



**SGT UNIVERSITY**  
Gurugram-Badli Road, Budhera, Gurugram-122505, Haryana  
**Office of the Registrar**



Endst. No. : SGTU/Acad./20/2024/2336

Dated: 15<sup>th</sup> June, 2024

**NOTIFICATION**

In supersession of the Notification issued vide No. SGTU/Acad/20/2022/3127 dated 04.08.2022, the Vice-Chancellor has been pleased to reconstitute the RTI Cell as under:

**1. First Appellate Authority:**

The Registrar, SGT University, Budhera, Gurgaon-Badli Road, Gurgaon.

**2. State Public Information Officer:**

All the Deans and Heads of Administrative Departments will be SPIOs of respective Faculty/Department/Section.

**3. Assistant Public Information Officer:**

Mr. Anil Sharma, Assistant Registrar, Office of the Registrar, SGT University.

**Procedure to be followed:**

1. Applications/ Appeals under RTI Act will be received by the APIO, in the office of the Registrar, SGTU, who will forward the same forthwith (after retaining the IPO/Draft/University receipt of application fee) to the concerned SPIO/SPIOs for providing 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 filing of required returns.

2. SPIO/SPIOs shall provide information to the RTI applicants within the stipulated time as prescribed in the RTI Act. If any/some points relate to other office/faculty/department they may seek assistance for arranging information by transferring the concerned points of information. While providing 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/SPIOs.
3. 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.

15/6/24

**Registrar**

Endst. No. : SGTU/Acad./20/2024/2337-2362

Dated: 15<sup>th</sup> June, 2024

A copy of the above is forwarded to the following for information and necessary action:

1. PA to the Vice Chancellor for kind information of the Vice Chancellor.
2. PA to PVCs for kind information of the Pro Vice Chancellors.
3. All Deans/Principal.
4. Medical Superintendent
5. HR Department.
6. Mr. Anil Sharma, Assistant Registrar, Registrar Office.

15/6/24

**Registrar**