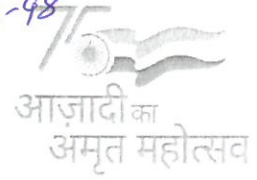




फाइल सं :4-16/CUHP/GA/2016/Vol.II/(RTI)/4788-98

हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
(General Administration/सामान्य प्रशासन)



धर्मशाला – 176215, दिनांक : 26 अगस्त, 2022

**OFFICE ORDER**

The Hon'ble Vice-Chancellor has accorded his approval to streamline the procedure for providing information under RTI Act, 2005 with the following instructions:

- The office of the CPIO shall receive all the applications for providing the information, duly record them in the prescribed register and forward them to the concerned department/section/school as the case may be, for seeking the required information as per the provisions contained under RTI Act, 2005.
- The CPIO, at the first instance shall determine the nature of the applications and serve the notice for third party, if any / dispose off the applications, as the guidelines/provisions of the RTI Act, 2005 and then forward the applications to the concerned quarter accordingly for further necessary action.
- To further streamline the process, following will act as PIO in the concerned office/section/branch/department, and the officers not below the rank of Assistant Registrar shall be deputed as PIO as per table appended below:

Sr. No.	Department /Section/Centre	PIO	Officer responsible for according permission to supply record/information
i.	Finance Office	Assistant Registrar (Finance)	Finance Officer
ii.	CoE	Assistant Registrar(Examination), if any / CoE	CoE
iii.	Registrar Office	Assistant Registrar of the concerned branch (e.g. Gen. Admn., Academics, Establishment, Recruitment, etc.)	Dy. Registrar in the office of the Registrar
iv.	Department / Centres	HoD/Director	Dean of the concerned School
v.	Library	Asstt. Librarian / Dy. Librarian	Dy. Librarian/Librarian (as the case may be respectively)

In addition to the above, the Registrar will act as the Appellate Authority for the University.

(Prof. Vishal Sood)

Registrar

Dated: 26 August, 2022

**Endst. No. Even.**

**Copy to the following for information and further necessary action:**

- Dean (Academic), Central University of Himachal Pradesh, Dharamshala.
- The Director(s) of all Campuses, Central University of Himachal Pradesh
- Deans/HoDs/Directors, Central University of Himachal Pradesh
- Dean Students Welfare, Central University of Himachal Pradesh, Dharamshala
- The Controller of Examinations, Central University of Himachal Pradesh, Dharamshala
- Director, Computer Centre, Central University of Himachal Pradesh, Dharamshala
- The Finance Officer, Central University of Himachal Pradesh, Dharamshala.
- The Internal Audit Officer, Central University of Himachal Pradesh, Dharamshala
- Public Relation Officer, Central University of Himachal Pradesh, Dharamshala
- All concerned.
- The Assistant Registrar, VC's Secretariat- for the kind information of Hon'ble Vice-Chancellor, please.

REGISTRAR