

RTI CELL

Banda University of Agriculture & Technology, Banda

STATUTORY DECLARATION UNDER SECTION 4(1) (B) OF THE RIGHT TO INFORMATION ACT, 2005



Right to Information (RTI) Act, 2005 The particulars of the organization

Sr.No.	Title	Details
1	Name of the Organization	Banda University of Agriculture & Technology, Banda
2	Postal address of the organization	Banda-210001, U.P.
3	Website	https://buat.edu.in/
4	E-mail	vc.buat@gmail.com, registrar.buat@gmail.com
5	Phone Number	05192 232305, 05192 232312
6	Recognition	The Banda University of Agriculture & Technology, Banda (BUAT) was established on March 2, 2010 under the UTTAR PRADESH (KRISHI EVAM PRODYOGIK VISHWAVIDYALAYA ADHINIYAM) (revised)1958 Gazette- Adhiniyam 2010 and notified vide Government Order No. 301(2)/LXXIX-V-1110(Ka) 27-2009.
7	Vice Chancellor	Prof. Narendra PratapSingh
8	Registrar	Dr. Surendra Kumar Singh
9	First Appellate officer (RTI)	Dr. Surendra Kumar Singh
10	Public Information officer (RTI)	Dr. Narendra Singh

Working Hours: 09:30 am to 5:30 pm

Holidays: The University shall remain closed on Second Saturday, All Sundays and Public

Holidays as declared by the Uttar Pradesh Government.

Banda University of Agriculture and Technology Banda

Historical Background

Banda University of Agriculture and Technology, Banda was established as the First Agricultural University of Bundelkhand Region on 2nd March 2010 under Uttar Pradesh Agriculture University Act (revised) 1958 Gazette-Adhiniyam 2010 for the development of the agriculture and allied sectors in Uttar Pradesh in general and Bundelkhand region in particular. University is committed to serve the Bundelkhand region with trinity concept, i.e. complete integration of teaching, research and extension for the development of agriculture, horticulture and allied sectors in order to ensure food security and enhance socio-economic status of inhabitants. The University is mandated to (a) human resource generation and

development, (b) generation and perfection of technologies, and (c) their dissemination to the farmers, orchardists and dairy farmers particular to small and medium land holders to turn their uneconomic land holdings in to economic in the jurisdiction area as well as the country. Bundelkhand Region comprises of two divisions (Jhansi and Chitrakoot Dham) and seven districts (Banda, Mahoba, Hamirpur, Chitrakoot, Jhansi, Lalitpur, and Jalaun) in Uttar Pradesh.

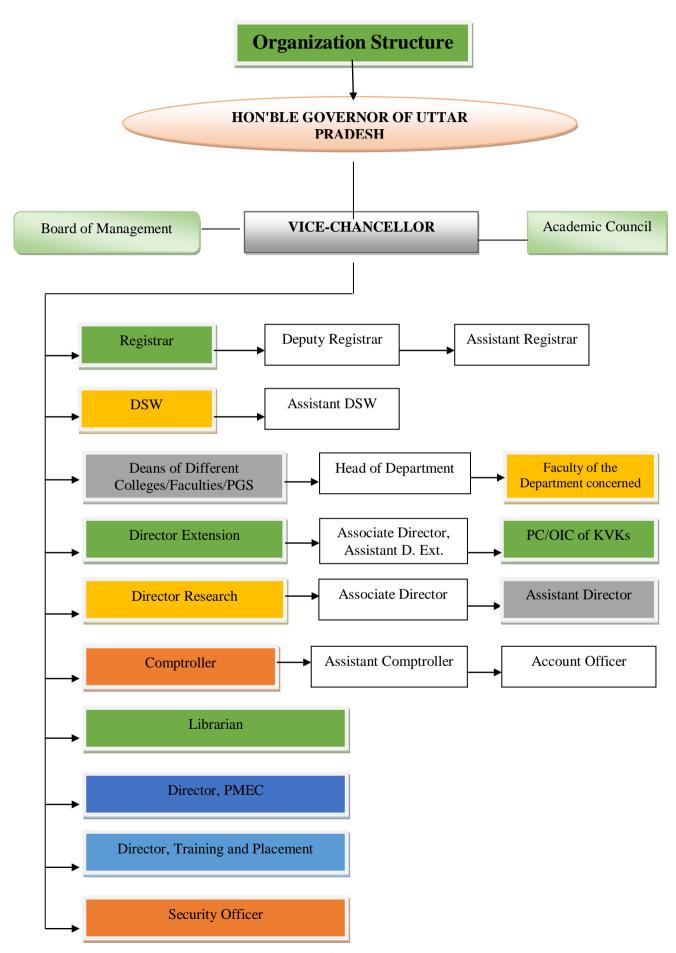
Location of the University Campus

The main campus of the University is located at Banda, between Latitudes 24° 53' and 25° 55' N and Longitudes 80° 07' and 81° 34' E. Banda District is bounded by districts of Fatehpur in the north, Chitrakoot in the east, Hamirpur and Mahoba in the west, and Satna, Panna and Chhatarapur in the south adjoining Madhya Pradesh. Banda is divisional headquarter of Chitrakoot Dham Mandal. The University campus is situated in the prime area outside Banda city adjoining Banda-Kanpur road on the junction of bypass road to Mahoba. The campus is 7 km away from the Banda Railway Station and Bus Stand.

University Governance

Vice Chancellors

S.No.	Name of Vice Chancellors	Tenure
1	Prof. (Dr.) Milkha Singh Aulakh	13 th June, 2011 to 1 st March, 2015
2	Prof. (Dr.) S.L. Goswami	2 nd March, 2015 to 24 th October, 2018
3	Prof.(Dr.) U.S. Gautam	25 th October, 2018 to 31 th October, 2021
	Prof.(Dr.) N.P. Singh	1st Nov.2021-Continuing



Authorization and Governance

The Banda University of Agriculture & Technology, Banda (BUAT) was established on March 2, 2010 under the UTTAR PRADESH (*KRISHI EVAM PRODYOGIK VISHWAVIDYALAYA ADHINIYAM*) (revised)1958 Gazette- Adhiniyam 2010 and notified vide Government Order No. 301(2)/LXXIX-V-1110(Ka) 27-2009. The Act vests powers with the University to institute degrees, diplomas and other academic distinctions.

Accordingly, the University has powers to provide for instructions in Agriculture, Horticulture, Community Science, Forestry, Agricultural Engineering, Dairy Technology, Fisheries Science and other allied sciences and in such other branches of learning as the University may deem fit. The University has been authorized to establish and maintain Colleges relating to Agriculture and allied Sciences, institute courses of study and hold examinations leading to conferring the degrees, diplomas and other academic distinctions on students who pursue a course of study and/or carry out research in the University or in an institution recognized by University.

The University is empowered to award fellowships, scholarships, medal and prizes besides conferring honorary degrees or other distinctions. The University is also authorized to make provision for research and dissemination of the findings of research and technical information through extension education programme. Keeping in view, the wider objective of taking agricultural education to farming community in the state, the University has made provision to provide lectures and instructions for field workers, village leaders and other persons not enrolled as regular students of the University and to grant certificates to them. The Academic Council and Board of Studies, which are statutory authorities of the University, oversee the educational programmes of the University.

Governance

Arrangements for the internal governance of the University provide for a Chancellor as Honorary Chairman, the Vice Chancellor as Executive Head and a Board of Management (15 members) including official and non-official members is apex body mandated with the responsibility of managing the university. The Governor of the State is the Chancellor of the University. The Vice Chancellor of the University is the Chairman of the Board of Management and Comptroller is the Secretary of this apex body.

