

Ref. No. E-754/NIDMP-1-70/113/2023-NIDMP\_CAO/2024

Dated: 03.06.2024.

**Office Memorandum No.: 103/2024**

**Subject: Appointment of CPIO under Section 5(1) of the RTI Act, 2005.**

1. Consequent upon the approval of the Competent Authority appointment of Central Public Information Officer under Section 5(1) of the RTI Act, 2005 in respect of National Institute of Design, Madhya Pradesh is as under:

Central Public Information Officer (CPIO)	:	Mr. Rajesh Kumar Saini
Designation	:	Administrative Officer
Official Address	:	National Institute of Design, Madhya Pradesh Vill- Acharpura, Post – Arwaliya, Eintkhedi Distt. - Bhopal State- Madhya Pradesh Pin-462038
Email-	:	ao@nidmp.ac.in
Contact Number	:	0755-6721006

- (i) to deal with request from persons seeking information and render reasonable assistance to the persons seeking such information, taking the assistance of any other officer, if considered necessary by him or her for the proper discharge of duties [ Section 5(3) & 5(4)];
- (ii) to render 'all reasonable assistance', where request for information cannot be made in writing, to the person making the request orally to reduce the same into writing [ Section 6(1)];
- (iii) to dispose request for information under the Act, either providing the information requested on payment of prescribed fee or rejecting the request for reasons to be specified within the time period stipulated under the Act [ Section 7(1)].

2. This Supersedes Notification No. 03/HR/2021 dated 15.03.2021 and has been issued with the approval of the competent authority



  
Chief Administrative Officer  
National Institute of Design, Madhya Pradesh

Copy to:

1. Mr. Rajesh Kumar Saini, AO NID MP
2. Director, NID MP
3. Registrar, NID MP
4. Guard File