



MANUAL XVI

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF
THE PUBLIC INFORMATION OFFICERS

[SECTION 4(1)(B)(XVI)]

Name, designation of the Public Information Officers (CPIO) & Appellate Authorities (1.10.1):

Following officials of the University have been appointed as Central Public Information Officers under Sub-Sections (1) of Section 5 of the Right to Information Act, 2005.

SL.NO.	INSTITUTIONS	CPIO	APPELLATE AUTHORITY
1.	Office of the Director of Institutes	Deputy Registrar/ Asstt. Registrar as the case may be	Director/Deputy Registrar of the respective Institute as the case may be
2.	Office of the Dean of Faculties	Asstt. Registrar/Section Officer as the case may be.	Dean/Asstt. Registrar of the Respective faculty as the case may be
3.	S.S.Hospital	Dy. Medical Supdt/ Deputy Registrar/ Asstt. Registrar as the case may be.	Medical Supdt./ Deputy Registrar As the case may be.
4.	Mahila Mahavidyala	Asstt. Registrar/ Section Officer as the case may be	Principal/Asstt.Registrar as the case may be
5.	Central Hindu Boys /Girls School/RSV (K)	Section Officer	Principal of respective school
6.	Department	Head of the department concerned	Dean of the respective Faculty
7.	Hostel	Warden	Coordinator/Administrative Warden of respective hostel
8.	Health Centre	CMO-In-charge	Superintendent, Health Center
9.	UWD/EWSS	Asstt. Registrar/Section Officer as the case may be	Supdt. Engineer/ Asstt. Registrar of respective unit as the case may be
10.	Press Publication & Publicity Cell	I & PRO	Chairman, Press Publication & Publicity Cell
11.	Office of the Dean of Students	Section Officer	Dean of Students
12.	Office of the Chief Proctor	Section Officer	Chief Proctor
13.	Sanitary & Support Services	Section Officer	Officer-In-charge
14.	Sri Vishwanath Temple	Section Officer	Hony. Manager
15.	Computer Center	Section Officer	Coordinator
16.	Office of the Controller of Exams.	Deputy Registrar/ Asstt. Registrar as the case may be	Dy. Registrar/Controller of Examinations as the case may be
17.	Office of the Finance	Deputy Registrar/ Asstt. Registrar as the case may be	Dy. Registrar/Finance Officer as the Case may be
18.	Office of the Registrar	Deputy Registrar/ Asstt. Registrar as the case may be	Dy. Registrar/Registrar as the case may be
19.	Central Library & its Units	Deputy Librarian/Asstt. Librarian	Librarian/Deputy Librarian as the Case may be
20.	Horticulturists Unit	Officer-In-charge	Director, Inst. Agri. Sciences
21.	All other Offices/ Units/ Centers etc.	Section Officer/officer authorized by the Head of the respective Office/Unit/ Center etc.	Head of the Respective Office/Unit/ Center etc.

Name of Central Assistant Public Information Officer (1.10.1):

Dr. S. P. Mathur

Joint Registrar (Admin.-Teaching) &
CAPIO & Nodal Officer, R.O.(Administration),
Right to Information Officer,
Banaras Hindu University,
Varanasi-221005.
Telephone (Fax) :**0542-2368903**
Email : capio@bhu.ac.in

CAPIO/CPIO's/First Appellate Authorities:

- <http://bhu.ac.in/rtiact/notification3007.html>
- <https://www.bhu.ac.in/rtiact>
- https://new.bhu.ac.in/Site/Page/1_2_32_6159_3230_Main-Site-RTI-Acts
- https://new.bhu.ac.in/Site/Page/1_2_32_6159_3229_Main-Site-RTI-Acts
https://www.bhu.ac.in/rtiact/nodal_officer.html

Address telephone number and email ID of each designated Official (1.10.2):