The University has Academic Council to advise the University on academic matters. In all academic administration of the University, the Vice Chancellor seeks guidance of the Academic Council and Faculty Boards. The Vice Chancellor is the Principal Executive and

Academic Head of the University. The chief administrative assistants of the Vice Chancellor are the Registrar for academic and administrative affairs, the Comptroller for financial management through a sub-committee on financial affairs and the Dean Students Welfare for all matters relating to Student's welfare. The supreme academic authority is the Academic Council of which the Registrar is the Secretary.

The next academic authority is the Board of Studies, which is separate for each College. The Dean is the Chairman and all Heads of Departments are the members of Board of Studies for each College. The teaching programmes of the faculties and post graduate studies run under supervision of respective Deans who are supported by Heads of the Departments of various disciplines who look after the teaching and research activities of their respective disciplines. Research and Extension functions in the areas under jurisdiction of the University are the responsibilities of the respective Directors. These activities of the University are carried out under the guidance of the Research and Extension Advisory Councils. The individual research stations under the area of jurisdiction of the University are managed by the Director (Agriculture Experiment Station) whereas Krishi Vigyan Kendra's by the Sr. Scientist cum

Head of the respective KVKs. The Assistant Estate Officer looks after the maintenance of the

Governance in Brief and Strength and Weakness

whole estate of the University.

The Banda University of Agriculture & Technology, Banda came into existence in 2nd March 2010 by U.P. Act XLV of 1958. The University has been authorized to establish and maintain College of Agriculture, Horticulture, Forestry, Home Science, Veterinary Science & Animal Husbandry and Agriculture Engineering & Technology and hold examinations leading to conferring degrees and other academic distinctions. It has a mandate to carry out research and disseminate the findings of research through the extension education programmes. The highest policy making body of the University is the Board of Management with Vice Chancellor as its Chairman, ex-officio member are the secretaries of the Government Departments of Agriculture, Animal Husbandry, Higher Education and Finance, and nine nominated members representing persons interested in Agricultural education, progressive farmers, the ICAR and social work. Board controls the property of the University, invest money belonging to the University and appoint officers, teachers and other employees of the University. The Academic Council, Board of Studies, Finance Committee, Research Advisory Committee and Extension Advisory Committee advise the Board on academic and administrative matters. The Academic Council consists of key officers of the University and includes the Vice Chancellor, Deans of the various Colleges of the University and Director of

Extension. The Board of Studies is different for each college. Presently there are Boards of Studies for Agriculture, Horticulture Forestry and Community Science Colleges, respectively. The Extension and Research committees, which are chaired by the Vice Chancellor, have powers to recommend on matters pertaining to Extension Education and Research, respectively. The system developed for the governance of the University has gone a long way in facilitating the smooth and efficient functioning of the University. Delegation of responsibility at all levels has facilitated decision-making and devolution of authority and accountability needed for managing a vibrant and growing organization.

Vision, Mission and Goals

Vision

The university has developed its vision document in the form of VISION 2050 in which all area of future strategy and planning have been indicated clearly. The document includes the planning of research, teaching and extension. The brief description of the University development plan reflected in the vision document is given below:

Education

The College of Agriculture, College of Horticulture, College of Forestry and College of Community Science have been started with undergraduate programme namely B.Sc. (Hons) Agriculture, B.Sc. (Hons) Horticulture, B.Sc. (Hons) Forestry, B.Sc. (Hons) Home Science, in 2011,2017 and 2019, respectively. The PG courses in 17 disciplines *i.e.*, Agricultural Economics, Agricultural Extension, Agronomy, Agril. Biochemistry/Biochemistry, Agril. Statistics, Entomology, Genetics and Plant Breeding, Plant Pathology and Soil Science & Agril. Chemistry in College of Agriculture; Fruit Science, Floriculture and Landscaping Architecture, Post Harvest Management and Vegetable Science in College of Horticulture and Silviculture & Agroforestry, Forest biology & Tree Improvement, Forest Product Utilization and Forest Resource Management in College of Forestry have been started.

Academic programmes of the University are designed to adopt focused approach for overall development of the students. The learning environment is made more conducive with modern classrooms. Smart classrooms have been developed to make the learning more interactive. The faculty of the University is actively involved in imparting job oriented professional knowledge and skills among agricultural and horticultural graduates. The faculty keeps themselves updated regarding the current developments in their respective subjects. Students

are also guided by the same environment as they use library and internet facility to enrich their knowledge. An excellent environment prevails for developing practical skills among students through well furnished/equipped laboratory facilities. The practical manuals of different courses useful for the students have been prepared by Faculty members. Students Education Farm has been developed for practical training of crop production technologies and other field operations. Students are constantly motivated to participate in various curricular and extra-curricular activities. In addition to these, special extra classes are held for student's counseling, Junior Research Fellowship (JRF) competitive examination and personality development.

Research

The University has initiated research programmes with the concerned faculty. These research programmes have been started in collaboration with several All India Coordinated Research Projects. The University would endeavor to leverage public and private partnership in developing situation specific technology solutions to make the state and region self sufficient in food. For this different scenarios like excessive flood, drought, monsoon pattern changes, change in food habit of people, climate centered diversification need in cropping pattern and sequence, gene/genome based productivity increasing technology options etc. have been built while developing the vision.

Extension

Extension is the most important wing to serve as a bridge between field and research. Extension Education helps farmers to increase farm productivity through adoption of innovations. Extension education is directly connected with socio-economic profiles of farmers; hence extension management requires specific skills for human resource development at farm conditions to change attitude of farmers. The University undertakes first line extension activities that provide technical backup to line departments and also complement and supplement the existing extension efforts of the line departments of the State. The entire process is being coordinated by the Directorate of Extension for facilitating farming community in their endeavor of earning livelihood from agriculture and allied sectors. Various responsibilities have been given to the faculty members of all the colleges to disseminate the technologies in the area of jurisdiction of the University by various way of delivering technical lectures useful to farmers, farm advisory services and participation in kisan melas/kisan gosthi, farmers' trainings, in-service trainings and exhibitions etc. organized by Department of Agriculture, Department of Horticulture and Department of Forestry and other line department and NGOs.

Mission

The University is committed to the cause of Indian agriculture through its quality teaching, demand-driven and location-specific research and extension programmes in the light of dynamism of socio-economic and agro-ecological conditions, management perceptions, international trade scenarios and Government policies.

Mandate of the University

Teaching

- To create human resource, trained in agriculture and allied sciences that may cater to the need of 21st century. To produce, scientifically and technically sound graduates with entrepreneurial skills, who can provide employment to unemployed rural and urban youth.
- To generate technically-sound humans who can apply their acquired knowledge and skills to diversify and industrialize agriculture for socio economic transformation of the rural society.
- **D**evelopment of technical skills for coordinating agriculture with industry.

Research

- To generate innovative agricultural technologies to make Indian agriculture globally competitive.
- To apply all possible sources of scientific interventions to the solution of the technical and practical problems of agriculture including horticulture.
- To boost up basic research to accelerate the progress of agriculture with the inputs of fundamental knowledge.
- To solve the specific agriculture related problems faced by farming community.
- To formulate specific package of practices for optimization of farmer's income of different holding sizes viz. large, medium, small and marginal.

Extension

- To disseminate the innovative agricultural technologies among the farmers.
- To establish partnership with growers/farmers, entrepreneurs and other stakeholders in agriculture for mutual benefit.
- To make the agricultural technologies more demand-driven.
- To facilitate validation, demonstration and adoption of appropriate agro-technologies.
- To achieve economic and environmental sustainability through integrated management of productivity, production, marketing and end use of farm produce.

Goals

The University was established on 2nd March, 2010 for the development of the agriculture and allied sectors in the Uttar Pradesh on the whole and Bundelkhand region in particular. It is committed to serve the Bundelkhand region with trinity concept, *i.e.* complete integration of teaching, research & extension for the development of Agriculture and allied sectors in order to ensure food security and enhance socio-economic status of inhabitants.

