

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA



RIGHT TO INFORMATION ACT, 2005

PROACTIVE DISCLOSURE

(Updated as on 24.07.2023)

About IIIT Una

IIIT Una is one of the 20 IIITs being setup, funded and managed by the Ministry of Human Resource Development, Govt. of India under the Public Private Partnership (PPP) model. The partners setting up IIIT Una are the Ministry of Human Resource Development, Govt. of India, the Govt. of Himachal Pradesh, HP Power Corporation Limited and HP Transmission Corporation Limited. Admissions to the undergraduate programs in the Institute are made through the Joint Entrance Examination (JEE).

At present, IIIT Una operates from its permanent campus at Saloh, Una. The campus is fully furnished and working full fledged from its permanent campus.

1.1.PARTICULARS OF ITS ORAGNIZATION, FUNCTIONS AND DUTIES {SECTION 4(1)(B)(I)}

1.1.1 Name and Address of the Oragnization

Indian Institute of Information Technology, Una, Vill. Saloh, Teh. Haroli, Distt. Una, Himachal Pradesh 177209

1.1.2 Head of the Organization

Prof. Selvakumar Subramanian (Director)

1.1.3 Vision, Mission and Key Objectives

Vision: To build a vibrant multicultural learning environment with value based academic principles and to achieve excellence in teaching and research and to contribute effectively and responsibly to the national and global community.

Mission: M1: To provide quality education to the students with practical orientation

M2: To collaborate with industries and research institutions to solve socially relevant problems

M3: To inspire students to become responsible citizens and competent professionals with ethical values

1.1.4 Functions and Duties

The main activities of institute are teaching and research. Its major parts are:

B.Tech CSE : <https://iiitu.ac.in/academics/>

B.Tech ECE : <https://iiitu.ac.in/academics/>

B.Tech IT : <https://iiitu.ac.in/academics/>

Services being provided by the Institute

Teaching and Research

1.1.5 Organization Chart

Refer to the link - https://iiitu.ac.in/wp-content/uploads/2022/01/inst_heir.pdf

1.1.6 Genesis, Inception, formation of the department and the HOD's

Sl.No	Committee	Name of chairpersons
1	Associate Dean (Administration)	Dr. Vikram Kumar
2	Associate Dean (Academics)	Dr. Nishtha Hooda
3	B.Tech PC	Dr. Nishtha Hooda
4	Curriculum Review and Design Committee	Dr. Vikram Kumar
5	Student Affairs	Dr. Naveen Cheggoju
6	Alumni Affairs	Dr. Vikram Kumar
7	Doctoral Program	Dr. Mrityunjay Singh
8	Media and Public Relations	Mr. Satish Kumar Dr. Tanu Wadhera
9	Admissions	Dr. Satrugan Modi
10	Placement	Dr. Naman Garg
11	Information and Instructional Technology	Dr. Vikram Kumar
12	Library and Research	Dr. Madan Verma
13	Scholarship Committee	Dr. Ankur Kumar Dr. Shivdutt Sharma
14	Internal Complaints Committee	Dr. Nishtha Hooda Dr. Vikram Kumar Ms. Kusum Ms. Aditi Sharma
15	Ranking and Accreditation Committee	Dr. Jaspal Kaur Saini Dr. Naveen Cheggoju

16	International Relations	Dr. Vikram Kumar
17	Purchase Committee	The committee constituted as per the requirements of an item to be purchased.
18	Technical Evaluation Committee	The Registrar
19	Financial Evaluation Committee	The Registrar
20	Staff Development and Evaluation Committee	The Registrar
21	NEP 2020 Committee	Dr. Vikram Kumar

1.2 POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES {SECTION 4(1) (B) (II)}

1.2.1 Powers and duties of officers

Administrative Officer (Academic and Administration): The Registrar

Supervises the work of the academic and non academic staff of the B.Tech program including maintenance of discipline, recommendations for contract renewals etc.

Sr. Placement Officer : Dr. Naman Garg

Supervision of placement and facilitate placement activities for different programs.

