

**DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY  
PUSA- 848125 (SAMASTIPUR) BIHAR**

F.No. 02/Estt/Misc./07/2019/1346A/RPCAU, Pusa

Date: 23/11/2022

**OFFICE ORDER**

With supersession of all earlier order related to structure of RTI Cell of the University the Competent Authority is pleased to restructure the RTI Cell of the University for smooth functioning & transparency. New structure of RTI, will be effective by the date of issue of this order:

1. **Deputy Registrar (Recruitment), RPCAU, Pusa is hereby nominated as Nodal Officer (RTI), RPCAU, Pusa. Role of Nodal Officer (RTI) Cell:**
  - (i) Coordinate all the work relating to the implementation of RTI Act, 2005.
  - (ii) Serve as the nodal point for receiving applications and appeals physically, offline as well as online and forward it to the concerned CPIOs/Appellate Authority within the Department or to other public authority if the matter does not concern this University.
  - (iii) Coordinate matters relating to Central Information Commission in terms of hearing, orders and other matters related to Department of Agricultural Research and Education.
  - (iv) Preparation of quarterly returns to be submitted to CIC as per RTI Act, 2005.
  - (v) Compilation of all data related to RTI.
  - (vi) Any other work related to the RTI Act, 2005.
2. **Offices & their authority of the university nominated as CPIO/ Appellate Authority under the RTI Act 2005 as under:**

Sl. No.	Administrative Unit	Description	CPIO	First Appellate Authority	Second Appellate Authority
1.	Establishment	For all matters pertaining to Establishment	Assistant Registrar (Estt.)	Deputy Registrar (Estt.)	Registrar
2.	Academic/ Examination	For all matters related to Academics/ Examination	Assistant Registrar (Academic/ Examination)	Deputy Registrar (Academic)	Registrar
3.	Finance	For all matters pertaining to Finance	Assistant Comptroller (HQ.)	Deputy Comptroller	Comptroller
4.	Recruitment	For all matters pertaining to Recruitment	Assistant Registrar (Rectt.)	Deputy Registrar (Rectt.)	Registrar
5.	Student Welfare	For all matters pertaining to Student's Welfare	Section Officer, DSW	Associate DSW	DSW
6.	Library	For all matters related to Library	Assistant Librarian	University Librarian	Registrar
7.	Publicity & Publications	For all matters related to public relations/ publicity/ publications.	Consultant Publicity and Information	University Librarian	Registrar
8.	Raj Bhasha/ Hindi Office	For all matters related to Official Language	Hindi Officer	DoE	Registrar
9.	Constructions, Maintenance, works Contracts	For all matters related to works/ construction/ renovation, etc.	Respective Executive Engineer	Respective Directors of Directorate	Registrar
10.	Different Colleges/ School	For all matters pertaining to their respective Colleges/ School	Section Officer (Estt.)/ Any Assistant Professor may be nominated by concerned Dean/ Director	Professor/ Associate Professor may be nominated by concerned Dean/ Director	Dean/ Director of the concerned college/ School
11.	Central Stores	For all matters pertaining to Purchase	Officer In-charge, Central Stores	Comptroller	Registrar

12.	Sugar Cane Research Institute/ Animal Production & Research Institute/ Directorate of Extension Education/ Directorate of Research/ Directorate of Seeds & Farm	For all matters pertaining to their respective Units	Section Officer (Estt.)/ Any Assistant Professor may be nominated by concerned Director/ Controlling Officer	Professor/ Associate Professor may be nominated by concerned Director/ Controlling Officer	Director/ Controlling Officer
13.	University Hospital	For all matters pertaining to their respective Unit	Any Medical Officer may be nominated by Chief Medical Officer	Chief Medical Officer	Administrator, University Hospital
14.	External Examination & Evaluation Cell	For all matters pertaining to their respective Unit	Assistant Officer In Charge (E.E.&E.C.)	Officer In Charge (E.E.&E.C.)	Registrar
15.	Estate	For all matters pertaining to their respective Unit	Estate Officer	Deputy Registrar (Estt.)	Registrar
16.	Security	For all matters pertaining to their respective Unit	Security Officer	Deputy Registrar (Estt.)	Registrar

- Wherever applicable, all the Dean/ Director/ Controlling Officer shall nominate a CPIO/ Appellate Authority of their respective College/ Department/Unit at the earliest from the issue of this order and inform the same to the Nodal Officer, RTI Cell of the University.

Approval of Hon'ble Vice-Chancellor is available in the file-02/Estt./Misc.-07/2019 at page 150/N

  
Deputy Registrar (Estt.)  
21/11/22

**Copy to: For information & necessary action.**

1. All Deans, RPCAU, Pusa.
2. All Directors, RPCAU, Pusa.
3. Registrar, RPCAU, Pusa.
4. Comptroller, RPCAU, Pusa.
5. University Librarian, RPCAU, Pusa.
6. Administrator, University Hospital, RPCAU, Pusa.
7. Associate Director, Student's Welfare, RPCAU, Pusa.
8. All Associate Director, Research, RPCAU, Pusa.
9. All Head of the Department, RPCAU, Pusa.
10. All Controlling Officer, RPCAU, Pusa.
11. Officer In Charge (E.E.&E.C.), RPCAU, Pusa.
12. Assistant Officer In Charge (E.E.&E.C.), RPCAU, Pusa.
13. All Senior Scientist & Head, KVKs, RPCAU, Pusa.
14. All Deputy Registrar, RPCAU, Pusa.
15. Deputy Comptroller, RPCAU, Pusa.
16. Chief Medical Officer, RPCAU, Pusa.
17. All Executive Engineer, RPCAU, Pusa.
18. Assistant Librarian, RPCAU, Pusa.
19. Consultant, Publicity & Information, RPCAU, Pusa.
20. All Assistant Registrar, RPCAU, Pusa.
21. All Assistant Comptroller, RPCAU, Pusa.
22. All Officer In-charge, RPCAU, Pusa.
23. All Section Officer, RPCAU, Pusa.
24. Hindi Officer, RPCAU, Pusa.
25. Estate Officer, RPCAU, Pusa.
26. Security Officer, RPCAU, Pusa.
27. All Assistant/ Dealing Assistant, Establishment Section (Hqr.), RPCAU, Pusa.
28. Officer In-Charge, ARIS Cell, RPCAU, Pusa for information & uploading on E-notice board & University Website.
29. Dr. P. K. Pranav, Associate Professor, Department of FMPE, CAE&T & present CPIO, RPCAU, Pusa for information & hand over the charge to Nodal Officer (RTI), RPCAU, Pusa.
30. Secretary to Vice-Chancellor for kind information to Hon'ble Vice-Chancellor.