



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)
Rajiv Gandhi Institute of Petroleum Technology
(An Institution of National Importance established under an Act of Parliament)
Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

**Disclosure of Information Under Section-4(1)(b)
of
The Right to Information Act, 2005**

I. Particulars of Organization, Function and Duties

1.1.1 Name and Address of the Organization:

The Government of India has set up the Rajiv Gandhi Institute of Petroleum Technology (RGPT) at Jais, Amethi, Uttar Pradesh through an Act of the Parliament under the aegis of Ministry of Petroleum and Natural Gas (MoPNG). The Institute has been accorded the eminence of being an Institution of National Importance along the lines of the Indian Institutes of Technology (IITs). The Institute is empowered to award degrees in its own right. The Institute is co-promoted as an energy domain specific institute by six leading Oil Public Sector Undertakings, namely- Oil and Natural Gas Corporation Limited, Indian Oil Corporation Limited, Oil India Limited, GAIL (India) Limited, Bharat Petroleum Corporation Limited and Hindustan Petroleum Corporation Limited in association with the Oil Industry Development Board. The Institute is situated at following place:

Rajiv Gandhi Institute of Petroleum Technology (RGPT)
Post- Harbanshganj, Bahadurpur,
Jais,
Amethi- 229304
Uttar Pradesh, India

1.1.2 Head of the organization:

Prof. A. S. K. Sinha
Director

1.1.3 Vision, Mission, and Key Objectives:

Vision: To serve as the fountainhead for nurturing of world-class manpower capable of being the future leaders of technology and techno-innovation in the broad field of petroleum technology and energy sector"

Mission: Creating a dynamic state-of-the-art learning and working environment, where intellectual ideas are nurtured and new ideas creatively flourish, from which will emerge research scholars and graduates, with the ability to be the leaders and innovators of tomorrow.



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1.1.4 Function and duties: (Under Section-9 of RGIPT Act, 2007)

The Institute shall perform the following functions, namely:

- (i) Nurture and promote quality and excellence in education and research in the area of petroleum and hydrocarbons;
- (ii) Provide for programmes and courses of instruction and research leading to the award of the Bachelors, Master and Doctoral degrees in engineering and technology, management, sciences and arts in the area of petroleum and hydrocarbons;
- (iii) Grant, subject to such conditions as the Institute may determine, degrees, diplomas, certificates or other academic distinctions or titles at various academic levels to candidates who have attained the prescribed standard of proficiency as judged on the basis of examination or on any other basis of testing and evaluation and to withdraw any such degrees, diplomas, certificates or other academic distinctions or titles for good and sufficient reasons;
- (iv) Confer honorary degrees or other distinctions and to institute and award fellowships, scholarships, exhibitions, prizes and medals;
- (v) Lay down standards of admission to the Institute through an examination or any other method of testing and evaluation;
- (vi) Fix, demand and receive fees and other charges;
- (vii) Manage the content, quality, design and continuous evaluation of its academic and research programmes in a manner that earns accreditation of an international stature;
- (viii) Promote research and development for the benefit of oil, gas and petrochemical industry through the integration of teaching and research;
- (ix) Foster close educational and research interaction through networking with national, regional and international players in the oil, gas and petrochemical industry;
- (x) Co-operate with educational and research institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars, conduct of joint research, undertaking sponsored research and consultancy projects, etc;



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- (xi) Organise national and international symposia, seminars and conferences in the area of petroleum and hydrocarbons;
- (xii) Establish, maintain and manage halls, residences and hostels for students;
- (xiii) Create academic, administrative, technical and other posts and to make appointments thereto;
- (xiv) Lay down conditions of service including a code of conduct for teachers and other categories of employees;
- (xv) Supervise, control and regulate the discipline of all categories of employees of the Institute and to make arrangements for promoting their health and general welfare;
- (xvi) Supervise and regulate the discipline of students and to make arrangements for promoting their health, general welfare and cultural and corporate life;
- (xvii) Frame Statutes and Ordinances and to alter, modify or rescind the same;
- (xviii) Deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing its objects;
- (xix) Receive gifts, grants, donations or benefactions from the Central and State Governments and to receive bequests, donations, grants and transfers of movable or immovable properties from testators, donors, transferors, alumni, industry or any other person;
- (xx) Borrow money for the purposes of the Institute with or without security of the property of the Institute;
- (xxi) Integrate new technology in the classroom to encourage student-centric learning strategies and the development of an attitude for learning;
- (xxii) Develop and maintain an information resource centre of print and non-print knowledge resources in the field of petroleum sector covering the entire hydrocarbon value chain as well as other related areas of science and technology;
- (xxiii) Provide for further education to the working professionals and other employees of the Institute in the advanced areas of technology relating to oil, gas and complete hydrocarbon value chain; and



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(xxiv) Do all things, not specifically covered above, as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.

1.1.5 Organization Chart:

- a. The Director
- b. The Deputy Director
- c. The Deans
- d. The Heads of Department
- e. The Registrar

1.1.6 Any other details- the genesis, inception, formation of the department and the HoDs from time to time as well as the Committees/ Commissions constituted from time to time has been dealt:

- a. RGIPT Act, 2007
- b. RGIPT First Statute, 2009
- c. RGIPT General Service Rules, 2017

II. The Power and Duties of its Officers and Employees

1.2.1 Power and duties of Officers (Administrative, Financial & Judicial)

Powers and Duties of the Director (Under Section-13 of RGIPT Statute, 2009)

- (1)** Subject to budget provisions made for a specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- (2)** The Director shall have the power to appropriate funds with respect to different items constituting the recurring budget up to a monetary limit for each item as may be laid down by the Board, from time to time.

Provided that such appropriation shall not involve increase in the budget and any liability in future years:



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Provided further that every such appropriation shall, as soon as possible, be reported to the Board.

