

CONVENING ORDER

CONSTITUTION OF A COMMITTEE FOR COLLECTION OF DATA FOR SUBMISSION OF SELF-APPRAISAL REPORT UNDER SECTION 4 OF THE RTI ACT, 2025 - THIRD PARTY TRANSPARENCY AUDIT

1. In compliance with the requirements of the Third Party Transparency Audit under Section 4 of the RTI Act, 2025, a Committee is hereby constituted for para-wise collection and compilation of relevant data for the preparation and timely submission of the Self-Appraisal Report.


The para-wise committee is constituted as under:

Para No.	Details of disclosure	Nominated Officers
1	Organisation and Function	Officer (HR) and PIO
2	Budget and Programme	Officer (Accounts) and PIO
3	Publicity and Public interface	Officer (S&P), Officer (Network Administrator) and PIO
4	E-Governance	Officer (Alumni Activities, Academic Verification & Staff Training), Executive Engineer (Civil - Project Dept.), Horticulturist and PIO
5	Information as may be prescribed	PIO
6	Information disclosed on own Initiative	Officer (System Administrator) and PIO

Note: Format of the Self appraisal report is attached as annexure-1.

2. The Committee is responsible for the following:-
- The above officers will coordinate and ensure accurate, complete, and up-to-date data is compiled for their respective sections.
 - All data must be provided in the prescribed format, if any and supported with relevant documents, URLs (if applicable) and annexures.
 - The PIO shall compile the final Self-Appraisal Report and ensure submission of the Self Appraisal Report to the designated audit agency/authority.
3. The report of the Committee must reach the undersigned by 10 June 2025.

File No: COA/Gen/075/2025


Colonel (Dr.) Gururaj Gopinath Pamidi (Veteran)
Chief Officer Administration

03 June 2025