

കണ്ണൂർ സർവ്വകലാശാല
(സംഗ്രഹം)

കണ്ണൂർ സർവ്വകലാശാല -വിവരാവകാശനിയമം 2005- അപേക്ഷാഫീസ് -വിവരാവകാശ കമ്മീഷന്റെ നിർദ്ദേശം സർവ്വകലാശാലയിൽ നടപ്പാക്കുന്നത് -സംബന്ധിച്ച ഉത്തരവ്.

വിവരാവകാശ വിഭാഗം

ക.യു/ആർ.ടി.ഐ./ പലവക/2015 കണ്ണൂർ, തീയതി 11/7/2016

-----സൂചിക:1.

18/12/2007 ലെ 540/2007/ പൊ.ഭ.വ. നമ്പർ സർക്കാർ ഉത്തരവ്.
2 .01.04.2006 ലെ 2383/06/പൊ.ഭ.വ. നമ്പർ സർക്കാർ ഉത്തരവ്.(സാധാ)

ഉത്തരവ്.

മേൽ പറഞ്ഞ സർക്കാർ ഉത്തരവ് (1) പ്രകാരം കേരള സർക്കാരിന്റെ പൊതുഭരണ (എകോപന) വകുപ്പ്, വിവരാവകാശ നിയമം 2005 ന്റെ ഫീസ് ഒടുക്കുന്നതിനുള്ള രീതികൾ വിപുലീകരിച്ചുകൊണ്ടുള്ള 2006 ലെ നിയമത്തിൽ (സൂചിക 2), 2007 ൽ വരുത്തിയ ഭേദഗതി അനുസരിച്ച് സർക്കാരിതര വകുപ്പുകളിൽ നിന്ന് വിവരം ലഭിക്കുന്നതിന് അതത് സ്ഥാപനത്തിന്റെ അക്കൗണ്ടുകളിൽ തന്നെ പണം ഒടുക്കേണ്ടതാണ്. ഇതനുസരിച്ച് കണ്ണൂർ സർവ്വകലാശാലയിൽ വിവരാവകാശനിയമ പ്രകാരം ലഭിക്കുന്ന അപേക്ഷാഫീസ്, പകർപ്പ് ലഭ്യമാക്കുന്നതിനുള്ള ചെലവ് തുടങ്ങിയവയെല്ലാം സർവ്വകലാശാല ഫണ്ടിൽ തന്നെ ഒടുക്കേണ്ടതാണ്. അതായത്, കോർട്ട് ഫീ സ്റ്റാമ്പ്, ട്രഷറി ചലാൻ തുടങ്ങിയവ കണ്ണൂർ സർവ്വകലാശാലയിൽ സ്വീകരിക്കേണ്ടതില്ല.

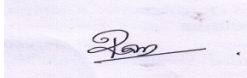
ആയതിനാൽ, കണ്ണൂർ സർവ്വകലാശാല ഓഫീസിൽ **11/07/2016** മുതൽ വിവരാവകാശ നിയമപ്രകാരം ലഭിക്കുന്ന അപേക്ഷകൾക്കൊപ്പം അപേക്ഷാഫീസ്, പകർപ്പ് ലഭ്യമാക്കുന്നതിനുള്ള മറ്റുചെലവുകൾ എന്നിവയായി സർവ്വകലാശാലയുടെ പേ-ഇൻ-സ്ലിപ്പ്, സർവ്വകലാശാല ഫൈനാൻസ് ഓഫീസറുടെ പേരിലെടുത്ത താവക്കര കാമ്പസ്സിൽ മാറാൻ പറ്റുന്ന ഡി.ഡി (എസ്.ബി.ടി) /ഇന്ത്യൻ പോസ്റ്റൽ ഓർഡർ എന്നിവയിൽ ഏതെങ്കിലും മാത്രമേ സ്വീകരിക്കുകയുള്ളൂ. കോർട്ട് ഫീ സ്റ്റാമ്പ്, ട്രഷറി ചലാൻ എന്നിവ വിവരാവകാശ നിയമവുമായി ബന്ധപ്പെട്ട സേവനങ്ങൾക്ക് 11/07/2016 മുതൽ കണ്ണൂർ സർവ്വകലാശാലയിൽ സ്വീകരിക്കുന്നതല്ല.

