



**SRI VENKATESWARA VETERINARY UNIVERSITY, TIRUPATI**  
**ADMN.OFFICE, TIRUPATI DISTRICT – 517 502**

**Proc.No. 3962/RTI/2006**

**Dated: 18-01-2014**

Sub: SVVU, Tirupati – Right to Information Act 2005 – Designating PIO's  
APIOs & Appellate Authority for each Institution /Section – Revised  
Orders - Issued.

Read: 1. University Memo.No.3962/OP/2006, dated 17-11-2006.  
2. University Memo.No.18768/OP/2006, dated 30-12-2011.  
3. University Memo.No.3962/OP/2006, dated 13-11-2013.

\* \* \*

**Order:**

As per the provisions of Section 5 (1) & (2) of Right to Information Act (Act 22 of 2005) every public authority shall within 100 days of enacting of the Act, designate the Public Information Officer and Asst. Public Information Officer to provide information to the persons requesting Information under the said Act.

Accordingly the University vide reference 1<sup>st</sup> to 3<sup>rd</sup> cited has nominated PIO, APIO and Appellate Authority to all the units/Institutions under the control of SVVU till that date.

But practically in implementation all applications are being received by the University pertaining to all units/institutions under SVVU and it is found very difficult for one PIO to dispose all the applications received under Section 6 of the said Act within the prescribed time limit of 30 days. Further it is also found very difficult to gather information and records from the various units/institutions. Therefore, it is found expedient to designate one official in each unit/Institution as PIO and one Official as APIO in each unit/Institution. It will facilitate the persons who apply for information under the said Act and it will also be possible to furnish the information easily within the prescribed time to the applicants.

Further, after issue of the orders vide reference 1<sup>st</sup> cited, some more institutions are included to SVVU for which no PIO and APIO are nominated so far.

Hence, in modification of the orders issued vide reference 1<sup>st</sup> to 3<sup>rd</sup> cited, the officers mentioned in the annexure are nominated as PIO, APIO and Appellate Authority.

The PIOs, APIOs and appellate authorities of respective units/Institutions detailed in the annexure to this orders shall function and discharge the duties as per the provisions of Right to Information Act (Act 22 of 2005).

The Public Information Officers of the respective units/Institutions of SVVU are requested to maintain the Registers as per the Proformas 1,2 & 3 of Appendix-VII enclosed with this orders.

The appellate authorities of the respective Units/Institutions are requested to maintain the Registers as per the Proformas 4 enclosed herewith.

The PIO's and Appellate Authorities are requested to send the returns for every three months in the Proforma Appendix-I to the State Information Commission.

The PIOs and appellant authorities who fail to discharge their duties and perform their functions as per the provisions of Right to Information Act (Act22 of 2005) are liable for penalties and disciplinary action under the said Act. Certain Guidelines pertains to RTI Act, 2005 are enclosed herewith.

The PIOs, APIOs and Appellant Authorities are requested to display the boards indicating their name and designation as PIO, APIO and Appellant Authority as the case may be, in the conspicuous place of their offices concerned within two days from the date of receipt of this orders.

The information pertains to RTI Act, the list of PIO, APIO, Appellate Authority and Guidelines are placed in University [website: svvu.edu.in](http://svvu.edu.in) so as to facilitate the persons who apply for information under RTI Act.

All the APIOs' of Admn.Office, SVVU, Tirupati are instructed to take over the charge of old and current files relates to the concerned sections and furnish one copy of charge list to the undersigned for record.

**Encl:** Annexure and Guidelines

**P.SUDHAKAR REDDY**  
REGISTRAR

To

The Public Information Officers/Asst.Public Information Officer/Appellate Authorities as stated in the Annexure.

The TO to VC to put prominently on the svvu web site.

Copy to all University Officers in SVVU.

Copy to P.S. to Vice Chancellor, SVVU, Tirupati.

Copy to P.S. to Principal Secretary, AHDD & F Dept., Govt of A.P., Hyderabad.

Copy to P.A. to Registrar, SVVU, Tirupati

Copy to file/spare.

## **GUIDELINES**

**(Enclosure to Proc.No. 3962/RTI/2006, dated: 18 -01-2014)**

Sub: SVVU, Tirupati – Right to Information Act 2005 – Designated Public Information Officers/Asst.Public Information Officers/First Appellate Authorities Institution wise – Certain Guide Lines – Issued.

