



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
SECTOR 16C, DWARKA, NEW DELHI

**OFFICE OF THE REGISTRAR**

No.GGSIPU/Registrar/Misc./2018/ 20-1

Dated: 14-03-18

**CIRCULAR**

It has been observed that RTI applications are forwarded by PIO to the concerned department / branch for providing information. It is seen that on several occasions, the officer / official who is having information does not supply the information to PIO within the stipulated time as prescribed by the RTI Act 2005. As per the provisions of RTI Act 2005, RTI application has to be mandatorily replied within 30 days from the date of application. However, it has been noticed that hardly any RTI application is replied within 30 days. This results in unnecessary filing first appeal before the First Appellant Authority. At the same time, if applicant approaches the CIC, the heavy penalty will be imposed on the PIO by the CIC for not replying the RTI application within 30 days.

Therefore, it is directed that all Deans, Directors, Head of the Departments and Branch Heads shall ensure that the information pertaining to RTI should be supplied to the PIO within 7 days after the receipt of application from the PIO so that the RTI application can be replied by the PIO well before the expiry of 30 days time.

*S.S.*  
14/3/18  
(Satnam Singh)  
Registrar

**Copy to:**

1. All Deans / Directors
2. Proctor
3. Chief Warden
4. COF
5. COE
6. Incharge, Library
7. All Branch Heads
8. Incharge, Server Room – for uploading the same on University website.
9. AR to VC – for kind information of the Hon'ble Vice Chancellor.
10. SO to Pro-VC – for kind information of Pro-Vice Chancellor
11. Guard File