The **Right to Information Act, 2005 (22 of 2005)** has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority. According to UGC guidelines all Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this Act.

The full text of the Act and frequently asked questions for implementation of the act are available on the website www.righttoinformation.gov.in

RTI Committee Members: -

Maharashtra Right to Information Act
Pune District Education Association's
Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre
Kharadi, Pune 411014.

His Office
1.Appellate Authority
Dr. Ashok Bhosale – Principal
Pune District Education Association's
Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre
Kharadi, Pune 14.
2.Public Information Officer
Dr. Vijaya Barge - Professor
Pune District Education Association's
Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre
Kharadi, Pune 14.
Assistant Information Officer
3. Ms. Sunita Karpe – Jr. Clerk
Pune District Education Association's
Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre
Kharadi, Pune 14.

Procedure: -

Application in writing can be submitted directly to the concerned Public Information Officer (PIO) in English or Marathi language

- Pay the prescribed fee of Rs. 10/-. No fees for Below Poverty Line applicant. The citizen will be issued a receipt on submission of the application containing application no., date, and details of the concerned CPIOs.
- Within 30 days you will get the information. If information is given by third party then invite objections if any it will take 10 more days extra.
- Further information will be provided free of charge where the response time is not adhered to.

Documents to use: -

- Apply in plain paper (No form or document is prescribed) in English or local language to the Public Information Officer of the College. Applicants can therefore use sample format shown below.

Sample Format for RTI Application: -

THE RIGHT TO INFORMATION ACT 2005 APPLICATION FOR OBTAINING INFORMATION

Date_____By regd./speed post AD

To,

PUBLIC INFORMATION OFFICER,

Dept/Office_____

Place_____

1. **Name of the Applicant: _____**
2. **Full Address with phone No:_____**

_____

3. **Particulars of information required, which kindly provide: _____**

_____

4. **Details of payment of application fee: Non-judicial court fee stamp of Rs.10/- is affixed on the top hereinabove. OR Demand draft/bankers cheque No._____dtd._____for Rs.10/- is enclosed. OR Cash of Rs.10/- has been paid against enclosed original receipt No._____dtd_____of your dept.**
5. **Details of enclosures [if any]: Photocopies of: _____**

Encls: (If any) **Signature of Applicant**

- Information requested by the citizen is to be provided within 30 days, 35 days where request is given to Asst. PIO, 40 days where third party is involved and 45 days for human rights violation information from listed security/ intelligence agencies.
- Time taken for calculation and intimation of fees excluded from the time frame.