

## MANUAL 15

### SECTION 4 (1) (b) (xv)

#### THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;

##### 15.1 Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]

Name & Location of the Facility	Facility Available	Nature of Information	Working Hours
Information Centre – PIO Office CUPB City Campus, Mansa Road, Bathinda	Information can be obtained from PIO as per provisions of RTI Act 2005	Any information can be asked as per provisions of RTI Act 2005	From 9.00 am to 5.30 pm on all working days
University Website <a href="http://www.cup.edu.in">www.cup.edu.in</a>	All information relevant to stakeholders under suo-moto disclosure..	Details mentioned in Manual 14	24 Hours
Notice Boards	The same is fixed at the prominent places in Public Authority Premises	Circulars, Notices, Schemes etc of the departments are displayed	24 Hours

##### Library and Reading Room Facility, CUPB Campus, VPO Ghudda, Dist. Bathinda

Access to University Library and use of Reading Room is available for outside students and common public with applicable fee as per rules available on <http://www.cup.edu.in/library.php>

This will include Access to Library Resources.

Visiting Hours to the Library / Reading Room for external public - Monday to Friday, 9 AM to 5 PM.

##### Details of Public Information Officer

Name of PIO	Designation	Address	Mobile	Email Address
Mr Robin Jindal	Public Relation Officer (PRO)	Central University of Punjab, VPO Ghudda, Dist. Bathinda – 151401	9914255455	<a href="mailto:robin.jindal@cup.edu.in">robin.jindal@cup.edu.in</a>

##### 15.2 Form of accessibility of information manual/ handbook [Section 4(1)(b)]

###### Information manual/handbook available in

- i. **Electronic format:** Yes, The University Website showcase University Annual Report, Finance Report, Admission Prospectors, RTI Information Manual, CUPB Newsletter, Acts & Policies, Rules & Regulations, Minutes of Statutory Body Meetings, Purchase Orders, Important Notifications, e-print resources, and all other documents mentioned in Manual 14. All the above-mentioned documents are accessible to everyone free of cost on University's Official Website i.e. [www.cup.edu.in](http://www.cup.edu.in).

- ii. **Printed format:** The Printed format of the Annual Report, Finance Report, RTI Information Manual, and Admission Prospectus are available in RTI Office to accessed as per the provisions of RTI Act.

**The Printed format of the RTI Manual, other Information Manuals, and information that can be accessed under RTI can be available on demand of the applicant as per the provisions of the RTI Act 2005. .**

#### **15.3 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] –**

- **List of Materials available at Free of Cost:** The Softcopy of Annual Report, Finance Report, Admission Prospectors, Reservation Roasters/Registers, RTI Information Manual, CUPB Publications, Acts & Policies, Rules & Regulations, Purchase Orders, Important Notifications, e-print resources and other manuals can be downloaded free of cost from University's website i.e. [www.cup.edu.in](http://www.cup.edu.in)
- **List of information available at reasonable cost:** All the information accessible as per RTI Act 2005, can be accessible from PIO Office as per the provisions of RTI Act and its rules mentioned on [http://www.cup.edu.in/RTI\\_act.php](http://www.cup.edu.in/RTI_act.php)

#### **15.4 Language in which Information Manual/Handbook Available**

- RTI Manual in English Language- [http://www.cup.edu.in/RTI\\_act.php](http://www.cup.edu.in/RTI_act.php)
- RTI Manual in Hindi Language - [http://www.cup.edu.in/hindi\\_website/RTI\\_act.php](http://www.cup.edu.in/hindi_website/RTI_act.php)

#### **15.5 Information Manual Last Updated in March 2021**

- Details of RTI Application received and disposed – **Annexure 17 A**
- Details of Appeals received and disposed – **Annexure 17 A**

**Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information:** The University updates maximum information on its website [www.cup.edu.in](http://www.cup.edu.in)