

**TRANSPARENCY AUDIT REPORT – 2024**

Sr.No.	Item	Details of disclosure	Remarks / Reference points (Fully met/ partially met / not met- Not applicable will be treated as Fully met/ partially met)
1.10	Name and designation and other particulars of the public information officer	(i) Name and designation of the public information officer (PIO), Assistant public information officer (APIO) & Appellate Authority.	Dr.V.K.Chawla Mr.Umesh Gupta Dr.Chhaya Ravi Kant
		(ii) Address, Telephone numbers and email ID of each designated officials.	Room No.205, Administrative Block, IGDTUW, Kashmere Gate , Delhi-110092 011-23900261
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Fully Met
		(ii) Efforts to encourage public authority to participate in these programmes	Fully Met
		(iii) Training of CPIO /APIO	Fully Met
		(iv) Update & Publish guidelines on RTI by the Public Authorities concerned.	Fully Met
4.5	Such other information as may be prescribed under Section 4(i) (b) (xvii)	1- Grievance redressal mechanism	Fully Met
		2- Details of applications received under RTI and information provided	Fully Met
		3-List of completed schemes/ projects/ Programmes	Fully Met
		4- List of schemes/ projects / programme underway	Fully Met
		5- Details of all contracts entered into including name of contractor, amount of contract and period of completion of contract.	Fully Met
		6- Annual report	Fully Met
		7- Frequently Asked Question (FAQs)	Fully Met

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*Umesh Gupta*

		8- Any other information such as – (a) Citizen's Charter (b) Result Framework Document (RFD) (c) Six monthly reports on the (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met Partially Met  Partially Met Partially Met
4.6	Receipt & Disposal of RTI applications & Appeals	1 – Details of applications received and disposed. 2- Details of Appeals received and orders issued	Fully Met Fully Met
5.1	Such other Information as may be prescribed	1 – Name & Details of – (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015  2 – Details of third party audit of voluntary disclosure – (a) Dates of audit carried out (b) Report of the audit carried out  3- Appointment of Nodal Officers not below the rank of Joint Secretary / Additional HOD – (a) Date of Appointment (b) Name & Designation of the Officers  4- Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the Officers  5 – Committee of PIOs / FAAs with rich experience in RTI to identify frequently sought information under RTI – (a) Dates from which constituted (b) Name & Designation of the officers	Dr.V.K.Chawla & Dr.Chhaya Ravi Kant Dr.V.K.Ghambhir & Prof.R.K.Singh  Partially Met  21.03.2017 Prof. R.K.Singh, Registrar IGDTUW  Partially Met  Fully Met
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information.		Fully Met

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*Unsub Appl*



Indira Gandhi Delhi Technical University For Women  
(Established by Govt. of Delhi vide Act 09 of 2012)  
(Formerly Indira Gandhi Institute of Technology)

No. F. IGDTUW/RTI/2017/ 4894 - 4900

Dated:- 21/03/2017

ORDER

The Competent Authority IGDTUW is pleased to appoint Head, IT Services, Prof. R.K. Singh as Nodal Officer to access the RTI online portal of GNCTD for performing duties as per AR Department, GNCTD, communication no 13/09/2013/AR/1182-1353 dated 15.02.2017 to run the portal and receive, process and complete action on the RTI applications received on line through e-RTI portal of Delhi Government.

The above assignment is in addition to his present duties and no additional remuneration of any kind will be paid.

(Dr. S.K. Naqvi)  
Registrar, IGDTUW

No. F. IGDTUW/RTI/2017/ 4894 - 4900

Dated:-

Copy for information to:-

- ✓ 1. Prof. R.K. Singh, Head (ITS) along with copy of AR Department, GNCTD, communication no 13/09/2013/AR/1182-1353 dated 15.02.2017.
- 2. All HoDs, Deans, In-Charge, Hostal Warden, IGDTUW.
- 3. PS to Vice Chancellor, IGDTUW
- 4. PA to Registrar, IGDTUW
- 5. PIO/ Asslt. Registrar, IGDTUW.
- 6. Gurd file.
- 7. *2/c web server for uploading*

(Dr. V.K. Gambhir)  
Asstt. Registrar, IGDTUW

302/CRAM-IGDTUW  
21/3/17  
27/3/17



**Indira Gandhi Delhi Technical University For Women**  
(Established by Govt. of Delhi vide Act 09 of 2012)  
Kashmere Gate, Delhi-110006

Date: 14.05.2024

**MANUAL-16**

Sr.No.	Description	Name, Designation and Telephone No.	Remarks
1.	Public Information Officer (CPIO)	Dr. V. K. Chawla (CPIO) Astt. Professor, MAE Department, IGDTUW. Telephone No. 011-23900280 E-mail- <a href="mailto:cpio@igdtuw.ac.in">cpio@igdtuw.ac.in</a>	

