



Sanskriti School  
Dr S. Radhakrishnan Marg,  
Chanakya Puri,  
New Delhi-110021

File Number - RTI-01/2012

Dated: 14<sup>th</sup> July, 2017

CIRCULAR

Subject: **Central Public Information Officer and Appellate Authority under the provisions of Right to Information Act 2005 –reg.**

1. Central Assistant Public Information Officer (CAPIO)

As per the provisions of section 5(2) of RTI Act 2005, the following officer in the table below at Column 1 is nominated as Assistant Central Public Information Officer to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Office officer or the first Appellate Authority specified under sub-section (1) of section 19 or the Central Information Commission, as the case may be.

Mr. Vinod Kumar  
Designation – Assistant In-charge(Personnel)  
Sanskriti School  
Dr S. Radhakrishnan Marg,  
Chanakya Puri,  
New Delhi-110021  
Telephone Number:26883335/6/7  
Fax Number: 24105403  
E.Mail:- [rti.faa@sanskritischool.com](mailto:rti.faa@sanskritischool.com)

2. Central Public Information Officer (CPIO)

As per section 5(1) of RTI Act 2005, following officer is designated as the Central Public Information Officers for all the units in the school under it's jurisdiction to provide information to persons requesting for the information under this Act.

Mrs. Poorni Rajesh  
Designation: Sr. School In-charge  
Sanskriti School  
Dr S. Radhakrishnan Marg,  
Chanakya Puri,  
New Delhi-110021  
Telephone Number: +91-11-26883335/6/7  
Fax: +91-11-24105403  
E-mail: [rti.faa@sanskritischool.com](mailto:rti.faa@sanskritischool.com)

### 3. First Appellate Authority (FAA)

As per the Section 19(1) of the Act provides for any citizen/person who does not receive any decision within the time specified in sub-section (1) of Clause (a) of sub-section 3 of Section 7 or is aggrieved by a decision of the Central Public Information Officer, may within 30 days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer in each Public authority.

In order to facilitate the citizens to prefer an appeal against the orders of the Central Public Information Officers, under Section 19(1) of the Right to Information Act, the Officers listed below are designated as First Appellate Authority in respect of the CPIOs mentioned in para 2 above.

Smt. Richa Sharma Agnohotri  
Principal  
Sanskriti School  
Dr S. Radhakrishnan Marg,  
Chanakya Puri,  
New Delhi-110021  
Telephone Number: +91-11-26883335/6/7  
Fax: +91-11-24105403  
Email: principal@sanskritischool.edu.in

4. RTI Fee Structure: The Sanskriti School is a Public Authority which follows the RTI Rules and Fees for Central Public Authorities, which are hereunder:

- a. Every application for obtaining information under sub-section (1) of section 6 of the Act shall be accompanied by an application fee of rupees ten by Indian Postal Order, or by cash, or by demand draft or bankers cheque payable to 'Accounts Officer, Sanskriti school'.
- b. For providing the information under sub-section (1) of section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by Indian Postal Order or by demand draft or banker's cheque payable to 'Accounts Officer, Sanskriti school' at the following rates:-
  - i. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - ii. Actual charge or cost price of a copy in larger size paper;
  - iii. Actual cost or price for samples or models; and
  - iv. For inspection of records, no fee for the first hour, and a fee of rupees five for every hour (or fraction thereof) thereafter.

- c. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the head of account, as specified by the CPIO at the following rates:-
- i. for information provided in diskette or floppy rupees fifty per diskette or floppy;
  - ii. for information provided in CD/DVD rupees hundred per CD/ DVD and;
  - iii. for information provided in printed form at the price fixed for publication

5. This notification will come into effect from the date of notification of this circular.

6. This issues with the approval of the competent authority.

Sd/-

( Richa Sharma Agnihotri )  
Principal  
Sanskriti School  
Chanakyapuri  
New Delhi - 110021

Copy for information to:

1. Chair Person, Civil Service Society
2. Sanskriti School Website
3. School Notice Board(s)
4. All School Faculty and Staff