भारतीय प्रबंध संस्थान अमृतसर
**Indian Institute of Management Amritsar**

## Right to Information Act
## Proactive Disclosure

**[Updated on 21.05.2024]**

### About IIM Amritsar

Indian Institute of Management (IIM) Amritsar is the 15th IIM set up by the Ministry of Education (earlier Ministry of Human Resource Development) with the support of the Government of Punjab. After the registration of IIM Amritsar Society on July 27, 2015, the first batch for the class of 2015-17 was enrolled in August 2015. Later, on October 14, 2015, IIM Amritsar Board of Governance & Society was constituted.

IIM Amritsar, at present, offers MBA, MBA-BA, MBA-HR, EMBA, PhD, PDF. The programs have been designed to provide world-class management education so as to meet the requirements of enterprises across sectors by producing highly insightful management professionals. The institute is committed to imparting strong educational foundations and values in the hearts, thoughts and actions of the future managers. Owing to its indefatigable allegiance to providing exemplary education, IIM Amritsar has established itself as the vanguard of quality education and learning in a short span of time.

The Institute follows the same pedagogy as practiced by the other members of the prestigious IIM fraternity. With the various facilities like state-of-the-art IT-enabled classrooms, a digital library giving access to the most relevant national and international business and management journals, auditorium, student activity room, indoor & outdoor sports facilities, gymnasium, spacious hostel rooms, etc., IIM Amritsar provides a nurturing environment for its students to learn and grow. IIM Amritsar also focuses on creating an entrepreneurial culture, where the students and faculty work together to create best enterprising solutions.

Besides getting to learn from qualified faculty and industry leaders, the students, here, learn by involving themselves in various club and committee activities. The tireless efforts of our students result in their winning many corporate and B-school competitions and, ultimately, their bagging promising career opportunities. In a true sense, IIM Amritsar is the playground for the dreams to nurture, personalities to flourish and careers to change the world.

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

### 1.1.1 Name & Address of the Organization

Indian Institute of Management Amritsar, Punjab Institute of Technology Building, Inside Government Polytechnic Campus, Polytechnic Road, Amritsar, Punjab 143105.

### 1.1.2 Head of the Organization

Prof. Nagarajan Ramamoorthy (Director)

### 1.1.3 Vision, Mission and Key Objectives

Vision – To Enable Society to Sustain Effectively by Developing Leaders with Wisdom and Integrity.

Mission – To be admired by the society as an exceptional management institute which is globally connected and locally responsive, offering quality management education, advisory and research. Please visit this link (https://iimamritsar.ac.in/p/vision-mission) .

Key objectives - To provide world-class management education so as to meet the requirements of enterprises across sectors by producing highly insightful management professionals. The institute is committed to imparting strong educational foundations and values in the hearts, thoughts and actions of the future managers.

Objectives of the MBA program: Master of Business Administration Program at IIM Amritsar is a full-time two-year residential program. The mission of our MBA Program is as follows:

a. Prepare students for success in career and life by becoming self-driven lifelong learners
b. Develop analytical, communication, managerial, and leadership skills for managing business
c. Understand the management of a business in highly complex and uncertain environments
d. Handle current and emerging business issues, especially the application of information and communication technology, the sustainability of a business, human rights, among others
e. Have a global perspective and entrepreneurial acumen
f. Lead organizations based on morals, fairness, and ethical values.
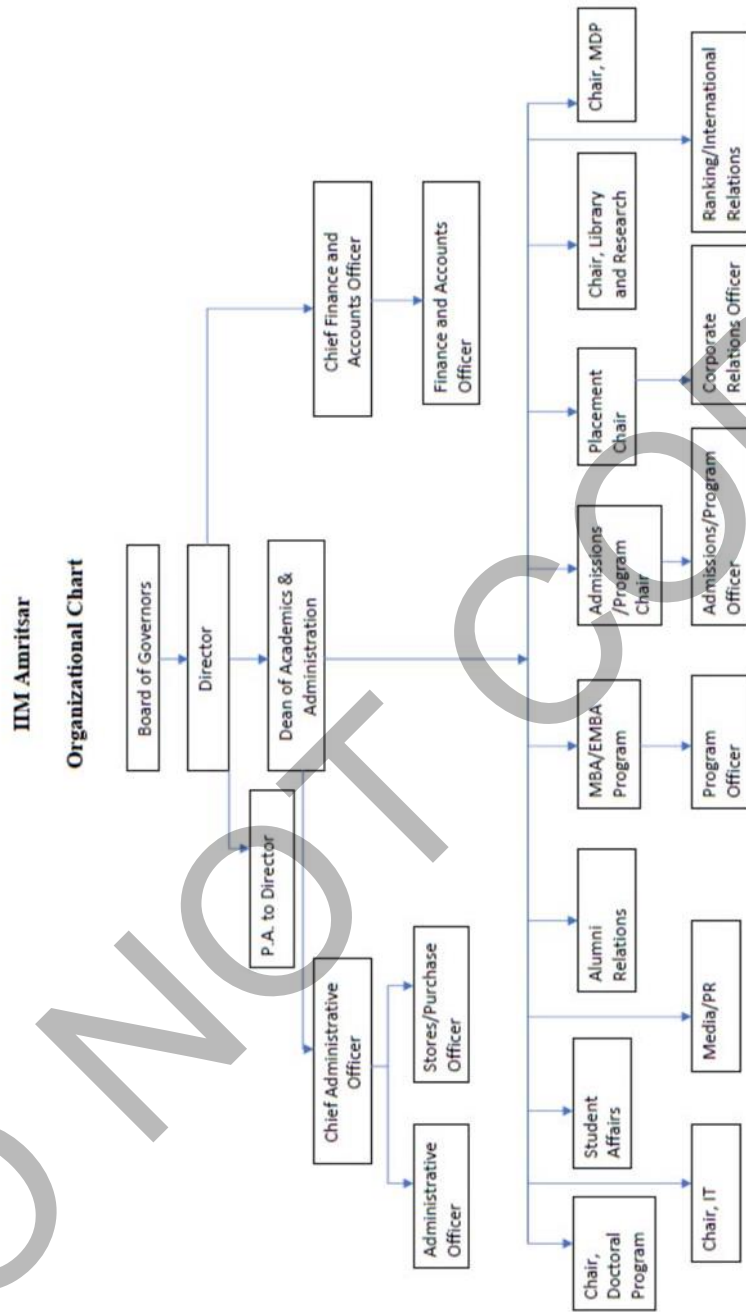
### 1.1.4 Function & Duties

