

**National Institute of Fashion Technology**  
**Head Office, New Delhi**  
**Board Secretariat**

NIFT/HO/Bd. Sectt./RTI Misc./2010

6<sup>th</sup> December, 2016

This is in supersession to circular no. NIFT/HO/Bd. Sectt./RTI Misc./2010 dated 06.07.16. The revised structure for dealing with RTI applications shall be as follows:-

S. No.	Department	CPIO	Appellate Authority
1	Administration Department	AD or DD (Administration) / OSD (Administration)	ADG
2	Board Secretariat	Asst. Bd. Secy./ OSD(Legal & Bd.Sectt.)	Board Secretary
3	Vigilance Department	OSD(Vigilance) / Vigilance Officer	C.V.O
4	Accounts Department	DD-I, II & III or any one of the DD decided by the Director (F&A)	Director (F&A)
5	Building Department	Project Engineer	Director (F&A)
6	COE Department	<b>CEB Subjects</b> – COE of 04 Hub Campuses (i.e. New Delhi, Kolkata, Mumbai and Bengaluru) <b>Non-CEB Subjects</b> – COE of concerned NIFT Campuses	COE(HO)
7	Admission Department	DD(Admission)	ADG
8	Purchase Department	AD (Purchase)	Director(F&A)
9	Establishment Deptt.	DD (Estt.) → for recruitment, appointment, posting, transfer etc. OSD(Estt.) → for other service matters.	Registrar(Estt.)
10	Academic Affairs Deptt.	UI-AA UI-SDAC } for respective matters	Head(AA)
11	Cluster	Head-Cluster	Dean(A)
12	CE & Diploma Programme	Head – CE & Diploma	Dean(A)
13	Corporate Communication Cell (CCC)	Head - CCC	Dean(A)
14	FOTD, FDP & Bridge Programme	Head – FOTD, FDP & Bridge Programme	Dean(A)
15	Industry & Alumni Affairs	Head – Industry & Alumni Affairs	Dean(A)

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16	International & Domestic Linkages (I&DL)	Head – I&DL	Dean(A)
17	Research	Head –Research	Dean(A)
18	AMS	UI-AMS	Dean(A)
19	NRC	DD(NRC)	Director(NRC)
20	IT	Head(IT)	Director(IT)
21	Project	AD(Project)	Head(Project)

2. It has come to notice that in certain cases files are being submitted to Senior officers by the CPIO. This is not correct procedure, as in matters of RTI, the designated CPIO is the Competent Authority to decide on the RTI applications received. Therefore, it shall be the duty of every CPIO and Appellate Authority to take steps in accordance with the provisions of "The Right to Information Act 2005" to provide information concerning to their departments to the applicant directly.

This issues with the approval of DG-NIFT.

  
(Registrar)

To,

- |                         |                                |
|-------------------------|--------------------------------|
| 1) ADG                  | 14) DD(F&A) I / II & III       |
| 2) CVO                  | 15) DD(NRC)                    |
| 3) Director(F&A)        | 16) OSD(Legal & Bd.Sectt.)     |
| 4) Director(NRC)        | 17) OSD(Vigilance)             |
| 5) Director(IT)         | 18) OSD(Estt. I & II)          |
| 6) Dean(A)              | 19) OSD(Administration)        |
| 7) Head(AA)             | 20) DD(Admission)              |
| 8) Board Secretary      | 21) AD(Purchase)               |
| 9) All Heads            | 22) AD(Project)                |
| 10) Project Engineer    | 23) UI(SDAC)                   |
| 11) COE(HO)             | 24) UI(AMS)                    |
| 12) COE of all campuses | 25) UI-AA                      |
| 13) DD(Estt)            | 26) PS to DG – for information |

Copy to:-Director(IT)- for uploading it on the NIFT's website.