GUJARAT TECHNOLOGICAL UNIVERSITY

Nr. Vishwakarma Government Engineering College,

Nr. Visat Three Roads, Visat-Gandhinagar Highway, Chandkheda-

Ahmedabad-382424-Gujarat

Proactive disclosure under the Right to Information Act, 2005

1. The particulars of the organization, powers and functions

Gujarat Technological University is established by an act of Gujarat Legislature

(Gujarat Act No. 20 of 2007). The powers and functions of the university are defined

in section 7 of the university Act. The major functions and duties are as follows:

i. To administer and manage the University and to establish such institutes and Centers

for research, education and instruction as are necessary for the furtherance of the

objects of University.

ii. To provide for instruction, training and research in such branches of knowledge or

learning pertaining to science, engineering, technology and management and allied

areas.

iii. To prescribe course of study and curricula and provide for flexibility in the education

systems and delivery methodologies including electronic and distance learning.

iv. To hold examinations and confer degrees, diplomas or grant certificates and other

academic distinctions or titles on persons subject to such condition as the University

may determine, and to withdraw or cancel any such degrees, diplomas, certificates or

other academic distinctions or titles in the prescribed manner.

v. To receive funds from industry, national and international organizations or other

sources as gifts, donations, benefactions, bequests by transfers of movable or

immovable properties for the purposes and objects of the University.

2. The powers and duties of officers and employees

Vice Chancellor:

i. To exercise general supervision and control over affairs of the University.

ii. Ensure implementation of the decisions of the authorities of the University.

iii. To be responsible for imparting of instruction and maintenance of discipline in the

University

iv. Exercise such powers and perform such other duties as may be assigned to him by or

under the Act or the regulations or as may be delegated to him by the Board or by the

Chancellor.

Registrar: Registrar shall be

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- i. responsible for the custody of records, common seal, the funds of the University and such other properties of the University
- ii. place before the Board and other authorities of the University, all such information and documents as may be necessary for transaction of its business
- iii. be responsible to the Vice Chancellor for proper discharge of his functions
- iv. be responsible for the administration and services of the University and conduct the examinations and make all other arrangements necessary thereof and be responsible for the execution of all processes connected therewith.
- v. attest and execute all documents on behalf of the University
- vi. verify and sign pleadings in all suits and other legal proceeding by or against the University and all processes in such suits and proceedings shall be issued to and served on the Registrar.
- 3. The procedure followed in decision making process including channel supervision and accountability: All decisions are taken by the Vice Chancellor and Registrar in accordance with the provisions of the Gujarat Technological University Act.
- **4. Norms set for the discharge of its functions:** All the functions are discharged promptly and with the fastest possible speed using modern information technology tools.
- 5. The rules, regulations, instructions, manuals and records used by employees for discharging their functions: Presently, all the functions are discharged by Employees as per the provisions of the Act and instructions by Vice Chancellor/Registrar.
- 6. **A statement of categories of the documents held.**: The following documents are held:
 - (i) Act
 - (ii) Account Rules
 - (iii) Annual Accounts
 - (iv) Agenda and minutes of meetings
 - (v) Cash Book
 - (vi) Cheque Register
 - (vii) Receipt Book
- 7. The particulars of any arrangement that exists for consultation with representation by the members of the public, in relation to formulation of policy or implementation thereof

Before taking important decisions, all stakeholders are consulted in accordance with the provisions of the act.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it and additional information as to

whether the meeting of these are open to the public or the minutes of such meetings are accessible to public:

The University authorities are the Board of Governors, the Academic Council and the Finance Committee at present, the minutes of meetings are accessible to public on demand as per the provisions of RTI act.