Main activities/functions of the Institute are comprised of teaching, management development, research, consulting. Its major educational programs are:

1. MBA (https://www.iimamritsar.ac.in/p/mba)
2. MBA-BA (https://www.iimamritsar.ac.in/p/mba-business-analytics)
3. MBA-HR (https://www.iimamritsar.ac.in/p/mba-hr)
4. Doctoral (https://www.iimamritsar.ac.in/p/doctoral-programme)
5. Post-Doctoral Program (https://www.iimamritsar.ac.in/p/post-doctoral-programme-1)
6. EMBA (https://www.iimamritsar.ac.in/p/executive-mba-3)
7. MDP (https://www.iimamritsar.ac.in/p/management-development-programs)

**Services being provided by the Institute**
1. Teaching (including Executive Education)
2. Research
3. Consulting

**1.1.5 Organization Chart**

**IIM Amritsar**

**Organizational Chart**

- Board of Governors
- Director
  - P.A. to Director
  - Chief Finance and Accounts Officer
    - Finance and Accounts Officer
  - Dean of Academics & Administration
    - Chair, MDP
    - Chair, Library and Research
      - Ranking/International Relations
    - Placement Chair
      - Corporate Relations Officer
    - Admissions/Program Chair
      - Admissions/Program Officer
    - MBA/EMBA Program
      - Program Officer
    - Alumni Relations
      - Media/PR
    - Student Affairs
    - Chair, Doctoral Program
      - Chair, IT
  - Chief Administrative Officer
    - Stores/Purchase Officer
    - Administrative Officer

**1.1.6 Any other details the genesis, inception, formation of the department and the HODs from time to time as well as the committees/ Commissions constituted from time to time have been dealt**

| Sl. No. | Committee | Name of the Chairpersons |
|---|---|---|
| 1 | Dean (Administration) | Prof. Surender Rao Komera |
| 2 | Dean (Academics and Programs) | Prof. Mahima Gupta |
| 3 | MBA PC | Prof. Pavneet Singh<br>Prof. Nabendu Paul |
| 4 | Curriculum Review and Design Committee (CRDC) | Prof Nabendu Paul |
| 5 | Program Coordinator (MBA -BA) | Prof. Shuvabrata Chakraborty |
| 6 | Program Coordinator (MBA HR) | Prof. Ananya Syal |
| 7 | EMBA | Prof. Mukesh Kumar Jha |
| 8 | Integrated MBA (IMBA) | Prof. Chetan Chitre |
| 9 | Student Affairs | Prof. Divya Tripathi<br>Prof . Swapan Deep Arora |
| 10 | Alumni Affairs | Prof. Arun Kumar Kaushik |
| 11 | Doctoral Program | Prof. Arun Kumar Kaushik |
| 12 | Media and Public Relations | Prof. Aswathy Asokan Ajitha |
| 13 | Admissions | Prof. Ankit Sharma |
| 14 | Executive Education | Prof. Gurbir Singh |
| 15 | Placement | 1. Prof. Ravishankar Venkata Kommu<br>2. Prof. Sakshi Aggarwal |
| 16 | Information and Instructional Technology Resources | Prof. Sunil Reddy Kundru |
| 17 | Library and Research | Prof. Amit Gupta |
| 18 | Scholarship Committee | Prof. Nitin Koshta |

| 19 | Internal Complaints Committee (ICC) | Prof. Vartika Dutta |
|---|---|---|
| 20 | Ranking and Accreditation Committee | Prof. Harpreet Kaur |
| 21 | International Relations | Prof. Ranjan Kumar |
| 22 | MSME Conference Committee | Prof. Sanket Vatavwala |
| 23 | Purchase Committee | Prof. Surender Rao Komera |
| 24 | Technical Evaluation Committee | Prof. Sujit R Jagadale |
| 25 | Financial Evaluation Committee | Prof. Ravi Khandotra |
| 26 | Staff Development and Evaluation Committee | Prof. Surender Rao Komera, Dean Admin |
| 27 | Officers' Development and Evaluation Committee | Prof. Surender Rao Komera, Dean Admin |
| 28 | Official Language Implementation Committee | Prof. Nagarajan Ramamoorthy |
| 29 | NEP 2020 Committee | Prof. Harpreet Kaur |
| 30 | Innovation Policy Committee | Prof. Pankaj Gupta |
| 31 | lIT Ropar M.Sc., Data Science | Prof. Kalpit Sharma |