- (3)** The Director shall have the power to waive recovery of any over-payment made to a member of the staff, which is not detected within twenty-four months from the date of payment up to monetary limit that may be laid down by the Board from time to time. Every such waiver shall, as soon as possible, be reported to the Board.
- (4)** The Director, where he is the appointing authority, shall have the power to write off irrecoverable losses and irrecoverable value of stores items lost or rendered unserviceable due to normal wear and tear subject to such stipulations as to monetary limits that may be laid down by the Board from time to time.
- (5)** The Director, where he is the appointing authority shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale, but not involving more than five increments, in respect of posts to which appointment can be made by him under powers vested in him by the provisions of the Act.
- (6)** The Director shall have the power to employ technicians and workmen paid from contingencies involving emoluments not exceeding the Central Government approved daily wage rates.
- (7)** The Director shall have the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be decided by the Board from time to time.
- (8)** The Director shall have the power to sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable.
- (9)** The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.



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(10) In exceptional cases, subject to availability of funds, the Director shall have the power to create temporary posts with the approval of the President, for not more than two years duration on approved scales of pay under report to the Board provided that no such post, of which the Director is not the appointing authority, shall be so created.

(11) The Director shall have the power of a Head of Department in the Government for purposes of rules in the Account Code, the Fundamental and Supplementary Rules and other rules of the Government of India in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.

(12) If, for any reason, the Registrar is temporarily absent for a period not exceeding one month, the Director may take over or assign to any member of the staff of the Institute, any of the functions of the Registrar as he deems fit;

Provided that if, any time, the temporary absence of the Registrar exceeds one month the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.

(13) All contracts for and on behalf of the Institute, except the one between the Institute and the Director shall, when authorized by a resolution of the Board passed in that behalf, be in writing and be expressed to be made in the name of the Institute, and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.

(14) The Director may, during his absence from Headquarters, authorize the Deputy Director or one of the Deputy Directors if there is more than one Deputy Directors or one of the Deans or the senior most Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and countersign bills on his behalf and authorize him for assuming such powers of the Director as may be specifically



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delegated to one of the Deputy Directors, or one of the Deans or the senior most Professor by him in writing.

- (15) The Director may, at his discretion, constitute such Committees as he may consider appropriate.
- (16) In the event of the occurrence of any vacancy in the office of the President by reason of his death, resignation, or otherwise or in the event of the President being unable to discharge his functions owing to absence, illness or any other cause, the Director may also discharge the functions assigned to the President under section 19 of the Act.
- (17) The Director may, with the approval of the Board, delegate any of the powers, responsibilities and authorities vested in him by the Act and Statutes to one or more members of the academic or administrative staff of the Institute.
- (18) On matters requiring immediate action, the Director shall take such action as he deems necessary, and shall thereafter report the action taken to such authority or body as would have in the ordinary course dealt with the matter.

Power and Duties of Deputy Director under Section-14 of RGIPT Statute, 2009)

- (1) The appointment of Deputy Director shall be made by the Board on the recommendation of the Selection Committee constituted of at least five members including the Chairman who are experts in the field of petroleum technology at National and International Level.
- (2) The appointment shall be for a period of three years initially which may be extended by two times for one year each on recommendation of the Board.
- (3) The Deputy Director shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Deputy Director.
- (4) The Deputy Director shall have all the powers of the Director during the vacancy in the post of director of the Institute.



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- (5) The Deputy Director shall assist the Director in academic and administrative work and in maintaining liaison with other institutions of higher learning and research, and also with industrial undertakings and other employers.

Power and Duties of Registrar under Section-15 of RGIPT Statute, 2009

- (1) The Registrar shall be appointed by the Board on the recommendation of a Selection Committee constituted for the purpose by the Board.
- (2) The emoluments and other terms and conditions of service of the Registrar, including the age of superannuation, shall be such as may be prescribed by the Board from time to time.
- (3) When the office of the Registrar is vacant or when the Registrar is, by reason of illness absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Director may appoint for the purpose.
- (4) The Registrar shall serve as the ex-officio Secretary of the General Council, the Board of Governor, the Senate, the Finance Committee, but shall not be deemed to be a member of any of these authorities.
- (5) It shall be the duty of the Registrar:
- (a) To be the custodian of the records, the common seal and such other property of the Institute as the Board of Governor may commit to his charge;
 - (b) To issue notices convening meetings of the various authorities of the Institute of which he is the ex-officio Secretary as well as of any Committee appointed by these authorities;
 - (c) To circulate agenda items, prepare minutes and circulate them after the approval of the Director.



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- (d) To keep minutes of all meetings of the various authorities of the Institute of which he is the ex-officio Secretary as well as of any Committee appointed by these authorities;
 - (e) To conduct official correspondence on behalf of the authorities of the Institute;
 - (f) To supply to the Central Government, copies of the agenda of meetings of the authorities of the Institute as soon as they are issued and thereafter the minutes of such meetings;
 - (g) To represent the Institute in law suits or legal proceedings by or against the Institute, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
 - (h) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations of the Institute or as may be assigned to him from time to time, by the Board of Governor or the Director.
- (6) The Registrar shall be responsible to the Director for the proper discharge of his duties.

1.2.2 Power and Duties of other employees

The other officers and personnel of the Institute assume power and responsibilities and perform duties as assigned to them time to time by the Competent Authority of Institute.