The State Government of Uttar Pradesh has assigned the University, the responsibilities of (a) human resource generation and development, (b) generation and perfection of technologies, and (c) their dissemination to the farmers, orchardists and dairy farmers in the Chitrakoot Dham and Jhansi Divisions of Bundelkhand.

In consonance with the objectives of the University which "among others shall be to make provision for education mainly of the rural people of the state of Uttar Pradesh in agriculture in its broad sense and to promote research, field and extension programmes in agriculture and agricultural production" the university has set for itself the following goals-

- Provide opportunities for the citizens of the state and the country for education in the field of agriculture in its broad sense and to promote research, field and extension programmes in agriculture and allied sciences.
- Strengthen UG, PG and Ph.D teaching through periodic revision of syllabi.
- Establish the required infrastructure to conduct location specific research in the field of agriculture and allied sciences.
- Generate technologies to improve farm production and income of farmers.
- Provide the needed assistance to the development department of the Government and other agencies to test and disseminate the improved technologies developed.
- Provide opportunities for rural youth and women for learning and adoption of improved agro-technologies.
- Revitalize the extension activities through the creation of specific infrastructure in each district.
- Adopt advancements in information technology and computers to improve the formal academic programmes and introduce non-formal distance and contact learning programmes for the benefit of farmers, rural youth and women.

The undergraduate course curricula in Agriculture, Horticulture, Forestry and Community Science undergo constant review and re-designing to develop technical expertise in Agriculture, Horticulture, Forestry and Community Science based on diverse career opportunities. The research projects are being prepared and have been submitted to the State

Departments of Agriculture and Horticulture, ICAR and other national funding agencies for funding to increase the University applied and strategic research activities in developing new technologies in Agriculture, Horticulture, Forestry and allied non farm sectors. The perspective plan of the University has focused attention on changing global economy in Agriculture-based industries.

To strengthen the linkages between research, technology development and its transfer to the users, the University has striven hard to establish appropriate mechanisms. There is a need to introduce specific academic programmes at UG and PG levels directed towards training human resource in areas of post-harvest technology, agro-processing and agri-business management.

The University's mission and goals are, thus, clearly defined and focused on providing opportunities for higher education to the citizens generating appropriate location-specific technologies for the benefit of the farmers, rural youth and women and assisting in the process of testing, fine tuning and ultimate adoption of these technologies. The University has established good infrastructure and has entered into MOUs with sixteen ICAR Institutes for the successful completion of the mission

Planning Process

Short term and long term planning for the execution of the programmes is being done by the University. The College of Veterinary Science & Animal Husbandry and College of Engineering & Technology will be started after completion of construction work.

Short Term Plans

The process of implementation of academic work has been streamlined over the years. The implementation of extension and research programmes have also been streamlined now. The Research Policy has been finalized and the emerging and new areas will be identified through faculty consultation to strengthen research policy, directions and strategies for the future. Major thrust areas are:

- To offer a degree programme in Post-Harvest Processing and Technology with the establishment of College of Engineering & Technology.
- Establishment of an Agricultural Technology Information Cell
- Introduction of inter disciplinary courses like Computer Application in Agriculture, Agri-Business Management and Agro-based industries.
- Strengthening of Alumni Cell
- Crop improvement through genetic engineering and biotechnology and production of high quality seeds.

- Intensification of Integrated Pest Management, Integrated Nutrient Management, Integrated Disease Management and Integrated Weed Management.
- Commercialization of floriculture, horticulture, silvi-pastoral, fisheries and mushroom cultivation.
- Value addition-food processing and diversification through tissue culture, household industry and post-harvest management.

Long Term Plans

The preparation of University VISION 2050 document has included strategic development plan for the next three decades. This document has indicated the potentials and future strategies for development of Agriculture Education, Research and Extension in the University. It will set the direction in which the future development in Agriculture and allied fields should be channelized.

The short-term plans are of continuous nature. However, our fundamental purpose is to enhance food productivity in a constantly changing technical, economic and social environment of the state. The education, research and extension programmes need to be modified based on peer review and changing requirements. For long term plans the University has continued communication and interaction with the farmers to generate recommendations which will help to improve and sustain agricultural productivity and to improve life style of rural masses. The University manages its staff and students infrastructure efficiently and is trying hard to develop the farm to improve financial resources and on the basis of available resources it will start research in strategic areas associated with rural community development and also to build its global image in the field of teaching, research and extension. Major thrust areas are:

- Increase the Gross Enrolment Ratio (GER) with the improved faculty members' strength
- Development of infrastructure to support the added strength of staff and students
- Exploitation of biotechnology and molecular biology to develop crop varieties resistant to biotic and abiotic stresses,
- Adoption of tissue culture for obtaining disease free planting materials,
- Evolving drought-tolerant field and horticultural crop varieties,
- Design and development of labour saving farm and agro-processing equipment,
- Development of appropriate technologies for small scale food processing.
- Initiation of research studies on the role of women in agriculture.

- Standardization of different package of practices in Bundelkhand agro climatic conditions.
- Establishment of organic and natural farming blocks for field experimentation in University campus.

Statutes and Regulations:

In accordance with government order no. 30/67- d'f'kv-13-1500(2)/13 dated 31.01.2013, the Statues and Regulations for administration and planning of Banda University of Agriculture and Technology, Banda are as per the Chandra Shekhar Azad University of Agriculture and Technology, Kanpur. In addition to this, University has published its own academic regulations, course curricula, hostel rules etc in form of Resident Instrction Bulletin (RIB).

Authorities of the University

- The Board of Management
- Academic Council
- The Board of Studies
- Such other authorities as may be declared by the statutes to be authorities of the University

Note: Adoption of Model Act is in the process. This has already been referred to the State Government. As soon as the State Government clears, the following issue will be resolved.

- The University officers are in general in conformity with the ICAR Model Act.
- The manner of appointment and tenure of the Vice Chancellor and Head of the Departments is also in conformity with the Model Act.
- The nomenclature Director, Experiment Station has been changed to Director of Research as per the Model Act.
- The Composition of the Board of Management is also made as per the Model Act, which is to be addressed at the earliest.
- Number of Statutory Officers has also been changed as per the recommendation of the Model Act. This makes the functioning efficient.

Board of Management

■ The University is guided by a Board of Management, which is the policy making body and is responsible for the management of the University. The Vice Chancellor is the Chairman of the Board.

Powers and Duties of the Board

To approve the budget submitted by the Vice Chancellor.

- To appoint the members of the academic and administrative staff of the University in the manner prescribed.
- To hold and control the property and funds of the University and issue any general directive in the behalf.
- To accept the transfer of any movable or immovable property on behalf of the University.
- To administer any funds placed at the disposal of the University for specific purposes.
- To invest moneys belonging to the University.
- To direct the form and use of the common seal of the University.
- To appoint such committees, either standing or temporary as it deems necessary for its proper functioning.
- Subject to the provision of Sub Section (I) of Section (II) to appoint a Vice Chancellor.
- To borrow money for capital improvements and make suitable arrangements for its replacement.
- To meet at such time and in such places as it deems necessary, provided however, that it shall hold one regular meeting at least every two months, and provided further that at least one-half of its regular meeting be held at the University, and
- To regulate and determine all matters concerning the University in accordance with the Act and the Statutes and to exercise such powers and to discharge such duties as may be conferred or imposed on it by the Act and the Statutes.

