



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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November 5, 2019

## MOST URGENT

## CIRCULAR

### Subject: Mandatory Disclosure of Information u/s 4 of RTI Act 2005

This is with reference to the earlier circular dated 4/9/2019 regarding updation of information under 'Mandatory Disclosure of Information u/s 4 of RTI Act 2005' (17 Manuals). It is to inform that no step has been taken by any USS/Deptt so far.

It is mandatory obligation to upload the updated information after a regular interval of time as per the provisions of the Act. The 17 Manuals available on University website under link (<http://www.ipu.ac.in/rti.php>) under section 4(1)(a)(b)(c)& (d) of RTI Act 2005 needs to be updated on regular basis.

Please treat this as **MOST URGENT** and send the relevant information to office of CPIO and also send the softcopy on [cpio@ipu.ac.in](mailto:cpio@ipu.ac.in).



(Ravi Dadhich)  
Registrar

#### Copy to:-

- i) All Deans/Directors/COE/COF/Incharge UIRC/SE,UWD/JR / DR/ Branch Heads
- ii) AR to Registrar
- iii) AR to Hon'ble Vice Chancellor
- iv) Head, UITS—with a request to upload on University website.
- v) Guard file

# RIGHT OF INFORMATION ACT 2005

Public Information Officer

Manual No.	Title/Heading
1	Particulars of organization Accounts Department Centralised Career Guidelines & Placement Cell
2	Powers and duties of officers/ Employees Accounts / Finance Branch Office of International Affairs University Information Resource Centre Centralised Career Guidelines & Placement Cell
3	Procedure for Decision Making Accounts Department
4	Norms for discharge of functions Centralised Career Guidelines & Placement Cell
5	Rules, Regulations for discharge of functions Accounts Department University Information Resource Centre
6	Statement of categories Centralised Career Guidelines & Placement Cell
7	Details of consultative committees and other bodies
8	List of boards/ councils, committees and other bodies Office of International Affairs University Information Resource Centre
9	Office of International Affairs Directory of officers/ employees Centralised Career Guidelines & Placement Cell
10	Monthly remuneration of officers/ employees
11	Budget allocated to each agency Centralised Career Guidelines & Placement Cell
12	Execution of subsidy program Centralised Career Guidelines & Placement Cell
13	Particulars of recipients of concessions, permits
14	Office of International Affairs Information available in an electronic form Centralised Career Guidelines & Placement Cell
15	Facilities available for obtaining information Office of International Affairs Accounts Department Centralised Career Guidelines & Placement Cell
16	Particulars of PIOs
17	Other Information Prescribed.
<b>Annexure A</b>	List of Institutes
<b>Annexure B</b>	Organizational Structure
<b>Annexure C</b>	Incumbency Statement
<b>Annexure D</b>	Budget Statement
<b>Annexure E</b>	Record Retention Schedule Record Retention Schedule related to Examination

## CHAPTER II

**Right to information and obligations of public authorities**

3. Subject to the provisions of this Act, all citizens shall have the right to information.

Right to  
information

4. (1) Every public authority shall—

- a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
- b) publish within one hundred and twenty days from the enactment of this Act,—
- (i) the particulars of its organisation, functions and duties;
  - (ii) the powers and duties of its officers and employees;
  - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
  - (iv) the norms set by it for the discharge of its functions;
  - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
  - (vi) a statement of the categories of documents that are held by it or under its control;
  - (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
  - (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
  - (ix) a directory of its officers and employees;
  - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
  - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
  - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
  - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
  - (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
  - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
  - (xvi) the names, designations and other particulars of the Public Information Officers;
  - (xvii) such other information as may be prescribed, and thereafter update these publications every year.
- c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- d) provide reasons for its administrative or quasi-judicial