

**INFORMATION HANDBOOK  
UNDER  
RIGHT TO INFORMATION ACT, 2005**



**GURU NANAK DEV UNIVERSITY, AMRITSAR**  
(Established under the Punjab State Legislature Act. No. 21 of 1969)

**GURU NANAK DEV UNIVERSITY, AMRITSAR**  
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**RIGHT TO INFORMATION ACT - 2005**

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**INTRODUCTION**

The Right to Information Act intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established for, constituted by or under the constitution or bylaw made by the Parliament or any State Legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in Section 2(i) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the Guru Nanak Dev University and related information.

This Information Handbook is divided into 17 manuals.

Manual-12 provides information on the manner of execution of subsidy programme. This Programme per se is not applicable to the University.

## **MANUAL -I**

### **Section 4(1)(b)(i)**

#### **(The Particulars of University organization, functions and duties)**

Guru Nanak Dev University, Amritsar was established under the State Legislature Act. No. 21 of 1969.

### **THE UNIVERSITY**

Guru Nanak Dev University was established at Amritsar on November 24, 1969 to mark the 500<sup>th</sup> birth anniversary of Sri Guru Nanak Dev Ji. The objectives of the University are to make provision for imparting education and promoting research in the humanities, learned professions, sciences especially of applied nature and technology. Studies and research on the life and teachings of Guru Nanak, promotion of Punjabi language and spreading education among educationally backward people are the other commitments.

Spread over about 500 acres towards the west of Amritsar town, the University presents a picture of modern architecture. It has 40 full fledged academic departments, two regional campuses at Jalandhar and Gurdaspur and three constituent colleges also at Jalandhar, Niari (Gurdaspur) and Mukandpur (Nawanshahr).

True to its motto ਗੁਰ ਗਿਆਨ ਦੀਪਕ ਉਜੀਆਰੀਆ (Guru's Wisdom Illumines All), the University has taken long strides in spreading the message of the Guru and promoting education in such fields as sciences, arts, management, information technology, industrial technology, environment, planning and architecture.

Recently, the University has diversified its teaching and research programmes and offers a comprehensive range of general and applied courses. The curricula of all the courses have been revised and updated to meet the growing needs of the society. Admission to all the courses is made

strictly on the basis of National, State and University level entrance tests. There are over 6000 students on the rolls. The University is also monitoring the teaching programmes of about 150 affiliated colleges located in Amritsar, Tarn Taran, Jalandhar, Nawanshahr, Kapruthala and Gurdaspur districts. A number of skill development and job oriented courses have been initiated to make out youth more employable.

During 39 years of its existence, the University has built up an excellent academic infrastructure in the form of a well stocked computerised library, state-of-the-art laboratories, Academic Staff College, All India Services Training Centre, Instrumentation Centre, Physiotherapy Centre, Language Lab., Computer Centre, Centre for Genetic Disorders, Botanical Garden with Green House, round the clock internet facility, Placement Unit etc. The University is rated one of the top by the national and multinational companies and it offers on-campus/off campus placements. To promote research in frontier areas of knowledge, almost all the Departments have been provided with independent computer facilities and departmental libraries.

The University is equally aware of creating necessary facilities for recreation and all round development of its students and faculty. It has Department of Youth Services, National Service Scheme, a 900 seat all purpose auditorium, half a dozen seminar rooms and conference halls, a modern hi-tech sports complex, Sports Hostel, Open Air Theatre, Faculty Club, Students' Centre, Health Centre, Day Care Centre, two separate Holiday Homes at Dalhousie for teachers and students, Working Women Hostel along with on-campus residential facilities for a large number of students, teachers and administrative staff.

Where as the University has achieved excellence in academics, it has achieved a unique distinction in the field of sports. It has produced 27 Arjuna awardees and five Padam Shrees. It has won the coveted Maulana Abdul Kalam Azad Trophy for the best sporting University for a record 20

times. It has also been awarded Centre for Excellence in Sports Sciences in recognition of its unparalleled achievement in sports.

