



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No.DU.Est.-A/OFF./DA/2017/490/1102

Date: 02/03/2021

**ORDER**

With prior approval of the Hon'ble Vice-Chancellor, D.U. and further to the order No.DU./Est-B / GP/III/96/1076/4756 dated 12.01.2021 with subject to guidance of the Dibrugarh University RTI Ordinance and overall control of the Right to Information Act.2005 relating to inspection of answer script(s), the following additional duties and responsibilities as the Public Information Officer (Examination), D.U. are assigned to Mr. Suren Konwar, Section Officer, Examination Branch-'B', Dibrugarh University with immediate effect.

1. To receive all RTI application from the student examine of D.U.
2. To receive application from any person relating to all the examinations conduct by D.U.
3. To verify the applications and endorsed on the form to collect the prescribed fees of Rs.10.00 (Rupees ten) only (in Punjab National Bank), Dibrugarh University Branch) per paper through the applicant.
4. To send all such applications along with one copy of the mark-sheet and admit card preferably on the same day to the concerned officer of the Examination Branch in an agreed format.
5. To send the Indian Postal Order, if received to the Deputy Registrar (F&A) for realization of the same in a format agreed upon.
6. To receive the answer script(s) in original from the concerned branches of the Examination Branch in an agreed format.
7. To intimate each and every applicant through post to come for personal inspection of the answer script in the University.
8. On being insisted the photocopy of the answer script(s) may have to be provided to the applicants on realization of the photocopy fees.
9. On the day of inspection, the original answer script(s) shall be provided to the student applicant only for his personal inspection. A strict vigil has to be made so that no made so that no manipulation could be made by the applicant on the original answer script(s).
10. After inspection, the declaration in the prescribed form shall have to take wherein the student gives a declaration that he/she has inspected the answer script(s).
11. If the student applicant is dissatisfied with the manner and quality of inspection he/she may be asked to submit application giving proof of that fact and which shall be forwarded to the concerned branch of the Examination Branch along with the original answer script(s).
12. After receiving any reply/corrections/comments etc the same may be immediately intimated to the applicant.
13. To handle all RTI applications in case the Public Information cum Law Officer proceeds on leave for period of more than 05(five) days.
14. To maintain proper records in register and original applications, enclosures, declaration forms, official communications and any documents related to the above mentioned duties.
15. Any other duties that may be required for the above functioning.

*[Signature]*  
Registrar i/c 01/3/2021

Dibrugarh University  
Dibrugarh

No.DU.Est.-A/OFF./DA/2017/490/1103-1112  
Copy to :

Date: 02/03/2021

1. The Hon'ble Vice Chancellor i/c, D.U. for favour of kind information.
2. The Controller of Examinations, D.U. for information.
3. The Joint Registrar (Admn.), D.U. for information
4. The Deputy Registrar (F&A) i/c, D.U. for information
5. The Joint Controller of Exams.-B & C, for information and necessary action.
6. The Deputy Controller of Exams.-A, D.U. for information
7. The Public Information cum law officer, D.U. for information and necessary action.
8. Sri Gunadeep Chetia, Programmer, D.U. with a request to upload the order in the Dibrugarh University website.
9. Mr. Suren Konwar, Section Officer, Exams.-B, D.U.
10. Office File.

*[Signature]*  
Registrar i/c 01/3/2021

Dibrugarh University  
Dibrugarh