1.2.3 Rules/ Orders under which power and duties are derived and exercised/ work allocated are:

- a. RGIPT Act, 2007
- b. RGIPT First Statute, 2009
- c. RGIPT General Service Rule, 2017
- d. Ordinance for Undergraduate Programmes
- e. Ordinance for Postgraduate Programmes
- f. General Financial Rules- 2017
- g. CCS (CCA) Rules, 1965, as amended from time to time
- h. CCS (Medical Examination) Rules 1957, as amended time to time



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- i. CCS (LTC) Rules, 1988, as amended from time to time
- j. National Pension System, 2004, as amended from time to time
- k. Government of India orders, issued time to time

III. Procedure followed in the Decision-Making Process, including Channel of Supervision and Accountability

1.3.1 Process of decision-making

The Institute is having approved hierarchy of officers, who are responsible for taking decision on academic, administrative, financial and other relevant matters:

- a. The Director
- b. The Deputy Director
- c. The Deans
- d. The Heads of Department
- e. The Registrar

The academic, administrative, and financial works of Institute have been categorized under the supervision of various Deans, Heads, Chairmen of councils and Registrar.

1.3.2 Final decision-making Authority

- a. The Director

1.3.3 Related provisions, act, rules, etc:

- a. RGIPT Act, 2007
- b. RGIPT First Statute, 2009
- c. RGIPT General Service Rule, 2017
- d. Ordinance for Undergraduate Programmes
- e. Ordinance for Postgraduate Programmes
- f. General Financial Rules- 2017
- g. CCS (CCA) Rules, 1965, as amended from time to time
- h. CCS (Medical Examination) Rules 1957, as amended time to time
- i. CCS (LTC) Rules, 1988, as amended from time to time
- j. National Pension System, 2004, as amended from time to time
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1.3.4 Time-Limit for taking a decision, if any-

The limit of time for taking any decision depends on the nature and complexity of the proposal and authority to take the final decision.

1.3.5 Channel of Supervision and Accountability

The Director, Deans, Heads of Department, Registrar and other Section Heads

IV. Norms for Discharge of Functions [Section 4(1)(b)(iv)]

1.4.1 Nature of functions/ services offered

The Institute offering following programmes from Jais, Amethi Campus

Undergraduate Programme

- a. B. Tech. in Chemical Engineering
- b. B. Tech. in Chemical Engineering (**Major: Renewable Energy Engg.**)
- c. B. Tech. in Petrochemicals and Polymer Engineering
- d. B. Tech. in Petroleum Engineering
- e. B. Tech. in Petroleum Engg. (**Major: Applied Petroleum Geoscience**)
- f. B. Tech. in Geo-Science & Engineering
- g. B. Tech. in Computer Science & Engineering
- h. B. Tech. in Computer Science & Design Engineering
- i. B. Tech. in Electronics Engineering
- j. B. Tech. in Electrical Engineering (**Major: E Vehicle Technology**)
- k. B. Tech. in Information Technology
- l. B. Tech. in Mathematics and Computing

Integrated Dual Degree Programme

- a. IDD in Computer Science and Engineering and Artificial Intelligence (B.Tech. in Computer Science and Engineering and M.Tech. in Artificial Intelligence)

Postgraduate Programme

- a. M. Tech. in Chemical Engineering
- b. M. Tech. in Petroleum Engineering
- c. MBA in Energy Management/ HR/ Finance/ Marketing
- d. MBA in Business Analytics



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Doctoral Programmes

- a. Ph. D. in various Engineering, Sciences, Humanities and Management streams

1.4.2 Norms/standards for functions/service delivery

As per procedure prescribed under the RGIPT Act, Statute, Academic Ordinances, Procurement manual and Government of India orders issued time to time.

1.4.3 Process by which these services can be accesses

As per procedure prescribed under the RGIPT Act, Statute, Academic Ordinances, Procurement manual and Government of India orders issued time to time.

V. Rules, regulations, instructions manual and records for discharging functions

The following Act, Statutes, Manuals, Rules & Regulation, and delegation of power have been duly approved by the Board of Governors (BOG) and Senate:

1.5.1 to 1.5.3

- a. RGIPT Act, 2007
- b. RGIPT First Statute, 2009
- c. RGIPT Statute, 2017
- d. Ordinance for Undergraduate Programmes
- e. Ordinance for Postgraduate Programmes
- f. General Financial Rules- 2017
- g. CCS (CCA) Rules, 1965, as amended from time to time
- h. CCS (Medical Attendance) Rules
- i. CCS (LTC) Rules, 1988, as amended from time to time
- j. National Pension System, 2004, as amended from time to time
- k. Government of India orders, issued time to time

1.5.4: Transfer Policy and Transfer Orders

There is a provision of inter-departmental transfer of staff as per Institute's requirements.



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VI. Categories of documents held by the authority under its control

1.6.1 Categories of the documents:

The followings are the categories of documents available in Institute:

Category-1: Documents pertaining to Academics

- Academic curriculum & syllabus of Diploma/B.Tech/M.Tech/MBA/PhD
 - Registration/Enrolment Record
 - Examination Record
 - Graduate Register
 - Tabulation Record
- UG & PG Ordinance & Regulations
- Minutes of Senate Meetings

Category-2: Documents pertaining to Finance & Accounts

- Purchase Rules
- Audit Reports
- Annual Accounts
- Details of Endowment Fund
- Delegation of Financial power

Category-3: Documents pertaining to Administration:

- Minutes of General Council Meeting
- Minutes of BoG Meeting
- Minutes of Finance Committee Meeting
- Minutes of Senate Meeting
- Selection Committee Records
- Establishment/Leave Records

1.6.2 Custodian of documents/categories:

The Registrar/Heads of various Academic and Administrative section are the custodian of the records of respective sections.



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VII. Boards, Councils, Committees, and other Bodies constituted as part of the Public Authority

1.7.1 Name of Boards, Council, Committee etc.

- The General Council (GC)
- The Board of Governors (BOG)
- The Senate
- The Finance Committee (FC)

1.7.2- 17.7.5 The compositions, Tenure, Powers & Functions and meeting regulations of General Council, Board of Governors, Senate, and Finance committee are given in RGIPT Act-2007 and RGIPT Statute-2009.