Board of Studies

At present four Boards of Studies (BoS) *viz.*, the Board of Studies of the College of Agriculture, the Board of Studies of the College of Horticulture, the Board of Studies of the College of Forestry and the Board of Studies of the College of Community Science have been constituted to oversee the educational, Research and Extension programmes of respective colleges. Each Board of Studies make regulations on detailed conditions of admission of students to the various courses of study in the faculty, methods of evaluating the progress and attainments of the students of the college and basis for dismissal of students who fail to meet the academic requirements of the college and the University. The Board of Studies develops departments, curriculum and course outline to meet the degree requirements of the University. It also recommends to the Academic Council that degree be conferred on students who have met satisfactorily the degree requirements of the faculty and the University.

Finance Committee

The University receives funds from State Government, ICAR and various other agencies for carrying out research, education and extension programmes. The Vice Chancellor is the *Exofficio* Chairman of Finance Committee and the Comptroller of the University is the *Exofficio* Secretary of the Committee. Two persons nominated by the Board from amongst its members, the Secretary to the Government of Uttar Pradesh, Agriculture and Horticulture Department and the Secretary to the Government, Finance Department are the members of the Finance Committee. At present the allocation of budget under different heads is prepared by the Account Office and presented in the Finance Committee meeting for approval. The expenditure on any one item is regulated as per allocation specified in the budget.

Organizational Structure

The Vice Chancellor is Principal Executive and Academic Head of the University and *Exofficio* Chairman of Board of Management and Academic Council, Board of Management and Academic Council are the apex bodies, which take decisions on administrative, financial and academic matters, respectively. The authorities like Academic Council, Board of Studies, Finance Committee, Research Advisory Committee, Extension Advisory Committee, Sports and Cultural Committees and various Boards Sub-Committees etc. provide necessary recommendations/suggestions to facilitate the Board of Management to take appropriate decisions. The decisions taken by these two apex bodies are translated in to action by respective functional heads. Matters pertaining to financial and budgetary aspects are channeled through Comptroller whereas those concerned with general administration are channeled through Director, Administration & Monitoring. At present Deans/ Associate Dean coordinate the academic activities of the University and the constituent Colleges.

The regulations in respect of academic, administration especially pertaining to student's admission and award of degrees are communicated through Registrar of the University. The action to be initiated in research and extension activities of the University are executed through Director of Research and Director of Extension, respectively. The student's co-curricular activities are monitored through Dean Student's Welfare. Counseling and Placement Cell arranges on-campus job interviews to alumni of different programmes of different colleges besides their career counseling. The activities pertaining to construction of building, maintenance of buildings and other physical facilities are monitored through a monitoring committee whereas the Estate Officer looks after the general beautification of the campus, allotment of houses etc. The security officer takes care of the security of the University and the Librarian exercises overall control of the libraries of the University and

organize their services in a manner most beneficial to the needs of the teaching, research and extension programmes of the University.

In order to achieve the goals and objectives of the University, appropriate decisions at various levels are taken, which are translated into action. The University has evolved a mechanism to ensure that teaching and non-teaching staff working in different cadres as well as students participate in the decision making process. The Act and Statutes of the University have provisions to create authorities, whose activities pertain to student's welfare. These authorities 'make recommendations to Board of Management to facilitate the apex body to take decisions. Making use of this provision, Board of Management has also been empowered to appoint committee (s), standing or temporary as it deems necessary to oversee the various activities of the University. The recommendation of various sub-committees provide basis for decision making by the Board of Management.

The decision in respect of academic activities of the University passes through three stages. At the grassroots level, Board of Studies of respective colleges make regulations regarding admission of students to the various courses of study and methods of evaluating the progress in respective disciplines. The Board of Studies recommends to the Academic Council that degree be conferred on students who have met satisfactorily the degree requirements of the faculty and the University. The recommendations of Board of Studies are placed before Academic Council prior to implementation. Besides this, the Academic Council is also empowered to take independent decisions on academic matters and translate these into action. Finally, the Board of Management considers the recommendations made by Board of Studies & Academic Council and provides its approval. Similarly, Research Advisory Committee and Extension Advisory Committee shall be constituted to make recommendations on all matter pertaining to research and extension activities to be carried out by the University. Students are also actively involved in decision making in various co-curricular activities of the University. The decisions regarding the various programmes to be carried out during academic year are decided by student members under the guidance of concerned Deans. Students are also actively involved in management of hostels. Students are the office bearers of Hostel Management Committee headed by the warden of the respective hostel. Hostel Supervisory Committee constituted at college level also comprises of student representatives of various hostels coming under the jurisdiction of respective college. At apex level, sports and cultural committees under the chairmanship of the DSW oversee the co-curricular activities. The Student Welfare Committee meets at least once in a semester to review the various student programmes in different College of the University. Student meets are organized periodically by the respective Deans to discuss the Student's problems/suggestion and to find out solutions to them as far as possible. The personnel, financial and campus management of the University is carried out under the leadership of Vice Chancellor. The Director, Administration & Monitoring provides necessary support to the Vice Chancellor to take decision regarding service matters of both faculty and supporting staff. Various other committees are constituted to provide suggestions/guidelines for taking appropriate decisions pertaining to service matters e.g., a committee to look in to personal grievances of students, a committee for house allotment, roaster committee, screening committee etc. Similarly, the necessary support to carryout financial administration is provided by Comptroller of the University. The Finance Committee makes necessary recommendations on annual budget estimates and campus development to the Board.

The other committees help in facilitating implementation of the teaching, research and extension mandate of the University:

Research Advisory Committee

At University level Research Advisory Committee guides the University research. The Vice Chancellor is its Chairman and Deans & Directors are its permanent members. Director Research its Member- Secretary. The objective of this committee is to identify new areas and discipline-wise priorities for research.

Extension Advisory Committee

The Extension Advisory Committee guides the extension education programme. The Vice Chancellor is the Chairman while the Director of Extension acts as Member-Secretary. Deans and Director of the University are permanent members of the Extension Advisory Committee.

To provide interface between student and administration, the University has following other Committees:

- Committees for award of Gold Medals
- Disciplinary Committee
- Internal Complaint Committee
- Building Advisory Committee
- House Allotment Committee

University Statutory officers and their selection process:

Recruitment and Promotion Procedure

Officers of the University

Chancellor

- 1) The Governor of Uttar Pradesh is Chancellor of the University. He/She, by virtue of his office is the head of the University and when present, presides at any Convocation of the University.
- 2) The Chancellor has such other powers as may be conferred on him by the Act or the Statutes.

Vice Chancellor

The Vice Chancellor is a whole time officer of the University and is appointed by the Chancellor in manner prescribed in the Act and Statutes. The term of office of the Vice Chancellor is three years.

- The Vice Chancellor is the Principal Executive and academic officer of the University
 and; in the absence of the Chancellor presides at any Convocation of the University.
 He is an ex-officio member and Chairman of the Academic Council and an ex-officio
 member and Chairman of the Board of Management.
- 2. It is the duty of the Vice Chancellor to ensure the faithful observance of the provisions of the Act and Statutes and without prejudice to powers of the Chancellor under section 23, possesses all such powers as may be necessary in that behalf.
- 3. The Vice Chancellor has power to convene meeting of the Academic Council or he may delegate his power to any other officer of the University.
- 4. The Vice Chancellor exercises general control over the affairs of the University and is responsible for the due maintenance of discipline in the University.
- 5. The Vice Chancellor is responsible for the presentation of the budget and the statement of account to the Board.
- 6. If any emergency, which in the opinion of the Vice Chancellor, requires immediate action to be taken, he can take such action as he deems necessary and shall at the earliest opportunity report the action taken to the officer, authority or other body who or which in the ordinary course would have dealt with the matter but nothing in this Sub-Section shall be deemed to empower the Vice Chancellor to incur any expenditure not duly authorized and provided for in the budget.
- 7. Where any action taken by the Vice Chancellor under Sub-Section (6) affects any person in the service of the University to his disadvantage, such person may prefer an

- appeal to the Board within thirty days of the date on which the action is communicated to him.
- 8. Subject as aforesaid, the Vice Chancellor gives effect to the orders of the Board regarding the appointment, suspension and dismissal of officers, professional staff and other employees of the University.
- 9. The Vice Chancellor in convocation confers degrees on persons entitled to receive them, provided that when the Chancellor is present he may himself confer any or all the degree.
- 10. The Vice Chancellor is responsible for a close coordination and integration of teaching, research and extension.
- 11. The Vice Chancellor shall exercise such other power as may be prescribed.

