MANUAL 17

SECTION 4 (1) (b) (xvii)

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED, AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

17.1 List of Former PIO

1. Dr Deepak Kumar

2. Ms Shweta Arora

17.2 List of Former FAA

1. Dr Pankaj Khare

2. Dr Jagdeep Singh

17.3 Annual Summary of Quarterly Returns filled by PIO Office is enclosed in Annexure 17 A

17.4 Information Related to Procurement

` (A) Notices, Tenders, Enquiries, and Corrigenda are updated on University Website - http://www.cup.edu.in/tender_archives.php

(B) Details of the bids awarded comprising of the names of suppliers of goods and services being procured - http://www.cup.edu.in/tender_archives.php

(C) List of CMC, AMC, Purchase Order and LOA issued by Procurement and Engineering Section is enclosed in **Annexure 17-B.** List of Tender, LOA Documents are available on http://www.cup.edu.in/tender_archives.php. The University follows the guidelines of GOI and conducts maximum procurement through Government E-Marketplace (GEM) & GOI e-Procurement Portal

(D) The University follows the guidelines of GOI and conducts maximum procurement through Government E-Marketplace (GEM) & GOI e-Procurement Portal

17.5. Annotated Reply to Draft Comments of Annual Accounts of the office of CUPB and ATR is enclosed in Annexure 17 C

- **The detailed Annotated Reply is available in Annual Financial Report available on** http://cup.edu.in/university_publications.php; http://cup.edu.in/annual_reports.php and http://cup.edu.in/financial_reports.php

17.6 List of Completed Projects & Projects underway enclosed in Annexure 17 D

17.7 Details of Questions asked, and reply given in Parliament enclosed in Annexure 17 E

17.8 Number of Employees against whom disciplinary action has been proposed/taken (Section 4(2))

(i) Pending for minor penalty or major penalty proceedings - 1

(ii) Finalised for minor penalty or major penalty proceedings - 0

The University has started its functioning since 2009. During these years till now, no such situation has arrived where competent authority has to take disciplinary action. Since no case has arisen no minor or major penalty proceedings has been finalized.

17.9 **Participation in the training programme to advance understanding of RTI**

- **Training Programme Organised to advance understanding of RTI Act in 2019 –**
  - Central University of Punjab organised a Workshop for their Employees on Right to Information Act by Dr Hanuman Sharma, COE, JNU, New Delhi on 1st March 2019.
  - Seminar on RTI Act by MGSIPA Experts on May 2019
  - Students, Faculty, and staff members participated in these programmes.
- **Training Programme Organised to advance understanding of RTI Act in 2020-21 –**
  - Central University of Punjab organised a training programme for stakeholders of the university to advance understanding of RTI Act 2005 on March 10, 2021 where Prof. Tarun Arora (Dept. of Law, CUPB) and Dr. Sunil Mittal (Nodal Officer, RTI Cell) discussed various provision of RTI Act with CUPB employees.

(ii) Efforts to encourage public authority to participate in these training programmes: Employees of the University are encouraged to attend these training programmes held inside the Campus. University also nominated employees to attend the conducted by GOI.

- Prof. Jagdeep Singh, Seminar on RTI Act organised by ISTM at New Delhi on 25th March 2019
- Mrs Shweeta Arora attended Training for RTI MIS organised by DoPT, MINISTRY OF EDUCATION at Mumbai. On 1st July 2016
- Mrs Shweta Aaora attended two-day workshop on Right to Information on 14-15 March 2016 for CPIO organised by ISTM a New Delhi

(iii) Training of CPIO/APIO: List of Seminars / Training Programmes attended by CPIO are as follows:

1. CPIO attended Seminar on RTI Act attended by CPIO by ISTM, New Delhi on 25th March 2019
2. CPIO attended Seminar on RTI Act by Central Information Commission on 9th August 2019

(iv) Update and publish Guidelines on RTI by the Public Authorities concerned. Rules, Regulations, Guidelines on Right to Information Act, 2005 on University website:

The University has published all the Rules, Regulations, Guidelines on Right to Information Act, 2005, Guidelines for Public Authorities, and Implementation of suo-moto disclosure on University Website. The guidelines are updated on regular basis and can be retrieved from the following link: http://cup.edu.in/RTI_act.php

17.10 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

CUPB disseminates or communicates information to the public through notice boards, exhibition, conference, newspapers, institutional website, email, through postal media, and the internet.