The Campus with its lush green grounds, swaying fields, blossom-laden tree-lined lanes provides a highly conducive physical environmental for work and progress. The University takes legitimate pride being the first university in the country to offer for re-accreditation and achieving the highest A Grade level by the National Assessment and Accreditation Council (NAAC), Bangalore. The University is committed to maintain high standards of higher education and social upliftment.

### **Dean, Academic Affairs**

Dr. Raghbir Singh

Dean, Academic Affairs deals with matters related to academics and its development such as curriculum, infrastructure, classroom instruction and research. He is the formal link between the teaching Departments and the Vice-Chancellor. He co-ordinates, supervises and finally approves the admission of the students made by the Boards of Control to various University Departments. He also grants exemption from payment of tuition fee to the deserving students under various schemes of the University. Office of Dean, Academic Affairs is located in the Vice-Chancellor's Office Complex.

### **Registrar**

Dr. Inderjit Singh

The Registrar's office is located in the Main Administrative Block and deals with the administration, accounts and examinations of the University. All matters related to payment of fee, copies of syllabi, registration for examination, date-sheets, results, migration, and eligibility etc. are referred to this office.

## **DIRECTOR RESEARCH**

Dr. M.S. Hundal

The Director of Research deals with the research and development of the University. The Directorate is housed in the Physics Block of the University.

## **DEAN, STUDENT'S WELFARE**

### **Dean, Student's Welfare**

Dr. A.K. Thukral

### **Deputy Director (Physical Education)**

Dr. H.S. Randhawa

Dean, Student's Welfare (DSW) looks after the welfare of the students of the University campus. The Department provides facilities to the campus students in sports, cultural activities, National Service Scheme, hostel accommodation, community living, canteen services and other student welfare activities. The Dean sits in the Student Centre which also houses a coffee house, a reading room, an indoor gym and facilities for indoor games like table tennis, carrom, chess etc.

The Students' Executive Council is constituted every year by getting nominations from the Departments.

## **Bhai Gurdas Library**

The University Library has a collection of 4,03,517 documents. Named after the great Sikh Scholar, Bhai Gurdas, the university library is housed in a five-storey magnificent building. It supports the academic, research and teaching needs of the students and the Faculty.

The University Library subscribes to 418 research and 24 popular journals and 22 newspapers. More than 150 journals/periodicals are received as gift. The Library also provides INTERNET service and is a

member of INFLIBNET UGC Infonet-e-journals Consortium programme which is providing free access to over 4500 e-journals and some databases. The library possesses 5162 rare books and 1515 manuscripts which date back to 15<sup>th</sup> and 16<sup>th</sup> century.

### **Functions and Duties**

As per section 4 of the Guru Nanak Dev University Act the University shall exercise the following powers and perform the following duties, namely:

- 1 To make provision for imparting education and for promoting research in the humanities, learned professions, sciences, especially of applied nature, technology and such other branches of learning and courses of study as it may think fit.
- 2 To make provision for study and research on the life and teachings of Guru Nanak Dev and their cultural and religious impact in the context of Indian and world civilizations.
- 3 To promote Punjabi studies, to provide for research in Punjabi language and literature and to undertake measures for the development of Punjabi language, literature and culture.
- 4 To institute and confer degrees, diplomas and other academic distinctions.
- 5 To hold examinations and to grant and confer degrees, diplomas and other distinctions to and on persons who:
  - a) shall have pursued a course of study in the University or in one of its institutions unless exempted therefrom in the manner prescribed by the Statutes, Ordinances and Regulations and shall have passed the examination prescribed by the University; or
  - b) shall have carried on research under conditions prescribed by the Ordinances and Regulations.
- 6 To confer honorary degrees in the manner laid down by the Statutes.
- 7 To institute Professorships, Readerships, Lecturerships and any



other teaching posts required by the University and to appoint persons to such Professorships, Readerships, Lecturerships and other posts.

