

National Institute of Pharmaceutical Education & Research, Raebareli

Transit Campus : Lucknow

Suo Moto Disclosures/RTI Manuals

(Updated as on 29.08.2024)

Introduction:

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(I)(b) of this Act, the **National Institute of Pharmaceutical Education & Research, Raebareli** (NIPER-R) Transit Campus, Lucknow has brought out this handbook for information and guidance of the stakeholders and the general public.

The purpose of this Handbook is to inform the general public about the NIPER-R Lucknow's organizational set-up, its functions and duties, records and documents available in the NIPER-R Lucknow, etc. This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programs being implemented by the NIPER-R Lucknow.

The website of the NIPER-R Lucknow (<https://www.niperraebareli.edu.in/>), of which this Handbook is a part, provides information about the policies and programs of the NIPER-Raebareli to the general public. In addition, information about the activities of the institute is made available through its Annual Reports. This document for the year 2022-23 is available to the general public as part of this website. In accordance with the Department of Personnel & Training Notification No. 34012/8(S)/2005-Estt.(B) dated 16th September 2005, the procedure and fee structure for getting information not available in this handbook will be as under:

- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made, either in person or by post, to the CPIO concerned accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers' cheque or Postal order payable to the NIPER Raebareli payable at Lucknow.
- (b) For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or postal order payable to the NIPER-Raebareli payable at Lucknow at the following rates:
 - a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - b. Actual charge or cost price of a copy in larger size paper;
 - c. Actual cost or price for samples or models; and
 - d. For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- (c) For providing information under sub-section (5) of section 7, of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the NIPER Raebareli payable at Lucknow at the following rates:
 - a. For information provided in diskette or floppy, at the rate Rs. 50/- (fifty) per diskette or floppy; and
 - b. For information provided in printed form at the price fixed for such publication or Rs. 2 (two) per page of photocopy for extracts from the publication.

APPLICATION FORMAT FOR INFORMATION UNDER RTI ACT 2005

Sr. No.	Details of Disclosure	Organization information
1	Organization and Function	
1.1	Particulars of its Organization, functions and duties [Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	<p>National Institute of Pharmaceutical Education and Research(NIPER), Raebareli, Transit Campus: Bijnor-Sisendi Road, Near CRPF Base Camp, Sarojini Nagar, Lucknow https://www.niperraebareli.edu.in)</p> <p>NIPER Raebareli is an autonomous institute established by an act of Parliament in the year 2008, is the youngest NIPER among 7 NIPERs across the country, under Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India.</p>
1.1.2	Head of the organization	Prof. Shubhini A Saraf, Director https://niperraebareli.edu.in/DM.html)
1.1.3	Vision, Mission and Key objectives	<p>Vision:</p> <p>To serve as a leading institution in the field of higher education and research in Pharmaceutical Sciences.</p> <p>Objective:</p> <p>The main objectives of the Institute are:</p> <ul style="list-style-type: none"> • Enhancement of creativity, motivation, drive and inculcate professionalism. • To bring synergy between academic, R&D, technology and industry through training and exposure for such environment. • Bridging collaborations between Pharmacy, Biotechnology, information technologies and prepare for meeting global challenges. • To prepare professionals to suit to the need of pharmaceutical industry. • Expose the students and scholars to high tech areas such as drug design and molecular modeling, pharmacogenomics, toxicogenomics, bioinformatics, molecular biology, and natural product research etc.
1.1.4	Function and duties	As defined in the NIPER Act and Statutes https://niperraebareli.edu.in/niperact.html)
1.1.5	Organization Chart	It is available at NIPER Raebareli website https://niperraebareli.edu.in/images/RTI/Organogram_NIPER_R.png
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted	The genesis, inception, formation of the institute is detailed under 1.1.1 above (https://www.niperraebareli.edu.in). There are five departments related to Research and Teaching in the institute: 1. Medicinal Chemistry 2. Pharmaceutics

