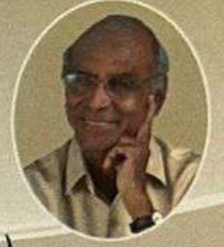


K.B.H.S.S. Trust's
**Dr. B. V. Hiray College of
Management & Research Centre**



Krushni Nagar, Golibar Maidan, Malegaon Camp, Tal. Malegaon Dist. Nashik - 423 105 (M.S.)

Affiliated to S.P. Pune University, Approved by AICTE, New Delhi, DTE Mumbai

Ph.: 02554 - 250115

www.dbhcmr.org

E-mail : hiraymba@gmail.com

Ref. No. :

Date : / /20

**महिती अधिकार कायदा, 2005 (2005 चा 22)
कलम (५) १ अनुसार पदनिर्देशन**

[Right to Information Act, 2005 (22 of 2005) Section 5 (1)]

The **Right to Information Act, 2005 (22 of 2005)** was passed by the Parliament and came in force on June 15, 2005. In order to encourage transparency and accountability in the ways in which every public authority functions, this Act grants citizens the right to access information that is under the control of public authorities. All Universities and Colleges that are established by law passed by the State Legislature, the Parliament, or the appropriate Government, or that are owned, controlled, or substantially financed directly or indirectly by funds provided by the Government fall under the definition of a Public Authority under this Act, according to UGC guidelines. The objective of this act is to make our society more transparent and public authorities more accountable.

The full text of the Act and frequently asked questions for implementation of the act are available on the website www.righttoinformation.gov.in

As per Savitribai Phule Pune University circular Reference no. CA/2157 issued on dated 17/11/2022 to implement Right To Information Act, 2005 at various affiliated college to achieve transparency in administration.

By passing The Right To Information Act, 2005, a big step towards ensuring transparency in government has been made. This Act aims to improve administrative machinery by making it more open and free while also increasing transparency in government administration. With the exception of the State of Jammu and Kashmir, this Act is applicable to all of India. It provides a definition of the word "information" and mandates that it be in any material, in any format, such as books, papers, notes, emails, press releases, circulars, orders, logbooks, contracts, reports, papers, and other things as provided. It has often been argued that an informed populace may develop and achieve democracy. Citizens should seek facts before forming or drawing any conclusions in order to understand how and why a specific decision was made.



RTI Committee Member:

- Appellate Officer
 - Dr. Subhash J. Jadhav, Director
- Public Information Officer
 - Shri. Shrikant V. Wagh, Office Superintendent
- Assistant Public Information Officer
 - Shri. Vinod S. Khair, IQAC Coordinator

Procedure:-

♣ Application in writing can be submitted directly to the concerned Public Information Officer (PIO) in English or Marathi language

♣ Pay the prescribed fee of Rs. 10/-. No fees for Below Poverty Line applicant. The citizen will be issued a receipt on submission of the application containing application no., date, and details of the concerned CPIOs.

♣ Within 30 days you will get the information. If information is given by third party then invite objections if any it will take 10 more days extra.

♣ Further information will be provided free of charge where the response time is not adhered to.

Documents to use:-

♣ Apply in plain paper (No form or document is prescribed) in English or local language to the Public Information Officer of the College. Applicants can therefore use sample format shown below.

Sample Format for RTI Application:-

♣ Information requested by the citizen is to be provided within 30 days, 35 days where request is given to Asst. PIO, 40 days where third party is involved and 45 days for human rights violation information from listed security/ intelligence agencies.

♣ Time taken for calculation and intimation of fees excluded from the time frame



FORM A
(See rule 3(1))
Application form for obtaining Information

I.D. No.
(For office use)

To

The Public Information Officer.

(Department/Office)

1. Name of the applicant:

2. Full Address

3. Particulars of Information required (in brief) :

4. I hereby, state that the information sought is not covered under the categories which are exempted from disclosure of information under section 8 or under section 9 of the Right to Information Act, 2005 and to the best of my knowledge, it is pertaining to your Department/office.

5. *(1) I have paid the fees Rs.-----0in words rupees on dt.-----
vide receipt no.-----in the Department/office of-----

* (2) I enclose herewith Demand draft/Pay order No.-----Dt.-----drawn in favour
of-----Officer. issued by----- Bank towards
the fees payable.

* (3) Non- judicial stamp of Rs.-----is affixed on this application.

* (4) I belong to B.P.I family. Xerox copy of my card/required Certificate is enclosed herewith.

Place:

Signature of the applicant:

Date:

e-mail address, if any:

Telephone No. (Office):

(Residence):

Full address of correspondence:

N.B. Person belonging to B.P.L. family need not pay any type of fees.

* Strike out whichever is not applicable.

