



राष्ट्रीय नाट्य विद्यालय

**NATIONAL SCHOOL OF DRAMA**

*(An Autonomous Institution of the Ministry of Culture, Govt. of India)*

**OFFICE ORDER**

In supersession of the previous Order of even number dated 4<sup>th</sup> November, 2013 as amended from time to time, the following officers are designated, under the provisions of Sub-Section (1) and (2) of Section 5 and Section 19 of RTI Act. 2005, to act as Appellate Authority; Central Public Information Officers and Assistant Central Public Information Officer for the areas of work noted against each in addition to their normal duties. `

**A. Central Public Information Officers (CPIOs)**

1.	<b>Shri Suresh Sharma</b> Chief of Repertory Company  Phone – 011-23385727	For providing information to the Applicants under the RTI Act on all matters relating to Repertory Company.
2.	<b>Shri Abdul Latif Khatana</b> Chief of TIE Company  Phone – 011-23073733	For providing information to the Applicants under the RTI Act on all matters relating to TIE Company and Children Theatre / Workshops & any other work assigned by the Director from time to time.
3.	<b>Shri Ram Kishan,</b> Deputy Registrar (Administration & Accounts )  Phone – 011-23382502	1. For providing information to the Applicants under the RTI Act on all matters relating to Administration & Accounts.  2. All residual matters, not specifically assigned to the any other CPIO.  3. To reply all applications concerning more than two CPIO(s) as processed and submitted to him by the ACPIO.  He will also act as Nodal Officer for RTI matters.
4.	<b>Prof. Ashok Sagar Bhagat,</b>  Phone – 011-23389402, Extn.-147	For providing information to the Applicants under the RTI Act on all matters relating to Performing Arts Grant Section and Extension Programme.
5.	<b>Shri Suresh Bhardwaj,</b> Professor & Incharge NSD Centres  Phone – 011- 23380527	For providing information to the Applicants under the RTI Act on all matters relating to all Centres at Benaluru, Gangtok & Agartala

6.	<b>Shri Santanu Bose</b> Dean (Academic Affairs)  Phone – 011-23031129	For providing information to the Applicants under the RTI Act on all matters relating to Academy and Production Cell.
7.	<b>Sh. Amerjeet Sharma</b> Stage Technologist Phone – 011-23389402 Extn.176	For providing information to the Applicants under the RTI Act on all matter relating to the Carpentry Workshop, like purchase of material, its utilization, re-use, dismantling etc.

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8.	<b>Shri Gee.Verghese K.T.</b> P.S.to the Director  Phone – 011-23387137	For providing information to the Applicants under the RTI Act on all matters relating to Festival Unit, Bharat Rang Mahotsav and Transport.
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**B. Assistant Central Public Information Officer (ACPIO)**

1.	<b>Shri O.P. Sagar</b> Accounts Officer  Phone –011-23386732	To receive the application(s) or appeal(s) for information under RTI Act and forward the same to the concerned Central Public Information Officer or senior officer specified under Section (19) or Central Information Commission. He will keep a proper record of diary and movement of all such requests/ appeals for monitoring purpose and also submission of Quarterly and Annual Reports to the CIC etc. In case the information could not be supplied in the prescribed time, it will be his responsibility to remind the concerned Sections and also send interim reply in such cases.
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**Note :- If any other work is assigned specifically by the Director to the above designated Authorities additionally, they will also respond to the RTI applications on such subjects.**

**C. Transparency Officer**

<b>Shri P.K. Mohanty</b> , Registrar will function as Transparency Officer for the purposes and with a view to complying with the CIC's directive as contained in their D.O.No. CIC/AT/D/10/ 000111/2 dated 9 <sup>th</sup> December 2010.  Phone –011-23388249
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**D. Appellate Authority**

<b>Prof. Waman Kendre</b> , Director will function as Appellant Authority in respect of appeals filed against orders/replies of the aforesaid CPIOs.
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Phone -011-23387137

**E. Action on RTI requests concerning more than two CPIOs.**

ACPIO will process for reply to all the applications where information has been sought on subjects concerning more than two CPIO(s) and after obtaining information from the concerned CPIOs as per the provisions of the RTI Act , put up final reply in all such cases to the CPIO (Administration and Accounts), who shall send the reply to the Applicant(s).

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**F. Action on RTI Requests concerning two CPIOs.**

There may be an application submitted under RTI Act wherein the applicant(s) seeks information on two different subjects/CPIOs . In that case, the CPIO receiving the application shall send the photocopy of the application to the concerned CPIO under Section 6 (3) of the RTI Act immediately for obtaining information on the points concerning him. The CPIO who originally received the application shall ensure that a consolidated response/reply is sent to the applicant(s) within the time-limit prescribed under the RTI Act 2005 (copy of RTI Act, 2005 and Rules made thereunder are enclosed for ready reference).

**G. Record of RTI Applications/Appeals etc.**

All the above designated Authorities shall keep proper record and also maintain a register distinctly showing the date of receipt of RTI request/ appeal, the date when the reply is finally sent to the applicant(s), amount of fee and the additional fee, if any, recovered indicating the mode of payment. If the request is rejected, the Section of RTI Act under which the same has been rejected be clearly stated. The report shall be furnished in the prescribed proforma immediately after close of the financial year for sending /uploading the consolidated Annual Return to the Ministry of Culture/Central Information Commission by the ACPIO.

**(Prof. Waman Kendre)**  
**Director**

**Copy to :-**

1. The Under Secretary & CPIO, Ministry of Culture, Shastri Bhawan, New Delhi
2. All concerned officers as mentioned above.
3. All sectional heads of the NSD.
4. PS to the Director
5. All Notice Boards of NSD.
6. Web Master for up-loading on the web-site of NSD.
7. Office order File
8. Master File