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All Assistant Public Information Officers, Public Information Officers and First Appellate Authorities of SVVU., are requested to follow the following guidelines in implementation of Right to Information Act:

- All the First Appellate Authorities, Public Information Officers and Assistant Public Information Officers and Concerned Case Workers may be requested to **familiarize themselves with the Right to Information Act 2005, which is available in internet.**
- **Maintain all your records properly** duly catalogued, indexed and kept in convenient form. {Section 4(1)(a) of RTI Act}.
- **Computerize** all records that are appropriate. {Section 4(1)(a) of RTI Act}
- **Publish** 17 Manuals. {Section 4(1) (b) of RTI Act}
- **Disseminate** relevant information. {Section 4(1)(c), (d), 4(2), 4(3), 4(4) of RTI Act}
- **Display the Boards** of Appellate Authorities, Public Information Officers & Asst. Public Information Officers of each department in front of the department concerned.
- The application should be **in writing or in electronic means only.** Oral enquiries do not come under the purview of the Act. {Section 6(1) of RTI Act}
- Know the **Prescribed fee and fee remittance procedures.** {Pl. refer GOMs.No.454, GA(I&PR.II)Dept., dt.13.10.2005 and G.O.Ms.No..740, GA (Coord, GPM&AR) Dept, dtd.01-10-2007) for prescribed fee for the purpose of remittances under RTI Act for fee procedures}. The payment of fee is allowed only by DD/Banker's Cheque/Challan/by Cash/Indian Postal Order/court fee stamp, etc., as per the payment of fees procedure.
- Dispose of the applications within the stipulated time limit. The **time limit** for disposal: {Section 7(1) of RTI Act}

- A) 30 days - in general cases
  - B) 02 days - in cases of the life or liberty of a person
  - C) 30 days - in case of first appeal
- Know the **method of calculating time limits**. The period intervening between the dispatch of the intimation duly requesting the applicant to deposit fees towards material cost etc., and payment of fee shall be excluded for the purpose of calculating the period of thirty days.  
{Section 7(3) (a) of RTI Act}
  - The following is the **general procedure to be followed after receipt of an application**:
    - After receiving the application examine whether it is **related to your institution/section or not**. If not please transmit the application within five days to the concerned institution/section and inform the same to the applicant. {Section 6(3) of RTI Act}
    - Check whether the applicant **enclosed prescribed application fee or not**. If not return the original application duly stating the reason, details of fee, procedure of fee payment and request the applicant to apply along with the prescribed application fee. After receipt of the application fee only the application shall be processed. {Section 6(1) of RTI Act}
    - Check whether the applicant is **in below poverty line** or not. If the applicant is in below poverty line the prescribed fees are exempted for such applicants but the applicant has to produce sufficient proof stating that he belongs to below poverty line  
{Section 7(5) of RTI Act}
    - After satisfying the above items, **send an acknowledgement** to the applicant duly stating that his application has been received by you.
    - Examine that whether the information sought by the applicant is exempted from the disclosure or not under the provisions of the Act. If it is **exempted from disclosure**, please reject the application by informing the reasons for such rejection, appeal time limit, details of appellate authorities. {Section 8(1), 9, 7(8) of RTI Act}
    - If it is **not exempted from disclosure**, ascertain the information and address a letter to the applicant duly requesting him to pay the amount of fee together with the details of calculations for arriving the fee towards the cost of material & postal charges. {Section 7(3), 7(5) of RTI Act}
    - **After receipt of the above fee**, the information may be furnished to the applicant by post or in person if the applicant

approaches the office directly. Preserve the proof of the dispatch or receipt of acknowledgment as the case may be.

{Section 7(1) of RTI Act}

- **Maintain Registers** as per the format of Register-I under Annexure – II by all Public Information Officers and as per the format of Register – II under Annexure-II by all First Appellate Authorities. {pl. refer G.O.Rt.No.6488 G.A.(Co., GPM & AR) Dept., dt.20.11.2006 }.
- **Submit consolidated data of applications received & disposed of,** etc, under RTI Act in the Proforma-A under Annexure-in to the Registrar, SVVU, Tirupati at the end of each month by all Public Information Officers and First Appellate Authorities. {pl.refer G.O.Rt.No.6488 G.A.(Co., GPM & AR) Dept., dt 20.11}
- Know the Appeals procedure, time limits, etc., and maintain separate files for appeals. {Section 19 of RTI Act}
- Know about the High Level Committee & State Information Commission and keep ready registers, records, all other relevant materials to submit at the times of the visits/surprise checks of the Commission. {Go.Rt.No.6412, G.A.(Co., GPM & AP) Dept., dt. 15.11.2006 & GOMs.no.393, GA (RTI A/GPM &AR)Dept., dt. 19.07.2010}}.
- Aware of the penalties, disciplinary actions, etc., and be alert about them. An amount of Rs.250/- for each day of delay upto Rs.25,000/- may be imposed as penalty besides recommending disciplinary action on the concerned defaulters by the Second Appellate Authority i.e. State Information Commission. {Section 20 of RTI Act}.
- For any updated information of Rules & Regulations of RTI Act, visit Govt. website : **apic.gov.in**

