



Indian Institute of Technology Palakkad  
भारतीय प्रौद्योगिकी संस्थान पालक्काड  
Nurturing Minds For a Better World

IIT PALAKKAD

Minutes of Eleventh Meeting of the Committee looking into RTI Matters on 27-05-2022

**ATTENDEES**

Dr. Unnikrishnan C, Chairperson and Transparency Officer  
Dr. Ganesh Natarajan, Nodal Officer  
Dr. B. Thiagarajan, CPIO  
Shri. R. Navaneethakumar, DPIO  
Dr. Asha Gopalan, DPIO  
Ms. Arya Arvind, DPIO  
Mr. Arun S, JA, RTI Cell

Sh. K. V. Biju, DPIO and Mr. V. Shanmugam, DPIO did not attend the meeting.

S. No.	Agenda	Discussions and Decisions
<b>Reporting Items</b>		
1.	Minutes of the Tenth Meeting of RTI Committee has been updated in the Section 5.1.5 of Suo Moto Disclosure Page of the institute's website.	
2.	A hearing was scheduled on 26-05-2022 at 1130 and 1200 hours by the FAA on two RTI Appeals. The applicant did not turn up for the same and hence disposed of by the FAA.	
3.	CPIO presented the cumulative statistics of RTI Applications (Offline/Online) as on 26-05-2022 to the Committee ( <b>Annexure-A</b> ).	
<b>Discussion Items</b>		
1.	Circulation of the format of the self-appraisal report to various administrative sections / centers / departments for their inputs. A timeline of 30 days may be provided for furnishing the data.	Agreed upon by all the members.  <b>Action: RTI Cell and all DPIOs</b>
2.	Reply to the RTI Queries submitted by DPIOs (offline or online) to the CPIO, should be signed and stamped.	Agreed upon by all the DPIOs.  <b>Action: DPIOs</b>
3.	The replies to the applicants will be disposed of from the RTI Portal (online) or RTI Cell (offline) by the CPIO, in line with the DoPT Order No. 10/1/2013-IR dated 06-10-2015 ( <b>Annexure-B</b> ), as per the format in <b>Annexure-C</b> .	Agreed upon by all the members.  <b>Action: RTI Cell and CPIO</b>

Dr. B. Thiagarajan  
CPIO

केन्द्रीय लोक सूचना अधिकारी  
CENTRAL PUBLIC INFORMATION OFFICER

Dr. Ganesh Natarajan  
Nodal Officer

Annexure-A

Sl. No.	Particulars	Count
1	No. of RTI applications received in Online Mode	170
2	No. of RTI applications disposed in Online Mode	161
3	No. of RTI applications pending in Online Mode	9*
4	No. of Appeals received	14 (13 Disposed of)
5	No. of Appeals in which documents are awaited from the applicant	01
6	No. of RTI applications received through Offline Mode	17
7	No. of RTI applications disposed in Offline Mode	17
8	No. of RTI applications pending in Offline Mode	0
9	No. of Hearings at the level of FAA	2

\*Academics – 1, Academics & HR – 1, HR – 6, Academics & Placement – 1

27/05

27/05/2022

*[Handwritten signature]*

No. 10/1/2013-IR  
 Government of India  
 Ministry of Personnel, PG & Pension  
 Department of Personnel & Training

North Block, New Delhi  
 Dated 6<sup>th</sup> October, 2015

Office Memorandum

Subject: Format for giving information to the applicants under RTI Act- issue of guidelines regarding.

It has been observed that different public authorities provide information to RTI applicants in different formats. Though there cannot be a standard format for providing information, the reply should however essentially contain the following information:

- (i) RTI application number, date and date of its receipt in the public authority.
- (ii) The name, designation, official telephone number and email ID of the CPIO.
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
- (iv) In case the information pertains to other public authority and the application is transferred under section 6(3) of the RTI Act, details of the public authority to whom the application is transferred should be given.
- (v) In the concluding para of the reply, it should be clearly mentioned that the First Appeal, if any, against the reply of the CPIO may be made to the First Appellate Authority within 30 days of receipt of reply of CPIO.
- (vi) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

2. In addition, wherever the applicant has requested for 'certified copies' of the documents or records, the CPIO should endorse on the document "True copy of the document/record supplied under RTI Act", sign the document with date, above a seal containing name of the officer, CPIO and name of public authority; as enumerated below:

<p>True copy of the document/record supplied under RTI Act.</p> <p style="text-align: right;">Sd/-</p> <p style="text-align: right;">Date</p> <p style="text-align: right;">(Name of the Officer)</p> <p style="text-align: right;">CPIO</p> <p style="text-align: right;">(Name of the Public Authority)</p>
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Further in case the documents to be certified and supplied is large in number, information on RTI application should be supplied by a designated PIO but the certification of the documents, if need be, could be done by an other junior gazetted officer.

3. This may be brought to the notice of all concerned.

G. S. Arora  
 (G. S. Arora)  
 Deputy Secretary (IR)  
 Tel.23092755

1. All the Ministries / Departments of the Government of India.

File No: <<RTI Cell Reference Number>>  
**Government of India**  
**Indian Institute of Technology, Palakkad**  
**Ahalia Integrated Campus**  
**Kozhipara PO, Palakkad - 678557**

Dated - -202

To  
<<Name>>  
<<Address 1>>  
<<Address 2>>

**Registration Number:** <<From RTI Web Portal>>

Dear Sir/Madam,

I am to refer to your Request for Information under RTI Act 2005, received vide letter dated <<date of the application>> and to say that

In case, you want to go for an appeal in connection with the information provided, you may appeal to the Appellate Authority indicated below within *thirty days* from the date of receipt of this letter.

**Prof. P. B. Sunil Kumar**

FAA & Director

Address: Nila Campus, Pudussery PO, Kanjikode West Palakkad - 678623

Phone No.: 04923-223500

Yours faithfully,

**(Dr. B. Thiagarajan)**  
**CPIO & Deputy Registrar**  
**Phone Number: 04923 226521**  
**Email: bthiagarajan@iitpkd.ac.in**

**Copy to:**

(i) RTI Cell, IIT Palakkad

153  
25/05/2020