

केन्द्रीय संस्कृत विश्वविद्यालय  
CENTRAL SANSKRIT UNIVERSITY

Accredited with A++ Grade by NAAC  
56-57, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली-110058  
56-57, Institutional Area, Janakpuri, New Delhi-110058

F.No.38011/01/RTI cell/Guidelines/ 1987

दिनांक/Dated: 5/1/2026

कार्यालय आदेश /OFFICE ORDER

**Guidelines for disposal of RTI applications under the RTI Act, 2005 – reg.**

In order to ensure uniformity, transparency, accountability and timely disposal of applications received under the Right to Information Act, 2005, it is hereby informed that the following guidelines and instructions shall be followed strictly by all Campuses, Departments and Central Public Information Officers (CPIOs) of Central Sanskrit University (CSU) with immediate effect:

1. All RTI applications shall be disposed of within the prescribed time limit, furnishing complete, correct and point-wise information strictly as per the provisions of the RTI Act, 2005 and related guidelines.
2. Whenever information is sought by the PIO, the reply shall be addressed only to the PIO, clearly mentioning the name and designation of the PIO.
3. In cases where information is sought by the First Appellate Authority (FAA), the reply shall be addressed only to the First Appellate Authority, whose designation shall invariably be Registrar, Central Sanskrit University.
4. All Campuses and Departments shall furnish information only in the prescribed standard format, enclosed as Annexure-I to this Office Order.
5. All RTI replies shall be issued only on the official letterhead of Central Sanskrit University, except online Disposal.
6. In case of delay in disposal of RTI applications beyond 30 days or the period prescribed under the RTI Act, the concerned CPIO shall be personally responsible for any penalty imposed under the provisions of the RTI Act, 2005.
7. The RTI Online Portal shall be checked daily by all concerned CPIOs to ensure timely action.

8. All RTI replies shall invariably contain the proper CSU file number, RTI reference number, and shall be issued under the signature of the CPIO only.
9. If the RTI query fully pertains to the concerned Campus/Department, a complete and point-wise reply shall be furnished. If the query does not pertain to the concerned office, the same shall be forwarded immediately to the relevant Campus/Department, and the information received shall be sent to the CPIO with a proper reply.
10. All RTI replies shall be drafted using clear, legal and appropriate language, strictly in accordance with the provisions of the RTI Act, 2005.
11. All CPIOs shall ensure availability of a computer system with webcam for appearance in Second Appeal hearings through Bharat VC Portal ([bharatvcportal.in](http://bharatvcportal.in)) or any other platform as notified.
12. It is reiterated that only the CPIO is authorized to issue replies to RTI applications on behalf of the University. No other official shall directly reply to any RTI applicant.
13. It has been observed that in some cases committees are constituted for replying to RTI applications. While internal assistance may be taken, the final reply shall be issued only by the CPIO, and not by any committee.

All concerned shall ensure strict compliance with the above instructions. Any deviation shall be viewed seriously and may attract administrative and statutory consequences under the RTI Act, 2005.

This Office Order is issued with the approval of the competent authority.

प्रो. रा.गा. मुरली कृष्ण / Prof. R. G. Murali Krishna  
कुलसचिव प्रभारी/ Registrar In-charge

F.No.38011/01/RTI cell/Guidelines/ 1987

Dated: 05/01/2026

प्रतिलिपि /Copy to:-

1. All Directors/ Associate Director of the Campuses/ Centre of CSU.
2. PS to VC for information of Hon'ble Vice-Chancellor
3. All CPIOS/ACPIO/PIUS
4. Registrar's Office
5. Finance Officer, CSU, Delhi
6. Deputy Director (Admn.), CSU, Delhi
7. Personal file of the concerned
8. Guard File

**CENTRAL SANSKRIT UNIVERSITY**  
(Established by an Act of Parliament)  
Under Ministry of Education, Government of India

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File No.: \_\_\_\_\_

Date:

To  
Central Public Information Officer (CPIO)  
Central Sanskrit University  
New Delhi

Subject: Information sought under Section .....of RTI Act, 2005 – reg.

Reference: RTI Registration No. \_\_\_\_\_ dated \_\_\_\_\_

Point-wise information is furnished below:

S. No.	Information Sought	Reply
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(A)

Signature of CPIO:  
Name:  
Designation: Central Public Information Officer  
CSU