



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM—695 011, INDIA.**

(An Institute of National Importance under Govt. of India)

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**Personnel and General Administration – Appointment of Transparency Officer-
Orders issued.**

PERSONNEL & GENERAL ADMINISTRATION

Dir/Per.&Gl.Admn./SCTIMST/RTIA-Transparency Officer/2017

Date: 26.10.2017

Ref: 1) DST Letter No.F-1 2013/3/2011-CDN dated 15th March 2012

2) CIC directive dated 9th December 2010

3) Dir/Per.&Gl.Admn./SCTIMST/RTIA-Transparency Officer/2012 dtd. April 3, 2012

OFFICE ORDER

Central Information Commission through the Department of Science and Technology, Government of India has directed all Autonomous Bodies/Institutions to post the details of Transparency Officer as required in the format of Quarterly Return as per RTI Annual Returns Information System.

Accordingly **Dr.Prabha D Nair, Scientist 'G' Sr. Grade**, is nominated as Transparency Officer of the Institute with immediate effect.

Transparency Officer shall be the main centre of all actions connected with promotion of institutional transparency commensurate with the letter and spirit of the RTI Act. Transparency officer shall act as an interface for the commission and public Authority and general public on the other hand. Transparency Officer in consultation with the departmental officers shall work out the parameters of record management, its classification and indexing, plan of action for digitalization of documents and records, networking etc. and oversee and help to implement the functions of the RTI Act.

Prabha
26/10/17
DIRECTOR

To: **Dr Prabha D Nair, Scientist 'G' Sr. Grade, BMT Wing**

Copy to : CAPIO, Department of Science & Technology, New Delhi

1st Appellate Authority under RTI Act, SCTIMST

MS/Head-BMT Wing/Dean/All HODs/PPIO

All Asst.Public Information Officers,SCTIMST

Sr.Dy.Director & CFA/Executive Secretary to Director/CAO/AO Gr.1/CAO/IAO

All Divisions/Sections

System Manager-for incorporating in the Website of the Institute

All Notice Boards