



SRI VENKATESWARA UNIVERSITY :: TIRUPATI

No. Legal & RTI Cell/Decentralization/2024.

Date : 18.06.2024.

PROCEEDINGS OF THE VICE-CHANCELLOR

Sub:- SV University – Right to Information Act, 2005 –
Decentralization of PIO's & APIO's by Designation –
Orders – Issued.

- Read:-
1. The Right to information Act, 2005, No. 22 of 2005.
 2. Proceedings of the Vice-Chancellor No. E.I(8)/Legal/RIA-D-PIO/2012, dated 12.12.2012.
 3. Vice-Chancellor's orders dated 01.06.2024.

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In partial modification of the proceeding second and in pursuance of the orders of the Hon'ble Vice-Chancellor third read above, the Rector, S.V. University will as usual act as First Appellate Authority, under Right to Information Act, in the absence of the Rector, the Hon'ble Vice-Chancellor will act as First Appellate Authority.

The decentralization of Public Information Officers and Assistant Public Information Officers of the University by designation is as follows for effective and smooth implementation of Right to Information Act in Sri Venkateswara University, Tirupati.

Sl. No.	Name of the Unit / Dept / Institution	Public Information Officer	Assistant Public Information Officer	Nature of Duties / Subject Matters
1.	Administration Branch	Asst. Registrar / Asst. Admn. Officer (Teaching Establishment)	Superintendent EII Section	Related to service matters of Teaching staff
			Superintendent PAP Section	Related to pension issues of SVU Employees (Both Teaching & Non-Teaching)
		Asst. Registrar / Asst. Admn. Officer (Non-Teaching Establishment)	Superintendent EI Section	Related to services matters of Non-Teaching Staff (Non-Technical)
			Superintendent EIII Section	Related to services matters of Non-Teaching Staff (Technical)
2.	Academic Branch	Deputy Registrar	Asst. Admn. Officer	Related to Affiliated colleges and academic matters
3.	Examination Branch	Controller of Examinations	Assistant Registrar / Asst. Admn. Officer	Related to all Examinations
4.	Special Cell	Deputy Registrar	Assistant Registrar / Asst. Admn. Officer	Purchases related to stationary & equipment in Block Grant (Except in project). All matters related to Self Supporting Courses
5.	Development Branch	Joint Registrar / Deputy Registrar (Development Officer)	Assistant Registrar / Asst. Admn. Officer	UGC & Other funding agencies related to projects and also purchases through CPC, CASH, Fellowships etc., All matters related to Development Branch
6.	Finance & Accounts Branch	Finance Officer / Deputy Registrar	Assistant Registrar / Asst. Admn. Officer	Financial related matters of the University
7.	NAAC	Dean / Director	-----	Related to NAAC

(P.T.O.)



Sl. No.	Name of the Unit / Dept / Institution	Public Information Officer	Assistant Public Information Officer	Nature of Duties / Subject Matters
8	IQAC	Dean / Director	-----	Related to assessment reports of the University
9	I.T	Dean / Director	-----	Related to Technical Support of Information Technology to University
10	International Relations	Dean / Director	-----	Related to international students in SVU
11	SVU College of Arts	Principal	Vice-Principal / AR / AAO	Related to students and faculty in SVU College of Arts
12	SVU College of CM & CS	Principal	Vice-Principal / AR / AAO	Related to students and faculty in SVU College of CM & CS
13	SVU College of Sciences	Principal	Vice-Principal / AR / AAO	Related to students and faculty in SVU College of Sciences
14	SVU College of Engineering	Principal	Vice-Principal / AR / AAO	Related to students and faculty in SVU College of Engineering
15	SVU College of Pharmaceutical Sciences	Principal	-----	Related to students and faculty in SVU College of Pharmacy
16	IASE	Principal	-----	Related to students and faculty in IASE SVU
17	SVU Arts Hostel for Men	Warden	Deputy Warden	Related to students staying in SVU Arts Hostel for Men
18	SVU CM & CS Hostel for Men	Warden	Deputy Warden	Related to students staying in SVU CM & CS Hostel for Men
19	SVU Sciences Hostel for Men	Warden	Deputy Warden	Related to students staying in SVU Sciences Hostel for Men
20	SVU Engineering Hostel for Men	Warden	Deputy Warden	Related to students staying in SVU Engg. Hostel for Men
21	SVU Hostel for Research Scholars	Warden	Deputy Warden	Related to students staying in Research Scholars Hostel
22	SVU Hostel for Women	Warden	Deputy Warden	Related to students staying in SVU Engg. Hostel for Men
23	R & D	Dean / Director	-----	Related to Research and Development activities
24	Computer Centre	Director	-----	Maintenance of University Website
25	Health Centre	Consultant Medical Officer	-----	Related to Medical Facility and purchase of medicines
26	SVU Engineering Department	University Engineer	Assistant Registrar / Asst. Admn. Officer	Construction and Maintenance related to the University
27	Directorate of Distance Education	Director	Deputy Registrar / Asst. Admn. Officer	Related to students admitted in DDE
28	Directorate of Admissions	Director	Asst. Director	Conduct of various counseling

Contd ... 3 ...