	from time to time have been dealt.	<p>3. Pharmacology & Toxicology 4. Regulatory Toxicology 5. Biotechnology</p> <p>Name of the H.O.D. of NIPER-R since inception:</p> <table border="1" data-bbox="667 289 1523 573"> <thead> <tr> <th>S. No.</th> <th>Name</th> <th>Department Name</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Dr. Sandeep Chaudhary</td> <td>Medicinal Chemistry</td> </tr> <tr> <td>2.</td> <td>Dr. Sanjay Tiwari</td> <td>Pharmaceutics</td> </tr> <tr> <td>3.</td> <td>Dr. Rakesh Kumar</td> <td>Pharmacology & Toxicology</td> </tr> <tr> <td>4.</td> <td>Dr. Ravindra K. Kaundal</td> <td>Regulatory Toxicology</td> </tr> <tr> <td>5.</td> <td>Dr. Nidhi Srivastava</td> <td>Biotechnology</td> </tr> </tbody> </table>	S. No.	Name	Department Name	1.	Dr. Sandeep Chaudhary	Medicinal Chemistry	2.	Dr. Sanjay Tiwari	Pharmaceutics	3.	Dr. Rakesh Kumar	Pharmacology & Toxicology	4.	Dr. Ravindra K. Kaundal	Regulatory Toxicology	5.	Dr. Nidhi Srivastava	Biotechnology
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1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]																			
1.2.1	Powers and duties of officers (administrative, financial and judicial)	<p>Powers and Duties of Officers and other employees: Power & duties are defined in NIPER Act & Statutes (https://niperraebareli.edu.in/DOC/RTI/statutes_power.pdf)</p>																		
1.2.2	Power and duties of other employees																			
1.2.3	Rules/ orders under which powers and duty are derived and	<p>The powers and duties of the officers of the National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R) are derived, exercised, allocated and governed in terms of instructions contained in the NIPER Act & Statutes of the institute. Act: https://niperraebareli.edu.in/niperact/niper_act.pdf Statutes: https://niperraebareli.edu.in/niperact/statutes.pdf Act & Statutes Amendments: https://niperraebareli.edu.in/niperact.html Recruitment Rules & Regulation: https://niperraebareli.edu.in/niperact/Govt%20letter%20for%20Recruitment%20Rules%20and%20Regulation.pdf Sanctioned Posts: https://niperraebareli.edu.in/niperact/Sanction%20Post%20for%20NIPER-R.pdf</p>																		
1.2.4	Exercised	Powers and duties are exercised, and work allocated as per detail given under 1.2.1 & 1.2.2 above																		
1.2.5	Work allocation																			
1.3	Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]																			
1.3.1	Process of Decision Making: Identify key decision making points	<p>In the discharge of duties and in the decision-making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon the issue under consideration decisions are taken at the level of the Head of Departments (HODs)/Dean for academic matters and Registrar for administrative matters in the National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R), and final approval(s) is/are given by the Director and/or Chairman, Board of Governors of the institute. To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level.</p> <p>https://niperraebareli.edu.in/committees.html</p>																		

1.3.2	Final Decision-making Authority	Director/Chairperson, BoG of the National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R)
1.3.3	Related provisions, acts, rules etc.	It is available at (https://niperraebareli.edu.in/niperact/niper_act.pdf)
1.3.4	Time limit for taking a decision, if any	As such there is no time limit defined for taking decisions in the charter. However, time limit for taking any decision in the Institute is decided by the Competent Authority depending on the nature of job/task/complaint. The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute.
1.3.5	Channel of supervision and accountability	(1)Channel of supervision is as per the Organization Structure of National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R). (2)Every employee is accountable towards the duties assigned by the authorities from time to time.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	The Nature of functions/services offered are given below: (Act & Statutes: https://niperraebareli.edu.in/niperact.html) NIPER-R conducts following courses related to Pharmaceutical Sciences: <ol style="list-style-type: none"> 1. M.S. (Pharm.) 2. PhD The main focus areas of NIPER Raebareli are: <ul style="list-style-type: none"> • Teaching • Research • Consultancy For details, kindly visit: (https://niperraebareli.edu.in/courses.html) (https://niperraebareli.edu.in/testfacility.html)
1.4.2	Norms/ standards for functions/ service delivery	As per NIPER Act/Statutes/Ordinance, as amended from time to time. These are available: https://niperraebareli.edu.in/niperact.html
1.4.3	Process by which these services can be accessed	The services can be availed by the students and other beneficiaries by contacting the National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R). Further information can be obtained from the link below: http://cifniperr.org/indexlogin.php
1.4.4	Time-limit for achieving the targets	Targets are achieved as per the Academic Calendar by the National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R) for every year. Academic Calendar is attached herewith: https://niperraebareli.edu.in/academiccalendar.html
1.4.5	Process of redress of grievances	Grievances are redressed amicably. All aggrieved students, staff, Faculty, and others may approach to the Grievance Redressal Committee of the institution and otherwise through CPGRAMS.