1.2.2 Rules under which powers and duties are derived

As per the IIIT Act. Link- <https://iiitu.ac.in/wp-content/uploads/2022/09/rti-actEnglish.pdf>

As per the regulations approved by BOG-IIIT Una. Link- <https://iiitu.ac.in/about/organization/bog/>

As per the notices issued by IIIT Una from time to time.

1.2.3 Exercised

As per the IIIT Act.

As per the regulations approved by BOG-IIIT Una

As per the notices issued by IIIT Una from time to time.

1.2.4 Work Allocation

As per the IIIT Act.

As per the regulations approved by BOG-IIIT Una.

As per the notices issued by IIIT Una from time to time.

1.3 PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS [SECTION 4(1)(B)(III)]

1.3.1 Process of decision-making identity key decision-making points

As per the organization chart and delegation of financial powers. The decision are at different levels mainly at BoGs/DirectoR.

1.3.2 Final Decision-making Authority

Prof. Selvakumar Subramanian (Director)

1.3.3 Time limit for taking a decision

It varies from project to project as well as program to program.

1.3.4 Channel of supervision and accountability

As per the organization chart and committee of financial powers and as per allocation of work (BoGs to Directors to Faculty and staff).

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:

- Teaching
- Research

1.4.2 Norms for functions delivery

Procedure, as laid by the BoGs/Academic council/Director, is followed by the institute.

1.4.3 Process by which these services can be accessed

Different approach is there to access these services. Normal Procedure, as laid by the BoGs/Academic council/Director, is followed by the institute.

1.4.4 Time limit- for achieving the target

Different requests received from different departments are of time bound nature and disposed of within the time limit by the institute.

1.4.5 Process of redress grievances

- 1.4.6 All students, faculty, and non faculty may request the internal committee of the institute in the first place and if not satisfied with the decision of the internal committee then they can send their request to the concerned authority. Portal link –(<https://iiitu.ac.in/grievance-portal/>)

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

The institute follows the GFR of the Government of India for all budget and money-related matters.

1.5.2 List of rules, regulations, instructions manuals and records

The Rules and Regulations, Manuals for the discharge of functions, TA/DA, Hostel, Guest Room are available on the link. Information related to admission to several UG programs is available on the link - <https://iiitu.ac.in/academics/>.

1.5.3 Acts/Rules manuals etc.

The Rules and Regulations, Manuals for the discharge of functions, TA/DA, Hostel, Guest Room are available on the link. Information related to admission to several UG programs is available on the link - <https://iiitu.ac.in/academics/>.

1.5.4 Transfer policy and transfer records

Since IIT Una is an autonomous body there is no scope of transfer of its employees, teaching and non-faculty.

1.6 CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY UNDER ITS CONTROL

1.6.1 Categories of documents

Each department (CSE/ECE/IT) at the institute holds different types of documents related to a different type of work allocated to them. The documents may be categorized as follows: Director's office documents, Academic Documents, Dean's office documents, documents related to BoG, Financial documents, and documents related to store and purchase.

1.6.2 Custodian of documents/categories

Custodians of these documents are the respective Associate Dean's, Section In charges.

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, Committees etc.

Internal complaint committee, Prevention of Sexual harassment, Board of Governors, Senate

1.7.2 Composition

Link- <https://iiitu.ac.in/about/organization/bog/>

1.7.3 Dates from which constituted

20th May 2014

1.7.4 Term/Tenure

The term is for three years.

1.7.5 Powers and Functions

IIIT Una is an autonomous body governed by IIIT Act.

1.7.6 Whether their meeting is open to the public?

Open only for members.

1.7.7 Whether the minutes of the meetings are open to the public?

Available only for members.

1.7.8 Place where the minutes if open to the public are available?

Available online but only for members.

1.8 DIRECTORY OF OFFICERS AND EMPLOYEES {SECTION 4(1)(B)(IX)}

1.8.1 Name and Designation

Available on the Institute website faculty (<https://iiitu.ac.in/departments/school-of-computing/faculty/>) and staff (<https://iiitu.ac.in/about/organization/office/>).