Sr.No.	Description	Name, Designation and Telephone No.	Remarks
1.	First Appellate Authority (FAA)	Prof. Chhaya Ravi Kant, Professor, ASH Department, IGDTUW Telephone No. 011-23900222 E-mail:- <a href="mailto:faa@igdtuw.ac.in">faa@igdtuw.ac.in</a>	

Sr.No.	Description	Name, Designation and Telephone No.	Remarks
1.	Nodal Officer	Prof. R.K.Singh Registrar, IGDTUW Telephone No. 011-23869857 E-mail:- <a href="mailto:registrar@igdtuw.ac.in">registrar@igdtuw.ac.in</a>	

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## RTI Online Frequently Asked Questions:-

- Q1. To which Public Authority can I file a request through this portal?**  
An applicant who desires to obtain information under the RTI Act, 2005 can make a request through this RTI Online Portal to the Central Ministries/Departments and other Central Public Authorities mentioned in ONLINE RTI request form.
- Q2. How do I write my application for seeking the information as per RTI Act 2005?**  
The text of the application may be written in the prescribed column of the RTI request form. At present, the text of the application is confined up to 3000 characters only. In case, the text of an application contains more than 3000 characters, it can be uploaded as a PDF attachment in the "Supporting Document" column of the form.
- Q3. How do I make the payment for RTI fee?**  
After filling the first page of the RTI request form, a non-BPL applicant has to click on "Make Payment" button for payment of the prescribed RTI fee.  
The applicant can pay the prescribed RTI fee through the following modes:  
(i) Internet banking through SBI payment gateway and its associated banks.  
(ii) Using ATM-cum-Debit card of State Bank of India.  
(iii) Credit/Debit card of Master/Visa.  
(iv) UPI  
It may be noted that no RTI fee is required to be paid by a citizen who is below poverty line, as per RTI Rules, 2012. However, the BPL applicant must attach a copy of the certificate issued by the appropriate government in this regard, along with the application.
- Q4. Do I get any receipt for online filing of RTI application?**  
On submission of an application, a unique registration number will be issued, which may be referred by the applicant for any future reference.  
It may be noted that the application filed through this RTI Online Portal will reach electronically to the "Nodal Officer" of the said Ministry/Department and "Not" to the CPIO of the concerned Ministry/Department.  
The Nodal Officer will transmit the RTI application electronically to the concerned CPIO.
- Q5. What will happen to my application if I select a wrong Public Authority in the RTI request form?**  
In case the RTI application is not meant for the Public authority which has been selected by the applicant, the "Nodal Officer" of the said public authority would transfer the application electronically to the "Nodal Officer" of the concerned Central Public authority, if aligned to this portal and physically to that Central Public authority which is not aligned to this portal, under section 6(3) of the RTI Act. It may be noted that RTI applications filed through this portal for the state public authorities, including NCT of Delhi, would be returned, without any refund of fee

- Q6. Will I be informed about the additional fee (if any) is required to pay?**  
In case additional fee representing the cost is required for providing information, the CPIO will intimate the same, which can be viewed by the applicant through "View Status" option in the RTI Online Portal and an e-mail alert or SMS or both will also be sent to the applicant for the same.  
For payment of additional fee online, the applicant needs to use the option 'View Status' in the RTI Online Portal and on providing the registration number of the request, option for "Make Payment" will be available.
- Q7. How do I file an appeal with First Appellate Authority?**  
For making an appeal to the first Appellate Authority, the applicant has to select the option "Submit First Appeal" in the RTI Online Portal and fill up the form that will appear. The registration number and e-mail ID of the original application is required for filing the first appeal.
- Q8. Do I need to make any payment for filing an appeal?**  
As per RTI Act, no fee has to be paid for first appeal.
- Q9. How to upload a supporting document if an alert comes as "SUPPORTING DOCUMENTS REQUIRED FROM APPLICANT"?**  
When a Public Authority request for supporting document, an alert is sent to the applicant to his/her Mobile or Email-Id. In such situation, the applicant is requested to visit the RTI Online Website and enter the details in 'View Status'. Once the detail is entered, the current status of the RTI application is shown along with the option for uploading the supporting document.
- Q10. What queries can be raised with Helpline Email [helptrionline-dopt\(at\)nic\(dot\)in](mailto:helptrionline-dopt(at)nic(dot)in) ?**  
Helpline mail id is exclusively meant for queries or problem being faced while filing the online RTI through this portal. Please do not send mail to this helpline for any other matter or asking for any other details. The reply is limited to RTI online portal of Central Government only.

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*Omendra Singh*