

The Right to Information (RTI):

1. Officers:

| Sl. No. | Purpose | Designated Officer |
|---------|----------------------------|--|
| 1. | Public Information Officer | Mr. Suresh Hegde Joint Registrar (Administration), The University of Trans-Disciplinary Health Sciences and Technology (TDU), #74/2, Jarak Bande Kaval, Post Attur via Yelahanka, Bengaluru, 560064, Karnataka Landline: +91 80 28568000 Mobile: + 91 9482015220. Email: suresh.hegde@tdu.edu.in |
| 2. | Appellate Authority | Dr. A. K. Gupta, IFS (Retd.) Chief Operating Officer & Registrar, The University of Trans-Disciplinary Health Sciences & Technology, #74/2, Jarakabande Kaval, Post: Attur via Yelahanka, Bengaluru, 560064, Karnataka Landline: +91 80 28568303 Mobile: + 91 9436450822 Email: registrar@tdu.edu.in |

2. Procedure to file an RTI application:

- 2.1 Write a formal application may be typed or neatly hand-written, wherein mention atop **“Application under RTI act 2005”**.
 - 2.2 You can write RTI application in Hindi, English or other local official language of the area. The application to be addressed to **“Public Information Officer, The University of Trans-Disciplinary Health Sciences & Technology, #74/2, Jarakabande Kaval, Post: Attur via Yelahanka, Bengaluru, 560064, Karnataka”**.
 - 2.3 A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing, either in person or by post to the Public Information Officer concerned and must be accompanied by an application fee of Rs.10/- by way of Indian Postal order & DD in favour of the **“ UTD-HST Bangalore”** .
 - 2.4 For providing information under sub-section (1) of section 7 of the Right to Information Act, Rs.2/- for each page in respect of matters in A4 size paper. shall be charged.
 - 2.5 Provide your full name and address, contact details, email address and sign the application clearly with date.
 - 2.6 At the end of the application always make a declaration that you are an Indian citizen.
3. The law mandates that information be provided within 30 days. If this does not happen, you can file an 1st appeal. The first appeal should be addressed to **“The Appellate Authority”**. The appellate authority is mandated to revert in 45 days from the date of receipt of the appeal. If the Appellate authority refuses/fails to reply, further appeals lie with the Public officer , Information Commission, the Chief Information Commissioner, State/Central Information Commission.
 4. Rules and regulation will be followed as per **“The Right To Information ACT 2005, No. 22 of 2005”** .