1.7.6 Whether their meetings are open to the public?

No

1.7.7. Whether the minutes of the meetings are open to the public?

No

1.7.8 Place where the minutes if open to the public are available?

Not Applicable

VIII. Directory of Officers and employees

The Directory of officers and employees are available at Institute's website www.rgipt.ac.in

IX. Monthly Remuneration received by officers & employees including system of compensation

1.9.1 List of employees with Gross monthly remuneration

Academic Cadre

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	Director	17	225000.00
02	Professor	14A	159100.00
03	Associate Professor	13A2	139600.00
04	Assistant Professor (Grade- I)	12	101500.00
05	Assistant Professor (Grade- II)	10/11	57700.00/ 89900.00



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Administrative Cadre

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	Registrar	14	144200.00
02	Finance Officer	14	144200.00
03	Additional Registrar	13A	131100.00
04	Joint Registrar	13	123100.00
05	Deputy Registrar	12	78800.00
06	Assistant Registrar	11	67700.00
07	Assistant Registrar	10	56100.00
08	Superintendent (Grade – III)	08	47600.00
09	Superintendent (Grade – II)	07	44900.00
10	Superintendent (Grade-I)	06	35400.00
11	Assistant (Grade- II)	05	29200.00
12	Assistant (Grade- I)	03	21700.00

Technical Cadre

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	Principal Technical Officer	13A	131100.00
02	Principal Technical Officer	13	123100.00
03	Senior Technical Officer	12	78800.00
04	Technical Officer (Grade- I)	11	67700.00
05	Technical Officer	10	56100.00
06	Technical Superintendent (Grade-III)	08	47600.00
07	Technical Superintendent (Grade – II)	07	44900.00
08	Technical Superintendent (Grade – I)	06	35400.00
09	Technician (Grade- II)	05	29200.00
10	Technician (Grade- I)	03	21700.00



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

Rajiv Gandhi Institute of Petroleum Technology

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विद्यारत्नम् महद्वनम्

Engineering/ Institute Maintenance Cadre

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	Principal Technical Officer	13A	131100.00
02	Superintending Engineer	13	123100.00
03	Senior Executive Engineer	12	78800.00
04	Executive Engineer	11	67700.00
05	Assistant Executive Engineer	10	56100.00
06	Senior Assistant Engineer	08	47600.00
07	Assistant Engineer	07	44900.00
08	Junior Engineer	06	35400.00
09	Technician (Grade- II)	05	29200.00
10	Technician (Grade- I)	03	21700.00

Physical Education Cadre

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	Physical Education Officer (Grade- I)	12	78800.00
02	Physical Education Officer	11	67700.00
03	Assistant Physical Education Officer	10	56100.00
04	Physical Training Instructor (Grade- II)	07	44900.00
05	Physical Training Instructor (Grade- I)	06	35400.00

Library Cadre

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	Librarian	14	144200.00
02	Deputy Librarian (Grade- I)	13	131400.00
03	Deputy Librarian	12	101500.00
04	Assistant Librarian (SS)	11	68900.00
05	Assistant Librarian	10	57700.00
06	Library Superintendent (Grade- III)	08	47600.00
07	Library Superintendent (Grade- II)	07	44900.00
08	Library Superintendent (Grade- I)	06	35400.00



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09	Library & Info Assistant (Grade- II)	05	29200.00
10	Library & Info Assistant (Grade- I)	03	21700.00

Security Cadre

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	Security Officer	12	78800.00
02	Deputy Security Officer (Grade- II)	11	67700.00
03	Deputy Security Officer (Grade- I)	10	56100.00
04	Assistant Security Officer (Grade- III)	08	47600.00
05	Assistant Security Officer (Grade- II)	07	44900.00
06	Assistant Security Officer (Grade- I)	06	35400.00

Health Services Cadre

Medical Officers

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	Chief Medical Officer (Grade -I)	13A	131100.00
02	Chief Medical Officer	13	123100.00
03	Senior Medical Officer	12	78800.00
04	Medical Officer	11	67700.00

Systems/ ICT Cadre

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	System Officer	13A	131400.00
02	System Officer	13	123100.00
03	Deputy System Officer	12	78800.00
04	Assistant System Officer (Grade- I)	11	67700.00
05	Assistant System Officer	10	56100.00
06	System Superintendent (Grade - III)	08	47600.00
07	System Superintendent (Grade - II)	07	44900.00
08	System Superintendent (Grade-I)	06	35400.00
09	Technician System (Grade- II)	05	29200.00
10	Technician System (Grade- I)	03	21700.00



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Rajbhasha Cadre

Sl. No.	Designation	Pay as per 7 th CPC	
		Pay Level	Initial Basic Pay
01	Hindi Officer (Grade- II)	11	67700.00
02	Hindi Officer (Grade- I)	10	56100.00
03	Hindi Translator (Grade- III)	08	47600.00
04	Hindi Translator (Grade- II)	07	44900.00
05	Hindi Translator (Grade- I)	06	35400.00

1.9.2 System of compensation as provided in its regulations

As per 7th Central Pay Commission recommendations.

X. Name, Designation, and other particulars of Central Public Information Officer (CPIO)

1.10.1 Name, Designation, and other particulars of Central Public Information Officer &

1.10.2 Address, telephone numbers and email ID of each designated official:

The Postal Address of the Institute are as under:

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)
Post: Harbanshganj, Bahadurpur,
Jais,
Amethi- 229304
Uttar Pradesh

Particulars of the CPIOs are as follows:

Sl. No.	Name	Designation	Phone No	e-mail Ids	Departments
1	Dr. Abhay Kumar Choubey	HoD	0535-270-4512	head_bsh@rgipt.ac.in	Department of Sciences & Humanities



