

**SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA
(DEEMED TO BE UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016**



No:F.1()LBSV/RTI/2012/ 670

Dated: 16/07/2012

OFFICE ORDER

18.7.12

Consequent upon the superannuation and promotion of some of the officers, the status of the existing CPIO/CAPIO to be declared under Section 5(1) & (2) of the RTI Act, 2005 at Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi needs modifications. Accordingly, in partial modifications to the earlier Office Order No. F.1()LBSV/Admn./RTI/2010/758 dated 02/08/2011 the following officers/officials are hereby designated as the Appellate Authority, CPIOs and CAPIO as mentioned against their names:-

Sl. No.	Name & designation & telephone nos.	Designated as	Information Domain
1.	Prof. Radha Vallabh Tripathi Vice-Chancellor (I/C) 011-26564003, 26851253	Appellate Authority	Any person who does not receive information/reply/decision within specified time from the CPIO/CAPIOs and is aggrieved, may prefer an appeal to the Appellate Authority as per the RTI Act,2005
2.	Shri P.Mariappan, PS to VC - & Assistant Registrar(Selection) (I/c) - 011-46060604, 603	Central Public Information Officer	1. For all information related to the Guest House and the VC's Secretariat. 2. The matters relating to selection & promotions of teaching staff of the Vidyapeetha (constitution of screening committees/selection committees, schedules of the meetings, issue of interview letters, self-appraisals, correspondence with the UGC for approval of CAS cases etc., APARs of teaching staff etc.
3.	Sh. Pramod Chaturvedi Personal Assistant, VC 011-46060604	Central Public Information Officer	For all information related to the VC's Personal Assistant.
4.	Prof. Ramesh Kumar Pandey, Professor (Res. & Publication) 011-46060609	Central Public Information Officer	For all information related to Department of Research & Publication (excluding the information related to admission in the Vidyavaridhi(Ph.D) Course
5.	Prof. Bhavendra Jha, Professor & Dean, Faculty of Ved Vedanga 011-46060622	Central Public Information Officer	For all information related to Faculty of Ved Vedanga
6.	Prof. Bhaskar Mishra Professor & Dean, Faculty of Adhunik Gyan Vigyan (Education) 011-46060635	Central Public Information Officer	For all information related to Faculty of Adhunik Gyan Vigyan and the implementation of the guidelines of the NCTE/NAAC etc.
7.	Prof.Piyush Kant Dixit, Professor 011-46060608	Central Public Information Officer	All matters relating to the NCC (Boys) & Internal Quality Assurance Cell
8.	Prof. Ramesh Chand Dash Sharma Professor(Veda) & CVO 011-46060613	Central Public Information Officer	The information relating to the vigilance matters of the Vidyapeetha

9.	Dr.Hari Har Trivedi, Professor (Paurohitya) & Hostel Warden 011-46060319	Central Public Information Officer	For all information related to Hostel & Mess Management
10.	Prof.Devi Prasad Tripathi, Professor (Vastushastra), Proctor 011-46060615	Central Public Information Officer	The information relating to the Vastu Shastra and Security matters of the Vidyapeetha
11.	Prof.(Smt.) S.N.Ramamani Professor,(Advait Vedanta) HOD & Dean of Students 011-46060530	Central Public Information Officer	For all information related to Students Welfare- matter related ragging.
12.	Prof. Ichcha Ram Dwivedi Professor & Dean, Faculty of Sahitya & Sanskriti 011-46060624	Central Public Information Officer	For all information related to Faculty of Sahitya & Sanskriti
13.	Prof. Veer Sagar Jain, Professor & Dean, Faculty of Darshan 011-46060623	Central Public Information Officer	For all information related to Faculty of Darshan
14.	Prof. Mahesh Prasad Silori Professor and HOD (Sankhya Yoga) Faculty of Darshan 011-46060525	Central Public Information Officer	For all information related to Yoga-Diploma.
15.	Dr. Rajni.Joshi Chaudhary Director (I/c) Centre for Women's Studies 011-46060618	Central Public Information Officer	The information relating to the activities of Centre for Women's Studies and Career Counselling.
16.	Dr.(Mrs) Minu Kashyap, Associate Professor (English) 011-46060540	Central Public Information Officer	All matters relating to the NCC (Girls)
17.	Shri Manoj Kumar Meena, Assistant Professor- Physical Education 011-46060528	Central Public Information Officer	For all information related to Physical Education/Sports Activities of the Vidyapeetha
18.	Prof. P.K. Sharma, Professor (Jyotish) 011-46060613	Coordinator	Astrology (SAP & Jyotish) and the part time courses of the department of Jyotish, invocative programme and career oriented programme,
19.	Dr. Bhagirathi Nanda Associate Professor (Sahitya)	Coordinator	SAP (Sahitya and Sanskriti)
20.	Sh. Vinod Kumar Mishra Assistant Controller of Examination 011-46060536 and Assistant Registrar (Academic) 011-46060550	Central Public Information Officer	1. For all information related to the examinations & Academic Section of the Vidyapeetha. 2. For all information related to the Entrance Tests/ Pre-Shiksha Shastri B.Ed., Shiksha Acharya (M.Ed.), Vishishtacharya (M.Phil) Vidyavaridhi (Ph.D) Test of the Vidyapeetha 3. For all information related to Academic Activities of the Vidyapeetha including the information relating to admission in the Shastri, Acharya, Vidyavaridhi(PH.D) course.