- 8 To institute and award fellowships, scholarships, studentships, exhibitions and prizes in accordance with Statutes and Ordinances.
- 9 To institute and maintain Halls and Hostels.
- 10 To supervise and control the residence and discipline of the students of the University and to make arrangements for promoting their health and general welfare.
- 11 To organize University laboratories, libraries, museums and to provide such other equipment for teaching and research as required.
- 12 To demand and receive such fees and other charges as may be prescribed by the Ordinances.
- 13 To hold and manage trusts and endowments which may be created in favour of the University.
- 14 To institute and manage:
  - a) Printing and Publication Departments
  - b) University Extension Boards
  - c) Information Bureaux and
  - d) Employment Bureaux
- 15 To make special provision for the spread of University Education among classes and communities which are educationally backward.
- 16 To make provision for:
  - a) The maintenance of National Cadet Corps or other similar organizations
  - b) Physical and military training
  - c) Students' Associations and
  - d) Sports and Athletic clubs
- 17 To create administrative, ministerial and other necessary posts and to make appointments thereto.
- 18 To receive gifts, donations or benefaction from Government and to receive bequests, donations and transfers of movable or immovable

property from testators, donors or transferors as the case may be.

- 19 To frame Statutes, Ordinances or Regulations for all or any of the aforesaid purpose; and to alter, modify or rescind the same. And
- 20 To do all such other acts whether incidental to the powers aforesaid or not as may be requisite in order to further the objects of the University.

**Address of the University**

Office of the Vice-Chancellor, Senate Hall Building, Guru Nanak Dev University Campus, Amritsar.

Office of the Registrar, Administrative Block Building, Guru Nanak Dev University Campus, Amritsar.

**Working hours of the University**

Office hours: 9.00 a.m. to 5.00 p.m. (Monday to Friday)

**MANUAL 2**  
**Section 4(1)(b)(ii)**  
**(The powers and duties of University officers and employees)**

**Powers and duties of the officers and employees**

**Vice-Chancellor**

As per University Act, the Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general control over its affairs in accordance with the Statutes, Ordinances and Regulations and give effects to the decisions of the authorities of the University. He shall be ex-officio Chairman of the Senate, the Syndicate, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at any convocation of the University. He shall be entitled to be present at and address any meeting of any authority or other body of the University.

The Vice-Chancellor shall have the power of convening meetings of the Senate, the Syndicate and Academic Council. He may delegate this power to any other officer of the University.

It shall be the duty of the Vice-Chancellor to ensure that the Act, Statutes, Ordinances and Regulations are faithfully observed and he shall have all powers necessary for this purpose.

If, in the opinion of the Vice-Chancellor an emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for confirmation at the next meeting to the authority which, in the ordinary course, would have dealt with the matter.

Provided that if the action taken by the Vice-Chancellor is not approved by the authority concerned, he may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer within thirty days from the date on which he receives notice of such action, an appeal to the Chancellor.

The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes and Ordinances.

### **Registrar**

The Registrar shall be Incharge of the administration of the University acting under the immediate direction and control of the Vice-Chancellor and shall represent the University in all legal proceedings except where the Syndicate resolves otherwise. In all matters he shall exercise his powers and discharge his duties under the general control of the Syndicate.

As per University Act the Registrar shall be ex-officio Secretary of the Senate, the Syndicate, the Academic Council and the Finance Committee.

It shall be the duty of the Registrar:

- a) to be custodian of the records, common seal and such other property of the University as the Syndicate shall commit to his charge.
- b) to keep the minutes of all meetings of the Senate, the Syndicate, the Academic Council and the Finance Committee;
- c) to conduct the official correspondence of the Senate, the Syndicate and the Academic Council;
- d) to arrange for and superintend the examinations of the University;
- e) to supply to the Chancellor copies of the agenda of the meetings of authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings;
- f) to perform such other duties as may from time to time be assigned to him by the Syndicate.

The powers of the other authorities like Senate, Syndicate, Academic Council, Finance Committee, Faculties and the Board of Studies etc. are given in the Guru Nanak Dev University Calendar, Volume I, 2007. The Administrative Officers of the University work as per directions issued by the Administrative bodies/the Vice-Chancellor/the Registrar of the University.

### **Powers of the Senate**

Subject to the provisions of this act, the Senate shall have the following powers and functions, namely;

- a) To review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University.
- b) To consider and pass resolutions on the annual report and the annual accounts of the University and the audit report thereon;
- c) To advice the Chancellor in respect of any matter which may be referred to it for advice. And
- d) To perform such other duties and exercise such other functions as may be assigned to it by this Act or the Statues or by the Chancellor.