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

### 1.2.1 Powers and duties of officers (administrative, financial and judicial)

**Sr. Manager (Programs)**

- Overall management of the MBA Office (including doctoral and other long duration programs of the institute) such as maintenance of student records, registration, course scheduling, preparation of academic calendar, faculty databases, conduct of examinations, procurement and distribution of academic course materials, etc.
- Supervises and responsible for the work of the academic associates and non-academic staff of the MBA office including maintenance of discipline, recommendations for contract renewals and terminations, performance of subordinate staff, and prepare staffing need forecasts, etc.

**Sr. Manager (HR&Admin.)**

- Assess HR needs, prepare justifications, and obtain approvals for hiring, Recruitment of regular and contractual employees including advertising, reconciling application fees submitted, shortlisting of candidates, organizing interview panels, and preparing evaluation reports. Coordinate preparation of tests, if applicable, and administer tests for employee selection.
- Ensure onboarding of new employees into the organization.
- Maintain leave records and service books of employees, including their personnel files. Prepare rosters for compliance with the Government of India guidelines for reserved category individuals. Prepare reports for ministries, provide reports to the

RTI officer related to staffing and employment related queries, etc.

- Ensure performance evaluation of the regular and contractual employees periodically, and maintain discipline in the workplace. Ensure compliance with various laws related to labor matters and prepare reports, as needed
- Administer compensation related matters such as pay fixation, increments, promotions,etc., as approved by the competent authority.

**Senior Manager (F&A)**

- PF related work
- Pension related work
- Monitoring maturity of investments and interest receivables
- Monitoring bank balances and proposing new investments with regard to Investment guidelines, monitoring donations received from alumnus and external agencies and proper accounting thereof, monitoring expenses from donations with regard to MOU, concurrence proposals received from various departments for purchases after checking provisions of budget, monitoring of salary & pay-roll related activities
- Capital Expenditure accounting
- Monitoring the accounts of following: - Campus maintenance and development related activities - Other administrative expenses - Various workshops / conferences / seminar
- Foreign travel of faculty
- Monitoring the following accounts: - Long Duration Programme - Executive Education Programme - Consultancy & Research Projects
- Treasury Management, Co-ordination with the auditors

**DGM – Project Constructions**

- Oversees the permanent campus construction and maintenance activities, Oversees the Repairs and Maintenance of transit campus related to structural features such as electrical, plumbing, carpentry, etc., and certify bills for payment to Administrative Officer/Accounts.
- Initiates procurements needed related to the repairs and maintenance of transit campus and other leased facilities, Processes and recommends payments for rent, property taxes, electricity, and other utility bills relating to the permanent campus, hostel, Director's office- cum-residence, and other leased facilities.
- Liaises with attorneys and government agencies regarding legal matters related permanent campus.
- Supervises and responsible for the work of the staff reporting to the project manager.

**GM- Placement**

- Overall supervision of the Placement Office.
- Facilitate placement activities for different programme.
- Coordinating with the students and recruiter

**1.2.2 Power and duties of other employees**

**Deputy Manager - Director's Office**

- Overall supervision of the Director's Office.
- Scheduling and Maintaining Director's day to day events/meetings etc.

**Deputy Manager –HR (Payroll & Compliance)**

- Supervision of complete Payroll process including Full & Final settlement of Staff/ Faculty and other associates.
- Supervision of HR Labour Laws - Compliance works (Statutory and Regulatory)

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- Overall RTI related compliance work including Audit & Returns.
- Supervision of Services, Manpower, Housekeeping, Security etc. including verifications of Invoices.
- Deal with Legal Advisor (Advocates / Consultants)
- Lisioning with the EPF / Labour Department/ RTA and other administration as and when required
- Preparation of Annual Budget (RE & BE)
- Deal with Internal / External Auditors for HR Admin & Compliance matters

**Program Coordinators (Dy. Manager Programs)**

- Handling Programme promotion, Programme execution and other Programme relatedtasks, Coordination with teaching faculty and participants
- Transport arrangement for participants, etc
- Supporting the marketing and planning activities carried out by the department
- Establish excellent working relationships with clients of executive education, faculty, commercial services, and fellow team members; to set expectations and facilitate ongoing communications
- Maintaining records/reports of all team activity, compiling data for Annual/ quarterlyreports, assisting in developing strategies for growth of the team through market research, and working on execution of the plans
- Working closely with Head Executive Education towards over-seeing various activities of the team, and the daily working of the schedules
- To prepare class scheduling, online and on campus module in as desired by Programme Chair, to arrange to distribute reading materials to participants through online and/ormanual mode as decided by Programme Chair
- To arrange class and studio ready for programme delivery both online and on campus module, to sort out participants query in relation to academic and give administrativesupport as well
- Providing research support in activities related to course design and delivery in any of the eLearning Programmes. This includes help in preparation/revision of course outline, reading list, handouts, simulations, presentation slides etc
- Coordinating with faculty members and supporting them for course development
- Supporting the online programme office to develop the programme structure, interfacing with different stakeholders through telephone, email etc
- Updating information on the Institute's website, posting regular updates on social media through communication department

**Asst. Manager Library and information assistant**
- Overall Library Management, General Administration of the Library.
- Coordinate with Library Committee, Stock & Inventory Management of Library
- Monitoring and implementing of library budget, Reference Services.
- Conduct Library Orientation sessions, Implementation of technology applications in the library, Interface with students regarding library services.

