



# ST. ANN'S DEGREE COLLEGE FOR WOMEN

H. No. 3-2-55/1, MALLAPUR, HYDERABAD - 76. Phone No's : 040 - 27170257, 94920 30961

( A unit of The Sisters of St. Ann of Providence Central Province )

( Affiliated to Osmania University )

## ORDERS

Date : 12<sup>th</sup> July, 2019

Lr.No. 931/St. Ann's/ RTI Act/2019

**Sub:** RTI Act in Educational Institutions- Appointment of PIO and APIO

Orders issued – St. Ann's Degree and P.G. College for women, Mallapur- Hyerdabad-76

Ref: RTI Act 12<sup>th</sup> October, 2005

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Right to Information Act, 2005 is to understand the powers and functions of the CIC under the RTI Act and relevant rules. The College has constituted the PIO and APIO Committee with the following members

### Objectives

1. To oversee the effective functioning of the Institution.
2. To identify constructive practices and to implement them for the efficient functioning of the college.
3. To provide for right to information for Citizens to secure access to information
4. To promote accountability and transparency in the smooth functioning of the Institution.

No	Names	Designation Duties and Powers	Contact Number
1	Sr. Mary Ratna Y	<b>Secretary / Correspondent - Representative of Management</b> she oversees the overall affairs of the institution and its smooth functioning	040-27170257
2	Sr. Emmy Gracy	<b>Joint Secretary / Principal –Head of the Institution</b> takes the administrative, academic, and supervisory responsibility and also makes decisions for declaring information time to time.	040-27170257
3.	Prof.Y.Sucharita	<b>PIO-</b> Public Information Officer: all citizens have the right to information accessibility. So, the PIO attends to the rights of the applicant, scrutinizes the information sought, examines its urgency and ensures the disposal of the request within prescribed time period. She also forwards it to the higher authorities for the right decision at the earliest.	040-27170257
4.	Mrs. Elizabeth T.	<b>APIO –</b> Assistant Public Information Officer. She assists the PIO in receiving and forwarding the applications of the seekers and ensures the delivery of the information to the applicants.	040-27170257

*Sr. Emmy*  
**PRINCIPAL**  
St. Ann's Degree College for Women  
Mallapur, Hyderabad-500 076.