

# Implementation of Right to Information Act, 2005(RTI) in the University of Delhi

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## Introduction

The Right to Information Act, 2005 (RTI) intends to set out a practical regime of Right to Information for the citizens of India in order to promote transparency and accountability in the functioning of a Public Authority.

University of Delhi is a Public Authority under section 2(h) of the Act. Therefore, citizens can seek information from the University of Delhi and can obtain disclosable information by following due procedure which has been detailed below.

## Authorities under the Right to Information Act, 2005 in the University of Delhi

- Central Public Information Officer (CPIO) – 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.
- The prescribed fee for filling the application is Rs.10/- by way of cash against proper receipt or by way of demand draft or banker's cheque or Indian Postal Order payable to the Registrar, University of Delhi at Delhi.
- First Appellate Authority (FAA) – An Appeal can be preferred before the Registrar & First Appellate Authority against the decision of the Central Public Information Officer of the University.

## Nature of Information which can be sought under the Right to Information Act, 2005

An Applicant can seek information from the University of Delhi as a Public Authority which has been held by the University under section 2(j) of the Act.

The information requested may be in the form of records, documents, press releases, circulars, orders, log books, contracts, reports, etc.

## Process of filing application for seeking Information

- 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 along with requisite fee.

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

- The Application is required to be accompanied by fees subject to exemptions as envisaged under the Act.
- The prescribed fee for filing the application is Rs.10/- by way of cash against proper receipt or by way of demand draft or banker's cheque or Indian Postal Order payable to the Registrar, University of Delhi at Delhi.

## Process of filing First Appeal

- An Appeal can be preferred before the Registrar & First Appellate Authority against the decision of the Central Public Information Officer of the University within 30 days from the date of receipt of the decision of the Central Public Information Officer subject to certain conditions under the Act.

## Format of Application

- There is no prescribed format for seeking information under this Act.
- An applicant can write an application addressed to the CPIO of the University.
- The applicant should clearly mention the following items in the application for seeking information under the Act:
  - Name of the Applicant
  - Contact details including clear postal address along with proper pin code to facilitate supply of information.
  - The Application for seeking information should have signature or left thumb impression (LTI) of the Applicant for admissibility under the Act.
  - The Application is required to be accompanied by fees as already mentioned above subject to exemptions as envisaged under the Act.
  - The Application should clearly mention that the Applicant is requesting information under the Right to Information Act, 2005.

## Time Span for supply of Information

- The University would respond to the request for information generally within a span of 30 days from the date of receipt of such request complete in all respect in the designated office subject to certain conditions under the Act.
- The University has adopted a single window disposal of requests for information under the Act, where the CPIO, being the Principal Information Officer of the University, obtains relevant information from various sources (faculties, departments, offices, sections) and decides the matter accordingly under the Act.
- The concerned Officer Incharge under whose control the information is held is treated as the deemed PIO under this Act and he is responsible for the authenticity of the information provided.

## Some Important documents of the University which are available in the Public Domain

- Minutes of the University Court, Executive Council and Academic Council
- Information Bulletin/Brochures/Prospectus of various faculties/ Departments regarding admissions to various courses of study in the University.
- University Calendar which contains the Delhi University Act, Statutes & Ordinances.
- Date sheets of the examinations conducted by the University.
- Results of various examinations conducted by the University.
- Annual reports of the University
- Financial estimates of the University
- Academic Calendar of the University
- Service related rules of teaching staff of the University
- Service related rules of non-teaching staff of the University
- List of holidays observed by the University

This list is not exhaustive. Information Handbook of the University which is available on the website of the University under 'RTI' may be referred for this purpose as well along with the website of the University m [www.du.a.c.in](http://www.du.a.c.in)

**Various categories of information available in the electronic form on the website of the University i.e. [www.du.ac.in](http://www.du.ac.in) in various heads:**

- University Calendar containing Act, Statutes, & Ordinances of the University under “Rules, Policies & Ordinances”
- Information about examination related matters including date sheets, results, etc. are available under “Examinations”
- Information about various courses & syllabus of such courses are available under “ Courses & Syllabi”
- Information about admissions in various courses of study is available under “ Admissions”
- Information about University of Delhi South Delhi Campus under the head “South Campus”.
- Information about the colleges of the University is available under “Colleges”.
- Information about various Statutory Bodies of the University and University Administration is available under “ Administration”
- Information about various Faculties, Departments, Colleges, Institutes, Centre, Campus of Open Learning, Non Collegiate Women Education Board, Courses, Course material, previous years question papers, Academic Calendar, International Relation, University Handbook is available under “Academics”.
- Information about appointments in various posts of the University including ad hoc appointments is available under “ Opportunities”
- Information about various guidelines and notifications is available under “ Guidelines & Notifications”
- Information about scholarships, students union, National Service Scheme (NSS) etc. is available under “Students Welfare”.
- Information about WUS Health Centre, Delhi University Computer Centre, Engineering Office, University Press, University Science Instrumentation Centre (USIC), Delhi University Women Association (DUWA), University Guest House, Directorate of Hindi Medium Implementation (DHMI), Gandhi Bhawan, Conference Centre, etc. is available under “Facilities”
- Information about the Delhi University Library System (DULS) is available under “Libraries”.
- Information about admissions, examinations, students welfare, foreign students, alumni, Central Placement Cell(CPC), Equal Opportunity Cell (EOC), Sports Council (DUSC), extra- curricular activities, hostels, achievements, University Information Centre (UIC), etc. is available under “Students”.
- Information about R & D activities and research publication is available under “Research”.
- Information about awards & honours, University Statistics, organization charts, University MOUs etc. is available under “About Us”.
- Information about latest events is available under “Latest @ DU”.
- Information about various Workshops and Conferences is available under “Workshops & Conferences”.
- Information about Rajbhasha implementation is available under “Rajbhasha Section”.
- Information about tenders & quotations is available under “Tenders & Quotations”.
- Information about press releases is available under “Press Release”.
- Information about various kinds of standardized forms to be utilized for various purposes is available under “Forms”.

- Information about Right to Information Act, 2005 is available under “RTP”.

More details can be explored after visiting the website of the University i.e. [www.du.ac.in](http://www.du.ac.in)

**Concerned University Authorities under the Right to Information Act, 2005 as on April 2013:**

- Shri Jay Chanda  
Deputy Registrar (Information) & Central Public Information Officer,  
New Administrative Block, University of Delhi,  
Delhi- 110007.  
Phone No.: 011-27667623  
Information Section: 011-27662658
- Ms. Alka Sharma  
Registrar & First Appellate Authority,  
Old Vice Regal Lodge,  
University of Delhi,  
Delhi- 110007.  
Phone No: 011-27667853  
Fax No: 011-27666350

*Disclaimer: The above document is not an authoritative text, nor does it constitute any interpretation of any law. It is merely an indicative compilation to facilitate students and other interested individuals. The user is required to check with the actual record/document for the purpose of authenticity.*

UNIVERSITY INFORMATION CENTRE (UIC)