		https://pgportal.gov.in/
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	For discharging its function, the Institute follows “Act, Statutes, and ordinances and various Govt. guidelines available on the website of the institute and DoPT, DoE etc. websites, link below: https://niperraebareli.edu.in/niperact.html https://niperraebareli.edu.in/niperact/statutes.pdf https://doe.gov.in/files/circulars_document/FInal_GFR_upto_31_07_2024.pdf
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	
1.5.4	Transfer policy and transfer orders	Since National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R), is an autonomous body, none of the teaching/non-teaching staff has been transferred. However, Internal transfers are made as per need & requirement.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	The office holds files and documents related to its functioning along with references and correspondence. The following documents are available with the office: By Academic Division: a) Results of all mid-term examinations conducted by the institute for all semesters of BSc H&HA and Diploma courses. b) Syllabus and course content of short- term courses and training offered by National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R) c) Placement and industrial training records of the students. d) Industrial Training and Research Projects of the students. e) Annual Magazine “Gourmets Affair” By Administrative Division: a) Annual Report and Audited Statement of Accounts. b) Service record of all of it’s employees. c) Minutes of Board of Governors meeting and decision taken by them (available on request).
1.6.2	Custodian of documents/categories	Custodians of these documents/categories are the respective HoDs/Section Incharges
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.	It is available at: https://niperraebareli.edu.in/bog.html
1.7.2	Composition	https://niperraebareli.edu.in/committees.html

1.7.3	Dates from which constituted	https://niperraebareli.edu.in/niperact.html
1.7.4	Term/ Tenure	
1.7.5	Powers and functions	
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.
1.7.7	Whether the minutes of the meetings are open to the public?	Minutes are open to public.
1.7.8	Place where the minutes if open to the public are available?	The Minutes are available with the Registrar NIPER Raebareli.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	
1.8.1	Name and designation	Employee detail is available at:
1.8.2	Telephone, fax and email ID	https://niperraebareli.edu.in/admin.html
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	
1.9.1	List of employees with Gross monthly remuneration	Gross monthly remuneration of all employees https://niperraebareli.edu.in/rti.html
1.9.2	System of compensation as provided in its regulations	Employees of National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R), are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, etc.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	
1.10.1	Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	a. Dr. Sunil Kumar Yadav , Finance and Accounts Officer CPIO & Nodal Officer National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Phone No: +919560820416 Email: fo@niperraebareli.edu.in
1.10.2	Address, telephone numbers & email ID of each designated official.	b. Dr. Jai Narain , Registrar First Appellate Authority National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Email: registrar@niperraebareli.edu.in
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	NIL as on date
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	