1.8.2 Telephone, fax and email ID

Available on the Institute website faculty and staff.

1.9 MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION {SECTION 4(1)(B)(X)}

1.9.1 List of employee with Gross monthly remuneration

The monthly salary received by each of the regular faculty member is as per 7th CPC.

1.9.2 System of Compensation as provided in its regulations

Earned Leave, Casual Leave, and other types of leaves approved by BoG members.

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 Current CPIO and FAA

Public Information Officer (PIO), Central Public Information Officer (CPIO) and Nodal Officer

Dr. Shivdutt Sharma

The Public Information Officer

Email id: pio@iiitu.ac.in

Phone: 9727095839

Mr. Uttam Chand
First Appellate Authority
Email id: consultant@iiitu.ac.in
Phone: 01975-257908

1.10.2 Address, telephone numbers and email ID of each designated officials

The public information Officer: Email id pio@iiitu.ac.in, Phone: 9727095839
First Appellate Authority: Email id: consultant@iiitu.ac.in, Phone: 01975-257908
Address: Indian Institute of Information Technology Una, Permanent Campus:
Vill. Saloh, Teh. Haroli, Distt. Una Himachal Pradesh-177209.

1.11 NO OF EMPLOYEE AGAINST WHOM DISCIPLINARY ACTION HAS BEEN 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

No case is pending.

1.11.2 Finalized for Minor penalty or major penalty proceedings

No case is pending.

1.12 PROGRAMMES TO ADVISE UNDERSTANDING OF RTI {SECTION 26}

1.12.1 Educational Programmes

Online programs are attended by assigned faculty members and staff.

1.12.2 Efforts to encourage public authority to participate in these programmes

Programs are attended by CPIO

1.12.3 Training of CPIO/APIO

27 June 2023 at IIIT Una.

1.12.4 Update and Publish guidelines by public authority

Last updated on July 2023.

1.12.5 Transfer Policy and transfer order

Not Applicable

1.13. Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]

1.13.1 Total Budget for the public authority

As approved by BoG

1.13.2 Budget for each agency and plan & programmes

As approved by BoG

1.13.3 Proposed expenditures

Available in the institute.

1.13.4 Revised budget for each agency, if any

Available in the institute.

1.13.5 Report on disbursements made and place where the related reports are available

Available in the institute.

1.14 FOREIGN AND DOMESTIC TOUR (F.No. 1/8/2012- IR dt. 11.9.2012)

1.14.1 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government 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

As approved by the BoG.

1.14.2 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

As approved by the BoG.

1.15 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

1.15.1 Name of the programme of activity

NA

1.15.2 Objective of the programme

NA

1.15.3 Procedure to avail benefits

NA

1.15.4 Duration of the programme/ scheme

NA

1.15.5 Physical and financial targets of the programme

NA

1.15.6 Nature/ scale of subsidy /amount allotted

NA

1.15.7 Eligibility criteria for grant of subsidy

NA

1.15.8 Details of beneficiaries of subsidy programme (number, profile etc)

NA

1.15 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

Available on the website.

1.16.1 Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions

Available on the website.

1.16.2 Annual accounts of all legal entities who are provided grants by public authorities

Available on the website.

1.17 Particulars of recipients of concessions, permits or authorizations granted by the public authority[Section 4(1) (b) (xiii)]

1.17.1 Concessions, permits or authorizations granted by public authority manual /instruction

NA

1.17.2 For each concessions, 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

NA

1.18 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

1.18.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.

Provided in reports uploaded at institutes website.

1.19 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

1.19.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

IIIT Act (https://iiitu.ac.in/wp-content/uploads/2022/09/IIIT_PPP_act_2017.pdf), RTI(<https://iiitu.ac.in/wp-content/uploads/2022/09/rti-actEnglish.pdf>).

1.19.2 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

Available on appointment systems by intimation of concerned official, Monday to Friday.

