

Office of the Registrar

Ref. No. : SU/32/2026/209

Dated : 28th March, 2026

OFFICE ORDER

As per the provisions of the Right to Information Act, 2005, the Vice Chancellor is pleased to constitute the RTI Cell as under :

- (a) **First Appellate Authority**
The Registrar, Sanskaram University
- (b) **State Public Information Officer**
All the Deans and HoDs of Administrative Departments of their respective School/College/Department
- (c) **Assistant Public Information Officer**
Mr. Narender, Assistant Registrar

Procedure to followed :

- (a) Applications/Appeals under RTI Act will be received by the APIO, in the Office of the Registrar, who will forward the same forthwith (after retaining the IPO/Draft/Receipt of Application Fee) to the concerned SPIO for providing the information to the applicant and in case of appeal to the First Appellate Authority for necessary action as per rules.

APIO should ensure that the RTI application is in order, as per RTI Rules and provisions of the RTI Act. The APIO should also maintain the record of all the RTI applications, Appeals and the fees received/deposited/transferred to Accounts Branch and filling of required returns.
- (b) SPIO shall provide information to the RTI applications within the stipulated time as prescribed in the RTI Act. If any/some points relate to other office/school/college/department, they may seek assistance for arranging information by transferring the concerned points of information. While providing the information the applicants may also be informed about the First Appellate Authority, to enable the applicant to file an appeal, in case the applicant is not satisfied with the information provided by the SPIO.
- (c) All concerned officers are advised to go through the RTI Act, 2005 and Haryana RTI Rules, as amended from time to time, and act accordingly, to avoid unnecessary litigation and to ensure smooth functioning.

This has been issued with the approval of the Competent Authority.

Kumar
Registrar
28/03/26

The copy of the above is being forwarded to the following :

1. PA to Vice Chancellor for kind information of the Vice Chancellor
2. PA to Pro Vice Chancellor for kind information of the Pro Vice Chancellor
3. Dean – Academics
4. Deans of all the Schools/Colleges and HoDs of Administrative Divisions for strict compliance
5. Director – HR.