9. The names, designations and other particulars of the public information officers:

Public Information Officer

Sr. No	Name	Designatio n	Phone N	lumber	Fax	Email	Address
			Office	Home			
1	Dr. Pankajray Patel	Director	079- 232675 78	-	-	director@gt u.edu.in	Nr. Vishwakarma Government Engineering College, Nr. Visat Three Roads, Visat Gandhinagar Highway, Chandkheda- Ahmedabad- 382424

Appellate Authority:

PP	mate Hathor						
Sr. N o	Name	Designation	Phone 1	Number	Fax	Email	Address
			Office	Home			
1	Dr. J.C.Lilani	I/c Registrar	079- 232676 06/631	-	-	registrar@gt u.ac.in	Nr. Vishwakarma Government Engineering College, Nr. Visat Three Roads, Visat Gandhinagar Highway, Chandkheda- Ahmedabad- 382424

10. A directory of its officers and employees

	Prof(Dr.) Navinchandra Sheth			
	T	on'ble Vice Chancellor		
SR. NO.	EMPLOYEE NAME	Designation	SCALE	
1	SHRI J. C. LILANI	I/C Registrar & Dy. Registrar	15600-39100 +6600	
2	Dr. Chirag Nagda	Dy. Registrar	15600-39100 +6600	
3	SHRI M N PARMAR	Accounts Officer	15600-39100 +5400	
4	CA.Chitrali Parmar	Internal Auditor	15600-39100 +6600	
5	Mona Chaurasiya	Research Co-Ordinator	15600-39100 +6600	
6	SHRI S J SHARMA	Asst. Registrar	9300-34800 +5400	
7	Dr. Ashok P. Chavda	Asst. Registrar	9300-34800 +5400	
8	SHRI R J CHAURASIYA	Comp. Prog.	9300-34800 +5400	
9	SHRI ANIL C SOLANKI	Adm/Acc.Officer	9300-34800 +4600	
10	SHRI K R PATEL	Adm/Acc.Officer	9300-34800 +4600	
11	Shobhanarani T	Statistical officer	9300-34800 +4600	
12	Hemal Patel	Dy engineer	9300-34800 +5400	
13	Keyur B. Shah	Sys. Analyst	9300-34800 +5400	
14	Miss Khushbu K Batavia	OS	9300-34800+4400	
15	Shri Rohan D Mehta	Accountant	9300-34800+4400	
16	Ms. Panchal Pinki B.	Store Officer	9300-34800+4200	
17	Chhuvara Nahedabanu Vasim	DEO	5200-20200+1900	
18	Gohil Dhavalkumar	DEO	5200-20200+1900	
19	Jigenesh Tank	DEO	5200-20200+1900	
20	Krunal R Limbachiya	DEO	5200-20200+1900	
21	Mahesh Rathva	DEO	5200-20200+1900	
22	Mr. Pranav Trivedi	Accountant	38090 FIX	
23	Jennifer Macwan	OS	38090 FIX	
24	Truptiben Trivedi	Dy.Acct.	31340 FIX	