1.12	Programmes to advance understanding of RTI (Section 26)																															
1.12.1	Educational programmes	There is a separate Room/Office for RTI Cell to handle these matters at National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R). The institute organizes RTI Awareness Programmes for employees & students from time to time. The CPIO arranged one Session on RTI on 05.08.2024.																														
1.12.2	Efforts to encourage public authority to participate in these programmes	National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R), issues circulars/ emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.																														
1.12.3	Training of CPIO/APIO	NIL																														
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R), updates & published Guidelines on RTI on regular intervals and it was last updated in the website on 29.08.2024																														
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]																															
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	Since National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R), Lucknow is an autonomous body, none of the non-teaching staff has been transferred. No Internal transfers were made during the 2023-24.																														
2	Budget and Programme																															
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]																															
2.1.1	Total Budget for the public authority	<p style="text-align: center;">F. No. 50012/1/2024-NIPER (E- 26449) Government of India Ministry of Chemicals and Fertilizers Department of Pharmaceuticals NIPER Section *****</p> <p style="text-align: right;">Janpath Bhawan, New Delhi Dated: 9th April, 2024</p> <p>To The Director, NIPER-Raebareli</p> <p>Sub: Allocation of funds for Financial Year 2024-25 -reg.</p> <p>Sir,</p> <p>I am directed to refer to the above-mentioned subject and to say that the Secretary (Pharma) has approved the following budget allocation for FY 2024-25 for the NIPER-Raebareli.</p> <p style="text-align: right;">(Rs. In Crore)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Allocation in BE 2023-24</th> </tr> <tr> <th></th> <th style="text-align: center;">Common</th> <th style="text-align: center;">SC</th> <th style="text-align: center;">ST</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>GIA-Salary</td> <td style="text-align: center;">8.50</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">0.50</td> <td style="text-align: center;">10.00</td> </tr> <tr> <td>GIA-General</td> <td style="text-align: center;">3.50</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">0.50</td> <td style="text-align: center;">5.00</td> </tr> <tr> <td>GIA-Capital</td> <td style="text-align: center;">18.50</td> <td style="text-align: center;">1.00</td> <td style="text-align: center;">0.50</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">30.50</td> <td style="text-align: center;">3.00</td> <td style="text-align: center;">1.50</td> <td style="text-align: center;">35.00</td> </tr> </tbody> </table> <p>2. Further, it is requested to make your current CNA Account balance zero by 30th April, 2024 and take necessary action to open a TSA in RBI in order to receive the Grant-in-aid from the department during FY 2024-25.</p> <p>3. You are also requested to send the proposal for the release of funds in the 1st quarter with the Utilization Certificate (UC) for the GIA released during FY 2023-24 along with the expenditure statement.</p> <p style="text-align: right;">Yours Faithfully, <i>Geetha</i> (Geetha Ashok) Under Secretary (NIPER)</p>	Allocation in BE 2023-24						Common	SC	ST	Total	GIA-Salary	8.50	1.00	0.50	10.00	GIA-General	3.50	1.00	0.50	5.00	GIA-Capital	18.50	1.00	0.50	20.00	Total	30.50	3.00	1.50	35.00
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2.1.2	Budget for each agency and plan & programmes	The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department.																														

Final Budget Allotment for Consumables items for FY 2023-24		
Masters (Session 2022-24 and 2023-25) and PhD Student		
Department	Name of Faculty	Total Tentative Allocation (Rs.)
Medicinal Chemistry	Dr Abha Sharma	1275000
	Dr Sandeep Chaudhary	1450000
	Dr Nihar Ranjan	1225000
	Dr Gopal Lal Khatik	1225000
	Dr Sandeep C.	1200000
	Total	6375000
Pharmaceutics	Dr Sanjay Tiwari	1450000
	Dr Awesh Yadav	1475000
	Dr Keerti Jain	1550000
	Dr Rahul Shukla	1225000
	Total	5700000
Pharmacology and Toxicology	Dr Rakesh Kumar Singh	1300000
	Dr Ashok Datushalia	1187500
	Dr Saba Naqvi	900000
	Dr Ravindra Kaundal	975000
	Dr Sapna Kushwaha	1037500
	Total	5400000
Regulatory Toxicology	Dr Rakesh Kumar Singh	275000
	Dr Ashok Datushalia	300000
	Dr Saba Naqvi	300000
	Dr Ravindra Kaundal	225000
	Dr Sapna Kushwaha	375000
	Total	1475000
Biotechnology	Dr Nidhi Srivastava	1200000
	Dr Abhishek Dey	525000
	Dr Saurabh Awasthi	700000
	Dr Niranjana Meher	400000
	Total	2825000
	TOTAL	21775000
2.1.3	Proposed expenditures	Available in Annual Report of NIPER Rebareli https://niperraebareli.edu.in/annualreports.html
2.1.4	Revised budget for each agency, if any	N.A.
2.1.5	Report on disbursements made and place where the related reports are available	Report on disbursements made is available in Annual Report https://niperraebareli.edu.in/annualreports.html
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	There is no separate Budget for Foreign and domestic tours. It is met out of General Budget as detailed under 2.1.1 above.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a) Places visited. (b) The period of visit. (c) The number of members in the official delegation. (d) Expenditure on the visit.	https://niperraebareli.edu.in/annualreports.html