**Astt. Manager IT & System**
- Manage the IT development initiatives and IT Infrastructure at the Institute.
- Bringing new technologies to the campus and integrate the technologies with

specific needs of the Institute, maintaining appropriate documents and records related to IT Infrastructure, facilities and usage.

- Purchase and Maintenance of various computer hardware and software and networkcomponents, Providing Software and Hardware solutions.
- Management of IT Infrastructure, Google mails list and Network connectivity management

### 1.2.3    Rules/ Orders under which powers and duties are derived

a. As per IIM rules under IIM Act 2017 (https://legislative.gov.in/actsofparliamentfromtheyear/indian-institutes- management-act-2017)
b. As per the regulations approved by BOG-IIM Amritsar.
c. As per the notices/orders issued by IIM Amritsar from time to time.

### 1.2.4    Exercised

a. As per IIM rules under IIM Act 2017 (https://legislative.gov.in/actsofparliamentfromtheyear/indian-institutes- management-act-2017)
b. As per the regulations approved by BOG-IIM Amritsar.
c. As per the notices/orders issued by IIM Amritsar from time to time.

### 1.2.5    Work Allocation

a. As per IIM rules under IIM Act 2017 (https://legislative.gov.in/actsofparliamentfromtheyear/indian-institutes- management-act-2017)
b. As per the regulations approved by BOG-IIM Amritsar.
c. As per the notices/orders issued by IIM Amritsar from time to time.

### 1.3   PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [SECTION4(1)(B)(III)]

#### 1.3.1 Process of decision making identify key decision-making points

As per the organization chart and delegation of financial powers. The decisions are at different levels mainly at BoGs/Director/HoD. Policy matters are decided at the level of BoGs, Academic Council, Director.

#### 1.3.2 Final Decision-making Authority

Prof. Nagarajan Ramamoorthy (Director)

#### 1.3.3 Related provisions, acts, rules etc

a. As per IIM rules under IIM Act 2017 (https://legislative.gov.in/actsofparliamentfromtheyear/indian-institutes- management-act-2017)
b. As per the regulations approved by BOG-IIM Amritsar.
c. As per the notices/orders issued by IIM Amritsar from time to time.

#### 1.3.4 Time limit for taking a decision, if any

Time limit for taking decisions varies from project/programme to project/programme. The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute.

#### 1.3.5 Channel of supervision and accountability

As per the organization chart and delegation of financial powers and as per allocation of Work

(BoGs to Director to HoDs to Faculty and staff). In addition, the Organizational Chart shows the Channel of Supervision & Accountability. In Academic Department, each department isheaded by HoD, who supervises the work of the staff of their departments and reports to the Chairperson/Dean/Director of the institute. In administration and Accounts Section, Section Officer/Accounts Officer supervise the work of the staff of their sections and reports to the Chairperson/Dean/Director (as the case may be). For details, please refer to the Organizational Chart/structure.

## 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,
- management,
- development,
- research,
- consultancy.

### 1.4.2 Norms/standards for functions/service delivery
Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/approvals are implemented.

### 1.4.3 Process by which these services can be accessed
As per the nature of the services, different approach is there to access these services. Normalprocedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Competent Authority as per DoP for administrative approval and decisions/sanctions/approvals are implemented.

### 1.4.4 Time-limit for achieving the targets
The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute.

### 1.4.5 Process of redress grievances
All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee,they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. For forms and procedure, please refer this link (https://iimamritsar.ac.in/p/posh.html)

## 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 GFR of Govt. of India for all finance/purchase related matters and CCS

rules for administrative matter as per decision/amendment by BoGs. Available on the intranet.

### 1.5.2 List of rules, regulations, instructions manuals and records

The Rules, Regulations, Instructions, Manuals and Records for discharge of functions, TA/DA, Hostel are available on the link (http://intranet.iimamritsar.ac.in/UsefulForms/default.aspx), information for Admission to various programme is available at Programmes and executiveeducation link on the website (https://iimamritsar.ac.in/).

### 1.5.3 Acts/Rules manuals etc.

The Rules, Regulations, Instructions, Manuals and Records for discharge of functions, TA/DA, Hostel are available on the link (http://intranet.iimamritsar.ac.in/UsefulForms/default.aspx), information for Admission to various programme is available at Programmes and executiveeducation link on the website (https://iimamritsar.ac.in/).
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### 1.5.4 Transfer policy and transfer records

Since, IIM, Amritsar is an autonomous body none of the non-teaching staff has been transferred. No Internal transfers were made during the 2023-24.