Sl. No.	Name of the Unit / Dept / Institution	Public Information Officer	Assistant Public Information Officer	Nature of Duties / Subject Matters
29.	Oriental Research Institute	Director, ORI	-----	Related to research activities in ORI
30.	SVU Library	Librarian	-----	Related to SVU Library
31.	SVU Campus High School	Headmaster	-----	Related to students and staff of SVU School
32.	SVU Guest House	PRO / Officer-in-Charge	-----	Related to maintenance of SVU Guest House

In absence of the Public Information Officer, the Assistant Public Information Offices will act as PIO. In case, the APIO is below the cadre of Assistant Registrar / Assistant Administrative Officer, the Registrar will act as Temporary PIO until alternative arrangements are made.

Further, all the PIO are hereby informed that, if the information which has to be provided to the applicant by multiple PIO's, the PIO, who received the application shall provide the information related to him/her along with the copy of Decentralization of PIO's to the applicant and send the copy of RTI Application immediately to RTI Cell for transfer the same to the other PIOs to avoid complication before the Hon'ble A.P. Information Commission.

It is mandatory of each and every PIO and APIO to provide information within time limit to the applicants under Right to Information Act, failing which he / she is responsible for any lapses and has to attend before the Hon'ble A.P. Information Commission as and when called for and face the consequences.

Guidelines to be followed for quick disposal of RTI Applications / Appeals are herewith attached to the proceedings. Any clarifications on sending information to the applicant the PIO's / APIO's shall take the assistance from the Legal & RTI Cell.

(BY ORDER)

Sd/- O. MAHAMMAD HUSSAIN
REGISTRAR

Copy to all the Public Information Officer's and Assistant Public Information Officer's of Sri Venkateswara University, Tirupati.

Copy to the Hon'ble Commissioner, A.P. Information Commission, 1st Floor, MGM Capital, Near NRI Hospital 'Y' Junction, NH-16 Service Road, Chinnakakani, Mangalagiri, Guntur District - 522 508.

Copy to the Principal Secretary to Government, Higher Education Department, A.P. Secretariat.

Copy to the Director I/c, SVU Computer Centre, Tirupati with a request to unload the proceedings along with its enclosures in the University website under "RTI Cell" page.

Copy to File / Spare.

\\ t.c.f.b.o. \\


ASSISTANT REGISTRAR
Legal & RTI Cell
S.V. University, Tirupati



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(A Statutory Body of the Government of A.P)
I & II Floors, C-Block, Sri Mahendra Enclave, Tadepalli,
Guntur – 522 501, Andhra Pradesh
Web: www.apsche.org. Email: umsapsche@gmail.com



T.V.SRI KRISHNA MURTHY
DEPUTY DIRECTOR & PIO

RTI / IMPORTANT PROVISIONS
Dt. 25.09.2017

Lr.No.APSCHE/UMs-1074-RTI-General Instructions /2017

To
The Registrars of State Universities

Andhra University	Acharya Nagarjuna University	Sri Venkateswara University
Krishna University	Dr. B.R. Ambedkar University	Adikavi Nannayya University
Rayalaseema University	Sri Krishnadevaraya University	Vikrama Simhapuri University
Yogi Vemana University	Sri Padmavathi Mahila Univ.	Dravidian University
JNT Univ., Kakinada	JNT University, Anantapur	RGUKT, Nuzvidu-Idupulapaya

Sir,

Sub : APSCHE – PIO- RTI – Important provisions and clarifications under RTI – while answering the RTI applications – intimated – regarding.

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While referring to the subject cited, I am directed to inform that the Registrars of the Universities have been facing difficulty in answering applications filed under RTI Act 2005. Hence the important provisions and other clarifications are detailed hereunder so as to follow the same to draft reply on RTI applications in a systematic manner and to avoid summons from AP Information Commission.