2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Details about Tenders is given here: https://niperraebareli.edu.in/tender.html
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	Not Applicable as National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R), does not offer Subsidy Programme
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable, as National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R), does not allocate any Discretionary and non-discretionary grants/ State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable as National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R) does not provide Concessions, permits or authorizations.
2.5.2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the	

	concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	The detailed CAG Report can be viewed by clicking the link: https://niperraebareli.edu.in/annualreports.html
3.	Publicity Band Public Interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	The same can be viewed by visiting the pages below: https://niperraebareli.edu.in/niperact.html https://niperraebareli.edu.in/bog.html https://niperraebareli.edu.in/courses.html https://niperraebareli.edu.in/mou.html https://niperraebareli.edu.in/faculty.html https://niperraebareli.edu.in/annualreports.html
3.1.2	Arrangements for consultation with or representation by – (a) Members of the public in policy formulation/ policy implementation. (b) Day & time allotted for visitors. (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	The NIPER Raebareli has on its board three persons from the Pharmaceutical industry nominated by Central Govt. as per Rule 4(3) of the NIPER Act. These members contribute their inputs in the policy and guidance to the Board of Governors of National Institute of Pharmaceutical Education & Research, Raebareli Day & time allotted for visitors: From 09:00AM to 05:30PM Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Dr. Sunil Kumar Yadv, CPIO National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Phone No: +919560820416 Email: fo[at]niperraebareli[dot]edu[dot]in Dr. Jai Narain, First Appellate Authority National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Email: registrar[at]niperraebareli[dot]edu[dot]in

3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)		
3.1.5	Public- private partnerships (PPP)- Concession agreements		
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals		
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP		
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government		
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes		
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)		
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project		
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]		
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year		Detail is given under 3.1.1 above
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more		

	interactive - Outline the Public consultation process	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	Website of NIPER-Raebareli (NIPER-R): https://www.niperraebareli.edu.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	Yes, it is available in the website of National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R)
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	Detail is given under 3.1.1 above. These documents are available free of cost from the website.
3.5.2	List of materials available at a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
4	E-Governance	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	English	Yes, it is uploaded on the website.
4.1.2	Vernacular/ Local Language	Yes, it is uploaded on the website.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	29.08.2024
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 3.1.1 above. The information can be accessed at the organization's website: https://www.niperraebareli.edu.in ;
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility	There is RTI Cell at the National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R). Information pertaining to activities dealt by the NIPER-R is provided to the users who demand the information. Office Address: National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R),

		Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002. The information is also uploaded on the website of the institute, i.e. https://www.niperraebareli.edu.in for general reference.															
4.4.2	Details of information made available	As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website they can send email to CPIO at email id fo@niperraebareli.edu.in seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.															
4.4.2	Working hours of the facility	9:00AM to 5:30PM															
4.4.3	Contact person & contact details (Phone, fax email)	Dr. Sunil Kumar Yadv, CPIO National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Phone No: +919560820416 Email: fo@niperraebareli.edu.in															
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)																
4.5.1	Grievance Redressal Mechanism	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. Detail of Internal Complaint Committee of the Sexual Harassment of women at workplace and Student Complaint Redressal Committee is given under 1.3.1 (above).															
4.5.2	Details of applications received under RTI and information provided	<p style="text-align: center;">STATUS OF RTI REQUEST FOR THE YEAR 2023-24</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Total Number of RTIs request received in the Year 2023-24</th> <th>Total Number of RTIs request disposed off in the Year 2023-24</th> <th>Total Number of balances RTIs request in the Year 2023-24</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">42</td> <td style="text-align: center;">42</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Sl. No.	Total Number of RTIs request received in the Year 2023-24	Total Number of RTIs request disposed off in the Year 2023-24	Total Number of balances RTIs request in the Year 2023-24	1	42	42	0							
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4.5.3	List of completed schemes/ projects/ Programmes	<p style="text-align: center;">List of the Completed Projects</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name of PI</th> <th>Title of the Project</th> <th>Funding Agency</th> <th>Project Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Dr Nihar Ranjan</td> <td>Aminoglycoside (Tobramycin) based hybrid small molecules targeting bacterial Rnra A-site for developing new anti-tuberculosis Agents</td> <td style="text-align: center;">Science and Engineering Research Board</td> <td style="text-align: center;">41,44,910</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Dr Awesh Kumar Yadav</td> <td>Self Degradable DNA nanoclew based site specific anticancer drug</td> <td style="text-align: center;">Science and Engineering Research Board</td> <td style="text-align: center;">47,81,310</td> </tr> </tbody> </table>	S.No.	Name of PI	Title of the Project	Funding Agency	Project Cost	1	Dr Nihar Ranjan	Aminoglycoside (Tobramycin) based hybrid small molecules targeting bacterial Rnra A-site for developing new anti-tuberculosis Agents	Science and Engineering Research Board	41,44,910	2	Dr Awesh Kumar Yadav	Self Degradable DNA nanoclew based site specific anticancer drug	Science and Engineering Research Board	47,81,310
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2	Dr Awesh Kumar Yadav	Self Degradable DNA nanoclew based site specific anticancer drug	Science and Engineering Research Board	47,81,310													

