



Minutes of Seventh Meeting of the Committee looking into RTI Matters

03-02-2022

ATTENDEES

Dr. Umnikrishnan C, Chairperson and Transparency Officer
Dr. B. Thiagarajan, CPIO
Dr. Asha Gopalan, DPIO
Sh. Biju K.V, DPIO
Mr. Arun S, JA, RTI Cell

Col. S. Chakraborty (Retd.), Nodal Officer, Shri. R. Navaneethakumar, DPIO, Sh. V. Shanmugam, DPIO and the Staff from Personnel Section did not attend the meeting.

Reporting Items	
1.	Quarterly Returns of RTI is filed with CIC and the same has been updated 4.5.1 and 4.6.1.
2.	Faculty/Staff list is updated as per the suggestion from the Transparency Officer in 1.8.2.
3.	Organization Chart is revised as per the suggestion from Transparency Officer in 1.1.5. and 1.3.5.
4.	Minutes of the Meetings (upto 6 th) of the RTI Committee minutes has been updated in 5.1.5.
5.	Dr. Asha Gopalan, AR (Purchase) has been added as one of the DPIOs in the Online Portal and login credentials have been shared with her.
6.	Officers dealing with RTI updated in the sections 1.10.1, 1.10.2 and 5.1.4.
7.	The CPIO presented the statistics (Annexure A) of the RTI application to the committee.
Discussion Items	
1.	It is suggested that one of the Resident Psychologists be included as DPIO. Action: RO
2.	OM for the Transparency Audit for the year 2021-22 is anticipated from the CIC at any time. The individual section should be prepared with the data for the same. Action: CPIO
3.	The draft format of the requisite data for the transparency audit for the year 2021-22 shall be shared with the committee. Action: RTI Cell

Dr. B. Thiagarajan
CPIO

Col. S. Chakraborty (Retd.)
Nodal Officer

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Summary of RTI Applications as on 27-01-2022		
1	No. of RTI applications received in Online Mode	115
2	No. of RTI applications disposed in Online Mode	111
3	No. of RTI application pending to be replied	4*
4	No. of RTI applications received in Offline Mode	7
5	No. of RTI applications disposed of through Offline Mode	6**
6	No. of Appeals received	9 (All disposed of)

* 2 with HR and 2 with Academics.

** Communicated with the applicant regarding fee payment.


03/02