### 1.6 CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY UNDER ITS CONTROL {SECTION 4(1) (B) (VI)}

### 1.6.1 Categories of documents

Each Department/Centre/Section at the institute holds different categories of document relating to the work allocated to them by the competent authority. The documents held by the institute are categorized in terms of the different Department holding them. As such, the documents may be categorized as follows: Director's office Documents; Establishment/Board office Documents; Dean's Office Documents; Academic Documents; Financial Documents; Examination Documents; Library Documents; Engineering (Land & Building) Documents; Purchase Documents; Various Meetings / Committees Documents; Admission Documents; etc. And other documents such as Documents relating to setup of institute; IIM Act, IIM Rules; documents related to regulations as approved by BOG; documents related to BOG agenda & minutes; documents related to accounts such as books of accounts, annual reports, annual accounts, vouchers etc.; documents related to academic activities such as programme manuals, office manuals, faculty manual etc; documents related to HR such as personal files, APAR, HR policies etc. documents related to stores & purchase.

### 1.6.2 Custodian of documents/categories

Custodians of these documents/categories are the respective Deans, HoDs, 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.

Board of Governors, MBA Program committee, Academic Council, Faculty council, Purchase committee, Prevention of Sexual harassment committee, Internal complaint committee, accreditation committee, Building Committee, Departmental Promotion Committee, Performance Assessment Committee.

### 1.7.2 Composition

The composition is different for all bodies. Members of the Board of Governors of the institute (https://iimamritsar.ac.in/p/board-of-governors), MBA Program Committee consists of the MBA Chairperson / Co-Chair, Chairpersons of MBA-BA and MBA-HR, and select other Faculty members appointed by the Director, Faculty Council comprises of all the Faculty members of the Institute, Academic council consists of all faculty members, purchase committee consists of Stores officer, IT officer and a faculty member, accreditation committee consists of select faculty members, Building Committee consists of project construction

manager, Director and other dealing officer, Departmental Promotion Committee & Performance Assessment Committee consists of Sr. Manager (F&A), Dean and faculty member.

### 1.7.3 Dates from which constituted

07.12.2015.

### 1.7.4 Term/Tenure

Generally, the term is for 1 to 2 years based on the committee.

### 1.7.5 Powers and Functions

IIM, Amritsar is an autonomous body governed by act of Parliament called IIM, Act, 2017 and follows the rules provided under the said act.

### 1.7.6 Whether their meetings are open to the public?

The meetings are open only for members.

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

Available on intranet, however, minutes are not open to public.

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

Available on intranet, however, minutes are not open to public

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

### 1.8.1 Name and Designation

Available on website and intranet (https://iimamritsar.ac.in/p/faculty, https://iimamritsar.ac.in/p/staff).

### 1.8.2 Telephone, fax and email ID

Available on website and intranet (https://iimamritsar.ac.in/p/faculty, https://iimamritsar.ac.in/p/staff).

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

### 1.9.1 List of employees with Gross monthly remuneration

The monthly remuneration received by each of regular officers and employees is as per 7th CPC.

**1.9.2 System of compensation as provided in its regulations**

System of Compensation as provided in its regulations: Earned Leave, Casual Leave, Sick Leave as per the approval of BoG.

## 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 Public Information Officer (APIO) & Appellate Authority

1. Mr. Sanjeev Kumar
   The Public Information Officer,
   Deputy. Manager HR (Payroll & Compliance),
2. Prof. Nagarajan Ramamoorthy
   First Appellate Authority
   Director

### 1.10.2 Address, telephone numbers and email ID of each designated official

The Public Information Officer: Email ID: rti@iimamritsar.ac.in, Phone: 0183-2820035

First Appellate Authority: Email ID: director@iimamritsar.ac.in, Mobile: 01832820029

Address: IIM Amritsar, Inside Govt. Polytechnic Campus, Polytechnic Road; P.O. Chheharta, G.T. Road, Amritsar-143105

## 1.11 NO OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PROPOSED/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

As on date, no case is pending.

### 1.11.2 (ii) Finalized for Minor penalty or major penalty proceedings

As on date, no case is pending.

## 1.12 PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI {SECTION 26}

### 1.12.1 Educational Programme

Workshops/Trainings/programme/webinars are attended by staff, students in a year.

### 1.12.2 Efforts to encourage public authority to participate in these programme

Efforts were made frequently by organizing training programs, workshops to encourage public authority to participate in the programme.

### 1.12.3 Training of CPIO/APIO

Periodically Workshops/Trainings/programme/webinars are attended by CPIO appended as follows:

Mr. Sanjeev Kumar, CPIO has participated in training program provide by **NAHRD / ISTM** during the 2023-24.

### 1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned

Guidelines on RTI on updated on the website in **21.05.2024** (https://iimamritsar.ac.in/p/rti- .html)

**1.13 Transfer Policy and transfer orders [F.No. 1/6/2011-IR dt. 15.04.2013]**

**1.13.1** Transfer Policy and Transfer Orders {F No. 1/6/2011 – IR dt. 15.4.2013}

As per the requirement and decision of the competent authority staff can be transferred withinthe institute. As on date, there is no record of any transfer available.