		3	Dr Rahul Shukla	Dual nanoengineered BBB-penetrating lipid nanoparticles for targeting cerebral carcinoma	Science and Engineering Research Board	11,88,603
		4	Dr Munindra Ruwali	Evaluation of the Nrf2 antioxidant response element (ARE) pathway as a promising target for alleviating chemoresistance in treatment of Acute Lymphoblastic Leukemia (ALL)	Science and Engineering Research Board	10,50,000
		5	Dr Ashok Kumar Datusalia	Assessment of Acute Toxicity of Agrochemicals (NanoBioDAP)	AAL Biosciences Research Pvt. Ltd.	3,51,000
		6	Dr Ashok Kumar Datusalia	Regulation of Stress Response and Neuroinflammatory Markers in Diet-induced Obesity and Aging	ISN International Society of Neurochemistry	USD 4700
		7	Dr Sanjay Tiwari	Tumor selective drug delivery using targeted micellar systems	UGC-DAE-CSR	4,74,136
		8	Dr Rewati Raman Ujjwal	Fabrication of biodegradable and biocompatible polymeric nanocomposites for anti-cancer targeted therapeutics	Science and Engineering Research Board	10,60,206
		9	Dr Rakesh Kumar Singh	In-vitro study of inhibition of ethanol induced biomarkers	Leituis Pharma LLP	5,05,000
		10	Dr Saba Naqvi	Women Scientist Scheme	Department of Science and Technology	2,53,532
		11	Prof Shubhini A Saraf	Exploration of carbohydrate-lectin interaction in targeted delivery of doxorubicin hydrochloride to hormonal receptor positive breast cancer cells	Indian Council of Medical Research, New Delhi	5,15,600
		12	Dr Sandeep Chaudhary	Exploring the immunomodulatory activities of novel Toll-like receptor-signaling inhibitors in peripheral blood mononuclear cells from lupus patients: A study of identify TKRs as drug targets for lupus	Science & Engineering Research Board, New Delhi	62,78,980
		13	Dr Sanjay Tiwari	UGC DAE	University Grants Commission	45,000

4.5.4 List of schemes/ projects/ programme underway

List of the Ongoing Projects				
S.No.	Name of PI	Title of the Project	Funding Agency	Project Cost
1	Dr Abha Sharma	Novel synthesis of flavonoid-hydroxypyridinone hybrids as potential anti Alzheimer agents	Council of Science & Technology, Lucknow	9,30,000
2	Dr Ashok Kumar Datusalia	Neurobehavioral and molecular neuroplasticity differences in stress response circuitry for resilience and vulnerability for post-traumatic stress disorder	Science & Engineering Research Board, New Delhi	29,94,020
3	Dr Ashok Kumar Datusalia	Development of modified kynurenic acid-based scaffolds for treatment of post-traumatic stress disorder	Council of Science & Technology, Uttar Pradesh	6,00,000
4	Dr Gopal Lal Khatik	Designing of Senolytic agents for the treatment of Alzheimer's disease	Science & Engineering Research Board, New Delhi	39,43,764
5	Dr Ravinder Kumar Kaundal	Evaluation of the neuroprotective potential of SERCA activators in experimental models of cerebral ischemia	Science & Engineering Research Board, New Delhi	40,40,625
13	Dr Keerti Jain	Comprehensive biological evaluation of different drug loaded surface engineered dendrimer conjugates for treatment of cancer	Indian Council of Medical Research, New Delhi	25,01,075

