



राष्ट्रीय डिजाइन संस्थान असम
National Institute of Design Assam
Tocklai, Rajabari, Jorhat-785014.

संख्या/No. NIDJ/2023-24/Admin/ RTI/0110

Date:29.05.2024

कार्यालय जापन/OFFICE MEMORANDUM

विषय /Subject: Appointment of Transparency Officer to ensure compliance with the proactive disclosure guidelines under Section 4 of the RTI Act, 2005.

1. The undersigned is directed to refer to Chief Information Commissioner's D.O.No.CIC/AT/D/10/000111/2 dated 9th December 2010 on the above subject and to say that Sk Nawaz Ali, Associate Senior Faculty has been nominated as Transparency Officer for ensuring compliance with the proactive disclosure guidelines.

2. The main function of the Transparency Officer may be summarized as - to promote institutional transparency within the public authority through proactive and effective implementation of the provisions of Section 4 of the RTI Act 2005. These include effective record management, digitization of records networking, and incremental proactive disclosures. At the same time to ensure high priority and quality in disposing off the RTI applications.

3. This is issued with the approval of the competent Authority.

मुख्य प्रशासनिक अधिकारी / Chief Administrative Officer

सेवा में/ To: Sk Nawaz Ali, Associate Senior Faculty, ID. No. NIDJ003

प्र तिलिपि/ Copy to:

1. Director's Secretariat for kind information.
2. Registrar for kind information.
3. Controller of Finance & Accounts/SAO for kind information.
4. All concerned.
5. Personal file.