- (1) The Public Authority ie Institution shall display the Board on the names, designations and other particulars of the Information Officers under sub-section (1) (b) of Section 4 of RTI Act 2005. The AP Information Commission has the authority to impose penalties, if anybody made a complaint, for non-compliance of Section 4 of RTI Act.
- (2) The Heads of the Sections in the Institution shall maintain all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act under Section 4 (1) (a) of the RTI Act 2005.
- (3) The Heads of Sections in the Institution shall update information on the points covered in Sub-section (1) (b) of Section 4 of the RTI Act. If the updated information is not published and placed in the website of the Council, such action invites summons and penalty under RTI Act .
- (4) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question (Section 7 (9))

- (5) Responsibility of other Officers to assist PIO - Act provides that PIO may seek the assistance of any other Officer for proper discharge of duties. Such other Officer would be deemed to be a PIO and would liable for contraventions of the provisions of the Act, the same way as the PIO himself. (Sub-Section 5 of Section 5 of RTI Act)
- (6) The authority to decide to disclose the information or not, whether the disclosure of information involves public interest or not etc., vests to PIO and FAA subject to the conditions prescribed in Section 8 of RTI Act.

(7) **Section 2 (i) of RTI Act – on "right to information' means**

The right to information accessible under this Act which is held by or under the control of any public authority and includes the right to :-

- (i) *Inspection of work, documents, records*
(ii) *Taking notes, extracts or certified copies of documents or records*
(iii) *Taking certified samples of material*
(iv) *Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device."*

(8) **Application fee to accompany request for obtaining information**

- | | | | |
|-------|--|---|-------------------------|
| (i) | in respect of PIOs at village level | : | no cost |
| (ii) | in respect of PIOs at mandal level | : | Rs. 5/- per application |
| (iii) | in respect of PIOs at other than above | : | Rs.10/- per application |

(9) **Fee to be charged for providing information**

- | | | | |
|-------|-----------------------------------|---|-----------------------------------|
| (i) | Printed material A4 or A3 | : | Rs. 2/- |
| (ii) | Printed material other than above | : | Actual cost |
| (iii) | Material in 1.44 MB Floppy | : | Rs. 50/- |
| (iv) | Material in 700 MB CD | : | Rs. 100/- |
| (v) | Material in DVD CD | : | Rs. 200/- |
| (v) | inspection of Records | : | Rs. 5/- from 2 nd hour |
| (vi) | Material to be sent by post | : | Actual postal charges |
| (vii) | White card holder | : | Free of cost |

- | | | | |
|------|---|---|---------|
| (10) | Transfer of application to another Public Authority | : | 5 days |
| | Answering RTI Application | : | 30 days |

- | | | | |
|------|---|---|-----------|
| (11) | In cases where the life or liberty of a person is involved, information has to be provided in | : | 48 hours. |
|------|---|---|-----------|

- (12) A person makes an application to a Public Authority for some information, which concerns some, another public authority. In such a case, the PIO receiving the application should transfer the application to the concerned public authority under intimation to the applicant.

A person makes an application to a public authority for information, as part of which is available with that public authority and the rest of the information is scattered with more than one other public authorities. In such a case, the PIO of the Public Authority receiving the application should give information relating to it and advise the applicant to make separate applications to the concerned public authorities for obtaining information from them.

If no part of the information sought, is available with it but is scattered with more than one other public authorities, the PIO should inform the applicant that information is not available with the public authority and that the applicant should make separate applications to the concerned public authorities for obtaining information from them. (OM No. 10/2/2008-IR dt. 12.6.2008).

- (13) The PIO is required to supply such material to the citizen who seeks it. The Act, however, does not require the Public Information Officer to deduce some conclusion from the 'material' and supply the 'conclusion' so deduced to the applicant. The PIO is required to supply the 'material' in the form as held by the public authority and is not required to do research on behalf of the citizen to deduce anything from the material and then supply to him. (Govt. of India OM No.11/2/2008-Ir dated 10.7.2008)
- (14) The import of sub-section (5) of Section 5 of RTI Act is that, if the Officer whose assistance is sought by the PIO, does not render necessary help to him, the Information Commission may impose penalty on such Officer or recommend disciplinary action against him / her the same way as the Commission may impose penalty on or recommended disciplinary action against the PIO. (OM No.1/14/2008-IR dt. 28.7.2008)
- (15) The only exemption of Section 8 (1) which might remotely apply is Section 8 (1) (b) which states, '*information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;*' can be denied.

This clause does not cover sub-judice matters, and unless an exemption is specifically mentioned, information cannot be denied. Disclosing information on matters which are sub-judice does not constitute contempt of Court, unless there is a specific order forbidding its disclosure.

This Commission rules that a matter being sub-judice cannot be used as a reason for denying information under the Right to Information Act. (Decision of CIC in 2008).