		14	Dr Abhishek Dey	Unraveling the impact of RNA structure and epigenetic modifications on Hepatitis C virus pathogenesis	Department of Biotechnology	1,23,60,000
		15	Dr Sourabh Awasthi	Ultrasensitive detection and single molecule level biophysical characterization of alpha synuclein oligomers for the diagnosis and therapeutic monitoring of parkinson's disease	Department of Biotechnology	1,23,60,000
		16	Dr Rahul Shukla	LRP engineered nanolipidic carriers as potential therapeutics for brain targeting in Wilson's disease	Science & Engineering Research Board, New Delhi	23,63,080
		17	Dr Sandeep Chaudhary	Discovering the anti inflammatory effects of novel toll like receptor signalling inhibitors on rheumatoid arthritis mononuclear cells and synovial fibroblasts: An in vitro study to identify TLS signaling inhibition as future potential strategy to control inflammation in rheumatoid arthritis	Indian Council of Medical Research, New Delhi	12,60,000
		18	Dr Abha Sharma	Synthesis and evaluation of novel dual GSK3B/HDAC inhibitor as an anti-Alzheimer agent	Science & Engineering Research Board, New Delhi	37,91,040
		19	Dr Niranjana Meher	PSMA-Targeted Agents for Combined Photodynamic and Photothermal Therapy of Prostate Cancer	DST Inspire Faculty Fellowship	1,10,00,000
		14	Dr Ravinder Kumar Kaundal	Development and evaluation of novel multi-target urolithin analogues as potential neuroprotective therapeutics for ischemic stroke	Indian Council of Medical Research, New Delhi	60,86,084
		15	Dr. Sanjay Tiwari	Pharmacokinetics and biodistribution studies	Leititis Pharma LLP	4,60,000
		16	Dr Rakesh Kumar Singh	Design, synthesis, characterization of dibromo indolizine analogs and evaluation of their anti-inflammatory activity in lipopolysaccharide (LPS)-induced model in vitro	Council of Science & Technology, Uttar Pradesh	9,00,000
		17	Dr Saba Naqvi	To investigate multifunctional dendrimers as modulators against LPS induced neuroinflammation	Council of Science & Technology, Uttar Pradesh	14,86,000
		18	Dr. Nidhi Srivastava	Research Associateship Program	Regional Centre for Biotechnology	7,63,540
		19	Dr. Ankita Sharma	Targeting Nrf2-ARE stress response mechanism to suppress ferroptosis and mitochondrial dysfunction in BPA-induced nephrotoxicity	Council of Science & Technology, Uttar Pradesh	11,00,000
		20	Dr. Sandeep Chandrashekharappa	Synthesis and evaluation of nitrogen tethered derivatives in Cell-Based and Animal Models of Acute Lung Injury	Council of Science & Technology, Uttar Pradesh	15,36,000
		21	Dr. Nidhi Srivastava	Design and development of nano-spray from unutilized stalk of Capsicum annum L. (Bell Pepper) for post-harvest management of crop yields Pradesh	Council of Science & Technology, Uttar Pradesh	12,50,000
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<p>National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R), is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals.</p> <p>Tenders: https://niperraebareli.edu.in/tender.html</p> <p>Security Services provided by: M/s. AP Securitas Pvt. Ltd. Housekeeping Services provided by: M/s. Shine & Sind Security (P) Ltd.</p>				
4.5.6	Annual Report	<p>It is available at: https://niperraebareli.edu.in/annualreports.html</p>				
4.5.7	Frequently Asked Question (FAQs)	Annexure – I				