- <https://www.bhu.ac.in/telephone/>
- <https://www.bhu.ac.in/telephone/elst.pdf>
- https://www.bhu.ac.in/rtiact/nodal_officer.html
- https://new.bhu.ac.in/Site/Page/1_2_16?3175
- https://new.bhu.ac.in/Site/Page/1_2_32_6159_3230_Main-Site-RTI-Acts
- https://new.bhu.ac.in/Site/Page/1_2_32_6159_3229_Main-Site-RTI-Acts
- https://new.bhu.ac.in/Site/Contactus/1_2?106
- <https://www.bhu.ac.in/rtiact/allDocs/Manual-9-New%20update%23.pdf>
- <https://www.bhu.ac.in/rtiact/allDocs/Manual-17-New-Update%23%23.pdf>

(1.11) No of Employees against whom disciplinary action has been proposed/taken (Section 4(2))

(i) Pending for minor penalty or major penalty proceedings

As per records proceeding was initiated during the year 2021-2022

As per records 4 cases are visible on 1st April 2021 to 31st March 2022 for Major penalty proceedings in 2 cases and Minor penalty proceedings in 2 cases

(ii) Finalized for minor penalty r major penalty proceedings

As per records proceeding was initiated during the year 2021-2022

As per records 1 finalized case are Minor penalty case and 3 cases are under proceedings.

(1.12) Programmes to advance understating of RTI (Section 26)

1. Educational programmes :-

- a) The University runs in Faculty of Law
- b) The University organza's lecturer of Information Commission, CIC New Delhi
- c) The Programmers from study of ISTM, New Delhi
- d) In above the University deposes CPIO & FAA
- e) RTI Act course in Faculty of Law University

The Educational Programs Taken in the Faculty of Law are in accordance with the Act/Statutes, Ordinances and as per the Bar Council of India (BCI) requirement. Students are taught about the RTI also.

2. Efforts to encourage public authority to participate in these programmes:

Till date the Section has not received any such training programme from ISTM or any other Govt. agencies. As and when such programme is published, efforts will be made to encourage CPIOs to participate in these programmes.

And due to Covid-19 such training could not be held in house and employees could not be deputed to attend at other places. However, in future, the University will make efforts to conduct/depute such training.

3. Training of CPIO/APIO

The University used to nominate CPIOs/Appellate Authorities to attend training programmes at ISTM, New Delhi, etc. Also the University, in past, had organized in-house training programmes. However, due to outbreak of Covid-19, such training programmes could not be held in-house and employees could not be deputed to attend at other places. In future, the University will make efforts to conduct/depute officials to attend such training programmes.

A list of officials, who attended training programmes, is given hereunder:

1. Update & Publish guidelines on RTI by the Public Authorities concerned:

OM of Guide on the Right to information Act, 2005:

- http://bhu.ac.in/rtiact/1_4_2009-IR.pdf
- https://new.bhu.ac.in/Images/files/rti50001_reduce.pdf
- http://new.bhu.ac.in/Site/Page/1_2_32_72_Main-Site-Mandatory-Disclosure-Under-RTI-Act

Office Producer Manual:

- https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

Annual Reports:

- https://www.bhu.ac.in/anualreport/_pdf_files/Annual%20Report%202019-20%20PDF.pdf
- https://www.bhu.ac.in/anualreport/_pdf_files/Annual%20Report%202020-21%20English%20&%20Hindi%20Version.pdf
- https://www.bhu.ac.in/anualreport/_pdf_files/Annual%20Report%202021-22%20letter.pdf
- https://www.bhu.ac.in/anualreport/_pdf_files/ACCOUNT%20&%20AUDIT%20REPORT_2020-21_ENGLISH.pdf
- https://www.bhu.ac.in/anualreport/_pdf_files/ACCOUNT%20&%20AUDIT%20REPORT_2020-21_HINDI.pdf
- https://new.bhu.ac.in/Site/Page/1_2_16?2119

(1.13) Transfer policy and transfer orders [F.No.1/6/2011-IR dt.15.4.2013]

The employees are transferred from a department/office to another department/office in the administrative interest after the approval of the competent authority.