മുകളിൽ പറഞ്ഞ പ്രകാരം ഉത്തരവിറക്കുന്നു.

ഒപ്പ്
രജിസ്ട്രാർ

To

1. പി.ആർ.ഒ (പത്രപരസ്യത്തിനുവേണ്ടി)
- 2.കമ്പ്യൂട്ടർ പ്രോഗ്രാമർ (സർവ്വകലാശാല വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിലേക്ക്)
- 3.വി.സി യുടെ പി.എസ്., പി.വി.സി, രജിസ്ട്രാർ, ഫൈനാൻസ് ഓഫീസർ, പരീക്ഷാകൺട്രോളർ എന്നിവരുടെ പി.എ, പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർമാർ
- 4.ലോക്കൽ ഫണ്ട് ഓഡിറ്റർ
- 5.സ്റ്റോക്ക് ഫയൽ/ഫയൽ കോപ്പി.

അംഗീകാരത്തോടെ

സെക്ഷൻ ഓഫീസർ

KANNUR UNIVERSITY

NAME & ADDRESS OF THE PUBLIC INFORMATION OFFICERS ,ASSISTANT PUBLIC INFORMATION OFFICERS & APPELLATE AUTHORITY

S1. NO	OFFICE	PUBLIC INFORMATION OFFICER	PHONE NUMBER	ASSISTANT PUBLIC INFORMATION OFFICER	PHONE NUMBER
1	Administration Branch	Smt.Sobha.K.P Deputy Registrar	04972715210	Sri.Dominic George Assistant Registrar	04972715211
2	Planning & Development Branch UGC Special Cell	Sri.Ramesan Karakkatan Development Officer	04972715370	Sri.Madhusoodanan.K.V Assistant Registrar	04972715240
3	Academic Branch	Sri.Sivappu.P Joint Registrar	04972715220	1.Sri.Balachandran.V.K Assistant Registrar	04972715222
				2.Sri.Janardhanan.K.K Assistant Registrar	04972715221
4	Finance Branch	Smt.Aleykutty Joseph Deputy Registrar	04972715270	1.Sri.Viswanathan.V.M Assistant Registrar	04972715271
				2.Sri.Muhammed .EVP Assistant Registrar	04972715272
5	School of Distance Education	Sri.Ramachandran.M Deputy Registrar	04972715250	Sri.Mustafa Kamal.C.H Assistant Registrar	04972715251
6	Director of Student Services (DSS)	Prof.K.Narayanan DSS	04972715380	Sri.K.P Mohammed Assistant Registrar	04972715290
7	Examination Branch	Sri.Sunil.C Joint Registrar	04972715410	1.Sri.Sanker Dev.V Deputy Registrar	04972715430
				2.Sri.Ramesan.P.M Deputy Registrar	04972715420

* In the absence of State Public Information Officers, Assistant State Public Information Officers shall be in charge of State Public Information Officers.

APPELLATE AUTHORITY

**DR.Balachandran Keezhoth,
Registrar,Kannur University**

- Phone Number : 04972715330

-Fax :0497-2711460 Email :registrarknruty@gmail.com

RTI Section of the University receives all applications/ appeals under RTI Act 2005 and forwards the same to the SPIOs concerned for furnishing information, directly, to the applicants/appellants within the time limit specified in the Act.

Guide For the Information Seekers Under the Right to Information Act, 2005

Object of the Right to Information Act

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense. An informed citizenry will be better equipped to keep necessary vigil on the instruments of government and make the government more accountable to the governed. The Act has created a practical regime through which the citizens of the country may have access to information under the control of public authorities.