**2.1 BUDGET ALLOCATED TO EACH AGENCY INCLUDING ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE ETC. [Section 4(1)(b)(xi)]**

**2.1.1 Total Budget for the public authority**
Available on the website under reports till 2022-23 (https://iimamritsar.ac.in/p/annual-report-. Annual Report for FY (2023-24) will be uploaded after BoG approval.

**2.1.2 Budget for each agency and plan & programme**
The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committeeand BoGs for consideration and approval. The activities approved by the BoGs are carried outand budget allocated for activities are utilized by the department.

**2.1.3 Proposed expenditures**
Available on the website under reports till 2022-23 (https://iimamritsar.ac.in/p/annual-report-. Annual Report for FY (2023-24) will be uploaded after BoG approval.

**2.1.4 Revised budget for each agency, if any**
Available on the website under reports till 2022-23 (https://iimamritsar.ac.in/p/annual-report-. Annual Report for FY (2023-24) will be uploaded after BoG approval.

**2.1.5 Report on disbursements made and place where the related reports are available**
Available on the website under reports till 2022-23 (https://iimamritsar.ac.in/p/annual-report-. Annual Report for FY (2023-24) will be uploaded after BoG approval.

**2.2 FOREIGN AND DOMESTIC TOURS (F.No. 1/8/2012- IR dt. 11.9.2012)**

**2.2.1 Budget**
**No separate budget is allocated**.

**2.2.2 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) Placesvisited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit**

Available on the website under reports till 2022-23 (https://iimamritsar.ac.in/p/annual-report- Annual Report for FY (2023-24) will be uploaded after BoG approval.

Institute provides a Car with driver to the Hon'ble Director as per the provisions of institute norms or TA. The Officers of the institute may use institute vehicles upon the approval of competent authority for official travel purposes.

**2.2.3.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.**

Available on the GeM, CPPP under website https://iimamritsar.ac.in/post/tender

**2.3 MANNER OF EXECUTION OF SUBSIDY PROGRAMME [Section 4(i)(b)(xii)]**

**2.3.1 Name of the programme of activity**
N/A

**2.3.2 Objective of the programme**
N/A

**2.3.3 Procedure to avail benefits**
N/A

**2.3.4 Duration of the programme/ scheme**
N/A

**2.3.5 Physical and financial targets of the programme**
N/A

**2.3.6 Nature/ scale of subsidy /amount allotted**
N/A

**2.3.7 Eligibility criteria for grant of subsidy**
N/A

**2.3.8 Details of beneficiaries of subsidy programme (number, profile etc)**
N/A

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

Available on the website under reports (https://iimamritsar.ac.in/p/annual-report-1)

**2.4.1 Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions**
Not Applicable

**2.4.2 Annual accounts of all legal entities who are provided grants by public authorities**
Not Applicable

**2.5 PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATIONS GRANTED BY THE PUBLIC AUTHORITY [SECTION 4(1) (B) (XIII)]**

**2.5.1 Concessions, permits or authorizations granted by public authority**
Not Applicable.

**2.5.2 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**
Not Applicable.

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

**2.6.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.**
Available on the website under reports till 2022-23 (https://iimamritsar.ac.in/p/annual-report-. Annual Report for FY (2023-24) will be uploaded after BoG approval. However, ATR is available with F&A department.

**3.1 PARTICULARS FOR ANY ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]**

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

IIM Act 2017(https://legislative.gov.in/actsofparliamentfromtheyear/indian-institutes-management-act-2017), RTI(https://iimamritsar.ac.in/p/rti-1.html) , CCS rules & regulations(https://doppw.gov.in/en/rulesregulations/central-civilservices-pension-rules-1972), Prevention of sexual harassment (https://iimamritsar.ac.in/p/posh.html), Internal complaintcommittee (https://iimamritsar.ac.in/p/posh.html), career (https://iimamritsar.ac.in/p/career-1), tendering (https://iimamritsar.ac.in/post/tender.html),Annual reports (https://iimamritsar.ac.in/p/annual-report-1.html), Vigilance act(https://iimamritsar.ac.in/p/vigilance-1), library (https://iimamritsar.ac.in/p/library.html).

**3.1.2 Arrangements for consultation with or representation by - (a) Members of the publicin 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**

a. Available on appointment systems by intimation of concerned official, b) 0900hrs to 1730hrs from Monday to Friday, c) through RTI portal of Government of India or at email id of the institute (rti@iimamritsar.ac.in) or to PIO of the institute.

**3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any**
    NA
**3.1.4 Public- private partnerships (PPP)- Detailed project reports (DPRs)**
    NA
**3.1.5 Public- private partnerships (PPP)- Concession agreements**
    NA
**3.1.6 Public- private partnerships (PPP)- Operation and maintenance manuals**
    NA
**3.1.7 Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP**
    NA
**3.1.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government**
    NA
**3.1.9 Public- private partnerships (PPP) -Information relating to outputs and outcomes**
    NA

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

   NA

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

   NA

**3.2 ARE THE DETAILS OF POLICIES / DECISIONS, WHICH AFFECT PUBLIC, INFORMED TO THEM [Section 4(1) (c)]**

**3.2.1 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**

Made available on the website and/or on the intranet portal for Staff & Students

**3.2.2 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**

Made available on the website and/or on the intranet portal for Staff & Students.

