



# BABU BANARASI DAS UNIVERSITY

[Aggrieved by UGC Order Section 2(f) of UGC Act, 1956]

Website : [www.babubduniversity.org](http://www.babubduniversity.org)

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## Mandatory Instruction w.e.d. 01/01/2020

The Right to Information Act, 2005 (20 of 2005) has been enacted by the Parliament and has come into force from 17 June 2005. This Act provides for the right to information for citizens to access access to information under the control of public authorities. It aims to promote transparency and accountability in the working of every public authority.

All Universities and Colleges constituted by law made by Parliament or by State Legislature or by institutions by the Government of India or Central Government, or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under the Act. Full text of the act is available on the website [www.legislation.gov.in](http://www.legislation.gov.in)

In compliance to obtain the information, the following categories are covered RTI (w.e.d) as follows:

1. Appellate Authority (U.G. Regulate)
2. Public Information Officer (PIO) All Heads of Academic/Administrative/Student Welfare Department.
3. Account Public Information (APIC) / PIO, Study Register

### Procedure to be followed

Applicants/Appellee under RTI Act shall be covered by APIC who will verify and issue the information requested to be under request.

RTI will forward the request submitted to the concerned PIO/IO for necessary action by providing the appropriate information. Request will be forwarded to Appellate Authority in necessary within as per rule.

RTI/IO will provide the appropriate information to the best of their knowledge and records, with a stipulated time. RTI/IO can seek opinion from other staff/Professor as required.

All concerned officers and staff members are advised to go through the RTI Act 2005 and other related State/Govt of RTI and their responsibilities from to know and act accordingly to ensure an unobstructed functioning of the Institution.

  
Dr. Nishu Singh  
Registrar