### **Powers of the Syndicate**

As per Act the Syndicate shall be the Principal executive body of the University and shall have the management and administration of revenue and property of the University and be responsible for the conduct of all administrative affairs of the University not otherwise provided for.

### **Powers of the Academic Council**

As per Act the Academic Council shall be the academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, have the control and general regulation and be responsible

for the maintenance of standards of instruction, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. It shall have the right to advise the Syndicate on all academic matters.

## **MANUAL 3**

### **Section 4(I)(b)(iii)**

**(The procedure followed in the decision making process,  
including channels of supervision and accountability)**

#### **Procedure followed to take a decision on various matters**

Decisions in various matters are taken by the appropriate authorities of the University as per the procedure laid down under various Statues, ordinances, regulations and rules of the University.

## **MANUAL 4**

### **Section 4(1)(b)(iv)**

#### **(The norms set by University for the discharge of its functions)**

##### **Norms set by the University for discharge of its functions**

Norms and standards for various activities of the University are set by the competent authority such as Syndicate, Senate. The Syndicate is the Principal executive body and has the power of management and administrative of revenue and property of the University and responsible for the conduct of all administrative affairs of the University.

The Academic Council is the highest academic body of the University. It is responsible for maintenance of standards of instruction, education and examination of the University. It has the right to advice the Syndicate on all academic matters. The detailed functions of the Academic Council are given in the Guru Nanak Dev University Calendar, Volume 1, 2007, Statute 3, pages 2-5.

The Senate has the powers to review broad policies and programmes of the university and to suggest measures for the improvement and development of the university, to consider and pass resolutions on the annual report and annual accounts of the university, to advice the Chancellor in respect of any matter which may be referred to it for advice.



## **MANUAL 5**

### **Section 4(1)(b)(v)**

**(The rules, regulations, instructions, manuals and records, held by it or under its control or used by university employees for discharging its functions)**

#### **Rules, regulations and instructions used**

The rules are contained in the University Calendar as under:

Volume I (University Act and Statutes)

Volume II (Ordinances relating to Examinations)

Volume III (Ordinances relating to Examinations)

Volume IV (General Ordinances and Regulations)

## **MANUAL 6**

### **(Section 4(1)(b)(vi))**

#### **(A statement of the categories of documents that are held by university or under its control)**

##### **Official documents and their availability**

Registration Returns, Admission Forms relating to various examinations, Personal Files of the Officers/Officials,

Minutes of the Syndicate, Senate, Finance Committee and Academic Council published from time to time.

University Calendars Volume I, II, III & IV

Annual Report of the University.

University Annual Budget.

Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection etc. remain confidential and not available in the public domain.

## **MANUAL 7**

### **Section 4(1)(b)(vii)**

**(The particulars of any arrangement that exists. For consultation with, or representation by, the members of the public in relation to the formulation of university policy or implementation thereof;)**

#### **Mode of public participation**

Various statutory bodies of the University, namely the Syndicate, Senate and Academic Council comprising eminent people from society and representatives of public who directly participate in the affairs of the University.

## **MANUAL 8**

### **(Section 4(1)(b)(viii))**

**(A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as university part or for those boards, councils , committees and other bodies are open to the public, or the minutes of such meetings are accessible for public)**

Syndicate, Senate, Finance Committee, Academic Council, Faculties, Board of Studies and University Sports Department (men and women) etc. under the University

Syndicate, Senate as provided in the Guru Nanak Dev University Act, 1969.

Finance Committee, Academic Council, Faculties, Board of Studies, Sports Committees, Research Boards etc as provided in the Guru Nanak Dev University Act, 1969.

**MANUAL 9**  
**(Section 4(1)(b)(ix))**  
**(A directory of university officers and employees)**

**Directory (Telephone) of officers and employees**

It is available in print form as well as on the Guru Nanak Dev University Website.

**MANUAL 10**

**Section 4(1)(b)(x)**

**(The monthly remuneration received by each of university officers and employees, including the system of compensation as provided in its regulations)**

**Monthly remuneration received by each of its employee**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and the State Government respectively and adopted by the University.