1.19.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any

NA

1.19.4 Public- private partnerships (PPP)- Detailed project reports (DPRs)

NA

1.19.5 Public- private partnerships (PPP)- Concession agreements.

NA

1.19.6 Public- private partnerships (PPP)- Operation and maintenance manuals

NA

1.19.7 Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP

NA

1.19.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government

NA

1.19.9 Public- private partnerships (PPP) -Information relating to outputs and outcomes

NA

1.19.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)

NA

1.19.11 Public- private partnerships (PPP) - All payment made under the PPP project

NA

1.20 Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]

1.20.1 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

Available on the website for staff and students.

1.20.2 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

Available on the website for staff and students.

1.20.3 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

Available on the website for staff and students.

1.21 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

1.21.2 Use of the most effective means of communication - Internet (website)

Available on the website for staff and students.

1.22 Form of accessibility of information manual/ handbook[Section 4(1)(b)]

1.22.1 Information manual/handbook available in Electronic format

Available on the website .

1.22.2 Information manual/handbook available in Printed format

Available at the institute.

1.23 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

1.23.1 List of materials available Free of cost

The softcopy of the Institute report, RTI information manual, recruitment notifications, details of faculty and staff, IIT Act.

1.23.2 List of materials available At a reasonable cost of the medium

Information accessible as per RTI Act 2005, can be accessible from the CPIO office as per the provisions of RTI Act and its rules.

1.24 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

1.24.1 English

Yes, available to the public (<https://iiitu.ac.in/about/rti/>)

1.24.2 Vernacular/ Local Language

All information available on the website can be viewed in Hindi language also.

1.25 When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]

1.25.1 Last date of Annual updation

21th July'23

1.26 Information available in electronic form[Section 4(1)(b)(xiv)]

1.26.1 Details of information available in electronic form

All important information is available on our website , RTI (<https://iiitu.ac.in/about/rti/>), admission (<https://iiitu.ac.in/admissions/dasa/>), placement (<https://iiitu.ac.in/placement/>), tendering (<https://iiitu.ac.in/tenders/>), institute report (<https://iiitu.ac.in/institute-report/>).

1.26.2 Name/ title of the document/record/ other information

All information is available on our website.

1.26.3 Location where available

Institute website

1.27 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

1.27.1 Name & location of the faculty

Dr. Shivdutt Sharma, School of Computing IIIT Una.

1.27.2 Details of information made available

Available on website (faculty website).

1.27.3 Working hours of the facility

0900hrs to 1730hrs

1.27.4 Contact person & contact details (Phone, fax email)

Available on the website.

1.28 Such other information as may be prescribed under Section 4(i) (b)(xvii)

1.28.1 Grievance redressal mechanism

Refer to the Link: <https://iiitu.ac.in/grievance-portal/>

1.28.2 Details of applications received under RTI and information provided

Please refer the Annexure-A.

1.28.3 List of completed schemes/ projects/ Programmes

Stri Sakhi: A Digital AI based Health Tracker Solution for Women.

1.28.4 List of schemes/ projects/ programme underway

The above mentioned project is undergoing.

1.28.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract

Website's tender section.

1.28.6 Annual Report

Available in the institute.

1.28.7 Frequently Asked Question (FAQs)

Please refer Annexure-B.

1.29.8 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

1.30 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

1.30.1 Details of applications received and disposed

Please refer Annexure-A.

1.30.2 Details of appeals received and orders issued

Please refer to Annexure-A

1.31 Replies to questions asked in the parliament[Section 4(1)(d)(2)]

1.31.1 Details of questions asked and replies given

Available with CPIO

1.32 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015

Current CPIO and FAA (24/06/2022)

Public Information Officer (PIO) ,Central Public Information Officer (CPIO) and Nodal Officer

Dr. Shivdutt Sharma

The Public Information Officer

Email id: pio@iiitu.ac.in

Phone:9727095839

Mr. Uttam Chand

First Appellate Authority

Email id: consultant@iiitu.ac.in

Phone: 01975-257908

Earlier CPIO and FAA

Mr. Bhanu Pratap Singh

The Public Information Officer

Mr. R.K Verma

First Appellate Authority

1.32.1 Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out

a) 21th July'23 b) RTI website link (<https://iiitu.ac.in/about/rti/>)

1.32.2 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers

1.32.3 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers

All information is available on our website.