Comptroller

The Comptroller is a whole time officer of the University appointed by the State Government on such terms and conditions, as it may think fit.

- 1. He is ex-officio Secretary of the Board of Management.
- 2. The provisions relating to the filling to temporary vacancies and arrangements for the carrying on current duties contained in Sub-Sections (6) and (7) of Section II of the Act shall mutates mutandis apply to the office of Comptroller.
- 3. The Comptroller manages the property and investment of the University and advises in regards to its financial policy. He is responsible for the preparation of the Budget and statement of accounts for presentation to the Vice Chancellor.
- 4. The Comptroller has the duty:
- (i) To ensure that no expenditure authorized in the budget is incurred by the University otherwise than by way of invested, and
- (ii) To disallow any expenditure, that may contravene the terms of any Statutes, but has not been so made.

Registrar

- 1. The Registrar is a whole time officer of the University and is appointed by the Vice Chancellor subject to the approval of the Board.
- 2. The Registrar is responsible for the due custody of the records and common seal of the University. He is ex-officio Secretary of the Academic Council and is bound to place before it all such information as may be necessary for the transaction of business. He receives applications for entrance to the University and keeps a permanent record of all courses, curricula and other information as deemed necessary.

- The Registrar is responsible for conduct of the examinations as prescribed and make all
 other arrangements necessary there for, and is responsible for the due execution of all
 processes connected there with.
- 4. The Registrar performs such other duties as may be prescribed or required from time to time by the Board or the Vice Chancellor.
- 5. The Registrar is not to be offered, nor accepts any remuneration for any work in the University such as may be provided for by the Statutes.

Dean Faculties

The Dean of the College is the Chief Executive Officer of the faculties responsible to the Vice Chancellor for its administration. In the absence of the Dean for a period not exceeding three months, a Head of the department is nominated by the Dean to acts as Dean. The Dean of a Faculty has the following powers and duties:

- 1. He is responsible for the organization and conduct of teaching, research and extension work of the various departments and for that purpose passes such orders as might be necessary in consultation with the Head of the Department concerned.
- 2. He looks into and is responsible for the due observance of the Statutes and other regulation relating to the Faculty.
- 3. He presides over meetings of the Board of the Faculty.
- 4. Without prejudice to the right of any member to present any matter to Board of the Faculty, he formulates and presents policies to the Board of the Faculty for its consideration.
- 5. He makes reports to the Vice Chancellor on the work of the College.
- 6. He supervises the registration and progress of the students in the College.
- 7. He is responsible to the Vice Chancellor for the educational use of the building and rooms assigned to the college and for the general equipment of the college as distinct from that of the separate departments.
- 8. He serves as the medium of communication for all official business of the college with other authorities of the University, students and the public.
- 9. He normally represents the college for specific conferences.
- 10. He prepares the budget of the college in consultation with the Advisory Committee of the college.
- 11. He is entitled to grant casual leave to the teachers of the faculty.

Dean Post Graduate Studies

The Dean Post Graduate Studies has been entrusted the responsibility of planning Post Graduate education at the University in consultation with Heads of the departments and Deans of the constituent colleges and monitoring and regulations of Dean Post Graduate teaching in accordance with the rules and regulations as approved by the Academic Council. Further the Dean PGS is responsible for the coordination of research of the Post Graduate students and its integration with the thrust areas of research approved by the directorate of research of the University. It is the prime responsibility of the Dean PGS to maintain high standards of post graduate education and research at the university. He is responsible for the ethical conduct of research and for establishing and maintaining a culture of compliance and integrity among faculty, staff, and students.

Dean Student's Welfare

Dean Student's Welfare is a whole time officer of the University and is appointed by the Vice Chancellor subject to the approval of the Board. The Dean Student's Welfare shall have the following duties;

- 1. To make arrangement for the housing the students.
- 2. To direct a programme of student counseling.
- 3. To arrange for employment of students in accordance with plans approved by the Vice Chancellor.
- 4. To supervise the extra-curricular activities and needs of students,
- 5. To assist in the placement of graduates who leave the University, and
- 6. To organize and maintain contact with the alumni of the University.

Director Research

A Directorate of Research has been established in the University subject to the provision of the Act & Statutes. It has responsibility for research, both fundamental and applied in all faculties. There is a Director Research who has been nominated in the University subject to the provision of the Act & Statutes and has the responsibility for research, both fundamental and applied in all faculties. Directorate has also been strengthened by the team consisting of Associate Director, Deputy Director and Assistant Director Research along with technical & supporting staff. He shall keep proper records of the projects and receive reports of research for publication in the manner prescribed.

Director Extension

A Directorate of Extension has been established in University in accordance with provisions of the Act and the Statutes for transfer of useful information available to the farmers and

housewives to help them solve their problems and take measures such as the establishment of youth clubs for developing in young people interest in agriculture.

There is Director of Extension who has been appointed by and be responsible to the Vice Chancellor. The Director Extension is a whole time officer technically trained in Agriculture who plans and executes programme of extension work based upon the result of research.

Director Administration and Monitoring

The Directorate of Administration and Monitoring has been established in the University to perform the administrative management and time to time evaluation of the physical performance of different activities carried in the University including the essential delegation of powers to the Directorate. The Directorate has a Director, Administration and Monitoring supported by Assistant Director, Administration and Monitoring and other technical and supporting staff.

Librarian

The Libraraian has been appointed by the Vice Chancellor to perform all the tasks related with the library. The Librarian coordinates with all the Dean of the constituent colleges of the university to support the faculty members and the students.

Director Planning Monitoring Evaluation and Coordination

The Director PMEC has been appointed by the Vice Chancellor to perform all the responsibilities related with liasoning to various funding organization, ICAR and other institutions. Directorate is coordinated with the Deans of all colleges, Director of Research, Director of Extesnion and other directorates to develop holistic programme and monitoring of ongoing activities of the university.

Director Training and Placement

Director Training and Placement has been appointed by the Vice Chancellor to perform the various activities in context to the career development and placement of the university students.

Decentralization of power:

For smooth functioning of the University necessary decentralization of powers and financial autonomy has been granted at different levels

Supporting Units:

Maintenance cell

An Estate office has been established in the University and Er. Sanjay Dhakar been nominated as Estate Officers. It has the responsibility to take care the property of the University and also ensure the maintenance of the same.

SC/ST Cell

A cell has been established to support the SC/ST students and staff of the university in different issues.

OBC Cell

The OBC cell has been established to support the university staff and students in relation to various matters of concern.

Women Cell/Grievance Cell

The university has constituted a Women Cell to address the various issues related with faculty members and students of the university under section sexual harassment of women at work place under Prevention, Prohibition and Redressal Act, 2013.

Scholarship Cell

The Scholarship Cell has been constituted to support the university students in obtaining Post Matric Scholarship given by the Government of Uttar Pradesh

Technology Support:

The curricula delivery is done through smart class as per requirement of the content. Presently some class rooms are equipped with smart classroom facilities and in future other classrooms will also be converted into smart class rooms. In the colleges, at ground floor one class room has been developed as smart class room where facility of LCD projector and interactive boards, Internet connection are available for power point presentations with aim to make teaching learning process more effective with better understanding of diagrams, pictorials *etc*.