25	Ms. Smita Modi	Sr. Clerk	19950 FIX
26	Chetali Dave	Sr. Clerk	19950 FIX
27	Mr. Jayraj Modi	Sr. Clerk	19950 FIX
28	MR. Sanjay Nalvaya	Sr. Clerk	19950 FIX
29	Dipak J Macwan	Computer Operator	15000 FIX
30	DR. PANKAJRAY PATEL	DIRECTOR	37400-67000 +9000
31	DR. RAJESH PARIKH	DIRECTOR	80000
32	DR.MAKARAND KARKARE	DIRECTOR	37400-67000+9000
33	MR.MAHESH HASMUKHBHAI PANCHAL	DY.DIRECTOR	15600-39100 +6000
34	KEYUR DARJI	DY.DIRECTOR	15600-39100 +6000
35	MR.YUVRAJSINH RAOL	DY.DIRECTOR	15600-39100 +6000
36	MS.KAVITA KRIPALANI	DY.DIRECTOR	15600-39100 +6000
37	Mr. Kashyap Thummar	AP-DRUG REGULATORY AFFAIRS(GSOP)	15600-39100+6000
38	Ms. Seema Joshi	AP-CYBER SECURITY(GSOE)	15600-39100+6000
39	AMITKUMAR PATEL	ASST. PROF.	15600-39100 +6000
40	DEEPAK UPADHYAY	ASST. PROF.	15600-39100 +6000
41	DR. KRISHNABA ANIRUDDHASINH VAGHELA	ASST. PROF.	15600-39100 +6000
42	DR. SARIKA SRIVASTAVA	ASST. PROF.	15600-39100 +6000
43	DR.KAUSHAL A. BHATT	ASST. PROF.	15600-39100 +6000
44	HEMAL NAYAK	ASST. PROF.	15600-39100 +6000
45	MR.KARMJITSINH BIHOLA	ASST. PROF.	15600-39100 +6000
46	MR.MARGAMKUMAR KANUBHAI SUTHAR	ASST. PROF.	15600-39100 +6000
47	MR.VAGMIN HASITKUMAR JOSHI	ASST. PROF.	15600-39100 +6000
48	MRS.JIGNASHA NIRLON ACHARYA	ASST. PROF.	15600-39100 +6000
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49	MS.REEMA RAJANKUMAR PAREKH	ASST. PROF.	15600-39100 +6000
50	PARTH UDAYAKUMAR SEJPAL	ASST. PROF.	15600-39100 +6000
51	RADHIKA GANDHI	ASST. PROF.	15600-39100 +6000
52	RAJ ARVINDKUMAR HAKANI	ASST. PROF.	15600-39100 +6000
53	RUTIKABEN P GHARIYA	ASST. PROF.	15600-39100 +6000
54	SHUKLA TOSHA	ASST. PROF.	15600-39100 +6000
55	SHWETA VISHAL BAMBUWALA	ASST. PROF.	15600-39100 +6000
56	TUSHAR PANCHAL	ASST. PROF.	15600-39100 +6000
57	DR. RITESH K PATEL	ASST. PROF.	15600-39100 +6000
58	ASMATBANU PATHAN	ASSISTANT PROFESSOR	40000
59	DARSHANA PRAHLADBHAI CHAUHAN	OSD	25000
60	DR HABIB MANSURI	OSD	45000
61	RAGESHKUMAR VASUDEV THAKOR	OSD	45000
62	JAY CHAUHAN	OSD	32000
63	MAHESH PATEL	OSD	45000
64	MILAN PATHAK	OSD	22000
65	RITESH ADHVARYU	OSD	35000
66	DHAVAL KAKU	OSD	20000
67	SAURABH SAHU	OSD	20000
68	DR.MEENA N. PANDYA	OSD	25000
69	AMISH SHAH	OSD	50000
70	AKASH GOHIL	OSD	50000
71	DIPA MEHTA	OSD	40000
72	HEMALATA VERMA	OSD	35000
73	MR. MEHUL PANKHANIYA	OSD	15000
74	MR.SHASHIKANT PARMAR	OSD	15000

