



**OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY
WARANGAL - 506 009**

Phone: 0870-2438866 (O); Fax: 0870-2438800; Email: registrar@kakatiya.ac.in

No. **557** /A2/KU/2018

Date: **12** .07.2018

ORDERS

Sub: **Kakatiya University – Right to Information Act-2005 – Decentralization of the Officers as Public Information Officers of the University – Re-designation of PIOs/APIOs section 5 (1) of RTI Act in all Administrative Units/Offices – Orders – Issued.**

Ref: 1. KU Orders No. 893/A2/KU/2005/SPL-68, dated 27.09.2005.
2. KU Orders No. 553/A2/KU/2013/SPL-68/RTI ACT, dated 12.08.2013.

-o0o-

Through KU Orders 2nd cited, in view of the decentralization of the Office of the Public Information Officer, certain changes were effected in the University with immediate effect.

As per the Orders, the Vice-Chancellor shall be the 1st Appellate Authority and the Registrar of the University shall henceforth act as Nodal Officer to co-ordinate the RTI Cell in the Kakatiya University.

Further, as the Registrar of the University was made as Nodal Officer, the Principals of the Colleges/Heads of the Departments/Drawing Officers/Controlling Officers of the University are appointed as Public Information Officers (PIOs) and the next Officers to them in their Offices concerned are to act as Assistant Public Information Officers (APIOs) with effect from 12.08.2013.

In partial modification to the KU Orders 2nd cited, certain Officers are designated as the PIOs and APIOs, as the case may be as follows:

Sl. No.	Information related to	PIO	APIO
1.	Administration Branch (Teaching & Gazetted)	The Deputy Registrar/The Assistant Registrar	The Assistant Registrar/ The Superintendent
2.	Administration Branch (Non-Teaching)	The Deputy Registrar/ The Assistant Registrar	The Assistant Registrar/ The Superintendent
3.	Academic Branch	The Deputy Registrar/ The Assistant Registrar	The Assistant Registrar/ The Superintendent
4.	Accounts and Audit Branch	The Finance Officer	The Audit Officer/ The Deputy Registrar/ The Assistant Registrar
5.	Academic Audit	The Dean	The Assistant Registrar/ The Superintendent
6.	College Development Council	The Dean	The Assistant Registrar/ The Superintendent
7.	Examination Branch	Controller of Examinations	The Addl. Controllers of Examinations/ The Deputy Registrar/ The Asst. Registrar
8.	S.D.L.C.E	The Director	The Joint Director/ The Assistant Registrar/ The Superintendent

Sl. No.	Information related to	PIO	APIO
9.	Directorate of Admissions	The Director	The Joint Director The Assistant Registrar/ The Superintendent
10.	Buildings Division	The Development Officer	The Assistant Registrar/ The Superintendent
11.	University Hostels	The Director	All the Joint Directors of the Hostels/ Assistant Registrar
12.	Information related to Research, M.Phil. & Ph.D.	The Dean concerned	Deans' Office Superintendent/ Senior Assistant/CCT
13.	All the P.G Departments in the Campus	All the Heads of the Departments concerned	The Department Clerk
14.	University Guest House	The Principal, University College	In-Charge, Univ. Guest House
15.	University Vehicles	In-Charge, University Vehicles	---
16.	University Telephones	In-Charge, Univ. Telephones	---
17.	Avenue Plantation	In-Charge, Avenue Plantation	---
18.	University Website	In-Charge, Univ. Website	---
19.	All the Constituent Colleges of the University	The Principal of the College Concerned	The Assistant Registrar/ The Superintendent of the college concerned
20.	Centre for Women's Studies	The Director	The Superintendent/ The Senior Assistant/ The Junior Assistant
21.	National Service Scheme Unit	The Programme Coordinator	The Superintendent/ The Senior Assistant/ The Clerk
22.	SC/ST Cell	The Director	The Deputy Registrar/ The Superintendent/ The Senior Assistant/Clerk
23.	UGC Unit	The Coordinating Officer	The Assistant Registrar/ The Superintendent
24.	Centre for Foreign Relations, Research & Consultancy	The Director	The Superintendent/ The Senior Assistant/Clerk
25.	Sports Board	The Secretary	The Superintendent/ The Senior Assistant/Clerk
26.	Publication Cell & Stores	The Director	The Superintendent/ The Senior Assistant/Clerk
27.	Self-Financing Courses Unit	The Director	The Superintendent/ The Senior Assistant
28.	BC Cell	The Director	The Superintendent/ The Senior Assistant/ Junior Assistant
29.	Career and Counselling Cell	The Director	The Superintendent/ The Senior Assistant/ Junior Assistant
30.	Students Welfare Centre	The Director	The Superintendent/ The Senior Assistant/ Junior Assistant
31.	Cell for Persons with Disabilities	The Director	The Superintendent/ The Senior Assistant/ Junior Assistant

Sl. No.	Information related to	PIO	APIO
32.	University Library	Member-In-Charge	In-charge Library
33.	Legal Cell	In-Charge	The Superintendent/ The Senior Assistant
34.	University Health Centre	Member-In-Charge	Medical Officer

As per the Section 4 (1) & (b) and 5 (1) & 5 (2) of the RTI Act, 2005, it is mandatory to display in the University website, i.e., www.kakatiya.ac.in, the obligations and duties performed by each PIO pertaining to Kakatiya University and its Constituent Colleges/ Deans of Faculties/Heads of Departments/Directors of various Units of the University.

So, all the PIOs are requested to furnish the same in the form of Soft & Hard copy immediately. They are also requested to fix-up the Name-Board containing the name of the Public Information Officer/Assistant Public Information Officer along with Phone Numbers in the premises of their Office.

Every Public Information Officer (PIO) shall furnish the information to the applicant, and send a copy of the furnished information, along with the application, to the Registrar/Nodal Officer. They shall also submit Quarterly Report and Annual-Report of the cases to the Registrar/Nodal Officer.

It is mandatory of each and every PIO and APIO to provide time bound information to the applicant under the RTI Act pertaining to their Colleges/Departments/Officers/Branches/Sections, failing which the Commission will call for the personal appearance of the PIO's.


REGISTRAR

To

1. All the Principals of University/Constituent Colleges
 2. All the Deans of Faculties
 3. All the Heads of Departments
 4. All the Drawing/Controlling/Administrative Officers
 5. All the Officers mentioned above
- Kakatiya University

Copy to:

1. The Commissioner, Telangana Information Commission, HACA Bhavan, Opp. Public Garden, Hyderabad.
2. The Special Chief Secretary to the Government, Higher Education Department, Telangana Secretariat, Hyderabad.
3. The Finance Officer, KU.
4. The Deputy/Asst. Registrar (Academic/Accounts/Audit/Admn-NT), KU.
5. The Public Relations Officer, KU.
6. The Secretary to the Vice-Chancellor, KU.
7. The P.A. to the Registrar, KU.
8. The Stack File.