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान

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विद्यारत्नम् महद्वनम्

Sl. No.	Name	Designation	Phone No	e-mail Ids	Departments
2	Dr. Milan Kumar	HoD	0535-270-4503	head_cces@rgipt.ac.in	Department of Chemical Engineering & Biochemical Engineering
3	Dr. Jaya Srivastava	HoD	0535-270-4525	head_ms@rgipt.ac.in	Department of Management Studies
4	Dr. Chanchal Kundu	HoD	0535-270-4504	head_maths@rgipt.ac.in	Department of Mathematical Sciences
5	Dr. Susham Biswas	HoD	0535-270-4527	head_cse@rgipt.ac.in	Department of Computer Science & Engineering
6	Dr. Umakant Dhar Dwivedi	HoD	0535-270-4526	head_ee@rgipt.ac.in	Department of Electronics & Engineering
7	Dr. M. S. Balathanigaimani	In-charge	0535-270-4741	crf@rgipt.ac.in	Central Research Facility (CRF) Lab
8	Dr. Satish Kumar Sinha	HoD	0535-270-4546	head_pegs@rgipt.ac.in	Department of Petroleum Engineering & Geoengineering
9	Shri Sudhir Arora	Assistant Registrar	0535-270-4752	sarora@rgipt.ac.in	Academics Affairs
10	Shri Sudhir Arora	Assistant Registrar	0535-270-4752	sarora@rgipt.ac.in	Directorate, Establishment, General Administration, Estate, Rajbhasha, matter pertaining to Assam & Bengaluru centres and any other matters not assigned to any CPIOs above



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान

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विद्यारत्नम् महद्वनम्

Sl. No.	Name	Designation	Phone No	e-mail Ids	Departments
11	Shri Harish Kumar Yadav	Executive Engineer-(Grade- I)	0535-270-4888	hkyadav@rgipt.ac.in	Institute Works Department, Land Acquisition, Arbitration
12	Shri Arun Kumar Singh	Assistant Registrar (FA)	0535-270-4743	asingh2@rgipt.ac.in	Office of the Dean-Faculty Affairs, Training & Placement
13	Shri Rakesh Singh	Assistant Registrar (Accounts)	0535-270-4755	ar.accounts@rgipt.ac.in	Finance & Accounts
14	Shri Krishna Kant	Assistant Registrar (Audit)	0535-270-4563	ar.audit@rgipt.ac.in	Internal Audit, Medical Claims, LTC and Diary & Dispatch
15	Shri Anil Verma	Assistant System Officer (Grade-I)	0535-270-4900	averma@rgipt.ac.in	Centre for Computing and Information Services (CCIS)
16	Shri Sudhir Arora	Assistant Registrar (DOSA)	0535-270-4752	ar.dosa@rgipt.ac.in	Office of the Dean-Students' Affairs and Office of Chairman-Council of Wardens, Central Library and Security Services

Address, telephone numbers and email ID of First Appellate Authority:

Shri Jitendra Prasad
First Appellate Authority (FAA)
Rajiv Gandhi Institute of Petroleum Technology (RGPT)
Post: Harbanshganj, Bahadurpur,
Jais,
Amethi- 229304
Uttar Pradesh
Phone: +91-535-270-4777
e-mail: registrar@rgipt.ac.in



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
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XI. No. of employees against whom Disciplinary action has been proposed/taken

1.11.1 No. of employees against whom disciplinary action has been (i) pending for Minor Penalty or Major Penalty proceedings:

Nil

1.11.2 (ii) Finalised for Minor Penalty or major Penalty proceedings:

Nil

XII. Programmes to advance understanding of RTI

1.12.1 Educational programmes:

Training programmes are being organised at Institute regularly.

1.12.2 Efforts to encourage public authority to participate in these programmes:

Training programmes are being organised at Institute regularly for CPIOs.

1.12.3 Training of CPIO/APIO:

Training programmes are being organised at Institute regularly for CPIOs.

1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned:

Updated guidelines on RTI are available at Institute's official website i.e. www.rgipt.ac.in

XIII. Transfer policy and transfer orders:

1.14.1 Transfer Policy and Transfer Orders [F. No. 1/6/2011- IR Dt. 15.4.2013]

There is a provision of inter-departmental transfer of staff as per Institute's requirements through notification as approved by the Competent Authority.

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

Gross Salary of Faculty Members (as on 31st March 2023)

