



F. No. 4(1)/NSD/Legal/CPIO/2023-24/645

5th July, 2023

कार्यालय आदेश
OFFICE ORDER

In supersession of all the previous orders, it has been decided with the approval of the Competent Authority to designate the following officers under the provisions of Sub-Section (1) and (2) of Section 5 and Section 19 of RTI Act, 2005 to act as Central Public Information Officers (CPIOs), Assistant Central Public Information Officer (ACPIO) and Appellate Authority for the areas of work noted against each in addition to their normal duties:-

A. Central Public Information Officers (CPIOs)

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| 1. | Sh. Rajesh Kumar Singh (Chief of Repertory Comp.) | All matters related to Repertory Company. |
| 2. | Sh. O.P Sagar (Dy. Registrar) | 1. All matters relating to Administration. 2. All residual matters, not specifically assigned to any other CPIO. 3. To reply all applications concerning more than two CPIOs as processed and submitted to him by the ACPIO. 4. He will also act as Nodal Officer for RTI matters. |
| 3. | Sh. Santanu Bose (Associate Professor) | All matters relating to Academic Affairs. |
| 4. | Sh. Parag Sarmah (Production Manager) | All matters relating to Production and Festival Cells. |
| 5. | Smt.E.Gajalakshmi (Librarian) | All matters relating to Library and Cultural Archival Resource Committee. |
| 6. | Mrs. Chetna Vashisht (Asstt. Director) | All matters relating to Rajbhasa Vibhag. |
| 7. | Sh. Riken Ngomle (Asstt. Professor) | All matters relating to TIE Company. All matters relating to Children Theatre/Workshop and Coordination of School of Specialized Excellence/(SOSE). |
| 8. | Sh. Abdul Kadir Shah Dean (Academic Affairs) | All matters relating to Cultural Exchange Programmes and National & International Collaboration with Universities/Institutions. All matters relating to Apprenticeship Fellowship and Students Fellowship. |
| 9. | Sh. Amitesh Grover (Asstt. Professor) | All matters relating to Extension Programme. All matters relating to Anti Ragging and Publication Affairs. |
| 10. | Sh. Aruna Kumar Mallick (Asstt. Professor) | All matters relating to all centres of NSD. |

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| 11. | Sh. Mohinder (A.R., PAGS) | All matters relating to performing Arts and Grant Section(PAGS). |
| 12. | Sh.Vivek Emmaneni (Asstt.Professor) | All matters relating to Student's welfare. All matters relating to Hostel & Mess Affairs. |
| 13. | Sh. Manoj Ramela (Accounts Officer) | All matters relating to Accounts, Budget and Finance. |
| 14. | Ms.Deepa Joshi (Assistant) | All matters related to Tagore Fellowship. |

B. Assistant Central Public Information Officer (ACPIO)

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| Smt.Priyanka Waila, Assistant (Admin.) | To receive all the applications or appeals for information under RTI Act and forward the same to the concerned Central Public Information Officers or Senior Officer specified under Section (19) or Central Information Commission. She will keep proper record of diary and movement of all such requests/ appeals for monitoring purposes 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 her responsibility to remind the concerned Sections. She will also be responsible for drafting replies to the RTI Applications. |
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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

Sh.P.K.Mohanty, Registrar would function as Transparency Officer for the purposes and with a view to complying with the CIC's directives as contained in their D.O.No. CIC/AT/D/10/ 000111/2 dated 9th December 2010.

Phone – 011-23385954

D. Appellate Authority

Dr. (Prof.) Ramesh Chandra Gaur, Director (NSD) will function as First Appellate Authority in respect of First Appeals filed against replies of the aforesaid CPIOs.

Phone – 011-23387137

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

Assistant Central Public Information Officer (ACPIO) will process for reply to all the applications where information has been sought on subjects concerning more than two CPIOs 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), who shall send the reply to the Applicants.

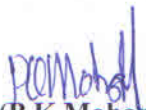
F. Action on RTI Requests concerning two CPIOs.

There may be an application submitted under RTI Act wherein the applicant/s seek/s information relating to two different subjects/CPIOs. In that case, the CPIO first receiving the application shall send the photocopy of the application to the concerned CPIO, 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.

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.

This issues with the approval of Competent Authority.


(P.K.Mohanty)
Registrar



Copy to:-

1. All concerned Officers as mentioned above.
2. All Sectional Heads of the NSD.
3. PA to Director.
4. PA to Registrar.
4. All Notice Boards of NSD.
5. Mrs.E.Gajalakshmi, Librarian- for uploading on the web-site of NSD under RTI link.
6. Office Order File.

