SHRI KRISHNA AYUSH UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act-25 of 2017)
Umri Road, Sector-8, Kurukshetra, Haryana-136118
Website:www.skau.ac.in, Email-establishmentbranch@skau.ac.in

No. 298 Dated: 13.11.2026

OFFICE ORDER

In exercise of the powers conferred under Section 5(1) and Section 19(1) of the Right to Information (RTI) Act, 2005 and in supersession of all previous orders on the subject, the Hon'ble Vice Chancellor has been pleased to designate the following Officers/Teaching Faculty of Shri Krishna AYUSH University, Kurukshetra, as State Public Information Officer (SPIO) and First Appellate Authority (FAA) for the respective Branches/Offices/Departments as detailed below for the smooth, efficient, streamlined, and timely disposal of RTI applications and RTI appeals:

Sr. No.	Name of Branch / Office / Department	State Public Information Officer (SPIO)	First Appellate Authority (FAA)
1.	• Establishment Branch • Legal Branch • Office of Registrar • Office of Vice Chancellor	Assistant/Deputy Registrar (Estt.)	Prof. (Dr.) Brijender Singh Tomar
2.	• HKRNL Staff	Nodal Officer, HKRNL	
3.	• All PG/UG Departments • Office of Dean Academic Affairs • Proctor • Dean Student Welfare • Dean PG Studies • Dean Faculty of Ayurveda • Office of the Principal, IAS&R • All other departments/offices of the IAS&R which are not defined	Dr. Mamta Rana, Associate Professor	
4.	• IAS&R hospital including the office of Medical Superintendent • All dispensaries	Dr. Neha Lamba, Associate Professor	
5.	• Chief Warden • Boys Hostel • Girls Hostel	Warden, Boys Hostel	
6.	• State Ayurvedic Pharmacy (SAP) • Drug Testing Laboratory (DTL)	Manager, SAP	
7.	• Academic Branch • Registration & Scholarship Branch	Assistant/Deputy Registrar (Acad.)	Prof. (Dr.) Randhir Singh
8.	• Estate Branch • Sanitation Branch • Horticulture Branch	Estate Officer	
9.	• Purchase & Store Branch • General Branch All other offices of the University which are not defined	Assistant/Deputy Registrar (P&S)	
10.	• Accounts Branch • Office of Deputy Director Local Audit	Finance Officer	
11.	• All Branches of Examination Wing	Assistant/Deputy Registrar (Exam.)	

1. Submission of RTI Applications

1. RTI applicants shall submit their RTI applications directly to the designated SPIO of the concerned Branch, Office, or Department to which the information relates.
2. The list of designated SPIOs along with their respective jurisdictions shall be uploaded and prominently displayed on the University website for the information and guidance of the general public.

2. Duties and Responsibilities of SPIOs

- **Seeking Internal Assistance under Section 5(4):** Designated SPIOs may seek necessary assistance from any University officer or official to obtain information held within sub-offices or requiring internal verification.
- **Rendering Assistance and Liability of "Deemed SPIO" under Section 5(5):** Any official whose assistance is sought under Section 5(4) must render all required support, failing which they shall be held personally liable as a "Deemed SPIO" under **Section 20** of the RTI Act, 2005 for any default, denial, or delay.
- **Handling Misdirected / Inter-Departmental Applications under Section 6(3):** If an RTI application (in full or in part) received by an SPIO pertains to the domain or custody of another designated SPIO within the University, the receiving SPIO shall formally transfer the application (or relevant points thereof) to the concerned SPIO under Section 6(3) of the RTI Act, 2005 within **5 days** of receipt.
- **Mandatory Notification to Applicant:** The Primary SPIO must simultaneously issue a formal copy of the transfer intimation/letter to the RTI applicant for their information.
- **Direct Supply of Information:** The transferee SPIO shall provide the requested information directly to the applicant within statutory timelines without routing it back through the transferring SPIO.
- **Maintenance of Fee Records and Audit:** Each designated SPIO shall systematically maintain a proper record of the initial application fee as well as any additional fee/cost collected under the provisions of the RTI Act, 2005, in the prescribed registers/ ledgers and shall strictly ensure the regular and timely audit of the fee account.

3. Secretarial / Administrative Assistance

The Clerks posted in the respective branches, departments, or offices of the above-mentioned designated faculty members/officers are assigned and shall perform the additional duties of **Clerk for the respective SPIO/FAA office(s)** to ensure the seamless management of RTI files, registers, and records. In cases where more than one Clerk is posted in a branch/department/office, the concerned designated SPIO/FAA is hereby authorized to issue explicit written orders at their own level to formally assign these duties to a specific Clerk.

4. General Instructions & Statutory Compliance

1. All designated SPIOs and FAAs shall strictly adhere to the provisions, rules, and statutory time limits prescribed under the RTI Act, 2005 while dealing with RTI applications and first appeals. They shall also ensure that the information sought is furnished within the prescribed statutory time limits.
2. Proper records of all applications, transfer letters, fee receipts, information disclosures, and appeal orders must be maintained systematically by each SPIO.

This order shall come into force with immediate effect.

Dated: 13.11.2026

REGISTRAR

Endst. No. SKAU/EN-II/1.6/2026/ 3268-3273 **Dated:** 13.11.2026

A copy of the above is forwarded to the following for information and necessary action:

1. All Deans /Directors /Chairpersons /Heads of Departments / Branch Officers, SKAU, Kurukshetra.
2. Present First Appellate Authority and State Public Information Officer.
3. All concerned designated Officers /Teaching Faculty members (SPIOs & FAAs).
4. In-Charge, IT Cell (with the request to upload the same on the University Website for public information).
5. OSD to Vice Chancellor (for the kind information of the Hon'ble Vice Chancellor).
6. Supdt. to Registrar (for the kind information of the Registrar).

13/11/2026

Assistant Registrar (Estt.)
for Registrar