



# PITHUBAR COLLEGE, KHOWANG

( NAAC ACCREDITED AT 'B' GRADE)

P.O. KHOWANG GHAT :: DIST. DIBRUGARH  
PIN-785676(ASSAM)

From

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## *Right to Information Cell*

*(PITHUBAR COLLEGE, KHOWANG)*

As per the provisions of the Right to Information Act 2005, any information under the domain of the college can be obtained from it, if otherwise not restricted as per the provisions of the act. Application under the RTI Act should be addressed to the Public Information Officer. In case the applicant is not satisfied with the answer or doesn't get the reply within stipulated time, he/she can file an appeal with the Appellate Authority.

Considering its need for the institution and as per the provisions of the Right to Information Act 2005, the RTI Cell has been reconstructed on 28<sup>th</sup> December, 2024.

### **Objectives :**

1. To ensure that the students have the right to information.
2. To promote the transparency of the information.
3. To promote the openness of the administration.
4. To ensure the accountability in the college administration.
5. To prevent corruption.

### **Policy :**

1. Inspect the documents and records related to the issue from the administrative section or from the office of the college.

- 2. Obtain the information from the print outs where such information is stored in a computer system or from any other electronic devices.**
- 3. No specific form is required for the RTI. An applicant may file his/ her claim on a plain sheet of paper and give details of the information required on the sheet.**
- 4. The applicant must mention the address at which the data is needed to be sent.**
- 5. The college will provide information mainly to the existing students and ex-students of the college, also to the govt. offices and to the court, if any legal issues arise.**
- 6. The college will try to solve the issues as early as possible tentatively within 2 weeks of receiving the application.**

### **Procedure :**

- 1. Application under the RTI Act should be addressed to the Public Information Officer in writing in English/Assamese languages with details like Name, address, contact/telephone no. and particulars of the information sought.**
- 2. The reason for seeking information need not be given.**
- 3. In case the applicant is not satisfied with the answer or doesn't get the reply within stipulated time, he/she can file an appeal with the Appellate Authority.**
- 4. All the cells or committees of the college are under statutory bodies and u/s 4 (1(b) of RTI Act, 2005).**
- 5. The duly signed application can be sent directly or through post, addressed to the Public Information Officer as following address Public Information Officer, Pithubar College, Khowang, Dibrugarh, along with the required fee of Rs. 10/- The fees shall be paid at the office.**
- 6. The applicant would be required to pay for stationery/photocopy charges separately, if applicable, as per the act. The application can be sent through post, addressed to the Public Information Officer in following address –**  
  
**Public Information Officer, Pithubar College, Khowang, District - Dibrugarh, Assam-785676.**

**The name and designation of the Appellate Authority, Public Information Officer and the Members are as under-**

Sl. No.	Name of the Members	Designation	Department	Mobile No.	E-Mail	Photo
1	Dr. Surovi Gohain Duwarah	1st Appellate Authority	Principal	9957246160	<a href="mailto:pithubarkhowang@gmail.com">pithubarkhowang@gmail.com</a>	
2	Monuranjan Phulkonwar	Public Information Officer(PIO)	Economics	9435273994	<a href="mailto:phulkonwar123@gmail.com">phulkonwar123@gmail.com</a>	
3	Jugal Ch. Sonowal	Member	Assamese	9854359613	<a href="mailto:jugalchandrasonowal@gmail.com">jugalchandrasonowal@gmail.com</a>	
4	Gunaprova Gogoi	Member	English	8876201927	<a href="mailto:Gunaprova007@gmail.com">Gunaprova007@gmail.com</a>	

**Activity:**

An RTI application have been received under the RTI Act, 2005 from Mrs. Gitashri Bora Gogoi, Gelgali Gaon, Konwar Dehingia, Demow -785662, Assam through the DHE, Assam, Kahilipara, Guwahati-19, regarding the present status of Librarian post on 26 December,2024. Replying the petition, the RTI cell of Pithubar College, Khowang has provided all the required information to the petitioner through Mail as well as by post on 30<sup>th</sup> December, 2024. A copy of response letter has also mailed to the Chief Information Commissioner, Govt. of Assam.