P.SUDHAKAR REDDY  
REGISTRAR

**ANNEXURE**

**SRI VENKATESWARA VETERINARY UNIVERSITY, TIRUPATI**

Admn.Office: Dr. YSR Bhavan, Tirupati -517502

Statement Showing the list of Public Information Officer/Assistant Public Information Officer/Appellate Authority (Section 19) in  
whereas Departments/Divisions under section 5(1) & (2) of Right Information Act, 22 of 2005

<b><i>Sl. No.</i></b>	<b><i>Institution/College</i></b>	<b><i>Officer designated as Public Information Officer</i></b>	<b><i>Officer designated as Asst.Public Information Officer</i></b>	<b><i>Appellate Authority</i></b>	<b><i>Subject Matters</i></b>
<b>University Administrative Office</b>					
1	Sanctions (C)/Research /Sanctions (W)/Exams/PG /Academic/ Special Cell	Sri A. Lakshminarayana Deputy Registrar (Sanctions)	Sri V.Mohan Assistant Registrar (Sanctions)  Sri Sk.J. Badulla Sartaj Assistant Registrar (Academic)	Registrar	All matters relating to concerned sections
2	Services III/Service IV/Labour Services I /OP Section/Legal & Vigilance Cell/Recruitment Cell	Sri B. Saireddy Deputy Registrar (TE)	Sri P.Venkatesu Assistant Registrar (NTE)  Sri D. Kiran Babu Assistant Registrar (TE)		All matters relating to concerned section
3	Budget/Audit/Claims and Comptroller peshi Sections	Smt. A.Kamala Prameela Deputy Comptroller	Sri K. Bhushaiah Assistant Registrar (Budget)  Sri C. Raghurama Raju Assistant Comptroller (Audit)  Sri R. Venkatesh Babu Assistant Comptroller (Claims)	Comptroller	All matters relating to concerned sections

<b><i>Sl. No.</i></b>	<b><i>Institution/College</i></b>	<b><i>Officer designated as Public Information Officer</i></b>	<b><i>Officer designated as Asst.Public Information Officer</i></b>	<b><i>Appellate Authority</i></b>	<b><i>Remarks</i></b>
<b>Colleges</b>					
1	CVSc., Tirupati	Admn.Officer	Superintendent (Academic)	Associate Dean	All matters relating to the college
2	CVSc., R'Nagar	Admn.Officer	Superintendent (Academic)	Associate Dean	All matters relating to the college
3	CVSc., Gannavaram	Admn.Officer	Superintendent (Academic)	Associate Dean	All matters relating to the college
4	CFSc., Mutthukur	Admn.Officer	Superintendent (Academic)	Associate Dean	All matters relating to the college
5	CVSc., Proddutur	Admn.Officer	Superintendent (Academic)	Associate Dean	All matters relating to the college
6	CVSc., Korutla	Admn.Officer	Superintendent (Academic)	Associate Dean	All matters relating to the college
7	CDT, Tirupati.	Admn.Officer	Superintendent (Academic)	Associate Dean	All matters relating to the college
8	CDT, Kamareddy	Admn.Officer	Superintendent (Academic)	Associate Dean	All matters relating to the college

<b>Sl. No.</b>	<b>Institution/College</b>	<b>Officer designated as Public Information Officer</b>	<b>Officer designated as Asst.Public Information Officer</b>	<b>Appellate Authority</b>	<b>Remarks</b>
<b>Polytechnics</b>					
1	A.H.Poytechnic, Palamner	Principal	Superintendent/Sr.Asst./JACT	Dean of Veterinary Science	All matters relating to the Polytechnic
2	A.H.Poytechnic, Madakasira	Principal	Superintendent/Sr.Asst./JACT		All matters relating to the Polytechnic
3	A.H.Polytechnic, Karimnagar	Principal	Superintendent/Sr.Asst./JACT		All matters relating to the Polytechnic
4	A.H.Polytechnic, Mahaboob Nagar	Principal	Superintendent/Sr.Asst./JACT		All matters relating to the Polytechnic
5	A.H.Polytechnic, Garividi	Principal	Superintendent/Sr.Asst./JACT		All matters relating to the Polytechnic
6	A.H.Polytechnic, VR Gudem	Principal	Superintendent/Sr.Asst./JACT		All matters relating to the Polytechnic
7	A.H.Polytechnic, Ramachandra Puram	Principal	Superintendent/Sr.Asst./JACT		All matters relating to the Polytechnic
8	A.H.Polytechnic, Siddipeta	Principal	Superintendent/Sr.Asst./JACT		All matters relating to the Polytechnic
9	A.H.Polytechnic, Mamnoor	Principal	Superintendent/Sr.Asst./JACT		All matters relating to the Polytechnic
10	A.H.Polytechnic, Rapur	Principal	Superintendent/Sr.Asst./JACT		All matters relating to the Polytechnic
11	Fishery Polytechnic, Bhavadevarapalli, Krishna Dist.	Principal	Superintendent/Sr.Asst./JACT	Dean of Fishery Science	All matters relating to the Polytechnic



