

SMT. C. R. GARDI ARTS COLLEGE, MUNPUR

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RTI POLICY DOCUMENT

Public Information Officer	Assistant Public Information Officer	First Appellate Authority Officer
Dr. Maheshkumar K. Mehta Principal Mob. 9512075999 Email : mehta.mahesh17@gmail.com	Prof. Jaysinh L. Khant Professor Mob. 9427459057 Email : jaysinhkhant93@gmail.com	Shri. Bhanubhai D. Patel Senior Clerk Mob. 9924833741 Email : crgac283@gmail.com
PIO is responsible to give information to a person who seeks information under the RTI Act.	APIO is an officer to whom First appeal under the act may RTI application/ appeal can be given. He sends the application /appeal to the PIO or the appellate authority.	first apple under the act may be filed to the first appellate authority.

- ❖ The Right to Information is implicitly guaranteed by the Constitution of India. Right to Information Act, 2005 provides for setting a 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.
- ❖ Public Authority means any authority or body or institution of self-government established or constituted (a) by or under the Constitution (b) by any other law made by Parliament (c) by any other law made by the State Legislature (d) by notification issued or order made by the appropriate Government, It includes anybody owned, controlled or substantially financed or financed directly or indirectly by funds provided by the appropriate Government.
- ❖ As per the Act. every citizen has the right to any information (except the information which is explicitly prohibited) under this Act which is held by or under the control of public authority.




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- ❖ Every public authority is required to designate Public Information Officers in all the administrative units or offices under it. Every public authority is also required to designate Assistant Public Information Officers at each sub-divisional level.
- ❖ Smt. C. R. Gardi Arts College is one of the renowned institutions in the field of higher education. The college is affiliated to Kurukshetra University. Kurukshetra and recognized by University Grants Commission (UGC) under section 2(1) & 12(13) under Act, 1956. The college started functioning in 15th June 1991. Our college is also covered under RTI Act.2005
- ❖ As per the guidelines of the RTI Act. 2005 (Central Act 22 of 2005), the following rules have been made to provide information under the Act:

I. Short title and commencement

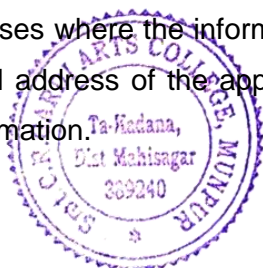
1. These rules may be called the Haryana Right to Information Rules, 2005.
2. They shall come into force on the date on their publication in the Official Gazette.


II. Definitions

1. In these rules, unless the context otherwise requires.
 - a) "Act" means the Right to Information Act. 2005 (Central Act 22 of 2005).
 - b) "Commission" means the Haryana Information Commission.
 - c) "Form" means a form, appended to these rules.
 - d) "Section" means the section of the Act.
2. The words and expressions used in these rules, but not defined, shall have the same meanings as assigned to them in the Act.

III. Procedure to file RTI

1. A person, who desires to obtain any information admissible under the Act, shall make an application to the Public Information Officer/Assistant Public Information Officer along with a fee as specified in rule 5 of these rules.
2. On the receipt of an application, made under sub-rule (1), the Public Information Officer/ Assistant Public Information Officer shall give a receipt in token thereof to the applicant.
3. There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant. Even in cases where the information is sought electronically, the application should contain name and postal address of the applicant the information seeker is not required to give reasons for seeking information.




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4. An applicant is required to send, along with the application, a demand draft or a banker's cheque of Rs. 10/- (Rupees ten), payable to the PIO of the college as fee prescribed for seeking information.
5. The payment of fee can also be made by way of cash to the Accounts Office of the college against proper receipt.
6. The applicant may also be required to pay further fee towards the cost of providing the information. Rates of fee as prescribed in the Rules are given below:
 - a) rupees two (Rs. 2/-) for each page (in A-4 size paper) created or copied:
 - b) in case of a larger size paper, actual charge or cost price of a copy.
 - c) actual cost or price for samples or models:
 - d) for information provided in diskette floppy. Rs. 50/- (rupees Fifty) per diskette/floppy.
 - e) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed; then that information shall be provided after charging the price fixed for that printed document. However, if only an extract or page of such a printed document is asked for then a fee of Rs.2 per page shall be charged.
 - f) For inspection of records, there is no fee for the first hour. But for subsequent hours (or fraction thereof), a fee of rupees five (Rs. 5/-) shall be charged.
 - g) If the applicant belongs to below poverty line (BPL) category, he/she is not required to pay any fee. A proof in support of his/her claim has to be attached otherwise, application shall not be valid under the Act.

IV. Appeal

The law mandates that information be provided within 30 days. If this does not happen, an appeal can be filed. The first appeal should be addressed to "The Appellate Authority" with the name of the college and the address. The appellate authority is mandated to revert in 45 days from the date of receipt of the appeal. If the Appellate authority refuses/fails to reply. further appeal can be made to the Information Commissioner of the State.




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