Computer Laboratory

A Computer Lab having 31 Desktop Computer terminals with printer, projector and 10 KVA UPS has been made operational in the College of Agriculture building to educate and train the students in Computer Applications, Internet connectivity has also been provided for ecommunication and access to worldwide knowledge.

Institutional Data Base and Website Update:

The University has maintained its website in the name of *www.buat.edu.in*. The university website has all data base of programmes and faculty including other important information on different activities. The website is updated daily.

Information dissemination: The Banda University website serves as a platform for disseminating information related to the university's academic programs, admission procedures, examination schedules, and results. The website provides comprehensive information about the University's departments, faculty, research facilities, and academic achievements.

Ease of communication: The website serves as a communication channel between the

university and its stakeholders, including students, faculty, staff, alumni, and the public. The

website provides contact information for various university offices and departments, making

it easier for stakeholders to get in touch with the university and get their queries resolved.

Transparency: The website provides information about the University's policies, regulations,

and governance structures, increasing transparency and accountability. The website also

provides updates about the university's academic and research activities, ensuring that

stakeholders are kept informed about the university's progress.

Online services: The website offers online services such as admission applications, fee

payment, examination forms, and result declarations, making the processes more efficient and

streamlined. The online services also reduce the need for physical paperwork, making the

processes more eco-friendly.

Branding: The website serves as a branding tool for the University, showcasing its academic

and research achievements, its campus and infrastructure, and its commitment to excellence

in education. The website can attract prospective students, faculty, and research collaborators,

helping the university expand its reach and influence.

Increased accessibility: GIGW guidelines ensure that government websites are accessible to

people with disabilities, including those who use assistive technology to access the internet.

Better security: GIGW guidelines provide recommendations for improving website security,

including implementing secure coding practices, using HTTPS protocols, and protecting

sensitive information.

Standardization: By following GIGW guidelines, government websites can be standardized

in terms of design, content, and functionality, making it easier for citizens to navigate and

understand the information provided.

Compliance with government regulations: Following GIGW guidelines ensures that

government websites are in compliance with Indian government regulations and policies

related to website design, content, and security.

Website & Server Configration:

Frontend: Wordpress, PHP

Backend: MySQL

Server: Cloud Server

2.20 GHz Octa Core

16 GB DDR4 RAM

500 GB SSD (RAID 1)

5 TB Bandwidth

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Overall, the Banda University website provides numerous benefits to its stakeholders, including convenience, transparency, and access to information and services.

Inter departmental Linkages:

Research

- University is committed to serve the Bundelkhand region with mandate of developing and promoting farmer friendly technologies in the region.
- University encourages the formulation of multi-disciplinary research projects with the team constituted at inter-department or inter-college level. A Centre of Excellence Project on Dry-land Agriculture has been approved by the U.P. State Govt. that comprise of 10 Scientists from 10 different disciplines.
- Network Projects with investigators involving different institutes working on the similar mandate as of the BUAT Banda are highly encouraged.
- University has strict guidelines regarding the student research proposals that demand multi departmental approach to be followed in their synopsis.
- University has a mechanism to receive feedback from the farmers and state departments from time to time to prioritize the need based and demand driven research and technologies suitable for the socio economic upliftment of the Bundelkhand region through agriculture.
- University also promotes University-industry research collaborations sharing similar mandate of developing agricultural technologies suitable for the Bundelkhand region.

Extension

- University has a very strong linkage among various teaching personnel and KVK staff where all the six KVKs under the University jurisdiction invite the subject experts as resource persons from the different departments of University in their various extension programs and vice versa.
- A strong linkage also exists between University staff and district line departments for mutual sharing of the knowledge and technologies.
- A strong network exist in University jurisdiction area through KVKs for spreading technologies in time and taking feedback from the farmer's fields and act as liasoning resourcing between research personnel and farmers.

Academics

Different college faculties share the responsibilities to handle the different courses in other colleges also. Moreover courses are being taught by the team of relevant

- specialized faculty members to provide best and appropriate knowledge to the students irrespective of the college.
- University has prepared guidelines for PG programs in which it has been ensured that a student research proposal must have a component from other departments also apart from the major discipline which fulfill the need of multi-dimensional research outcome.
- Under the Student READY Program, students frequently visit different progressive farmer's fields and Agro-industries under the village and industry attachment component. The students receive various indigenous technical knowledge from the farmers and shares scientific knowledge to the farmers.

MonitoringMechanism:

- Monitoring of the various teaching programs is done periodically through regular meetings at Departmental and College level.
- All the academic activities are critically reviewed under the supervision of HoD's of various departments and Dean of the Colleges.
- Student's feedback mechanism is strictly followed in the colleges. All the students are required to fill the feedback Performa after the completion of each semester.
- Board of Studies of different colleges conduct frequent meetings regarding the improvement of existing curricula.
- All the teachers are encouraged to adopt various pedagogical tools such as charts, posters, power point presentations, models, videos, online lectures, other Information and Communication tools etc. apart from regular teaching methods so that the content delivery can be made more effective.
- University is planning to conduct academic audit in coming years to ensure the teaching quality.

Institute Quality Assurance Cell /PME Cell:

Quality was censured by frequent monitoring by IQAC/PME Cell. Both the cells perform independently to monitor the ongoing activities under the guidance of the Vice Chancellor. The IQAC is fully enaged in accreditation activities and to setting quality benchmarks with consistent work, creating a student-centric teaching-learning environment and enabling faculty to efficiently use smart tools for innovation in education. Similarly, PME cell is fully operational in creating parameters to reach academic as well as non-academic learning goals.

Banda University of Agriculture & Technology, Banda (Application for Information under Section 6(1) of the RTI Act)

	Case/ElleNo
То	(For office use only
10	Public Information Officer/APIO
	Deptt./Branch Banda University of Agriculture & Technology, Banda
	Banda Oniversity of Agriculture & Teenhology, Banda
1.	Name of applicant (Capital Letter)
2.	Father/Husband Name
3.	Permanent Address
4.	Correspondence Address
5.	Particulars of Information solicited
a.	Subject matter of information
b.	The period to which the information relates
c.	Specific details of information required
d.	Whether information is required by post or in person. (the actual postal charges shall be included in
provi	ding the information.)
e.	in case by post, then indicated whether ordinary, Registered or speed
6. Do	you agree to pay the required fee/charges
7- Th	ne details of fee deposited in or by D.D. or I.P.O.
	(i) University SBI counter Receipt NodatedRs
	(ii) DD/IPO NodatedRs(attach Original Receipt/IPO/DD)
	(iii) Whether belongs to below Poverty Line: Yes/No(if Yes enclose copy of proof).
I, her	by declare that I am citizen of India and as such I am entitled to seek Information under RTI Act, 2005
Place	: <u></u>
Addr	Signature of the applicant
	e/Mobile No
Emai	I Address



Dr. B.K. Singh Director, Administration & Monitoring

कार्यालय, निदेशक प्रशासन एवं अनुश्रवण Office of Director Administration & Monitoring बाँदा कृषि एवं प्रौद्योगिक विश्वविद्यालय बाँदा-210001, उ०प्र०

Banda University of Agriculture & Technology, Banda-210001, U.P.