21.	Smt.Kanta, Assistant Registrar(A/cs-I) 011-46060520	Central Public Information Officer	For all information related to payments/adjustments, vetting, cash books, vouchers, monthly salary, pension, broadsheets, advances(GPF), trial balance and bank reconciliation etc.
22.	Shri Ajay Kumar Tandon, Assistant Registrar(A/cs-II) & Development 011-46060521	Central Public Information Officer	For all information related to budget, investment, grants, audit, TDS/other taxes, annual accounts, transfer of funds and other outside bodies, meeting of the Finance Committee and the Development Section with duties of Quality Assurance and NAAC, health care units.
23.	Shri Ramakant Upadhyaya, Assistant Engineer(Civil) 011-46060323	Central Public Information Officer	For all information related to Engineering works(Civil/Maintenance) in the Vidyapeetha, Fixed Assets, Horticulture, Estate Management, infrastructure, sanitation, water supply
24.	Dr.Shiv Dutt Tripathi, Assistant Registrar(Admn.) & Dy.Registrar(Off.) 011-46060501	Central Public Information Officer	For all information related to the Administration of the Vidyapeetha, complaint committee and matters related to the implementation of recommendation of various Review Committed to the MHRD and UGC, SC/ST Cell.
25.	Shri Banwari Lal Verma, System Administrator 011-46060616, 617	Central Assistant Public Information Officer	1. For all information relating to Computer Labs, telecommunication-Airtel, internet and intranet, electronic data storage, implementation of ICT in the courses. 2. All duties and responsibilities as defined for the CAPIO under the RTI Act-2005.
26.	Smt. Sushma Demla, PS to Registrar 011-46060556	Central Public Information Officer	Registrar Secretariat APARs for non teaching sector.
27.	Shri Manjit Singh Section Officer(Dev & Reg. Off.) 011-46060558	Central Public Information Officer	1.For all information relating to Development Section. 2. The matters relating to selection of non-teaching posts of the Vidyapeetha (constitution of Selection Committees/DPCs, convening of the meetings of Selection Committee/DPCs, issue of interview/ appointment letters etc.), 3. The matters relating to court case 4. Meetings of the Executive Council, Senate and Academic Council of the Vidyapeetha..
28.	Dr.(Smt.) Vijay Laxmi, Section Officer(Admn.) 011-46060506, 505	Central Public Information Officer	1. The information relating to the Non-Teaching and Teaching Staff Establishment, Service matters, Store, medical reimbursement, Security Arrangement. 2. For all information relating to the implementation of the reservation policy for SC/ST/OBC/PH categories etc. & maintenance of Roster 3. Information relating to the Parliament Questions, VIPs/General reference of Ministry/UGC's etc. 4. Recruitment:- - identification of posts as per roster - vacancy register maintenance - issue of advertisement of teaching & non-teaching posts - Screening Committees of non-teaching posts 5. Advertisements relating to the Admission Notice, Tender Notice etc.

29.	Smt. Uma Nautiyal, Professional Assistant & In- Charge(Library) 011-46060532	Central Public Information Officer	For all information related to Library and Information Services
30.	Shri Anjani Kumar, Junior Engineer(Civil) 011-46060325. 011-46060610	Central Public Information Officer	For all information related to electrical works/maintenance of electrical equipments, electricity bill, maintenance of buildings including staff quarters, water & sewerage, sanitation etc.
31.	Ms. Seema Chaudhary Assistant Programmer 011-46060640	Central Public Information Officer	For all information related to the Computer Centre.
32.	Sh. Gyan Chand Sharma Assistant Programmer 011-46060645	Central Public Information Officer	For all information related to the Computer Centre.

In addition to their own duties and responsibilities, CAPIO and all the CPIOs shall be required to perform all the duties and responsibilities as per the areas mentioned against their names and to provide the requisite information of their respective areas as and when such application received from the applicant under the RTI Act-2005. Further, they may be assigned areas of work other than mentioned in this notification by the Competent Authority and they will be required to provide information from these areas also. All the CPIOs/CAPIO shall also be required to maintain records of their respective units as per procedures. All the RTI applications shall be maintained centrally by the CAPIO and after getting the desired information/documents from the concerned CPIOs, the information/documents shall be forwarded to the concerned applicants by the CAPIO of the Vidyapeetha. This is for information and compliance to all concerned.

This issues with the approval of the Vice-Chancellor.

S. D. Tripathi
16-7-12

(S.D. TRIPATHI)
Assistant Registrar(Admn.)