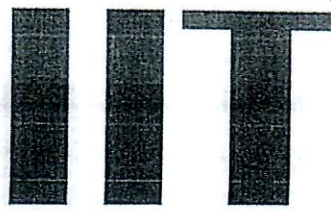भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय

IIT

INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : (0542) 6702068, 2307004 (A.R.); 6702076, 2307005 (Office); Fax : 91-542-2368428; E-mail : registrar@itbhu.ac.in

कुलसचिव कार्यालय (प्रशासन)
सूचना का अधिकार प्रकोष्ठ

Office of the Registrar (Administration)
Right To Information Cell

Ref. No.: IIT(BHU)/ADM/157-RTI/Gen/ 80   Dated: 06.03.2024

NOTICE

In supersession to all notice nos. IIT(BHU)/ADM/157-RTI/Gen/857/L dated January 14/17, 2015 & IIT(BHU)/ADM/157-RTI/Gen/8878 dated June 14, 2022 and office order vide reference no. IIT(BHU)/R/Transfer/41/2023-24/2061 dated February 21, 2024 and in accordance with the provisions of Section 5 and Section 19 of the RTI Act, 2005 and as per order of the Competent Authority, the following officials of the Institute will work as Central Public Information Officers (CPIO) and First Appellate Authority (FAA) under the RTI Act, 2005, for the section/unit/centre as noted against each, to provide the information as expeditiously as possible as per provisions of the said Act:

S. N.	Office/Unit/Centre	CPIO	Appellate Authority
1.	Office of the Dean (Academic Affairs/ Scholarship)	Dy. Registrar (Academic Affairs)	Dean (Academic Affairs)
2.	Departments/Schools	Head of the Department / Coordinator of the School	
3.	Examination Unit, etc.	Assistant Registrar (Examination)	
4.	Admission through JEE etc.	Chairman, JEE/Vice-Chairman, JEE (as the case may be)	
5.	Teaching Learning Cell	Coordinator, TLC	
6.	Office of the Dean (Students Affairs)	Assistant Registrar (Students Affairs)	Dean (Student Affairs)
7.	Gymkhana		
8.	Cafeteria - IIT(BHU)	Coordinator Cafeteria	
9.	Office of the Dean (Research & Development)	Assistant Registrar (Research & Development)	Dean (Research & Development)
10.	(Research & Development) (Accounts)		
11.	Central Instrument Facility	Professor In-charge, CIF	
12.	Internal & External Audit Section	Assistant Registrar (Audit)	Registrar
13.	Non-Faculty Recruitment & Promotion	Assistant Registrar (NFRC)	Joint Registrar (NFRC)
14.	Office of the Dean (Faculty Affairs)	Assistant Registrar (Faculty Affairs)	Dean (Faculty Affairs)
15.	Office of the Dean (Resource & Alumni)	Joint Registrar (Accounts)	Dean (Resource & Alumni)
16.	Gandhi Technology Alumni Cell (GTAC)	Coordinator, GTAC	Registrar
17.	Training & Placement Cell	Assistant Registrar (TP Cell)	Coordinator, TP Cell
18.	Guru Rabindranath Tagore Apartment (GRTA)	Coordinator, GRTA	Professor In-charge (Admin.)

S. N.	Office/Unit/Centre	CPIO	Appellate Authority
19.	Hostels	Admin. Warden of the concerned Hostels	Joint Registrar (Council of Warden)
20.	Council of Wardens Office	Assistant Registrar (Council of Wardens)	
21.	Proctorial Function	Security Officer	Joint Chief Proctor
22.	Main Workshop	Technical Officer, Main Workshop	Professor In-charge Main Workshop
23.	Directors' Office/Confidential Unit /BoG/VC&S/ Legal Cell	Assistant Registrar (Directors' Office)	Registrar
24.	GAD/Estates/RTI Cell/Rajbhasha Prakosth/Record Section Admin	Deputy Registrar (Admin., GAD)	
25.	Shreenivas Deshpande Library	Assistant Librarian	Deputy Librarian
26.	Administration Section (Leave/ M.R. Cell/ Non-Faculty Establishment	Assistant Registrar (Admin.)	Registrar
27.	LTC	Assistant Registrar (Admin.)	Joint Registrar (Accounts)
28.	(Budget Section/IDF/Salary/ Recovery/ TPO)	Assistant Registrar (Budget) Accounts-III	Registrar
29.	Trade Bill/Fee Collection/ PF(GPF/CPF/NPS)	Deputy Registrar (Accounts-I)	Joint Registrar (Accounts)
30.	ERP (eSamarth)	Assistant Registrar- ERP (eSamarth)	Deputy Registrar (Accounts-I)
31.	Accounts-II (Pension/AA&BS/Cheque/ BR Unit/Liaison with CA/ Record Section)	Assistant Registrar-(Accounts-II)	Joint Registrar (Accounts)
32.	Institute Works Department	Superintendent, Institute Works Department	Superintending Engineer, Institute Works Department
33.	All other Offices/Units/Centres etc.	Assistant Registrar/ Junior Superintendent/ Officer In-charge of the respective Office/Unit/Centre etc.	Head of the respective office/Unit/Centre etc.

The above orders come into force with immediate effect till further orders.

REGISTRAR

Ref. No.: IIT(BHU)/ADM/157-RTI/Gen/ 80   Dated: 06.03.2024

Copy forwarded to the following for information and necessary action:
1. All the Deans
2. All the Heads of the Department/Coordinators of the Schools
3. The Coordinators/Incharge of Units/Centres/Offices
4. The Coordinator, GTAC
5. The Chairman, IWD/Council of Wardens (CoW)/Senate Library Committee
6. The Chairman, Web Management & E-mail Services Committee – *with the request to upload the same on Institute Website.*
7. The Superintending Engineer, IWD
8. The Joint Chief Proctor
9. P.S. to the Director
10. P.A. to the Registrar

Indian Institute of Technology (BHU)

REGISTRAR