No. BUAT/DAM/QQ8/2020

Date: 07|08|2020

कार्यालय आदेश

सक्षम अधिकारी के अनुमोदनोपरान्त, बांदा कृषि एवं प्रौद्योगिक विश्वविद्यालय, बांदा के कार्यहित में पूर्व के आदेशों को अवक्रमित करते हुए कुलसचिव को प्रथम अपीलीय अधिकारी एव डा० नरेन्द्र सिंह, सह-प्राध्यापक को उनके मूल कार्यों के साथ-साथ जनसूचना अधिकारी नामित किया जाता है तथा इनसे अपेक्षा की जाती है कि जनसूचना अधिकार अधिनियम 2005 में निहित प्राविधानों के अनुसार मांगी जाने वाली सूचनाएं नागरिकों / व्यक्तियों को समय से देने सम्बन्धी आवश्यक कार्यवाही सुनिश्चित करेंगे। साथ ही मा० राज्य सूचना आयोग में होने वाली जनसुनवाइयाँ में स्वयं अथवा अपने किसी प्रतिनिधि के माध्यम से अपने कार्यालय से सम्बन्धित प्रकरणों में विश्वविद्यालय का पक्ष प्रस्तुत करेंगे।

प्रतिलिपि-

वैयक्तिक सहायक को मा० कुलपति महोदय के संज्ञानार्थ प्रेपित।

कुलसचिव, बीयूएटी, बांदा।

वित्त नियंत्रक, बीयूएटी, बांदा।

निदेशक प्रसार, बीयूएटी, बांदा।

सह-निदेशक शांध, बीयूएटी, बांदा।

अधिष्टाता, कृषि / उद्यान महाविद्यालय।

सह-अधिष्ठाता, वानिकी / गृह विज्ञान महाविद्यालय।

सह-अधिण्डाला, छात्र कल्याण, बीयूएटी, बांदा।

डा० जीवएस० पंवार, कुलसचिव एवं डा० नरेन्द्र सिंह, सह-प्राध्यापक को इस आशय के साथ प्रेषित कि उपरोक्तानुसार कार्यवाही कराने का कष्ट करें।

(बीठकेठ सिंह)



Dr. B.K. Singh Director, Administration & Monitoring

No. BUAT/DAM/286/2020

कार्यालय, निदेशक प्रशासन एवं अनुश्रवण Office of Director Administration & Monitoring बाँदा कृषि एवं प्रौद्योगिक विश्वविद्यालय बाँदा–210001, उ०प्र0

Banda University of Agriculture & Technology, Banda-210001, U.P.

कार्यालय आदेश

उत्तर प्रदेश शासन, प्रशासनिक सुधार अनु०-२ के पत्र संख्या-198/43-2-2020 दिनांक 24 सितम्बर 2020 के द्वारा आर०टी०आई० ऑनलाइन व्यवस्था लागू किये जाने हेतु उ०प्र० कृषि अनुसंधान परिषद के अन्तर्गत समस्त कृषि विश्वविद्यालय को वेब पोर्टल पर ऑनलाइन किया जाना है। जिसके क्रम में बांदा कृषि एवं प्रौद्योगिक विश्वविद्यालय, बांदा को वेब पोर्टल पर ऑनलाइन किये जाने हेतु इस विश्वविद्यालय से 01 समन्वय (नोडल) जन सूचना अधिकारी नामित किये जाने की अपेक्षा की गयी है। जिस पर सक्षम अधिकारी के अनुमोदनोपरान्त, डा० नरेन्द्र सिंह, सह-प्राध्यापक (सस्य विज्ञान), कृषि महाविद्यालय को अपने मूल कार्यों के अतिरिक्त समन्वय (नोडल) जन सूचना अधिकारी अग्रिम आदेशों तक नामित किया जाता है। इस अतिरिक्त दायित्व हेतु इन्हें कोई अतिरिक्त वेतन भत्ता देय नहीं होगा।

Date: 08/10/2020

(बी०के० सिंह)

प्रतिलिपि-निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेत् प्रेषित।

- वैयक्तिक सहायक, कुलपति को मा० कुलपति महोदय, बीयूएटी, बाँदा के संज्ञानार्थ प्रेषित।
- कुलसचिव, बीयएटी, बांदा।
- वित्त नियंत्रक, बीयूएटी, बांदा। 3.
- निदेशक प्रसार, बीयुएटी, बांदा।
- सह-निदेशक शोध, बीयुएटी, बांदा।
- अधिष्ठाता, कृषि / उद्यान महाविद्यालय।
- सह-अधिष्ठाता, वानिकी / गृहविज्ञान महाविद्यालय। 7.
- तकनीकी सेल, वीयुएटी, बांदा।
- डा० नरेन्द्र सिंह, सह-प्राध्यापक (सस्य विज्ञान), कृषि महाविद्यालय।



EXTRAORDINARY

पाग II — सण्ड ! PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

रो• 25] No. 25] नई दिल्ली, मंगलबार, बून 21, 2005/ज्वेच्ड 31, 1927 NEW DELHI, TUESDAY, JUNE 21, 2005/JYAISTHA 31, 1927

इस भाग में भिन्न पृस्त संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके। Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 21st June, 2005/Jyaistha 31, 1927 (Saka)

The following Act of Parliament received the assent of the President on the 15th June, 2005, and is hereby published for general information:—

THE RIGHT TO INFORMATION ACT, 2005 No. 22 of 2005

[15th June, 2005.]

An Act to provide for setting out the practical regime of 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, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

WHEREAS the Constitution of India has established democratic Republic;

AND WHEREAS democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

AND WHEREAS it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

NOW, THEREFORE, it is expedient to provide for furnishing certain information to citizens who desire to have it.

BE it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

CHAPTER I

Preliminary

Short title, extent and commencemen

- 1. (1) This Act may be called the Right to Information Act, 2005.
- (2) It extends to the whole of India except the State of Jammu and Kashmir.
- (3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15,16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.
 - 2. In this Act, unless the context otherwise requires,—

Definitions.

- (a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—
 - by the Central Government or the Union territory administration, the Central Government;
 - (ii) by the State Government, the State Government;
- (b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;
- (c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
 - (e) "competent authority" means-
 - (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
 - (ii) the Chief Justice of India in the case of the Supreme Court;
 - (iii) the Chief Justice of the High Court in the case of a High Court;
 - (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
 - (v) the administrator appointed under article 239 of the Constitution;
- (f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form

and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

- (g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- (h) "public authority" means any authority or body or institution of self-government established or constituted—
 - (a) by or under the Constitution;
 - (b) by any other law made by Parliament;
 - (c) by any other law made by State Legislature;
 - (d) by notification issued or order made by the appropriate Government,

and includes any-

- (i) body owned, controlled or substantially financed;
- (ii) non-Government organisation substantially financed,

directly or indirectly by funds provided by the appropriate Government;

- (i) "record" includes-
- (a) any document, manuscript and file;
- (b) any microfilm, microfiche and facsimile copy of a document;
- (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (d) any other material produced by a computer or any other device;
- (j) "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;
- (k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;
- (I) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;
- (m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (n) "third party" means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

Right to information and obligations of public authorities

- 3. Subject to the provisions of this Act, all citizens shall have the right to information.
- 4. (1) Every public authority shall
 - a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
 - b) publish within one hundred and twenty days from the enactment of this Act,—
 - (i) the par ticulars 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;
 - 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;
 - the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (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;
 - publish all relevant facts while formulating important policies or announcing the decisions which affect public;
 - d) provide reasons for its administrative or quasi-judicial

Right to

decisions to affected persons.

- (2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.
- (3) For the purposes of sub-section (I), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.
- (4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

- 5. (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.
- (2) Without prejudice to the provisions of sub-section (I), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (I) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

- (3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.
- (4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.
- (5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

Designation of Public Information Officers. **6.** (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

Request for obtaining information.

- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
- (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,

specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

- (2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.
- (3) Where an application is made to a public authority requesting for an information,—
 - (i) which is held by another public authority; or
 - the subject matter of which is more closely connected with the functions of another public authority,

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

7. (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request undersection 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

- (2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.
- (3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—
 - (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made

Disposal of request.

to arrive at the amount in accordance with fee prescribed under subsection (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

- (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.
- (4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.
- (5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government

- (6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).
- (7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.
- (8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—
 - (i) the reasons for such rejection;
 - (ii) the period within which an appeal against such rejection may be preferred; and
 - (iii) the particulars of the appellate authority.
- (9) 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.
- **8.** (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—
- Exemption from disclosure of information.
- (a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
- (b) 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;

- (c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- (d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- (e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
 - (f) information received in confidence from foreign Government;
- (g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- (h) information which would impede the process of investigation or apprehension or prosecution of offenders;
- (i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

19 of 1923.

- (2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.
- (3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

Grounds for rejection to access in certain cases.

Severability

- 9. Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.
- 10. (1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.
- (2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—
 - (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
 - (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
 - (c) the name and designation of the person giving the decision;
 - (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
 - (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

Third party information.

11. (1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

- (2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
- (3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in

writing the notice of his decision to the third party.

(4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

CHAPTER III

The Central Information Commission

12. (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

Constitution of Central Information Commission

- (2) The Central Information Commission shall consist of-
 - (a) the Chief Information Commissioner; and
 - (b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—
 - (i) the Prime Minister, who shall be the Chairperson of the committee;
 - (ii) the Leader of Opposition in the Lok Sabha; and
 - (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.
- (5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- (6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
- (7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

13. (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Term of office and conditions of service.

Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

- (3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.
- (4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

- (5) The salaries and allowances payable to and other terms and conditions of service of---
 - (a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;
 - (b) an Information Commissioner shall be the same as that of an Election Commissioner:

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
- 14. (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.

Removalof Chief Information Commissioner or Information Commissioner.

- (2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.
- (3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—
 - (a) is adjudged an insolvent; or
 - (b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
 - (c) engages during his term of office in any paid employment outside the duties of his office; or
 - (d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
 - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.
- (4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

CHAPTER IV

The State Information Commission

15. (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

Constitution of State Information Commission.

- (2) The State Information Commission shall consist of-
 - (a) the State Chief Information Commissioner, and
 - (b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.

- (3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—
 - (i) the Chief Minister, who shall be the Chairperson of the committee;
 - (ii) the Leader of Opposition in the Legislative Assembly; and
 - (iii) a Cabinet Minister to be nominated by the Chief Minister

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.
- (5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- (6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
- (7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

Term of office and conditions of service. **16.** (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner,

shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

- (5) The salaries and allowances payable to and other terms and conditions of service of—
 - (a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;
 - (b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
- 17. (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.

Removal of State Chief Information Commissioner or State Information Commissioner

(2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of

the Supreme Court on such reference.

- (3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—
 - (a) is adjudged an insolvent; or
 - (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
 - (c) engages during his term of office in any paid employment outside the duties of his office; or
 - (d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
 - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.
- (4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

Powers and functions of Information Commissions

CHAPTER V

Powers and functions of the Information Commissions, appeal and penalties

- 18. (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—
 - (a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in subsection (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:
 - (b) who has been refused access to any information requested under this Act;
 - (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
 - (d) who has been required to pay an amount of fee which he or she considers unreasonable;
 - (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
 - (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.
- (2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

(3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—

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- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
- (b) requiring the discovery and inspection of documents;
- (c) receiving evidence on affidavit;
- (d) requisitioning any public record or copies thereof from any court or office;
- (e) issuing summons for examination of witnesses or documents; and
- (f) any other matter which may be prescribed.
- (4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

Appeal

19. (1) Any person who, does not receive a decision within the time specified in subsection (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.
- (3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.
- (5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.
- (6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be

recorded in writing.

- (7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.
- (8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—
- (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—
 - (i) by providing access to information, if so requested, in a particular form;
 - (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
 - (iii) by publishing certain information or categories of information;
 - (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
 - (v) by enhancing the provision of training on the right to information for its officials:
 - (vi) by providing it with an annual report in compliance with clause (b) of subsection (I) of section 4;
- (b) require the public authority to compensate the complainant for any loss or other detriment suffered:
 - (c) impose any of the penalties provided under this Act;
 - (d) reject the application.
- (9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.
- (10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

Penalties

20. (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case

may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under subsection (I) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

CHAPTER VI

Miscellaneous

Protection of action taken in good faith. 21. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.

Act to have overriding effect 22. The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

Bar of jurisdiction of courts 23. No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.

Act not to apply to certain organisations 24. (1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.
- (3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.
- (4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (5) Every notification issued under sub-section (4) shall be laid before the State Legislature.
- 25. (I) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

Monitoring and Reporting

- (2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.
 - (3) Each report shall state in respect of the year to which the report relates,—
 - (a) the number of requests made to each public authority;
 - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked:
 - (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
 - (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
 - (e) the amount of charges collected by each public authority under this Act;
 - (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
 - (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.
- (4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.
- (5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.
- 26. (1) The appropriate Government may, to the extent of availability of financial and other resources,—
 - (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;

Appropriate Government to prepare programmes

- (b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;
- (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and
- (d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.
- (2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.
- (3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—
 - (a) the objects of this Act;
 - (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
 - the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
 - (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
 - the assistance available from the Central Information Commission or State Information Commission, as the case may be;
 - all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
 - the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
 - the notices regarding fees to be paid in relation to requests for access to an information; and
 - any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.
- (4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.
- 27. (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Power to make rules by appropriate Government

- (2) In particular, and without prejudice to the generality of the foregoing power, such
- rules may provide for all or any of the following matters, namely:--
 - (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
 - (b) the fee payable under sub-section (1) of section 6;
 - (c) the fee payable under sub-sections (1) and (5) of section 7;
 - (d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and

sub-section (6) of section 16;

- the procedure to be adopted by the Central Information Commission or State (e) Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
- any other matter which is required to be, or may be, prescribed.
- 28. (1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Power to make rules by competent authority.

- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:
 - the cost of the medium or print cost price of the materials to be disseminated (i) under sub-section (4) of section 4;
 - the fee payable under sub-section (1) of section 6; (ii)
 - (iii) the fee payable under sub-section (1) of section 7; and
 - any other matter which is required to be, or may be, prescribed
- 29. (1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

Laving of rules.

- (2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.
- **30**. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Power to remove Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.

- (2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.
 - 31. The Freedom of Information Act, 2002 is hereby repealed.

5 of 2003

Repeal

THE FIRST SCHEDULE

[See sections 13 (3) and 16(3)]

Form of oath or affirmation to be made by the Chief Information Commissioner/the Information Commissioner/the State Chief Information Commissioner/the State Information Commissioner

"I,, having been appointed Chief Information Commissioner / Information Commissioner / State Chief Information Commissioner / State Information Commissioner swear in the name of God solemnly affirm

that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws."

THE SECOND SCHEDULE

(See section 24)

Intelligence and security organisation established by the Central Government

- 1. Intelligence Bureau.
- 2. Research and Analysis Wing of the Cabinet Secretariat.
- 3. Directorate of Revenue Intelligence.
- 4. Central Economic Intelligence Bureau.
- 5. Directorate of Enforcement.
- 6. Narcotics Control Bureau.
- 7. Aviation Research Centre.
- 8. Special Prontier Force.
- 9. Border Security Force.
- 10. Central Reserve Police Force.
- 11. Indo-Tibetan Border Police.
- 12. Central Industrial Security Force.
- 13. National Security Guards.
- 14. Assam Rifles.
- 15. Special Service Bureau
- 16. Special Branch (CID), Andaman and Nicobar.
- 17. The Crime Branch-C.I.D.-CB, Dadra and Nagar Haveli.
- 18. Special Branch, Lakshadweep Police.

T. K. VISWANATHAN, Secy. to the Govt. of India.

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