

Right to information Cell

(Academic Year 2022-23)

To bring transparency answerability in the administration and functionality of the institution and to provide information about the Institution to the faculty and students and to all the stake holders to provide a free sharable information about the institution data a Right to Information Cell is established in the College. It is an act to provide for setting out the practical regime of Right to Information for citizens to secure information under 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. This law was passed by Parliament on 15 June 2005 and came fully into force on 12 October 2005.

Table : Composition of Right to information Cell

S.No	Right to information Cell		
	Name	Programme	Designation
1	Dr. K.Venkata Rao	Director	Chairman
2	Dr. Mahesh Babu	Engineering	Member
3	Mr. Amit Bhalla	Assistant Director Public Relations	Member

Functions & Responsibilities:

- Committee shall provide the information sought in respect of GNITC in accordance with the Right to Information Act.
- To receive application on behalf of GNITC and acknowledge them with date on such requests.
- To assign number of request under R.T.I Act and to enter it in a register with number.
- To scrutinize Applications and find out concerned section to whom request is to be forwarded.
- To forward application to the concerned department within 48 hours.
- To receive appeals on behalf of appellate authorities for onward submission to Appellate Authority.
- To receive reply/information from concerned cell/section/Department.
- To compile the information with the request.
- To certify the information while providing it to the applicant.
- To ensure realization of requisite fee in each and every case.
- To ensure delivery of information to the applicants.
- To scrutinize the information sought for by the applicants.
- To examine whether any exemption is applicable under section 8 or 9 or 24 of the Act.
- If covered under any exemption to issue rejection/refusal order with cogent reasons.
- To examine if it pertains to life or liberty or any urgency.
- To examine if any further fee is required and issue instructions to realize fee.

- To Issue intimation for deposit of further fee with justification and his right to review of decision.
- To seek services of other officers who are posted in other departments and are acquainted with the information for ensuring the delivery of complete reply to the applicant.
- To ensure disposal of the requests within prescribed time period.
- To find out if third party is involved if so to issue notice to third party and to obtain representation from third party (if required).
- To give opportunity of hearing and to make representation orally or in writing to third party.
- To intimate him about his entitlement to make appeal to the appellate Authority within specified period.
- To prepare weekly statements and to apprise off the situation to Director, GNITC.
- To maintain all RTI records, receipts of RTI, disposal and submit an annual statement

Procedure for Obtaining Information

- A person, who desires to obtain information admissible under the Act, should make a written request in Form- A to the Public Information Officer (PIO), Guru Nanak Institutions Technical Campus Ibrahimpatnam Dist. Ranga Reddy, Hyderabad Telanagana State accompanied by a Bank Draft/IPO of Rs.10/- (Rupees ten only) in favour of Director, Guru Nanak Institutions Technical Campus payable at Hyderabad or enclose the copy of receipt for Rs.10/- (Rupees Ten only), by depositing the same in Accounts Section of the Institute towards the application fee, specifying the particulars of the information sought by him or her.
- Further, for providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt at the following rates:
- Rupees two for each page (in A-4 size paper) created or copied.
- Actual charge or cost price of a copy in larger size paper.
- Actual cost or price for samples or models.