<i>Sl. No.</i>	<i>Institution/College</i>	<i>Officer designated as Public Information Officer</i>	<i>Officer designated as Asst.Public Information Officer</i>	<i>Appellate Authority</i>	<i>Remarks</i>
<b>Fishery Research Stations</b>					
1	FRS, Kakinada	Principal Scientist & Head	Sr.Asst/Jr.Asst.	Director of Research	All matters relating to the Station
2	FRS, Undi, Bhimavaram	Senior Scientist & Head	Sr.Asst/Jr.Asst.		All matters relating to the Station
3	FRS, Palair, Khammam Dist.	Principal Scientist & Head	Sr.Asst/Jr.Asst.		All matters relating to the Station
<b>Veterinary Research Stations</b>					
1	LRS, Palamaner	Principal Scientist & Head	Sr.Asst./Jr.Asst.	Director of Research	All matters relating to the station
2	LRS, Mahanandi	Scientist & Head	Sr.Asst./Jr.Asst.		All matters relating to the station
3	AICRP on PIGS, Tirupati.	Senior Scientist & Head	Sr.Asst./Jr.Asst.		All matters relating to the station
4	AICRP on Poultry Breeding, R'Nagar	Principal Scientist & Head	Sr.Asst./Jr.Asst.		All matters relating to the station
5	LRS, Siddarampuram	Asst.Extn.Specialist & Head	Sr.Asst./Jr.Asst.		All matters relating to the station

<b><i>Sl. No.</i></b>	<b><i>Institution/College</i></b>	<b><i>Officer designated as Public Information Officer</i></b>	<b><i>Officer designated as Asst.Public Information Officer</i></b>	<b><i>Appellate Authority</i></b>	<b><i>Remarks</i></b>
6	LRS, Mamnoor	Senior Scientist & Head	Sr.Asst./Jr.Asst.	Director of Research	All matters relating to the station
7	LRS, Bandameedi Palli, Mahaboobnagar	Scientist & Head	Sr.Asst./Jr.Asst.		All matters relating to the station
8	LRS, Garividi	Senior Scientist & Head	Sr.Asst./Jr.Asst.		All matters relating to the station
9	LRS, Lam Farm, Guntur	Principal Scientist & Head	Sr.Asst./Jr.Asst.		All matters relating to the station
10	BRS, Venakataramanagudem	Senior Scientist & Head	Sr.Asst./Jr.Asst.		All matters relating to the station
<b>VETERINARY HOSPITALS</b>					
1	Veterinary Hospital, Visamhapatnam	Officer i/c & Head	Sr.Asst/Jr.Asst.	Dean of Veterinary Science	All matters relating to the Hospital
2	Veterinary Hospital, Warangal	Officer i/c & Head	Sr.Asst/Jr.Asst.		All matters relating to the Hospital

<b>Sl. No.</b>	<b>Institution/College</b>	<b>Officer designated as Public Information Officer</b>	<b>Officer designated as Asst.Public Information Officer</b>	<b>Appellate Authority</b>	<b>Remarks</b>
<b>Krishi Vigyan Kendra (KVK)</b>					
1	KVK Mamnoor, Warangal Dist	Programme Co-ordinator	Superintendent		All matters relating to the KVK
2	KVK, Lam, Guntur Dist.	Programme Co-ordinator	Superintendent	Director of Extension	All matters relating to the KVK
<b>Regional Accounts Office</b>					
1	Tirupati	Assistant Comptroller	Superintendent		All matters relating the Office
2	Rajendranagar, Hyderabad	Assistant Comptroller	Superintendent	Comptroller	All matters relating the Office
3	Gannavaram	Assistant Comptroller	Superintendent		All matters relating the Office
<b>State Level Diagnostic laboratory (SLDL)</b>					
1	Tirupati	Senior Scientist & Head	Sr.Asst/ JACT	Director of Research	All matters relating the SLDL

**P.Sudhakar Reddy**

Registrar

// F.B.O.//

DEPUTY REGISTRAR/PIO