**3.2.3 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**

Made available on the website and/or on the intranet portal for Staff & Students.

**3.3 DISSEMINATION OF INFORMATION WIDELY AND IN SUCH FORM AND MANNER WHICH IS EASILY ACCESSIBLE TO THE PUBLIC [Section 4(3)]**

**3.3.1 Use of the most effective means of communication – Internet (website)**

Made available on the intranet under announcement for Staff & Students

**3.4  FORM OF ACCESSIBILITY OF INFORMATION MANUAL/ HANDBOOK [SECTION 4(1)(b)]**

**3.4.1 Information manual/handbook available in Electronic format**

Made available on the website and/or on the intranet (https://iimamritsar.ac.in/p/rti-1.html).

**3.4.2 Information manual/handbook available in Printed format**

Available with CPIO Office.

**3.5  WHETHER INFORMATION MANUAL/ HANDBOOK AVAILABLE FREE OF COST OR NOT [SECTION 4(1) (B)]**

**3.5.1 List of materials available Free of cost**

The Softcopy of Annual Report, Finance Report, RTI Information Manual, Important Notifications, POSH Policy, Details of Faculty & Staff, IIM Act & Rules and other manuals can be downloaded free of cost from the institute's website and hardcopy of the records can be provided by paying applicable fees prescribed under the provisions of RTI Act 2005.

**3.5.2 List of materials available at a reasonable cost of the medium**

All the information accessible as per RTI Act 2005, can be accessible from CPIO Office as per the provisions of RTI Act and its rules.

**4.1 LANGUAGE IN WHICH INFORMATION MANUAL/HANDBOOK AVAILABLE [F No. 1/6/2011-IR dt. 15.4.2013]**

**4.1.1 English**

Yes, available to public at (https://iimamritsar.ac.in/p/rti-1.html).

**4.1.2 Vernacular/ Local Language**

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

**4.2 WHEN WAS THE INFORMATION MANUAL/HANDBOOK LAST UPDATED? [F No. 1/6/2011-IR dt 15.4.2013]**

**4.2.1 Last Date of Annual Updation**

   N/A

**4.3 INFORMATION AVAILABLE IN ELECTRONIC FORM [Section 4(1)(b)(xiv)]**

**4.3.1 Details of information available in electronic form**

All vital information for stakeholders is made available on our website and intranet (https://iimamritsar.ac.in), RTI (https://iimamritsar.ac.in/p/rti-1.html), admission (https://iimamritsar.ac.in/p/admission), placement (https://iimamritsar.ac.in/p/summer-        placement-2021-1), tendering (https://iimamritsar.ac.in/post/tender.html)        ,        annual        reports (https://iimamritsar.ac.in/p/annual-report-1.html), Prevention of sexual harassment (https://iimamritsar.ac.in/p/posh.html), library (https://iimamritsar.ac.in/p/library.html).

**4.3.2 Name/ title of the document/record/ other information**

All important information for the stakeholder is available on the website and intranet.

**4.3.3 Location where available**

 Website and Intranet (https://iimamritsar.ac.in).

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

**4.4.1 Name & location of the faculty**

Prof. Nabendu Paul (Chairperson MBA) & Prof. Amit Gupta (Chairperson Library & Information), IIM Amritsar Transit Campus.

**4.4.2 Details of information made available**

Available on website (https://iimamritsar.ac.in/p/faculty)

**4.4.3 Working hours of the facility**

 0900hrs to 1730hrs

**4.4.4 Contact person & contact details (Phone, fax email)**

Available on website (https://iimamritsar.ac.in/p/faculty)

**4.5  Such other information as may be prescribed under Section 4(I)(B)(XVII)**

**4.5.1 Grievance redressal mechanism**

 Available on website (https://iimamritsar.ac.in/p/posh.html). Institute has constituted the Students Council Committee for grievance redressal mechanism.

**4.5.2 Details of applications received under RTI and information provided**

Please refer **Annexure-A.**

**4.5.3 List of completed schemes/ projects/ Programmes**

MDP for CBSE, DRDO, IOCL, Shri Vishwakarma Skill University, Haryana, ICAI, Guru Angad Dev Veterinary and Animal Sciences University, HPCL, IOCL        .

**4.5.4 List of schemes/ projects/ programme underway**

DSBA, Data Science Business Analytics, Advance General Management, ECP- Digital Marketing.

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

IIM Amritsar is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals.

**4.5.6 Annual Report**
Available on the website under reports till 2022-23 ([https://iimamritsar.ac.in/p/annual-report-](https://iimamritsar.ac.in/p/annual-report-)Annual Report for FY (2023-24) will be uploaded after BoG approval.

**4.5.7 Frequently Asked Question (FAQs)**

 Please refer Annexure-B

**4.5.8 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**

A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute.

