



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR-16C, DWARKA, DELHI-110078  
(Planning & Policy branch)

No. F.5(276)/Misc/IPU/ADRP/10/

Dated:

OFFICE MEMORANDUM

Subject: Compliance of the Order of the CIC with regard to Implementation of *suo motu* disclosure under Section 4 of RTI Act, 2005 - regarding.

Attention is invited towards the relevant portion of the CIC Order No. CIC/SA/A/2014/000577 dated 08.12.2014 (received on 17.12.2014) in second appeal filed by Sh. Shiv Charan Singh, under RTI Act, 2005, which reads as below:

*"The Commission also directs the respondent authority to upload all the information about the board meetings, resolutions, decisions etc on their website so that it will reduce their burden of answering repeated questions. The Commission also directs the respondent authority to establish a mechanism to put the relevant information about the minutes, resolutions, office orders, policies, regulations, if any regarding examination revaluation, admission, etc. In the public domain under section 4(1)(b) and (c). They have also to declare the policy made, reasons for the policy and the speaking orders, quasi-judicial decisions. The compliance of the same shall be reported to the Commission within one month from the date of receipt of this order".*

2. The following action should be taken to comply with the above said Order:

2.1 Concerned University departments/schools should update and upload the information on the University website, as per Section 4 of the RTI Act, 2005, in the first week of every month. First such update should be carried out by 20<sup>th</sup> January 2015.

(Action: Concerned University departments/schools)

2.2 All the University departments/schools should designate Nodal Officer/staff in their departments/schools for the purpose of the RTI and should communicate the same to the PIO within 15 days of the issue of this O.M.

(Action: All University departments/schools)

2.3 The PIO shall collect quarterly report, from all the Nodal Officers/University departments/schools, regarding the information uploaded on the University website as per Section 4 of the RTI Act, 2005, and submit the same to the undersigned for information. In case no information has been uploaded by them, a nil report shall be forwarded to the PIO. The University departments/schools are requested to provide the desired co-operation to the PIO in this respect.

(Action: PIO and all University departments/schools)

2.4 The 'link'/'tab' to the "RTI" should be displayed on the home page of the University website itself so that the users could locate it at a glance. Also, link for Section 4(1)(c) & 4(1)(d) of the RTI Act, 2005, should be created. Further, every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.

(Action: Chairman, UCITIM) ✓

2.5 It is noticeable that the University website displays most of the information regarding office orders, policies, regulations; particularly the examination and admission related aspects shown in the University website under the heading- "University Other websites" - as [www.ipuadmissions.nic.in](http://www.ipuadmissions.nic.in) & [www.ggsipureresults.nic.in](http://www.ggsipureresults.nic.in), besides [www.edumail.ipu.edu](http://www.edumail.ipu.edu) and [www.ggsipu.bizahat.com](http://www.ggsipu.bizahat.com).

2.6 However, there is a need to identify and consolidate such information falling under Section 4 of the RTI Act, 2005 and establish their 'link' with that existing for the RTI Act, 2005 in the University website. In this regard, whenever the concerned University department/school decides to upload any information on the University website (not under the RTI link), at the same time it would be appropriate that the same may also be assessed whether whole or part of such information could simultaneously be uploaded/linked under Section 4 of the RTI Act, 2005.

(Action: All University departments/schools)

3. In accordance with the foregoing, action should be taken by the respective University departments/schools, as enumerated below:

S. No.	Particulars	Concerned University departments/schools
1.	Manual-1 (Including Annexure-A and B)	Org. & Dev. and Affiliation w.r.t. Annexure-A
2.	Manual-2	Personnel (including Annexure-C) w.r.t. all the Deans/Directors/Branch Heads, who shall further put details about the Officers/Employees performing duties in their respective departments/schools.
3.	Manual-3	Personnel w.r.t. all the Deans/Directors/Branch Heads, who shall further put details about the Officers/Employees performing duties in their respective departments/are part of decision making.
4.	Manual-4	All the University departments/Schools.
5.	Manual-5	Coordination and all the Deans/Directors/Branch Heads

6.	Manual-6	Planning & Policy.
7.	Manual-7	Coordination
8.	Manual-8	Coordination, Accounts, Affiliation and University schools
9.	Manual-9	Public Relation Office/General Administration
10.	Manual-10	Personnel
11.	Manual-11	Accounts
12.	Manual-12	Personnel, Accounts, Student Welfare, AC & SS, Affiliation, Admissions and Examinations.
13.	Manual-13	-do-
14.	Manual-14	All the University departments/ Schools.
15.	Manual-15	Chairman (UCITIM)
16.	Manual-16	Planning & Policy
17.	Manual-17	Planning & Policy
	4(1)(c) & 4(1)(d)	All the University departments/ Schools.

4. A separate O.M. is being issued in relation to the guidelines to be followed for certain clauses of Section 4(1)(b) to make disclosure more effective.
5. It is, therefore, required that RTI matters may be given due importance and attention so that the matter is disposed in stipulated time.

In case of any assistance, office of the PIO may be contacted.



(Rajiv Kale)  
Registrar

F.5(276)/Misc/IPU/ADRP/10/ 6806

Dated: 15/1/15

Copy to:-

1. All Deans/Directors/ Branch Heads of GGSIP University.
2. A.R. to Vice Chancellor for information.
3. A.R. to Registrar for information.



(Dr. Vijay Kumar)  
Assistant Registrar (Plg. & Policy)/PIO