

GOA COLLEGE OF AGRICULTURE

Affiliated to Goa University, Govt of Goa

SAMETI-Ela Farm, Old Goa. Goa. 403402

College Registration no: AC 32 email: office-gca@goa.gov.in Phone: 0832 2917498

4/37/SAMETI/GCA/COMMITTEE/2025-26/010

Date: 01.04.2025

ORDER

RTI Committee

Goa College of Agriculture, Ela Farm, Old Goa is pleased to constitute Right to Information (RTI) Committee Goa as per the Section 6(3) of the RTI Act, 2005 with immediate effect and further notice as under:

Sl no	Members	Designation
1.	Dr. Suresh Kunkalikal, Principal and Dean	Appellate Officer
2.	Dr Prashant Patil, Asst Professor	Public Information Officer
3.	Mr Bhushan Sawant Dessai, Asst Professor	Assistant Public Information Officer
4.	Mr Kisan Fal Dessai, Head Clerk	Member

Tenure – Two years – from Academic years 2024-25 to 2025-26

DUTIES & RESPONSIBILITIES

The Act prescribes the obligations of a Public Information Officer (PIO), Assistant Public Information Officer (APIO) and other officers as follows:

Public Information Officer

- To deal with requests 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)];
- 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)];
- 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)].

National Implementing Agency - Capacity Building for Access to Information Project

Assistant Public Information Officer

- To receive applications for information or appeals under the Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or Appellate Officer or the Central Information Commission or the State Information Commission, as the case may be [Section 5 (2)].

Officer whose Assistance is Sought

- To render all assistance to the Public Information Officer who sought his or her assistance;
- To be treated as a Public Information Officer for the purposes of any contravention of the provisions of the Act. [Section 5 (5)].

Dr. Suresh Kunkaliker
Dr. Suresh Kunkaliker
Principal and Dean



CC:

1. Dr Prashant Patil
2. Mr Bhushan Sawant Dessai
3. Mr Kisan Fal Dessai
4. Dr Suresh Kunkaliker