What is Information

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Right to Information under the Act

1. A citizen has a right to seek such information from a public authority which is held by the public authority or which is held under its control. This right includes inspection of work, documents and records; taking notes, extracts or certified copied of documents or records; taking certified samples of material held by the public authority or held under the control of the public authority.
2. The public authority under the RIT Act is not supposed to create information; or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions. Only such information can be had under the Act which already exists with the public authority.
3. A citizen has a right to obtain information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print-out provided information is already stored in a computer or in any other device from which the information may be transferred to diskettes.
4. The information to the applicant shall ordinarily be provided in the form in which it is sought. However, if the supply of information sought in a particular form would disproportionately divert the resources of the public authority or may cause harm to the safety or preservation of the records, supply of information in that form may be denied.
5. The Act gives the right to information only to the citizens of India. It does not make provision for giving information to Corporations, Associations, Companies etc. which are legal entities/persons, but not citizens. However, if an application is made by an employee or office-bearer of any Corporation, Association, Company, NOG etc. who is also a citizen of India, information shall be supplied to him/her, provided the applicant given his/her full name. In such cases, it will be presumed that a citizen has sought information at the address of the Corporation etc.

Exemptions from Disclosure

The right to seek information from a public authority is not absolute. Sections 8 and 9 of the Act enumerate the categories of information which are exempt from disclosure. At the same time Schedule II of the Act contains the names of the Intelligence and Security Organisations which are exempt from the purview of the Act. The exemption of the organization, however, does not cover supply of information relating to allegations of corruption and human rights violations.

The applicants should abstain from seeking information which is exempt under Section 8 and 9 and also from the organizations included in the Second Schedule except information relating to allegations of corruption and human right violations.

State Public Information Officers

Application for seeking information should be made to an officer of the public authority who is designated as State Public Information Officer (SPIO). All the public authorities have designated their State Public Information Officer and have posted their particulars on their respective web-sites. If it is found difficult to identify or locate the concerned State Public Information Officer of a public authority, application may be sent to the State Public Information Officer without specifying the name of the SPIO at the address of the public authority.

Assistance Available From SPIOs

The State Public Information Officer shall render reasonable assistance to the persons seeking information. If a person is unable to make a request in writing, he may seek the help of the SPIO to write his application. Where a decision is taken to give access to a sensorily disabled person to any document, the State Public Information Officer, shall provided such assistance to enable access to information, including providing such assistance to the person as may be appropriate for the inspection.

Suo Motu Disclosure

The Act makes it obligatory for every public authority to make suo-motu disclosure in respect of the particulars of its organization, functions, duties etc. as provided in section 4 of the Act.

Method of Seeking Information

A citizen who desires to obtain any information under the Act, should make an application to the State Public Information Officer (SPIO) of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The applicant can send the application by post or through electronic means or can deliver it personally in the office of the public authority.

Fee for Seeking Information

As per Kerala Right to Information Regulation of Fee and Cost Amendment Rule 2007 issued under G.O (P) No.540/2007/GAD dated 18th December 2007 and published as SRO No.1074/2007 in the Kerala Gazette Extraordinary No.2290 dated 22nd December 2007, implemented in Kannur University **w.e.f 11.07.2016,**

the applicant, along with the application, should send a demand draft or a banker's cheque or an Indian Postal Order of Rs10/- (Rupees ten), payable to the Finance Officer of the University as fee prescribed for seeking information. The payment of fee can also be made by way of cash remittance to the Finance Officer of the University against proper receipt or by using Current Account Pay -in-Slip for Kannur University in SBT.

(* Court Fee Stamp & Treasury Chalan will not be accepted in the University w.e.f 11.07.2016 for the purpose of providing information under RTI Act 2005)

The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the SPIO as prescribed by the Kerala Right to Information (Regulation of Fee and Cost) Rules, 2006. Rates of fee as prescribed in the Rules are given below:

- a. rupees two (Rs.2/-) for each page (in A-4 size paper)
- b. actual charge or cost price of a copy in large size paper;
- c. actual cost or price for samples or models,maps,plans etc
- d. for inspection of records, no fee for the first hour,and a fee of rupees ten for every subsequent thirty minutes or fraction thereof.
- e. for information provided in diskette or floppy or CD or any other electronic mode rupees fifty (Rs.50/-) for each
- f. for information provided in printed form rupees two for each page or the actual price fixed for such publication

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line, as the case may be, shall not be a valid application under the Act and therefore, does not entitle the applicant to get information.