SL. NO	EMP CODE	NAME OF FACULTY MEMBER	DESIGNATION	GROSS SALARY
1	0211	PROF. A. S. K. SINHA	DIRECTOR	330750
2	0002	PROF. ABHAY KUMAR CHOUBEY	PROFESSOR	263994
3	0009	PROF. CHANCHAL KUNDU	PROFESSOR	256404
4	0011	PROF. ATUL SHARMA	PROFESSOR	235014
5	0012	PROF. M. S. BALATHANIGAIMANI	PROFESSOR	256404
6	0016	PROF. SANJAY KUMAR KAR	PROFESSOR	256404
7	0028	PROF. ALOK KUMAR SINGH	PROFESSOR	241914
8	0029	PROF. UMAPRASANNA OJHA	PROFESSOR	249090
9	0030	PROF. SATISH KUMAR SINHA	PROFESSOR	256404
10	0045	PROF. AMIT RANJAN	PROFESSOR	235014
11	0005	DR. SAURABH MISHRA	ASSOCIATE PROFESSOR	263994
12	0013	DR. KAVITA SRIVASTAVA	ASSOCIATE PROFESSOR	235014
13	0017	DR. JAYA SRIVASTAVA	ASSOCIATE PROFESSOR	256404
14	0031	DR. UMAKANT DHAR DWIVEDI	ASSOCIATE PROFESSOR	227976
15	0044	DR. DEBASHISH JENA	ASSISTANT PROFESSOR	227976
16	0046	DR. RAKESH KUMAR	ASSOCIATE PROFESSOR	221490
17	0061	DR. SUSHAM BISWAS	ASSOCIATE PROFESSOR	221490
18	0070	DR. SAROJ KUMAR MISHRA	ASSISTANT PROFESSOR	209070
19	0077	DR. DEBASHIS PANDA	ASSOCIATE PROFESSOR	221490
20	0097	DR. MANOJ KUMAR RAJPOOT	ASSOCIATE PROFESSOR	209070
21	0098	DR. VENKATA SUBBARAYUDU SISTLA	ASSISTANT PROFESSOR	209070
22	0104	DR. ROHIT BANSAL	ASSOCIATE PROFESSOR	203136
23	0117	DR. MILAN KUMAR	ASSOCIATE PROFESSOR	197616
24	0141	DR. SHIVANJALI SHARMA	ASSOCIATE PROFESSOR	192648
25	0143	DR. TUSHAR SHARMA	ASSOCIATE PROFESSOR	203412
26	0152	DR. Koushik GUHA BISWAS	ASSISTANT PROFESSOR	191682
27	0157	DR. GUNJAN KUMAR AGRAHARI	ASSISTANT PROFESSOR	171948
28	0161	DR. ALPESH KUMAR	ASSISTANT PROFESSOR (GRADE-I)	153456
29	0162	DR. ANIRBAN MUKHERJEE	ASSISTANT PROFESSOR	186300
30	0164	DR. ARSHAD AJAZ	ASSISTANT PROFESSOR	167118
31	0293	DR. MOHD. IRFAN	ASSOCIATE PROFESSOR	197616
32	0210	DR. AMIT SAXENA	ASSISTANT PROFESSOR (GRADE- I)	153456
33	0230	DR. VIPIN AMOLI	ASSISTANT PROFESSOR (GRADE- I)	153456
34	0250	DR. TATHAMAY BASU	ASSISTANT PROFESSOR (GRADE- I)	149178
35	0258	DR. SHIVANSHU SRIVASTAVA	ASSISTANT PROFESSOR (GRADE- I)	149178
36	0259	DR. AMARISH DUBEY	ASSISTANT PROFESSOR (GRADE- I)	149178
37	0264	DR. SUDEEP KUNDU	ASSISTANT PROFESSOR (GRADE- I)	149178
38	0290	DR. SHRAWAN KUMAR TRIVEDI	ASSIATANT PROFESSOR (GRADE- I)	149178
39	0231	DR. VIVEK KUMAR	ASSISTANT PROFESSOR (GRADE- II)	132756
40	0233	DR. AMIT KUMAR	ASSISTANT PROFESSOR (GRADE- II)	132756
41	0234	DR. SHWETA	ASSISTANT PROFESSOR (GRADE- II)	131652
42	0237	DR. DEEPAK DWIVEDI	ASSISTANT PROFESSOR (GRADE- II)	132756
43	0238	DR. DAYA SAGAR GUPTA	ASSISTANT PROFESSOR (GRADE- II)	132756
44	0240	DR. SHAILESH KUMAR	ASSISTANT PROFESSOR (GRADE- II)	136620
45	0243	DR. HEMANT KUMAR SINGH	ASSISTANT PROFESSOR (GRADE- II)	136620
46	0244	DR. SAJAL AGARWAL	ASSISTANT PROFESSOR (GRADE- II)	132756
47	0245	DR. GARGI SRIVASTAVA	ASSISTANT PROFESSOR (GRADE- II)	132756
48	0246	DR. GOBINDA RAKSHIT	ASSISTANT PROFESSOR (GRADE- II)	132756
49	0248	DR. ABHISHEK KUMAR SINGH	ASSISTANT PROFESSOR (GRADE- II)	132756
50	0249	DR. PIYUSH SARKAR	ASSISTANT PROFESSOR (GRADE- II)	132756
51	0261	DR. SONIYA	ASSISTANT PROFESSOR (GRADE- II)	129030
52	0262	DR. PRADEEP DAS	ASSISTANT PROFESSOR (GRADE- II)	132756
53	0263	DR. KARAN MALIK	ASSISTANT PROFESSOR (GRADE- II)	129030
54	0275	DR. SUPRIYA PULIPAKA	ASSISTANT PROFESSOR (GRADE- II)	106649
55	0288	DR. RAHUL KUMAR	ASSISTANT PROFESSOR (GRADE- II)	105708
56	0289	DR. KALKA DUBEY	ASSISTANT PROFESSOR (GRADE- II)	105708
57	0292	DR. PALLABI SAIKIA	ASSISTANT PROFESSOR (GRADE- II)	105708
58	0295	DR. ANKUR PANDEY	ASSISTANT PROFESSOR (GRADE- II)	102810
59	0296	DR. VIJAY KUMAR SINGH	ASSISTANT PROFESSOR (GRADE- II)	102810
60	0298	DR. SAPTARSHI GHOSH	ASSISTANT PROFESSOR (GRADE- II)	102810
GRAND TOTAL				10724885

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

Gross Salary of Non-Teaching Staff (as on 31st March 2023)

