



माहिती अधिकार कायदा, 2005 (2005 चा 22)

कलम (५)१ अनुसार पदनिर्देशन

[Right to Information Act, 2005 (22 of 2005) Section 5 (1)]

The **Right to Information Act, 2005 (22 of 2005)** has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for 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. According to UGC guidelines all Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this Act.

The full text of the Act and frequently asked questions for implementation of the act are available on the website www.righttoinformation.gov.in

As per Savitribai Phule Pune University circular Reference no. CA/2157 issued on dated 17/11/2022 to implement Right To Information Act, 2005 at various affiliated college to achieve transparency in administration.

A long awaited step in achieving transparency in administration has been taken by enacting The Right To Information Act, 2005. It has been well said that democracy can be established and achieved by informed citizenry. It is necessary for the citizens to know as to how and why a particular decision is taken and for that purpose to seek information before making or drawing any conclusion. The purpose of this Act is to bring in transparency in administration of the Government and to bring about transformation in administrative machinery making it more open and free. This Act is applicable to whole India except the State of Jammu and Kashmir. It defines the term 'information' and prescribes that it is in any material, in any form, as records, documents, memos, e-mails, advices and opinions in recorded form, press releases, circulars, orders, log books, contracts, reports, papers and other things as provided.

The object of this Act is to make our society open and public authorities more accountable and information must be made available to a private citizen subject to right of privacy and other exemptions provided for.

RTI Committee Member:

- **Appellate Officer**
 - **Dr. Farook B. Sayyad, Principal**
- **Public Information Officer**
 - **Shri. Gorakhanath Deshmukh, Registrar**
- **Assistant Public Information Officer**
 - **Shri. Amol Chavan**

➤ **Procedure :-**

- Application in writing can be submitted directly to the concerned Public Information Officer (PIO) in English or Marathi language
- Pay the prescribed fee of Rs. 10/-. No fees for Below Poverty Line applicant. The citizen will be issued a receipt on submission of the application containing application no., date, and details of the concerned CPIOs.
- Within 30 days you will get the information. If information is given by third party then invite objections if any it will take 10 more days extra.
- Further information will be provided free of charge where the response time is not adhered to.

➤ **Documents to use:-**

- Apply in plain paper (No form or document is prescribed) in English or local language to the Public Information Officer of the College. Applicants can therefore use sample format shown below.

➤ **Sample Format for RTI Application:-**

- Information requested by the citizen is to be provided within 30 days, 35 days where request is given to Asst. PIO, 40 days where third party is involved and 45 days for human rights violation information from listed security/ intelligence agencies.
- Time taken for calculation and intimation of fees excluded from the time frame.

FORM A
(See rule 3(1))
Application form for obtaining Information

I.D. No.
(For office use)

To
The Public Information Officer,
(Department/Office)

1. Name of the applicant :
2. Full Address :
3. Particulars of Information required (in brief) :

4. I, hereby, state that the information sought is not covered under the categories which are exempted from disclosure of information under section 8 or under section 9 of the Right to Information Act, 2005 and to the best of my knowledge, it is pertaining to your Department/office.

5. *(1) I have paid the fees Rs. _____ in words rupees
_____ on dt. _____
vide receipt no. _____ in the Department/office of
_____.

*(2) I enclose herewith Demand draft/Pay order No. _____ Dt. _____
_____ drawn in favour of _____ Officer,
issued by _____ Bank towards the fees
payable.

*(3) Non-judicial stamp of Rs. _____ is affixed on this
application.

*(4) I belong to B.P.L. family. Xerox copy of my card/required Certificate
is enclosed herewith.

Place:
Date:

Signature of the applicant:
e-mail address, if any:
Telephone No. (Office):
(Residence):
Full address of correspondence:

N.B. Person belonging to B.P.L. family need not pay any type of fees.

* Strike out whichever is not applicable.