



Central University of Orissa, Koraput

Landiguda, Koraput-764021, Odisha, India

Suo motu disclosure under section 4 of the RTI Act

1. Organisation and Function

S. No.	Item	Details of disclosure	
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Central University of Orissa Landiguda, Koraput-764021, Odisha, India
		(ii) Head of the organization	Vice-Chancellor
		(iii) Vision, Mission and Key objectives	Imparting Higher Education
		(iv) Function and duties	Imparting Higher Education
		(v) Organization Chart	Organization Chart
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/Commissions constituted from time to time have been dealt	Department - 14 i) Executive Council ii) Finance Committee iii) Academic Council iv) Building Committee v) SC & ST Cell
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	As derived from the Act, Statute and Ordinance of CUO
		(ii) Power and duties of other employees	As derived from the Act, Statute and Ordinance of CUO
		(iii) Rules/ orders under which powers and duty are derived and	Act, Statute and Ordinance
		(iv) Exercised	As per Statute

		(v) Work allocation	As per Statute
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Vested with Vice-Chancellor
		(ii) Final decision making authority	Vice – Chancellor / Executive Council
		(iii) Related provisions, acts, rules etc.	CU Act 2009, Statute and Ordinance
		(iv) Time limit for taking a decisions, if any	Not Specified
		(v) Channel of supervision and accountability	All Officers & Teachers
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Academic, Administration and Finance
		(ii) Norms/ standards for functions/ service delivery	As per Act and GoI Rules
		(iii) Process by which these services can be accessed	CUO website
		(iv) Time-limit for achieving the targets	Not Specified fixed depending on the situation time to time
		(v) Process of redress of grievances	Redressal Committee
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Act, Statute and Ordinance
		(ii) List of Rules, regulations, instructions manuals and records.	Act, Statute and Ordinance
		(iii) Acts/ Rules manuals etc.	Act, Statute and Ordinance
		(iv) Transfer policy and transfer orders	NA
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	All Documents
		(ii) Custodian of documents/categories	Registrar, Central University of Orissa, Koraput. Also Heads of the various Units.

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	i) Executive Council ii) Finance Committee iii) Academic Council
		iv) Composition	i) Executive Council ii) Finance Committee iii) Academic Council
		iv) Dates from which constituted	
		v) Term/ Tenure	EC, FC, AC – 3 years
		vi) Powers and functions	As prescribed by the Act.
		vii) Whether their meetings are open to the public?	No
		viii) Whether the minutes of the meetings are open to the public?	Generally not open to the public
		ix) Place where the minutes if open to the public are available?	Not available
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Name and designation
		(ii) Telephone , fax and email ID	Telephone , fax and email ID
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	List of employees with Gross monthly remuneration
		(ii) System of compensation as provided in its regulations	NA
1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Public Information Officer- Dr. Phagunath Bhoi, PRO Appellate Authority - Dr. Asit Kumar Das, Registrar

	[Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	<p>CPIO Central University of Orissa, Koraput, Landiguda, Koraput- 764021 Ph. No 06852-288210 Email: pro@cuo.ac.in</p> <p>FAA Central University of Orissa, Koraput, Landiguda, Koraput- 764021 Ph. No 06852-288225 Email: registrar@cuo.ac.in</p>
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Disciplinary action against former Finance Officer
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Will be undertaken as and when required
		(ii) Efforts to encourage public authority to participate in these programmes	Will be undertaken as and when required
		(iii) Training of CPIO/APIO	Will be undertaken as and when opportunities are provided
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Will be considered in due course
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Not made yet

2. Budget and Programme

S. No.	Item	Details of disclosure	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Total Budget for the public authority
		(ii) Budget for each agency and plan & programmes	Budget for each agency and plan & programmes
		(iii) Proposed expenditures	Proposed expenditures
		(iv) Revised budget for each agency, if any	Nil
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded - in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Nil
2.3	Manner of execution of subsidy programme	(i) Name of the programme of activity	Nil
		(ii) Objective of the programme	

	[Section 4(i)(b)(xii)]	(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Nil
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Nil
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	
3.1	<p>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p>	<p>Central University Act 2009</p>
		<p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<p>Will undertake appropriate majors as and when required</p>
		<p>Public- private partnerships (PPP)</p>	<p>NIL</p>
		<p>(i) Details of Special Purpose Vehicle (SPV), if any</p>	
		<p>(ii) Detailed project reports (DPRs)</p>	
		<p>(iii) Concession agreements.</p>	
		<p>(iv) Operation and maintenance manuals</p>	
		<p>(v) Other documents generated as part of the implementation of the PPP</p>	<p>NIL</p>
		<p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p>	<p>Nil</p>
		<p>(vii) Information relating to outputs and outcomes</p>	<p>Nil</p>
		<p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p>	<p>NIL</p>
		<p>(ix) All payment made under the PPP project</p>	<p>Nil</p>
3.2	<p>Are the details of policies / decisions, which affect public, informed to them</p> <p>[Section 4(1) (c)]</p>	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p>	<p>NIL</p>

		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Central University of Orissa Website – www.cuo.ac.in Internet Face book Public Announcement
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	NIL
		(ii) Printed format	NIL
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NIL
		(ii) At a reasonable cost of the medium	NIL

4. E. Governance

S.No.	Item	Details of disclosure	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Annual Report and Annual Audited Accounts Report & University prospectus
		(ii) Vernacular/ Local Language	Annual Report and Annual Audited Accounts Report
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Regular updates
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	www.cuo.ac.in
		(ii) Name/ title of the document/record/ other information	www.cuo.ac.in
		(iii) Location where available	www.cuo.ac.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Website: www.cuo.ac.in Email: info@cuo.ac.in
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under	(i) Grievance redressal mechanism	Students and Employees
		(ii) Details of applications received under RTI and information provided	Yes

	section 4(i) (b)(xvii)	(iii) List of completed schemes/ projects/ Programmes	
		(iv) List of schemes/ projects/ programme underway	List of schemes
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	JIO, BSNL, SISS
		(vi) Annual Report	Available in University website i.e. www.cuo.ac.in
		(vii) Frequently Asked Question (FAQs)	NIL
		(viii) Any other information such as a) Citizen's Charter	NIL
		b) Result Framework Document (RFD)	NIL
		c) Six monthly reports on the	NIL
		d) Performance against the benchmarks set in the Citizen's Charter	NIL
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Available in University website i.e. www.cuo.ac.in
		(ii) Details of appeals received and orders issued	Available in University website i.e. www.cuo.ac.in
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Available in the University for public scrutiny

5. Information as may be prescribed

S. No.	Item	Details of disclosure	
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Dr. Phagunath Bhoi Sh. Rasmi Ranjan Sethy
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	NIL
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	PRO
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	NIL
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	No

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		CUO website linked to the other portals with the MHRD/UGC
6.2	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)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Nil