## MANUAL 11

### (Section 4(I)(b)(xi))

#### (The Budget allocated to each of university agency, including the particulars of all plans, proposed expenditure and reports on disbursements made)

#### Budget allocated to each agency

The budget and financial estimates are as recommended by the Finance Committee and the Syndicate and presented before the Senate for final approval.

#### SUMMARY OF THE BUDGET ESTIMATES FOR THE YEAR 2008-09

#### EXPENDITURE

Heads of Expenditure	Actuals of 2006-07 Rs.	Actuals of 2007-08 Rs.	Estimates of 2008-09 (original) Rs.	Estimates of 2008-09 (Revised) Rs.	Estimates 2009-2010 Rs.
General Administration	13,38,35,093	14,53,46,454	15,23,06,000	15,05,17,000	16,32,68,000
Conduct of Examinations*	4,42,51,004	4,60,42,518	5,37,65,000	5,55,65,000	6,24,15,000
University Teaching and Research Deptts./ Centres/ Colleges	24,87,89,380	27,54,20,684	42,44,45,000	31,25,81,000	46,98,82,000
Allied Teaching Deptts.	4,11,02,417	4,49,76,518	5,07,69,000	4,67,25,000	5,43,37,000
Non-teaching Deptts.	11,55,06,473	12,84,55,446	15,59,78,000	15,59,72,000	16,89,58,000
Improvement of Education	91,71,417	6,90,04,074	8,13,64,000	9,62,72,000	8,80,19,000
Miscellaneous	8,35,57,912	10,23,08,502	9,04,73,000	15,11,48,000	13,50,11,000
Loans and Advances	32,87,500	47,84,600	78,00,000	78,00,000	78,00,000
Capital Works (for Bldgs.)	2,20,00,000	2,00,00,000	4,00,00,000	4,00,00,000	2,00,00,000
Provision for enhancement of Dearness Allowance** & Arrear of Contributory Pension Scheme	--	--	3,00,00,000	4,00,00,000	7,00,00,000
Liability of FC Items	--	--	1,53,00,000	--	37,00,000
<b>Total</b>	<b>70,15,01,196</b>	<b>83,63,38,796</b>	<b>1,10,22,00,000</b>	<b>1,05,65,80,000</b>	<b>1,24,33,90,000</b>

\* (Conduct of Examinations) Excluding salary of staff working in the various exam related branches.

\*\*Dearness & other Allowances/Benefits

**MANUAL 12**

**(Section 4(1)(b)(xii))**

**(The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes)**

**Manner of execution of subsidy programme**

Not applicable.



## **MANUAL 13**

### **(Section 4(1)(b)(xiii)**

#### **(Particulars of recipients of concession, Permits or authorization of such programmes)**

##### **Tuition Fee Concession**

1. The Dean of Academic Affairs is to decide applications for exemption from payment of University tuition fee up to 10 percent of the total number of students in a class. If the number of students is less than ten, the D.A.A. may grant full or half fee concession to a student.
2. The fee concessions to two or more children of the same parents are to be granted according to Government Rules, i.e. the eldest to pay full fees and the younger ones to pay half the tuition fees. The concession will, however, be over and above the full and half fee concessions sanctioned on the basis of total enrolment.
3. M.Sc. students attending two practicals of 3 hours each a week shall be allowed by the Vice-Chancellor free tuition fee for a period of nine months. The breakage fee and other charges are payable by such students.

##### **Fee Concession to University Employees and their dependents**

1. Confirmed University employees permitted to join evening classes or those who are posted in Evening Colleges or evening shifts and are permitted to join the University day classes will be exempted from payment of tuition fee, provided that it shall be open to the appointing authority to withdraw this concession in case the individual fails in the examination for which he is permitted or his conduct is reported as unsatisfactory, or he does not take proper interest in the office.
2. Husband/wife/sons/daughters of University employees studying in University Colleges/Departments will be exempted from payment of tuition fee.

The following reservation policy for admission to Teaching Departments shall be applicable for the session 2007-08.

