

RTI Handbook

S.No	Particulars of Information	Remarks
i.	The particulars of its organization, functions and duties	Annexure-I
ii.	The powers and duties of its officers and employees	Annexure-II
iii.	The procedure followed in the decision making process, including channels of supervision and accountability	Annexure-III
iv.	The norms set by it for the discharge of its functions	Annexure-IV
v.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging of its functions	Annexure-V
vi.	A statement of the categories of the documents that are held by it or under its control	Annexure-VI
vii.	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Annexure-VII
viii.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or the for the purpose of its advice, and as to meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	Annexure-VIII
ix.	A directory of its officers and employees	Given on University Website
x.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Annexure-IX
xi.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Annexure-X
xii.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Annexure-XI
xiii.	Particulars of recipients of concessions, permits or authorizations granted by it	
xiv.	Details in respect of the information, available to or held by it, reduced in an electronic form	Annexure-XII
xv.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Annexure-XIII
xvi.	The names, designations and other particulars of the Public Information Officer	Annexure-XIV
xvii.	Such other information as may be prescribed:	Annexure-XV