1.32.3 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

Current CPIO and FAA

Public Information Officer (PIO)

Dr. Shivdutt Sharma

The Public Information Officer

Mr. Uttam Chand

First Appellate Authority

1.33 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information

1.33.1 Item/information disclosed so that public has minimum resort to use of RTI Act to obtain information

All important information pertaining to different stakeholder is available on institute's website (<https://iiit.ac.in/>).

1.34 Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ

1.34.1 Whether STQC certification obtained and its validity

No

1.34.2 Does the website show the certificate on Website?

No

Annexure A

RTI Annual Return Information System

Quarterly Return Form

Public Authority : Indian Institute of Information Technology (IIIT), Una, 2022-2023

RTI Annual Return Information System

Quarterly Return Form

Public Authority : Indian Institute of Information Technology (IIIT), Una

Quarter : 3rd Quarter (Oct-Dec)2022-2023

* Block I (Details about the requests and appeals)

Progress during Quarter						
	Opening Balance as on beginning of	No. of application received as transfer from other PAs u/s 6(3)	Received during the Quarter(including cases transferred to other PAs)	No. of Cases transferred to other PAs u/s 6(3)	Decisions Where requests/appeals rejected	Decisions Where requests/appeals replied
Requests	0	0	16	0	0	16
First Appeals	0	N/A	0	N/A	0	0
Total no. Of CPIOs designated			0	Total no. Of CPIOs designated		1
				Total no. Of AAs designated		1

* Block II (Details about fees Collected,penalty imposed and disciplinary action taken)

Registration Fee Collected(in Rs.) u/s 7(1)	Addl. Fee Collected(in Rs.) u/s 7(3)	Penalty Amount Recovered(in Rs.) as directed by CIC u/s 20(1)	No. Of Cases where disciplinary action taken against any Officer u/s 20(2)
90	205	0	0

* Block III (Details Of various provisions of section 8 while rejecting the requested information)

No. Of times various provisions were invoked while rejecting requests

Relevant Sections Of RTI Act 2005

Section 8(i)										Section			
a	b	c	d	e	f	g	h	i	j	9	11	24	other
0	0	0	0	0	0	0	0	0	0	0	0	0	0

* Block IV (Details Regarding Mandatory Disclosures)

A. Is the Mandatory Disclosures under Sec. 4(1)(b) posted on the Website of Public Authority ?	Provide the detail/URL of webpage,where the disclosure is posted (max 150 chars)
Yes	https://iiit.ac.in/about/rti/
B. Last Date of updating of Mandatory disclosure under Section 4(1)b	2022-12-29
C. Has the Mandatory Disclosure been audited by third party as per DOPT vide OM No. 1/6/2011-IR dated 15-04-2013?	Provide the detail/URL of webpage,where the Audit report is posted (max 150 chars)
No	Under Process
D. Date of audit of Mandatory disclosures under Sec. 4(1)(b)(Format dd/mm/yyyy)	2023-05-22

Annexure B

Frequently Asked Questions

Question1. What is public Authority?

Answer. The repository of information that citizens have a right to under the Right to Information Act of 2005 is public authorities. As defined in the Act, 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. Bodies owned, controlled or substantially financed by the Central Government substantially financed by the Central Government or State Government also fall within the definition of public authority.

Question2. What is the time period of supply of the information?

Answer. Normally, information to an applicant will be provided within 30 days of the public entity receiving the application. If the information sought concerns the life or liberty of person, it shall be supplied within 48 hours.

Question3. What is third party information?

Answer. Third party information- (1) Where a Central Public Information Officer or the State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information: Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.”

Question4. Is there any scope for second appeal under the RTI Act?

Answer. In this case information seeker can approach the appellant authority within the time limit. If appellant is not satisfied with the order of the first appellate authority, he may prefer another appeal with the Central Information Commission within the 90 days from the date on which the decision should have been made by the first appellate authority.

Question5. What is the method of seeking information?

Answer. Anyone 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.