A. Scheduled Caste or Scheduled Tribes	25%
B. Backward Class	5%
C. Rural Area	7%
D. Border Area	3%
E. Sports	3%
F. Defence Personnel and their wards (sons, daughters and spouses)	2%
G. Physically Handicapped	3%
H. Children of	
i) Persons killed in terrorist violence	
ii) Army deserters killed	
iii) Sikh migrants as a result of 1984 riots	2%
iv) Dependents of Freedom Fighters	

Any other statutory reservation as prescribed by the Govt. of Punjab, if any.

**(b) Concessions availed by the University**

University avails of concessions on Excise and Custom duties on the Procurement of equipment, chemicals, etc. for academic projects and laboratories.

**MANUAL 14**

**(Section 4 (1)(b)(xiv)**

**(Details in respect of the information, available to or  
held by University reduced in an electronic form)**

**Information available in electronic form**

Guru Nanak Dev University Act as well as Statues as contained in the Guru Nanak Dev University Calendar I are available on the University Website ([www.gndu.ac.in](http://www.gndu.ac.in)) besides results of various examinations, different Performae, syllabi, Advertisements regarding vacancies, directory etc.

## **MANUAL 15**

### **(Section 4(1)(b)(xv))**

**(The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use)**

#### **Means, methods and facilities available to citizens for obtaining information:**

The results of various examinations, syllabi and various Performae have been put on the University Website [www.gndu.ac.in](http://www.gndu.ac.in) besides information is available to citizens through notice boards, brochures and University Calendars.

Some of the publications (University Calendar, syllabi of various courses offered in the university/colleges etc.) are priced and can be obtained by paying the stipulated amount.

Unpriced information for general public is disseminated occasionally through press releases, advertisements etc.

**MANUAL 16**  
**(Section 4(b)(xvi)**  
**(The names, designations and other particulars of the Public**  
**Information Officer)**

Public Information Officer

Dr. Inderjit Singh, Registrar

Phone : 0183-2258855

*Appellate authority for all University matters*

Prof. (Dr.) Ajaib Singh Brar  
Vice-Chancellor

Phone : 0183-2258811

## **MANUAL 17**

### **Other information**

#### **Section 4(1)(b)(xvii)**

**(Such other information as may be prescribed and thereafter update these publications every year)**

#### **Details of Fees payable for seeking information under RTI Act – 2005**

The requisite fee for seeking information must be deposited at the cash counter in the University. If the payments are being made by DD or Bankers Cheque, name of the applicant must be mentioned at the back of the DD/BC along with other particulars.

The Fee details are as given below:

1. A request for obtaining information under sub-section(1) of Section 6, shall be accompanied by an application fee of rupees (Rs.10/-) by way of cash against proper receipt or by demand draft or bankers cheque in favour of the Registrar, Guru Nanak Dev University, Amritsar and payable at Amritsar only.
2. For providing the information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque in favour of the Registrar, Guru Nanak Dev University, Amritsar and payable at Amritsar only at the following rates:
  - (a) rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - (b) actual charges or cost price of a copy in larger size paper; and
  - (c) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

3. For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or cheque in favour of the Registrar, GNDU, Amritsar and payable at Amritsar at the following rates:-
- (a) for information required in diskette or floppy – rupees fifty per diskette or floppy; and
  - (b) for information required in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the concerned publication.

A major portion of the information is available in the University Calendars, Volumes I, II, III & IV and other rules as applicable to the University from time to time and printed syllabi for various courses.

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**FORM 'A'**

(See rule 3(1))

**APPLICATION FOR INFORMATION UNDER SECTION 6(1) OF THE ACT**

To

The Public Information Officer  
Guru Nanak Dev University,  
Amritsar.

1.	Full Name of the Applicant	
2.	Father's/Spouse's name	
3.	Permanent address	
4.	Correspondence address	
5.	Particulars of information solicited (a) Subject-matter of information (b) The period to which the information relates (c) Specific details of information required (d) Whether information is required by post or in person (The actual postal charges shall be included in providing information) (e) In case by post then indicate whether by ordinary, registered or speed.	
6.	Is this information not made available by the Public Authority under voluntary disclosure?	
7.	Do you agree to pay the required fee?	
8.	Have you deposited application fee? (if yes, details of such deposit)	
9.	Whether belongs to Below Poverty Line Category? If yes, have you furnished the proof of the same with the application?	

Place :

Date :

Full Signature of the Applicant and Address