- (16) It is clearly stated at Section 11 (1) that 'submission of third party shall be kept in view while taking a decision about disclosure of information'. Section 11 does not give a third party an unrestrained veto to refuse disclosing information. It only gives the third party an opportunity to voice its objections to disclosing information. The PIO will keep these in mind and denial of information can only be on the basis of exemption under Section 8 (1) of the RTI act. (Decision of CIC in 2008).
- (17) The definition of information cannot include within its fold answers to the question "why" which would be same thing as asking the reason for a justification for a particular thing. The Public Information Authorities cannot expect to communicate to the citizen the reason why a certain thing was done or not done in the sense of a justification because the citizen makes a requisition about information. Justifications are matter within the

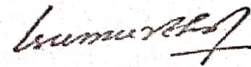
domain of adjudicating authorities and cannot properly be classified as information. (Govt. of India OM No. 1/7/2009-IR dated 16.2.2009)

- (18) Since Right to Information is a fundamental right of Citizens, where denial has to be only on the basis of the exemptions under Section 8 (1), it is necessary to carefully explain the reasons of how any of the exemptions apply, when a PIO wishes to deny information on the basis of the exemptions. Merely quoting the Subsection of Section 8 is not adequate. Giving information is the rule and denial the exception. In the absence of any reasoning, the exemption under Section 8 (1) () is held to have been applied without any basis. (Decision of CIC in 2009).
- (19) The performance of an employee / Officer in an organization is primarily a matter between the employee and employer and normally those aspects are governed by the service rules which fall under the expression of personal information, the disclosure of which has no relationship to any public authority or public interest. On the other hand, the disclosure of which could cause unwarranted invasion of the privacy of the individual. The Supreme Court further held that such information could be disclosed only if it would serve a larger public interest. (Govt. of India OM No. 11/2/2013 dt. 14.8.2013).
- (20) Responding to such repeated applications and continuing the same in first and second appeals will block the activity of public authority, FAA and information Commission and deprive the other genuine first applications waiting for information or adjudication. Reckless repetition of this kind without any feel about responsibility is nothing but abusing of RTI. (CIC Decision in 2014)
- (21) There should be a system within the Public Authority to tackle such misconduct of any serving employee/retired employee or by any other staff member/outsourced or similar nature, because they are becoming potential hazards of RTI misuse. Public authority should have evolved a mechanism and service rules or include in conduct rules, to initiate departmental action against existing/retired employees for such misbehavior or misconduct and impose penalty in the nature of cutting increments or pension emoluments for serving or retiring employees accordingly. If the RTI application from its own employee reflects a grievance or complaint, the public authority should address grievance immediately and inform him within one month. If RTI application is repeated, frivolous or useless one and only meant for harassing other employees or public authority as a whole, then the disciplinary action should be initiated for such alleged misconduct, leading to appropriate action. If they do not act at all against such characters (retired or not retired employees) in indulging in such misconduct of filing frivolous and entertain these repeated. (CIC Decision in 2014)
- (22) The PIOs of the respondent authority to prepare a comprehensive note on the number of RTI applications filed by the appellant, with his background, the responses given by them in the first appeal and second appeals, etc, and put it on the official website under the heading "Do not misuse RTI". The official website also should publish this order. If the applicant files another repeated RTI application, public authority can give a single line reply to refer to these two files on the website and reject the application. (CIC Decision in 2014)

- (23) PIO need not answer any RTI question or request, if filed by this appellant again in coming days, for information pertaining to officers mentioned in this various applications and appeals, or if part of new RTI request was already covered by his earlier RTI request for the reasons discussed above and also on the principle of res judicata, in order to prevent such appellants form hijacking time of public authorities that is to be used in service of public genera. (CIC Decision in 2014)
- (24) CIC decision in 2014 that :
- (i) No scope of repeating under RTI Act
 - (ii) Citizen has no Right to Repeat
 - (iii) Repetition shall be ground of refusal
 - (iv) Appeals can be rejected
- (25) It is not required to provide 'advice' or 'opinion' to an applicant, nor required to obtain and furnish any 'opinion' or 'advice' to an applicant. The reference to 'opinion' or 'advice' in the definition of 'information' in Section 2 (f) of the Act, only refers to such material available in the records the public authority. Many public authorities have, as a public relation exercise, provided advice, guidance and opinion to the citizens. But that is purely voluntary and should not be confused with any obligation under the RTI Act (OM No. 1/18/2011 dt. 16.9.2011).

I am directed to communicate the above to the PIO and FAA of the Universities for information to answer RTI applications filed in the University concerned.

Yours faithfully,



DEPUTY DIRECTOR & PIO
APSCHE

Copy to :
The Vice-Chancellors of the Universities