



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेंद्रम, तिरुवनन्तपुरम - 695 011, केरल, भारत  
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

THIRUVANANTHAPURAM - 695 011, KERALA, INDIA

(एक राष्ट्रीय महत्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)

(An Institution of National Importance, Department of Science and Technology, Government of India)

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**Personnel & Administrative Division— Appointment of Transparency Officer –  
Orders issued.**

**PERSONNEL & ADMINISTRATIVE DIVISION**

**No. P&A.I./..8.6./SCTIMST/2021**

**Date: 18.12.2021**

Read : 1. Dir/Per&G.Admn./SCTIMST/RTIA-Transparency Officer/2017 dtd.

26.10.2017

2. Approval of the Competent Authority dtd. 10.12.2021

**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.

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 workout the parameters of record management, its classification and indexing, plan of action for digitization of documents and records, networking etc. and oversee and help to implement the functions of the RTI Act 2005.

**Dr. Kavita Raja**, Professor Senior Grade, Dept. of Microbiology (Ecode: 2063) is nominated as the Transparency Officer with effect from **01.01.2022** in place of Dr. Prabha D. Nair, Scientist G Senior Grade.

They are required to hand over/take over all the documents and submit its statement to the undersigned.

  
**DIRECTOR**

To

Dr. Kavita Raja, Professor Sr. Grade, Dept. of Microbiology  
Dr. Prabha D. Nair, Scientist G Senior Grade, BMT Wing

Copy to:

Head, BMT Wing/ MS / Dean / All Heads & Faculty/ Sr. Principal Private Secretary to Director/ Nursing Superintendent/ FA /AO Gr I/Staff Officer to Director / IAO/ Sr.PSO / PSO (Hospital/BMT Wing)/ AO (Hospital/BMT Wing) /Security & Safety Officer (Hospital/BMT Wing) / Division of Academic Affairs