



INDIAN INSTITUTE OF MANAGEMENT KASHIPUR

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No. IIMK2/DIR/2/2014-15

Dated: 14/10/2014

OFFICE ORDER No: 25/2014

Subject:- Furnishing of Information under the Right to Information (RTI) Act, 2005 – Responsibility of Faculty, Officers and Staff of the Institute.

1. This is to inform that under the RTI Act, 2005, a citizen has a right to seek such information from a public authority which is held by the public authority or which is held under its control. This right includes inspection of work, documents and records; taking notes, extracts or certified copies of documents or records; and taking certified samples of material held by the public authority or held under the control of the public authority.

2. It is important to note that only such information can be supplied under the Act which already exists and is held by the public authority or held under the control of the public authority. The Public Information Officer is not supposed to create information or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions. **The Act gives the citizens a right to information at par with the Members of Parliament and the Members of State Legislatures. According to the Act, the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.**

3. **Definition of Information.** Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

4. **Suo Motu Disclosure.** Every public authority should provide as much information *suo motu* to the public through various means of communications so that the public have minimum need to use the Act to obtain information. Internet being one of the most effective means of communications, the information should be posted on the website. **Section 4(l)(b) of the Act**, in particular, requires every public authority to publish following categories of information:-

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control; (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

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- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) such other information as may be prescribed; and thereafter update these publications every year;
- (xviii) disclosure of more items as per DOPT OM No. 1/6/2011-IR dated 15th April 2013.

5. **Time period for supply of Information.** Time period for supply of information to an applicant is 30 days from the date of receipt of application in the Institute. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. **In case of delay or furnishing of wrong information by the Institute, a penalty may be imposed by the Information Commission on Public Information Officer (PIO) of the organisation concerned.**

6. **Responsibility of other Officials of the Organisation.** The Act further provides that the PIO may seek the assistance of any other official of the organisation as he or she considers necessary for the proper discharge of his or her duties. The official, whose assistance is so sought by the Public Information Officer, would render all assistance to him. Such an official shall be deemed to be a Public Information Officer and would be liable for contravention of any provisions of the Act the same way as any other Public Information Officer. **If the official whose assistance is sought by the Public Information Officer, does not render necessary help to him, the Information Commission may impose penalty on such an official or recommend disciplinary action against him the same way as the Commission may impose penalty on or recommend disciplinary action against the Public Information Officer.** For more information on RTI, please log into www.rti.gov.in

7. All faculty, officers and staff may please take note of the above provision and cooperate in furnishing of the necessary information promptly as and when called for. Further, all copies of the orders, memos, notices including information about constitutions of committees etc. by different authorities including Dean (Academics) / Chairpersons etc. should invariably be marked to the First Appellate Authority and CPIO so as to avoid the unnecessary time lag for collection of information.


Director 14/01/14

Copy for information and necessary action to:-

1. Dean (Academics)
2. All faculty / Officials of the Institute
3. Staff
4. CAO Office
5. FA-cum-CAO
6. IT Dept. for uploading on institute website.