Office Procedure Manual@https://www.bhu.ac.in/rtiact/pdf_files/BHU-OPM-Updated.pdf

POSTING AND TRANSFER

CHAPTER 5

LIMIT OF RETENTION OF ASSISTANTS IN THE SAME SECTION

No assistant should be allowed to remain in the same seat for more than three continuous years without specific approval of the Registrar and in the same section for more than 5 continuous years without the specific approval of the Vice-Chancellor. Also a person having worked in a seat or section for the prescribed period would not be posted again to the same seat or section after a short interval. Relaxation of these orders should particularly be avoided during the two years preceding the retirement of a person.

PROFESSIONAL HISTORY AND TRANSFER HISTORY CARD

With a view to facilitating the postings of persons with experience of particular section and also to give an all round training to the assistant, Administration should know the professional history of every assistant including Section Officer. For this purpose an index sheet should be maintained in the form shown in Annexure to this Chapter.

The sheets should show the chronological sequence of the sections in which the official has worked. To facilitate the quick preparation of index sheet, each assistant or Section Officer should be supplied with a blank card in which entries should be made by each and returned on completion to the Administration section. Every employee should be held responsible for supplying correct information.

GRANTING OF PERMISSION TO OFFICE ASSISTANTS TO APPLY FOR POSTS ELSE WHERE

It is the duty of an University employee, who wishes to transfer his services to a Government Office or Department, or elsewhere to obtain the consent of the authority which appointed him to his existing post, before taking up the new

employment. If he takes up the new employment without such consent, he commits breach of discipline and is liable to be punished, in the last recourse, by dismissal from his post and consequent loss of pensionable service. Resignation of his former appointment will not, it should be noted, protect him from this penalty.

All applications for appointments elsewhere should be despatched from the Administration Section, so that, that section may have a record of all cases in which permission to apply elsewhere has been given by the proper authority.

In granting or withholding consent to the acceptance by a subordinate of other employment, the University authorities must consider whether the transfer will be consistent with the interest of the public service. Permission should not be refused, however, without strong reason, which should be recorded in writing.

It has been decided that unless an University employee is sponsored by the University or applies through or with the specific prior approval of the University for a Scholarship or fellowship, he will not be permitted to take up such scholarship or fellowship.

PRINCIPLES TO BE OBSERVED IN CONSIDERING THE QUESTION OF FORWARDING APPLICATIONS OF EMPLOYEES BELONGING TO SCHEDULED CASTES/ SCHEDULED TRIBES FOR EMPLOYMENT ELSEWHERE

Subject to the general principle that the authority must balance the interest of the University against the necessity to avoid hardship to the individual, the applications particularly in the case of Scheduled Castes and Scheduled Tribes should be readily forwarded even though they are permanent employees unless in very rare cases, there are compelling grounds of public interest for withholding them. Employees belonging to the Scheduled Castes/Scheduled Tribes should be afforded every facility to improve their prospect.

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(Based on GIMHOM No.130/54-Ests(A)-Idated 28th February 1955 read with GIMHOM No.28/3/59-Ests (A) dated 15th June, 1959 and No.1/6/64-SC.I dated 19th March, 1964).

SENDING CONFIDENTIAL REPORTS OF EMPLOYEES TO OUTSIDE BODIES

Executive Council Resolution No. 345 dated 12-2-1961.

Considered the question of making the rules for sending the confidential reports of University employees to outside bodies.

Resolved that the following rules for sending the confidential reports of the employees be made:

- I. Confidential reports of the employees of the University may be sent to other Government Departments, Public Service Commission and Universities. On their request but should not be sent to the Non-Government Institutions.
- II. A certain amount of discretion may be exercised when there is a demand for such reports from semi-Govt. Institutions.
- III. Confidential reports should be forwarded to the requisitioning authorities in double sealed covers addressed to a responsible Officer by name and a proper acknowledgement should be obtained. The reports should be returned by the outside authorities in double sealed covers and be properly checked on return to verify that no page is missing.