**4.6 Receipt & Disposal of RTI applications & appeals [F. No 1/6/2011-IR dt. 15.04.2013]**
**4.6.1 Details of applications received and disposed**
Please refer Annexure-A.
**4.6.2 Details of appeals received and orders issued**
 Please refer Annexure-A.
**4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]**
**4.7.1 Details of questions asked and replies given**
    It is available with HR department of the Institute and Ministry of Education (Govt. of India).
**5.1 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED [F.No. 1/2/2016-IR dt.17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]**
**5.1.1 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015**

Current CPIO & FAA
1. Mr. Sanjeev Kumar
   The Public Information Officer,
   Deputy Manager HR (Payroll & Compliance),
   Email ID: rti@iimamritsar.ac.in,
   Phone: 0183-2820035
2. Prof. Nagarajan Ramamoorthy
   First Appellate Authority
   Director
   Email ID: director@iimamritsar.ac.in, Mobile:
   01832820029

<u>Earlier CPIO & FAA</u>

1. Mr. Pawan Kumar Singh
   The Public Information Officer
   Nodal Officer
   Email ID: pawan.kumar@iimamritsar.ac.in/pawan.kumar@iimk.ac.in
2. Prof. A.K. Swain
   First Appellate Authority
   Email id: akswain@iimk.ac.in
3. Dr. Simrandeep Singh Thapar
   The Public Information Officer,
   Administrative Officer (Academic & Administration), Email
   ID: rti@iimamritsar.ac.in,
   Phone: 0183-2820023.

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

a) 29.08.21, 22.08.2022 & 22.08.2023 b) Please follow this link for report (https://iimamritsar.ac.in/p/rti-2)

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

Mr. Sanjeev Kumar, Deputy. Manager HR (Payroll & Compliance), date of appointment: **26th April-2022.**

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

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
Prof. Nagarajan Ramamoorthy (FAA), Mr. Patri Narayana Rao (Consultant – E&A), Ms. Shivali Rathore – Sr. Manager (Admin. & HR), Mr. Sanjeev Kumar, Deputy. Manager- HR (Payroll & Compliance), CPIO date of constitution of committee: 01.04.2024.

## 6.1 ITEM / INFORMATION DISCLOSED SO THAT PUBLIC HAVE MINIMUM RESORT TO USE OF RTI ACT TO OBTAIN INFORMATION

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

All important information pertaining to different stakeholder is shared on institute's website(www.iimamritsar.ac.in).

## 6.2 GUIDELINES FOR INDIAN GOVERNMENT WEBSITES (GIGW) IS FOLLOWED (RELEASED IN FEBRUARY, 2009 AND INCLUDED IN THE CENTRAL SECRETARIAT MANUAL OF OFFICE PROCEDURES (CSMOP) BY DEPARTMENT OF ADMINISTRATIVE REFORMS AND PUBLIC GRIEVANCES, MINISTRY OF PERSONNEL, PUBLIC AFFAIRS

## 6.2.1 Whether STQC certification obtained and its validity
Yes, valid upto 28.03.2023.

## 6.2.2 Does the website show the certificate on the Website?
IIM Amritsar is in the process of renewal the same.

Annexure-A

**Abstract of Quarterly Returns**

Print    Back

**Year :** 2023-2024

**Ministry/Department/Organisation :** Indian Institute of Management (IIM), Amritsar

| Sr.No. | Ministry/Department/Organisation | Quarter | Opening balance of Requests (as on start of Quarter) | No.of Requests Received during Quarter | Total no.of Requests (Column 4+5) | No.of Requests transferred to other PAs | Decisions where Applications for Information rejected | Number of cases where disciplinary action taken against any officer in respect of administration of RTI Act | Total Amount Collected (fee+addl. charges+ penalty) (Rs.) | No. of times various Provisions were invoked while Rejecting Requests | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | Relevant Sections of RTI Act 2005 | | | | | | | | | | | | | |
| | | | | | | | | | | Section 8(1) | | | | | | | | | | | Other Sections | | |
| | | | | | | | | | | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (9) | (11) | (24) | (Others) |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) | (16) | (17) | (18) | (19) | (20) | (21) | (22) | (23) | (24) |
| 1 | Indian Institute of Management (IIM), Amritsar | 1 | 0 | 40 | 40 | 0 | 0 | 0 | 330 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 2 | 0 | 22 | 22 | 0 | 0 | 0 | 270 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | 3 | 0 | 20 | 20 | 0 | 0 | 0 | 280 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 |
| | | 4 | 0 | 40 | 40 | 0 | 0 | 0 | 220 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | | | 0 | 122 | 122 | 0 | 0 | 0 | 1100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 |

## FREQUENTLY ASKED QUESTIONS (FAQs) ON RTI

### Q.1. What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

### Q.2. What is a Public Authority?

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. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

### Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

### Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette,make rules to carry out the provisions of this Act.

### Q.5. What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below povertyline.

### Q.6. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

### Q.7. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

**Q.8. Is there any provision for exemption from Disclosure of Information?**
Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

**Q.9. Is there any assistance available to the Applicant for filing RTI application?**
If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

**Q.10. What is the Time Period for Supply of Information?**
In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

**Q.11. Is there any provision of Appeal under the RTI Act?**
If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

**Q.12. Is there any scope for second appeal under the RTI Act?**
If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

**Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?** If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

**Q.14. What is Third Party Information?**
Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

**Q.15. What is the Method of Seeking Information?**
A citizen 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 or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

**Q.16. Is there any organization(s) exempt from providing information under RTI Act?** Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.