Format of Application

There is no prescribed form of application for seeking information. the application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant. Even in cases where the information is sought electronically, the application should contain name and postal address of the applicant.

The information seeker is not required to give reasons for seeking information.

Disposal of the Request

1. The SPIO is required to provide information to the applicant within thirty days of the receipt of a valid application. If the information sought concerns the life or liberty of a person, the information shall be provided within forty-eight hours of the receipt of the request. If the SPIO is of the view that the information sought cannot be supplied under the provisions of the Act, he would reject the application. However, while rejecting the application, he shall inform the applicant the reasons for such rejection and the particulars of the appellate authority. He would also inform the applicant the period within which appeal may be preferred.
2. If an applicant is required to make payment for obtaining information, in addition to the application fee, the State Public Information Officer would inform the applicant about the details of further fees along with the calculation made to arrive at the amount payable by the applicant. After receiving such a communication from the SPIO, the applicant may deposit the amount by way of cash against proper receipt or by Demand Draft or by Banker's cheque or by Indian Postal Order in favour of the Accounts Officer of the concerned public authority. The SPIO is under no obligation to make available the information if the additional fee intimated by him is not deposited by the applicant.
3. Where an additional fee is required to be paid, the period intervening between the dispatch of the intimation regarding payment of additional fee and payment of fee by the applicant shall be excluded for the purpose of computing the period of thirty days within which the SPIO is required to furnish the information.
4. If the SPIO fails to send decision on the request on the information within the period of thirty days or forty-eight hours, as the case may be, the information may be deemed to have been refused.

First Appeal

If an applicant is not supplied information within the prescribed time thirty days or 48 hours, as the case may be, is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority, Registrar. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the SPIO is received.

The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

- i. Name and address of the applicant
- ii. Name and address of the State Public Information Officer against the decision of whom the appeal is preferred;
- iii. Particulars of the order including number, if any, against which the appeal is preferred;
- iv. Brief facts leading to the appeal;
- v. If the appeal is preferred against deemed refusal, particulars of the application including number and date and name and address of the State Public Information Officer to whom the application was made; Prayer or relief sought;
- vi. Grounds for prayer or relief;

Second Appeal If the appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the State Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant. The appeal made to the State Informational Commission should contain the following information:-

- vii. Name and address of the appellant;
- viii. Name and address of the State Public Information Officer against the decision of whom the appeal is preferred;
- ix. Particulars of the order including number, if any, against which the appeal is preferred;
- x. Brief facts leading to the appeal;
- xi. If the appeal is preferred against deemed refusal, particulars of the application including number and date and name and address of the State Public Information Officer to whom the application was made; Prayer or relief sought;
- xii. Grounds for prayer or relief;
- xiii. Verification by the appellant; and
- xiv. Any other information, which the Commission may deem necessary for deciding the appeal.

The appeal made to the State Information Commission should be accompanied by the following documents:

- i. Self-attested copies of the order or documents against which appeal is made;
- ii. Copies of the documents relied upon by the appellant and referred to in the appeal; and
- iii. An index of the documents referred to in the appeal.

Complaints

If any person is unable to submit a request to a State Public information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the State Assistant Public information Officer has refused to accept his or her application or appeal for forwarding the same to the State Public information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the State information Commission.

Disposal of Appeals and Complaints by the SIC

The State information Commission decides the appeals and complaints and conveys its decision to the appellant/complainant and first appellate authority/SPIO. The Commission may decide an appeal/complaint after hearing the parties to the appeal/complaint or by inspection of documents produced by the appeal/complaint and SPIO or such senior officer of the public authority who decided the first appeal. If the Commission will inform of the date of hearing to the applicant or the complainant at least seven clear days before the date of hearing. The appeal/complaint has the discretion to be present in person or through his authorized representative at the time of hearing or may opt not to be present.

Important Web-sites

Given below are the addresses of some important web-sites which contain substantial information relevant to the right to information:

- i. Portal of the Government of India (<http://indiaimage.nic.in>).
- ii. Portal on the Right to Information (www.rti.gov.in).
- iii. Website of the Central Information Commission (<http://cic.gov.in>)