17.11 Form of accessibility of information manual/ handbook [Section 4(1)(b)]

Information manual/handbook available in

i. Electronic format
   Annual Report, Finance Report, Admission Prospectors, Minutes of Statutory Body Meetings, Notifications, Rules & Regulations, CU Acts Statutes & Ordinances, Reservation Roaster, RTI Information Manual, CUPB Newsletter E-Print Edition, e-print

resources, and all other Document Mentioned in Manual 14 are available on University's Official Websitre www.cup.edu.in

ii. Printed format
Annual Report, Finance Report, Admission Prospectors, RTI Information Manual

17.12 **Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] -** Softcopy is freely available at institutional website

17.13. List of information available at reasonable cost: All information accessible under RTI can be accessible from PIO Office as per RTI Act and its rules http://www.cup.edu.in/RTI_act.php

17.14 Grievance Redressal Mechanism: In order to attend to the students 'complaints, a grievance redressal cell has been set up in the university. It offers immediate and effective redressal to the problems reported by the students and work towards providing a safe and secure atmosphere for the holistic growth of the students.

The complete process, and details of Grievance Redressal Cell in compliance of UGC Redressal of Grievances of Students Regulations, 2023 and other is available on ; http://www.cup.edu.in/documents/UGC/UGC.pdf

Notification regarding to committee constituted in compliance of UGC Redressal of Grievances of Students Regulations, 2023 is available on http://www.cup.edu.in/documents/UGC/UGC.pdf

17.15: Annual Report of the University: is available on http://cup.edu.in/university_publications.php; and http://cup.edu.in/annual_reports.php

17.16 Frequently Asked Questions: **is enclosed in Annexure 17 F**

17.17 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 Grievance and Pensions, Govt Of India)

(A) Whether STQC certification obtained and its validity?

Yes, Vail for 3 Years

The university has successfully completed external security audit of University Website. Now, the University is in process to abstain STQC Certificate. Copy of Work Completion Certificate is enclosed in **Annexure 17 J**

The STQC Compliance Matrix is available on University's Website URL http://cup.edu.in/RTI/notification/ComplianceMatrix-GIGW.pdf

(B) Does the website show the certificate on the Website?

Yes, the GIWG Compliance Matrix and Website Quality Audit Report issued by STQC Directorate are available on University's Website URL http://cup.edu.in/RTI/notification/ComplianceMatrix-GIGW.pdf; http://cup.edu.in/RTI_act.php

17.18 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information: The University updates maximum information on its website www.cup.edu.in

17.19 Update and publish guidelines on RTI by the Public Authorities concerned – The details regarding to Guide on RTI Act, Guideline for Public Authority, and Implementation of Suo-moto disclosure –RTI Act is available on http://www.cup.edu.in/RTI_act.php.

17.20 Details of RTI Application Received and Appeals Received and Disposed – Annexure 17 G

17.21 Details of third party audit of voluntary disclosure –

(a) Dates of audit carried out – 31st July, 2023

(b) Report of the audit carried out – Annexure 17 H

Public Authority has received 'A' Grade in the CIC Transparency Audit conducted by Third Party Training Institute for the FY 2019-2020, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25.

17.22 – Citizen Charter – Annexure 17 I

Note: The English language version of this RTI Information Manual shall govern and take precedence over any translated versions, if any inconsistencies arise. The translated version of this RTI Information Handbook is provided solely for convenience purposes.