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**DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY
PUSA- 848125 (SAMASTIPUR) BIHAR**

F.No. 02/Estt/Misc./07/2019/1461/RPCA, Pusa

Date: 15/12/2022

OFFICE ORDER

In supersession of earlier order F. No. 02/Est/ Misc/07/2019/1346A/RPCA, Pusa dated November 23, 2022 related to structure of RTI Cell of the University the Competent Authority is pleased to restructure the RTI Cell of the University for smooth functioning & transparency. New structure of RTI, will be effective by the date of issue of this order:

1. Deputy Registrar (Recruitment), RPCAU, Pusa is hereby nominated as Nodal Officer (RTI), RPCAU, Pusa. Role of Nodal Officer (RTI) Cell:

- (i) Coordinate all the work relating to the implementation of RTI Act, 2005.
- (ii) Serve as the nodal point for receiving applications and appeals physically, offline as well as online and forward it to the concerned CPIOs/Appellate Authority within the Department or to other public authority if the matter does not concern this University.
- (iii) Coordinate matters relating to Central Information Commission in terms of hearing, orders and other matters related to Department of Agricultural Research and Education.
- (iv) Preparation of quarterly returns to be submitted to CIC as per RTI Act, 2005.
- (v) Compilation of all data related to RTI.
- (vi) Any other work related to the RTI Act, 2005.

2. Offices & their authority of the university nominated as CPIO/ Appellate Authority under the RTI Act 2005 as under:

Sl. No.	Administrative Unit	Description	CPIO	First Appellate Authority
1.	Establishment	For all matters pertaining to Establishment	Assistant Registrar (Estt.)	Deputy Registrar (Estt.)
2.	Academic/ Examination	For all matters related to Academics/ Examination	Assistant Registrar (Academic/ Examination)	Registrar
3.	Finance	For all matters pertaining to Finance	Assistant Comptroller (HQ.)	Comptroller
4.	Recruitment	For all matters pertaining to Recruitment	Assistant Registrar (Rectt.)	Deputy Registrar (Rectt.)
5.	Student Welfare	For all matters pertaining to Student's Welfare	Section Officer, DSW	DSW
6.	Library	For all matters related to Library	Assistant Librarian	University Librarian
7.	Publicity & Publications	For all matters related to public relations/ publicity/ publications.	Consultant Publicity and Information	University Librarian
8.	Raj Bhasha/ Hindi Office	For all matters related to Official Language	Hindi Officer.	DoE
9.	Constructions, Maintenance, works Contracts	For all matters related to new constructions etc.	Executive Engineer (B&I)	Director (B&I)
		For all matters related to maintenance/ renovation, etc.	Executive Engineer (P&F)	Director (P&F)
10.	Different Colleges/ School	For all matters pertaining to their respective Colleges/ School	Section Officer or any faculty may be nominated by concerned Dean/ Director	Dean/ Director of the concerned college/ School
11.	Central Stores	For all matters pertaining	Officer In-charge, Central	Comptroller

		to Purchase	Stores	
12.	Sugar Cane Research Institute/ Animal Production & Research Institute/ Directorate of Extension Education/ Directorate of Research/ Directorate of Seeds & Farm	For all matters pertaining to their respective Units	Section Officer or any faculty may be nominated by concerned Director/ Controlling Officer	Director/ Controlling Officer
13.	University Hospital	For all matters pertaining to their respective Unit	Chief Medical Officer	Administrator, University Hospital
14.	External Examination & Evaluation Cell	For all matters pertaining to their respective Unit	Officer In Charge (E.E.&E.C.)	Registrar
15.	Estate	For all matters pertaining to their respective Unit	Estate Officer	Deputy Registrar (Estt.)
16.	Security	For all matters pertaining to their respective Unit	Security Officer	Deputy Registrar (Estt.)

- Wherever applicable, all the Dean/ Director/ Controlling Officer shall nominate a CPIO/ Appellate Authority of their respective College/ Department/Unit at the earliest from the Issue of this order and inform the same to the Nodal Officer, RTI Cell of the University within a week.

3. All the CPIOs/ FAAs shall process and dispose off the RTI concerning to respective units and send the reply directly to the RTI applicant with a copy of the reply to the Nodal Officer.

Approval of Hon'ble Vice-Chancellor is available in the file-02/Estt./Misc.-07/2019 at page 157/N


Deputy Registrar (Estt.)

Copy to: For information & necessary action.

1. All Deans, RPCAU, Pusa.
2. All Directors, RPCAU, Pusa.
3. Registrar, RPCAU, Pusa.
4. Comptroller, RPCAU, Pusa.
5. University Librarian, RPCAU, Pusa.
6. Administrator, University Hospital, RPCAU, Pusa.
7. Associate Director, Student's Welfare, RPCAU, Pusa.
8. All Associate Director, Research, RPCAU, Pusa.
9. All Head of the Department, RPCAU, Pusa.
10. All Controlling Officer, RPCAU, Pusa.
11. Officer In Charge (E.E.&E.C.), RPCAU, Pusa.
12. Assistant Officer In Charge (E.E.&E.C.), RPCAU, Pusa.
13. All Senior Scientist & Head, KVKs, RPCAU, Pusa.
14. All Deputy Registrar, RPCAU, Pusa.
15. Deputy Comptroller, RPCAU, Pusa.
16. Chief Medical Officer, RPCAU, Pusa.
17. All Executive Engineer, RPCAU, Pusa.
18. Assistant Librarian, RPCAU, Pusa.
19. Consultant, Publicity & Information, RPCAU, Pusa.
20. All Assistant Registrar, RPCAU, Pusa.
21. All Assistant Comptroller, RPCAU, Pusa.
22. All Officer In-charge, RPCAU, Pusa.
23. All Section Officer, RPCAU, Pusa.
24. Hindi Officer, RPCAU, Pusa.
25. Estate Officer, RPCAU, Pusa.
26. Security Officer, RPCAU, Pusa.
27. All Assistant/ Dealing Assistant, Establishment Section (Hqr.), RPCAU, Pusa.
28. Officer In- Charge, ARIS Cell, RPCAU, Pusa for information & uploading on E-notice board & University Website.
29. Dr. P. K. Pranav, Associate Professor, Department of FMPE, CAE&T & present CPIO, RPCAU, Pusa for information & hand over the charge to Nodal Officer (RTI), RPCAU, Pusa.
30. Secretary to Vice-Chancellor for kind information to Hon'ble Vice-Chancellor.