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INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
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RTI-PIO-09(18 Dec 2014-19 Dec

6	Ghan Shyam	BLOCK 9 CGO COMPLEX LODHI ROAD NEW DELHI
7	Shivanand Vishnu Shinde	swasthya sadan mukundnagar
8	Chandra Prakash Choudhary	Swasthya Sadan Mukundnagar Pune Maharashtra
9	Mukesh Prasad	IUAC Campus, Aruna Asaf Ali Marg.
10	B B Prasad	OPPOSITE M BLOCK SECTOR 23 KAMLA NEHRU GHAZIABAD
11	Kedar Nath Sharma	near NTH, Kamla Nehru Nagar, Ghaziabad
12	Hawa Singh Jakhar	NTIPRIT, ALTTC Campus, Raj Nagar, Ghaziabad
13	Sridhar Dora	DIRECTOR GENERAL OF INCOME TAX (SYSTEMS) GROUND FLOOR, E-2, JHANDEWALAN EXTENSION, NEW DELHI
14	Arti Agarwal	Directorate of Income-Tax(Systems), ARA Centre, Extension, New Delhi
15	Ramanjit Kaur Sethi	DIRECTOR GENERAL OF INCOME TAX(SYSTEMS) GROUND FLOOR, E-2, JHANDEWALAN EXTENSION, NEW DELHI
16	Rajesh Kumar Saini	OIDB BHAWAN, PLOT NO.2, SECTOR-73
17	Kamla Prasad	Dy Registrar-IQAC & Officer incharge-Training(Non of the Registrar, Banaras Hindu University-221005
18	Raj Bali Ram	Dy Registrar-IQAC & Officer Incharge-Training(Non Registrar Banaras Hindu Univeristy-221005
19	Devi Dutt Kandpal	NA
20	Chandralal Sudhakaran	statue trivandrum
21	Purushothaman K P	Statue, Trivandrum
22	Ershad M S	Statue, Trivandrum
23	Ragesh D	STATUE

Acceptance Letter



फा.सं/ FILE NO:A-33039/5/2014-ISTM

भारत सरकार/ GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग/ DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष/ TELEPHONE - 011-26104038; टेलीफैक्स/ FAX - 011-26104183

Dated: 18/11/2014

To

All Sponsoring Authorities

Subject: Two days Workshop on Right to Information Act, 2005 on 18-19 December, 2014 for Central Public Information Officers at ISTM, New Delhi - Acceptance of nominations - regarding.

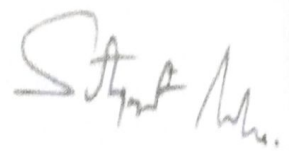
Sir/Madam,

With reference to this Institute's communication of even number dated 23rd September, 2014 on the subject cited above, it is hereby informed that the list of officers selected for the said Workshop has been drawn and the same may kindly be seen at the list of nominees available at the Institute's website (<http://www.istm.gov.in>) by clicking the entry of the said workshop under the heading "Confirmed Nominations".

2. The selected officers may be relieved and advised to report to the Institute at 9.15 AM on 18th December, 2014 at ISTM, JNU (Old) Campus, Olof Palme Marg, New Delhi -110 067.
3. ISTM provides hostel facilities when rooms are available on first-cum-first-served basis. Participants who would like to avail of hostel facilities at ISTM may like to contact the Hostel Warden or the caretaker at the telephone number 011-26172571.
4. A course fee of Rs.2000/- is to be paid by the participants from PSUs and autonomous

bodies only. It may please be ensured that they bring a Bank Draft of Rs. 2000/- in favour
Assistant Director, ISTM, New Delhi towards the fee. Participants from the Central/State
Government need not pay the capitation fees.

Yours faithfully,



(Satyajit Mishra)

Joint Director & Course Director



GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT

This is to certify that

Mr/Ms. Kamla Prasad participated the

Workshop on Right to Information for PIOs

conducted from 18.12.2014 to 19.12.2014

New Delhi

Dated 19.12.2014

S. N. Sharma

Course Director

Umaesh Kumar

Director