



**University Grants Commission**  
**Bahadurshah Zafar Marg**  
**New Delhi-110002**

**No. F. 27-20/2007 (Admn.I/A&B)**

**September, 2008**

**OFFICE ORDER NO.228/2008**

In pursuance of the discussion held in the Bureau Heads meeting and in supersession of the Office Order No.35/2008 dated 22<sup>nd</sup> January, 2008 (No.F.27-20/2007 (Admn.I/A&B) , it has been decided that all Bureau Heads may be designated as the Appellate Authority and their subordinate officers as Public Information Officers in the office of the University Grants Commission.

Henceforth, the Additional Secretary/Director (Admn.)/Joint Secretary /Joint Director of a Bureau is designated as an Appellate Authority under Right to Information for his Bureau. The Deputy Secretary or the Under Secretary etc. in the Bureau is designated as Public Information Officer (Annexure-I-list enclosed). In case, the concerned Appellate Authority is not present, the designated Link Officer will act as an Appellate Authority. In case a Public Information Officer is not available, the next senior most officer in the Bureau will act as Public Information Officer & send the reply to the applicant. At the end of the reply the Public Information Officer will mention the name and address of the Appellate Authority. The reply of Appeals will be sent to the applicants under the signature of concerned Appellate Authority as per the RTI Act. The concerned Public Information Officer/Appellate Authority will be responsible to attend the hearings at Central Information Commission. A schedule for reply of RTI application is enclosed as Annexure-II. In case a penalty is imposed by the Central Information Commission for delayed reply/disciplinary action, it will be decided in the light of the above schedule by the concerned Appellate authority/Administration.

Prof. Rajesh Anand, Joint Secretary will also act as CPIO. The CPIO will furnish quarterly & yearly reports such as number of RTI applications/appeals/CIC cases/penalties imposed/amount of RTI fee collected etc. to Ministry of Human Resource Development and Central Information Commission. The list of Appellate Authorities/Public Information Officers is enclosed.

The Publication Officer will be responsible for posting the information of Appellate Authorities/Public Information Officers on the UGC website and will also incorporate all amendments on the basis of the orders issued by the Administration.

In case an application, either wholly or partly is not related to UGC, it may be transferred for that part to the Public Information Officer of the concerned institution/organization. A format for such transfer is enclosed as Annexure-III. In cases, where reply is to be sent by more than one Bureau on any specific point, the concerned Public Information Officers are advised to consult with each other before preparing the reply so that controversial replies are not sent.

sd/-  
(Dr. K. Gunasekaran)  
Director (Admn)