4.5.8	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	A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute.																								
4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]																										
4.6.1	Details of applications received and disposed	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="4">STATUS OF RTI REQUEST FOR THE YEAR 2023-24</th> </tr> <tr> <th>Sl. No.</th> <th>Total Number of RTIs request received in the Year 2023-24</th> <th>Total Number of RTIs request disposed off in the Year 2023-24</th> <th>Total Number of balances RTIs request in the Year 2023-24</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>42</td> <td>42</td> <td>0</td> </tr> </tbody> </table> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="4">STATUS OF RTI APPEAL FOR THE YEAR 2023-24</th> </tr> <tr> <th>Sl. No.</th> <th>Total Number of RTIs Appeals received in the Year 2023-24</th> <th>Total Number of RTIs Appeals disposed off in the Year 2023-24</th> <th>Total Number of balances RTIs Appeals in the Year 2023-24</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>26</td> <td>26</td> <td>0</td> </tr> </tbody> </table>	STATUS OF RTI REQUEST FOR THE YEAR 2023-24				Sl. No.	Total Number of RTIs request received in the Year 2023-24	Total Number of RTIs request disposed off in the Year 2023-24	Total Number of balances RTIs request in the Year 2023-24	1	42	42	0	STATUS OF RTI APPEAL FOR THE YEAR 2023-24				Sl. No.	Total Number of RTIs Appeals received in the Year 2023-24	Total Number of RTIs Appeals disposed off in the Year 2023-24	Total Number of balances RTIs Appeals in the Year 2023-24	1	26	26	0
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4.6.2	Details of appeals received, and orders issued																									
4.7 Replies to questions asked in the Parliament [Section 4(1)(d)(2)]																										
4.7.1	Details of questions asked and replies given in the Parliament	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="4">STATUS OF PARLIAMENT QUESTIONS (Starred / Unstarred)</th> </tr> <tr> <th>Year</th> <th>Total PQ asked (Starred / Unstarred)</th> <th>Total PQ replied (Starred / Unstarred)</th> <th>Balance PQ (Starred / Unstarred)</th> </tr> </thead> <tbody> <tr> <td>2023-24</td> <td>08</td> <td>08</td> <td>00</td> </tr> <tr> <td>2024-25</td> <td>01</td> <td>01</td> <td>00</td> </tr> </tbody> </table>	STATUS OF PARLIAMENT QUESTIONS (Starred / Unstarred)				Year	Total PQ asked (Starred / Unstarred)	Total PQ replied (Starred / Unstarred)	Balance PQ (Starred / Unstarred)	2023-24	08	08	00	2024-25	01	01	00								
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2024-25	01	01	00																							
5 Information as may be prescribed																										
5.1 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]																										
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	<p>Dr. Sunil Kumar Yadav, Finance and Accounts Officer CPIO & Nodal Officer National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Phone No: +919560820416 Email: fo@niperraebareli.edu.in</p> <p>Dr. Jai Narain, Registrar First Appellate Authority National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Email: registrar@niperraebareli.edu.in</p>																								

5.1.2	Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out	Third Party Audit of National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R), is being carried out by NITTTTR, Chandigarh for the year 2023-24. Before this period no Third party Audit was carried out.
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers	Dr. Sunil Kumar Yadav , Finance and Accounts Officer CPIO & Nodal Officer National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Phone No: +919560820416 Email: fo@niperraebareli.edu.in
5.1.4	Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Dates from which constituted: 29.08.2024 Name and Designation of the Officers 1. Dr. Jai Narain, Registrar 2. Dr. Sunil Kumar Yadav, Finance and Accounts Officer 3. Dr. Gopal Lal Khatik, Assistant Professor 4. Mr. Ashish Jaggal, Administrative Officer
5.1.5	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	Since Feb, 2020 Dr. Sunil Kumar Yadav , Finance and Accounts Officer CPIO & Nodal Officer National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Phone No: +919560820416 Email: fo@niperraebareli.edu.in Dr. Jai Narain , Registrar First Appellate Authority National Institute of Pharmaceuticals Education and Research, New Transit Campus, Bijnor Road, Sarojini Nagar, Near CRPF Base Camp, Lucknow (UP)- 226002 Email: registrar@niperraebareli.edu.in
6	Information Disclosed on own Initiative	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of National Institute of Pharmaceutical Education & Research, Raebareli(NIPER-R), https://www.niperraebareli.edu.in , which is updated on regular intervals.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances& Pensions	
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained
6.2.2	Does the website show the certificate on the Website?	Same as above

National Institute of Pharmaceuticals Education & Research, Raebareli

Frequently Asked Question (FAQs)

RTI Related FAQs

Q.1. 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.

Q.2. What is a Public Authority?

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.5. What is the Fee for the BPL applicant for Seeking Information?

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.

Q.6. Is there any specific Format of Application?

There is no prescribed format 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.

Q.7. Is it required to give any reason for seeking information?

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

Q.8. Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1)

or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure outweighs the harm to the protected interest.

Q.9. Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.10. What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.11. Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. 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 Public Information Officer 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.

Q.12. Is there any scope for second appeal under the RTI Act?

If the first 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 Central 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.

Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to 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 Information Commission.

Q.14. What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.15. What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer 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 application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Q.16. Is there any organization(s) exempt from providing information under RTI Act?

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.