SL. NO.	EMP CODE	NAME OF THE NON-TEACHING STAFF	DESIGNATION	GROSS SALARY
1	0063	SHRI JITENDRA PRASAD	JOINT REGISTRAR	190578
2	0242	SHRI SAMEER RANJAN SINGH	DEPUTY REGISTRAR	127860
3	0027	SHRI HARISH KUMAR YADAV	EXECUTIVE ENGINEER (GRADE- I)	127419
4	0049	SHRI ANIL KUMAR VERMA	ASSISTANT SYSTEM OFFICER (GRADE- I)	116610
5	0067	SHRI SUDHIR ARORA	ASSISTANT REGISTRAR	109020
6	0100	SHRI ARUN KUMAR SINGH	ASSISTANT REGISTRAR (SENIOR SCALE)	107088
7	0138	SHRI RAKESH SINGH	ASSISTANT REGISTRAR (SENIOR SCALE)	116610
8	0192	SHRI KRISHNA KANT	ASSISTANT REGISTRAR (ACCOUNTS)	92046
9	0023	SHRI DEEPAK ASTHANA	TECHNICAL SUPERINTENDENT (GRADE- I)	76452
10	0026	DR. DHARMENDRA PRATAP SINGH	PHYSICAL TRAINING INSTRUCTOR (GRADE- I)	74244
11	0034	SMT. SHWETA NEGI	SUPERINTENDENT (GRADE- II)	60010
12	0036	SHRI ANKIT MOHAN	SUPERINTENDENT (GRADE- I)	66240
13	0053	SMT. MADHU PRIYA	SUPERINTENDENT (GRADE- II)	64446
14	0054	SHRI UMESH KUMAR SHARMA	SUPERINTENDENT (GRADE- II)	64446
15	0055	SHRI TEJ PRAKASH JOSHI	SUPERINTENDENT (GRADE- II)	64446
16	0075	SHRI LOKESH BHATNAGAR	SYSTEMS SUPERINTENDENT (GRADE- II)	81006
17	0107	MD. ILTAF ZAFAR	TECHNICAL SUPERINTENDENT (GRADE- II)	85836
18	0115	SHRI ARUN KUMAR SINGH	TECHNICAL SUPERINTENDENT (GRADE- II)	70104
19	0166	SHRI BIRJESH PRATAP SINGH	ASSITANT ENGINEER (GRADE- II)	74244
20	0168	SHRI UTKARSH	ASSITANT ENGINEER (GRADE- II)	74244
21	0169	SHRI RAJESH KUMAR VISHWAKARMA	ASSISTANT SECURITY OFFICER (GRADE- I)	74244
22	0265	SHRI ARVIND KUMAR YADAV	SUPERINTENDENT (GRADE- I)	52854
23	0266	SHRI ANKIT PACHOURI	SYSTEMS SUPERINTENDENT (GRADE- I)	52854
24	0271	SHRI ZAHOOR ALAM	TECHNICAL SUPERINTENDENT (GRADE- I)	52854
25	0068	SHRI ASHWINI KUMAR CHOUDHARY	ASSISTANT SYSTEM (GRADE- III)	50646
26	0114	SHRI YOGESH SHARMA	ASSISTANT (GRADE- III)	53544
27	0133	SHRI AMIT KUMAR BAJPAI	ASSISTANT (GRADE- III)	46506
28	0134	SMT. PREETI SINGH	ASSISTANT (GRADE- III)	46506
29	0135	SHRI UMESH KUMAR SHARMA	ASSISTANT (GRADE- III)	46506
30	0142	SHRI GOVIND KUMAR TIWARI	LIBRARY & INFO. ASSISTANT (GRADE- III)	42780
31	0144	SHRI KRISHNA KUMAR SONKAR	LIBRARY & INFO. ASSISTANT (GRADE- III)	42780
32	0147	SHRI PRADEEP KUMAR VERMA	LIBRARY & INFO. ASSISTANT (GRADE- III)	42780
33	0190	SHRI RAVI DWIVEDI	ASSISTANT (GRADE- I)	39744
34	0191	SHRI AMIT KUMAR SRIVASTAV	ASSISTANT (GRADE- I)	39744
35	0252	SHRI SHASHI MISHRA	ASSISTANT (GRADE- I)	33396
36	0267	SHRI GAURAV SINGH GAHARWAR	TECHNICIAN (GRADE- I)	33396
37	0268	SHRI EKTA CHAUDHARY	ASSISTANT (GRADE- I)	35412
38	0269	SHRI RAHUL SINGH	ASSISTANT (GRADE- I)	33396
39	0270	SHRI NEHA PANDEY	ASSISTANT (GRADE- I)	33396
40	0272	SHRI TRIVIKRAM	TECHNICIAN (GRADE- I)	33396
41	0280	SHRI BRIJESH KUMAR VERMA	TECHNICIAN (GRADE- I)	35412
GRAND TOTAL				2765095

Summary of Parliamentary Questions

(w.e.f. 01.04.2022 to 31.03.2023)

Sl. No.	Receipt Date	Ministry	OM No.	OM Date	Question / Diary No.	Starred/ Unstarred	Lok Sabha/ Rajya Sabha	Subject	Date of Reply
1	21.07.2022	Ministry of Finance	F. No. 7(2)/PFMS /2022	18.07.2022	S1196	Unstarred	Rajya Sabha	Regarding Saving on interest payment after adopting new accounting mechanism	22.07.2022
2	28.07.2022	Ministry of Electronics and Information Technology	-	26.07.2022	U2094	Starred/ Unstarred	Rajya Sabha	Cyber Attack on Indian Oil firm	29.07.2022
3	19.12.2022	Ministry of Electronics and Information Technology	-	-	2013	Unstarred	Rajya Sabha	Regarding Cyber-attacks on critical infrastructure	20.12.2022
4	13.03.2023	Ministry of Petroleum & Natural Gas	-	11.03.2023	10172	Starred	Lok Sabha	Regarding AEI	14.03.2023
5	15.03.2023	Ministry of Education, Department of Higher Education	No. 5-1/2023-PN-I	14.03.2023	3027	Unstarred	Lok Sabha	Related to Institute of National Importance	16.03.2023

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi (U. P.)

