



ST ALOYSIUS

(DEEMED TO BE UNIVERSITY)

MANGALURU 575003 - INDIA

Dr Ronald Nazareth
Registrar

registrar_university@stalloysius.edu.in

Mangalore
02.11.2024

To

Ms Shanthi Priya Lobo
Chair, Public Relations
St Aloysius (Deemed to be University)

Dear Ms. Shanthi Priya Lobo,

Subject: Appointment as Central Public Information Officer (CPIO)

With reference to the guidelines of the University Grants Commission (UGC) and in accordance with the provisions of the Right to Information Act, 2005, we are pleased to inform you that you are hereby appointed as the **Central Public Information Officer (CPIO)** of **St. Aloysius (Deemed to be University), Mangaluru**, with immediate effect.

As the CPIO, you will be responsible for ensuring compliance with the RTI Act, 2005, by providing timely responses to information requests received from the public and coordinating with various departments of the university for the effective implementation of the Act. Your key responsibilities will include, but are not limited to:

1. Receiving and processing RTI applications as per the provisions of the RTI Act, 2005.
2. Liaising with university departments to gather the requested information and Ensuring timely and appropriate responses to RTI queries.
3. Maintaining records of RTI applications and responses.
4. Coordinating with the Appellate Authority and other relevant officials when required and Ensuring adherence to all UGC and statutory guidelines regarding transparency and disclosure.

Your appointment as the CPIO shall be in addition to your existing duties and will remain effective until further notice. We appreciate your dedication and look forward to your contribution in upholding transparency and accountability within the university.

By Order

Registrar