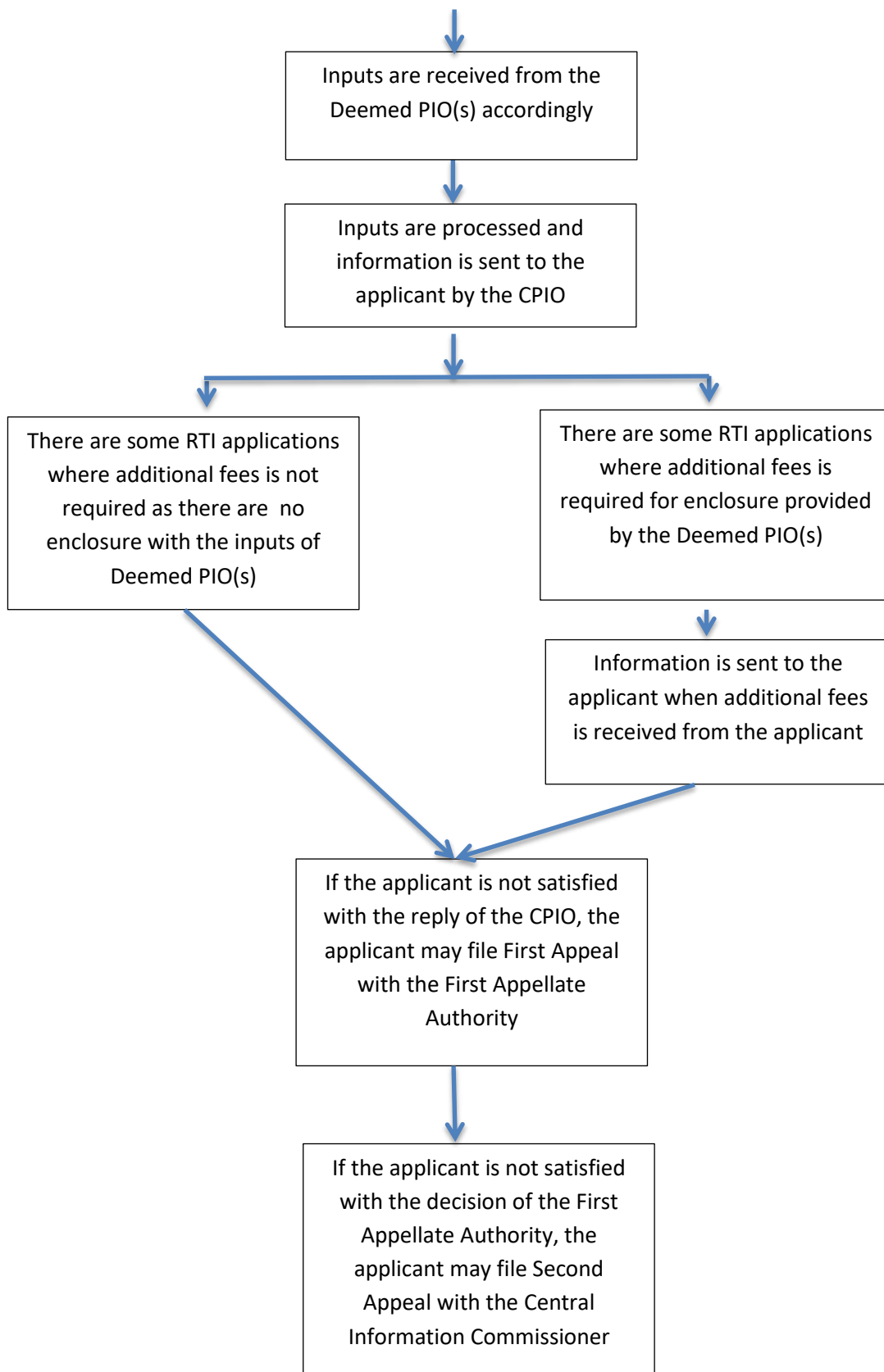
Performance Appraisal is based on the concept of Annual Performance Appraisal Report as applicable to the Government organization. Under the scheme, the incumbent officers submit their Annual Performance Report.

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





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 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

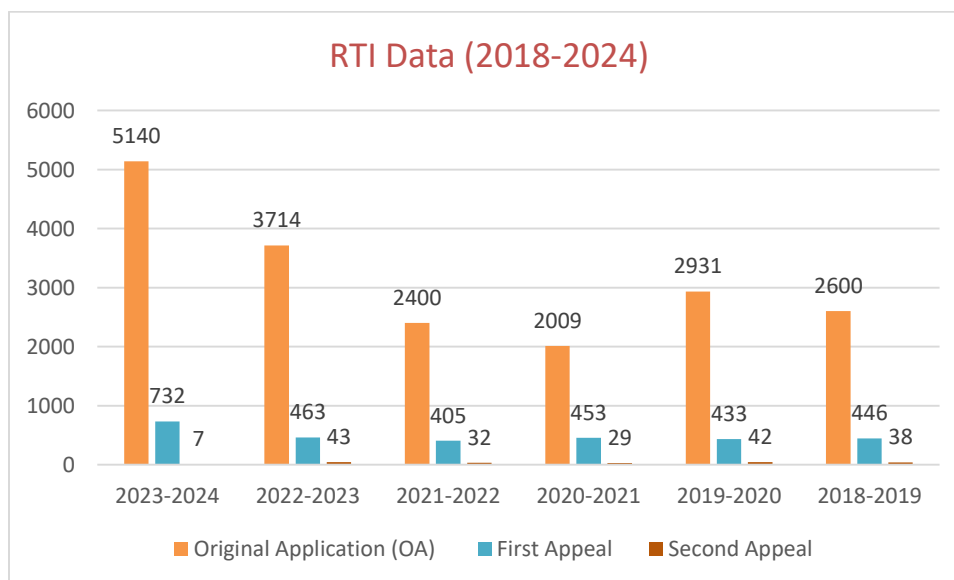
The University has been aligned with online portal for filing the OAs since November, 2016. So data of number of OAs received through online portal link since April, 2018 is as under:

Years	Qtr & Year	Online	Grand Total
2023-2024	4th & 2023-24	862	4724
	3rd & 2023-24	971	
	2nd & 2023-24	1847	
	1st & 2023-24	1044	
2022-2023	4th & 2022-23	653	3286
	3rd & 2022-23	1396	
	2nd & 2022-23	704	
	1st & 2022-23	533	
2021-2022	4th & 2021-22	485	1899
	3rd & 2021-22	501	
	2nd & 2021-22	416	
	1st & 2021-22	497	
2020-2021	4th & 2020-21	489	1765
	3rd & 2020-21	456	
	2nd & 2020-21	458	
	1st & 2020-21	362	
2019-2020	4th & 2019-20	477	2265
	3rd & 2019-20	459	
	2nd & 2019-20	871	
	1st & 2019-20	458	
2018-2019	4th & 2018-19	397	1618
	3rd & 2018-19	387	
	2nd & 2018-19	485	
	1st & 2018-19	349	
		15557	

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

Information Section					
RTI Data (2018-2024)					
Year	Original Application (OA)	First Appeal	% of First Appeal to OA	Second Appeal	% of Second Appeal to OA
2023-2024	5140	732	14.24%	7	0.14%
2022-2023	3714	463	12.47%	43	1.16%
2021-2022	2400	405	16.88%	32	1.33%
2020-2021	2009	453	22.55%	29	1.44%
2019-2020	2931	433	14.77%	42	1.43%
2018-2019	2600	446	17.15%	38	1.46%

PICTORIAL REPRESENTATION OF ABOVE



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.
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- 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.