Application Received & Replied during 2022-23

(w.e.f. 01.04.2022 to 31.03.2023)

Sl. No.	Name of the Citizen	Receipt Date	Mode	Reference No.	Reply Date
1	Dayashankar Pandey	08.04.2022	Offline	NIL	11.05.2022
2	Sitambhari	18.04.2022	Online	RG IPT/R/E/22/00028	16.05.2022
3	Ramesh Harijan	27.04.2022	Online	RG IPT/R/E/22/00029	24.05.2022
4	Dayashankar Pandey	09.05.2022	Offline	NIL	24.05.2022
5	Devendra Kumar Sharma	25.05.2022	Online	RG IPT/R/E/22/00030	02.06.2022
6	Sharat G	26.05.2022	Online	RG IPT/R/E/22/00031	23.06.2022
7	Rajkumar	30.05.2022	Online	RG IPT/R/E/22/00032	30.06.2022
8	Manohar M	07.06.2022	Online	RG IPT/R/E/22/00033	07.07.2022
9	Ramesh B Upari	07.06.2022	Online	RG IPT/R/E/22/00034	07.07.2022
10	Manjunath Gowda	08.06.2022	Online	RG IPT/R/E/22/00035	07.07.2022
11	Sitambhari Mishra	23.06.2022	Online	RG IPT/R/E/22/00036	22.07.2022
12	Ravi	29.06.2022	Online	RG IPT/R/E/22/00037	05.07.2022
13	Tikaram Mahato	01.07.2022	Online	RG IPT/R/E/22/00038	29.07.2022
14	Ranjit Singh	05.07.2022	Online	RG IPT/R/E/22/00039	02.08.2022
15	Shailesh	05.07.2022	Online	RG IPT/R/E/22/00040	03.08.2022
16	Sasindrakumar	07.07.2022	Online	RG IPT/R/E/22/00041	02.08.2022
17	Ashish Malhotra	11.07.2022	Offline	NIL	26.07.2022
18	Dhirendra Singh	12.07.2022	Online	RG IPT/R/E/22/00042	10.08.2022
19	Mrinal Kanti Das	16.07.2022	Online	RG IPT/R/E/22/00043	10.08.2022
20	Ranjit Singh	16.08.2022	Online	RG IPT/R/E/22/00044	13.09.2022
21	Syed Mohammad Nazim	17.08.2022	Online	RG IPT/R/E/22/00045	09.09.2022
22	Chandan Saikia	23.08.2022	Online	RG IPT/R/E/22/00046	20.09.2022
23	Dhiraj Kumar Meena	25.08.2022	Online	RG IPT/R/E/22/00047	20.09.2022
24	Diganta Konwar	28.09.2022	Online	RG IPT/R/E/22/00048	18.10.2022
25	Shagun Goel	04.10.2022	Online	RG IPT/R/E/22/00049	29.10.2022

Application Received & Replied during 2022-23
(w.e.f. 01.04.2022 to 31.03.2023)

Sl. No.	Name of the Citizen	Receipt Date	Mode	Reference No.	Reply Date
26	Manisha	10.10.2022	Online	RGIPT/R/E/22/00050	17.11.2022
27	K Shravan Kumar	11.10.2022	Online	RGIPT/R/E/22/00051	03.11.2022
28	Dhirendra Singh	26.10.2022	Online	RGIPT/R/E/22/00052	24.11.2022
29	Ms Sanjana	27.10.2022	Offline	NIL	25.11.2022
30	Shailesh	24.11.2022	Online	RGIPT/R/E/22/00053	23.12.2022
31	Aeshwarya Tiwari	07.12.2022	Offline	NIL	02.02.2023
32	Sunita Singh	19.12.2022	Offline	NIL	19.01.2023
33	Bubli	20.12.2022	Online	RGIPT/R/E/22/00054	19.01.2023
34	Chauhanrs	28.12.2022	Online	RGIPT/R/T/22/00001	06.02.2023
35	Mona	03.01.2023	Offline	NIL	19.01.2023
36	Ruchika	07.01.2023	Offline	NIL	19.01.2023
37	Dinesh Yadav	17.01.2023	Online	RGIPT/R/E/23/00001	14.03.2023
38	Vikas Kumar	18.01.2023	Offline	NIL	19.01.2023
39	Twinkle	25.01.2023	Offline	NIL	14.02.2023
40	Dinesh Yadav	25.01.2023	Online	RGIPT/R/E/23/00002	14.03.2023
41	Ahamed Meera Thamby	03.02.2023	Online	RGIPT/R/E/23/00003	09.03.2023
42	Pushpendra Singh	12.02.2023	Online	RGIPT/R/E/23/00004	14.03.2023
43	Bubli	10.02.2023	Online	RGIPT/R/T/23/00001	23.02.2023
44	Vikas Kumar	17.03.2023	Offline	NIL	09.05.2023
45	Sunita Singh	17.03.2023	Offline	NIL	10.04.2023
46	Aeshwarya Tiwari	20.03.2023	Offline	NIL	11.04.2023
47	Lokesh	31.03.2023	Online	RGIPT/R/E/23/00005	10.04.2023

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi (U. P.)

**First Appeal Received & Replied during 2022-23
(w.e.f. 01.04.2022 to 31.03.2023)**

Sl. No.	Name of the Citizen	Receipt Date	Mode	Reference No.	Reply Date
1	Dayashankar Pandey	11.05.2022	Offline	-	13.06.2022
2	Dayashankar Pandey	17.05.2022	Offline	-	13.06.2022
3	Dayashankar Pandey	09.06.2022	Offline	-	26.07.2022
4	Ramesh Harijan	06.06.2022	Online	RGIPT/A/E/22/00012	07.07.2022
5	Ravi	07.07.2022	Online	RGIPT/A/E/22/00013	08.08.2022
6	Tikaram Mahato	29.07.2022	Online	RGIPT/A/E/22/00014	29.08.2022
7	Ranjit Singh	02.08.2022	Online	RGIPT/A/E/22/00015	07.10.2022
8	Dhirendra Singh	23.08.2022	Online	RGIPT/A/E/22/00016	06.10.2022
9	Dhiraj Kumar Meena	21.09.2022	Online	RGIPT/A/E/22/00017	03.11.2022
10	Chandan Saikia	23.09.2022	Online	RGIPT/A/E/22/00018	03.11.2022
11	Ahamed Meera Thamby	09.03.2023	Online	RGIPT/A/E/23/00001	10.05.2023