75	HEMALATA RATHOD	OSD	12000
76	MR.AMRUTBHAI PRAJAPATI	OSD	25000
77	AMITKUMAR PATEL	ASST. PROF.	15600-39100 +6000
78	DEEPAK UPADHYAY	ASST. PROF.	15600-39100 +6000
79	DR. KRISHNABA ANIRUDDHASINH VAGHELA	ASST. PROF.	15600-39100 +6000
80	DR. SARIKA SRIVASTAVA	ASST. PROF.	15600-39100 +6000
81	DR.KAUSHAL A. BHATT	ASST. PROF.	15600-39100 +6000
82	HEMAL NAYAK	ASST. PROF.	15600-39100 +6000
83	MR.KARMJITSINH BIHOLA	ASST. PROF.	15600-39100 +6000
84	MR.MARGAMKUMAR KANUBHAI SUTHAR	ASST. PROF.	15600-39100 +6000
85	MR.VAGMIN HASITKUMAR JOSHI	ASST. PROF.	15600-39100 +6000
86	MRS.JIGNASHA NIRLON ACHARYA	ASST. PROF.	15600-39100 +6000
87	MS.REEMA RAJANKUMAR PAREKH	ASST. PROF.	15600-39100 +6000
88	PARTH UDAYAKUMAR SEJPAL	ASST. PROF.	15600-39100 +6000
89	RADHIKA GANDHI	ASST. PROF.	15600-39100 +6000
90	RAJ ARVINDKUMAR HAKANI	ASST. PROF.	15600-39100 +6000
91	RUTIKABEN P GHARIYA	ASST. PROF.	15600-39100 +6000
92	SHUKLA TOSHA	ASST. PROF.	15600-39100 +6000
93	SHWETA VISHAL BAMBUWALA	ASST. PROF.	15600-39100 +6000
94	TUSHAR PANCHAL	ASST. PROF.	15600-39100 +6000
95	DR. RITESH K PATEL	ASST. PROF.	15600-39100 +6000
96	AARTI HIREN JANI	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
97	AMITKUMAR PRABHUDAS PRAJAPATI	ADMINISTRATIVE ASSISTANT (MCA)	22000
98	ANJALI PATEL	ADMINISTRATIVE ASSISTANT	22000

99	ANKITA KHAMAR	ADMINISTRATIVE ASSISTANT (MCA)	22000
100	ANKITA PARMAR	ADMINISTRATIVE ASSISTANT (BE)	22000
101	ARPITA CHAVDA	ADMINISTRATIVE ASSISTANT	22000
102	ARTI MISHRA	ADMINISTRATIVE ASSISTANT	22000
103	CHIRAG META	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
104	DEEP VYOMESHKUMAR TRIVEDI	ADMINISTRATIVE ASSISTANT (BE)	27000
105	DISHA RAMESHBHAI SHAH	ADMINISTRATIVE ASSISTANT (MCA)	22000
106	DISHA ROHITBHAI KAKAIYA	ADMINISTRATIVE ASSISTANT (BE)	22000
107	HINABEN AMARATLAL PATEL	ADMINISTRATIVE ASSISTANT (MCA)	22000
108	HINALKUMARI CHAUDHARI	ADMINISTRATIVE ASSISTANT (BE)	22000
109	HIRAL MISTRY	ADMINISTRATIVE ASSISTANT (BE)	22000
110	HIRAL SHARMA	ADMINISTRATIVE ASSISTANT (MCA)	22000
111	HIRVANIYA HASHMUKHBHAI	ADMINISTRATIVE ASSISTANT (MCA)	22000
112	JAYESH S. JADAV	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
113	JIGNA GOHIL	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
114	JYOTI N. VAISHNAV	ADMINISTRATIVE ASSISTANT (MCA)	22000
115	KALPESH LABHUBHAI MAIYAD	ADMINISTRATIVE ASSISTANT (MCA)	22000
116	KHUSHBOO CHAUHAN	ADMINISTRATIVE ASSISTANT	22000
117	KHUSHBU ARVINDKUMAR LADOLKAR	ADMINISTRATIVE ASSISTANT (MCA)	22000

118	KOMAL CHANDULAL RAIYANI	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
119	KOSHA KOTHARI	ADMINISTRATIVE ASSISTANT (BE)	22000
120	MAITRI RASHMIKANT MODI	ADMINISTRATIVE ASSISTANT (MCA)	22000
121	MOHIT VINODCHANDRA SUTHAR	ADMINISTRATIVE ASSISTANT (MCA)	22000
122	MRS. PRIYANKA MITESHKUMAR PADARIYA	ADMINISTRATIVE ASSISTANT (MCA)	22000
123	NAMRATA PURANI	ADMINISTRATIVE ASSISTANT	22000
124	NARENDRASINH JAYESHKUMAR CHAUHAN	ADMINISTRATIVE ASSISTANT (MCA)	22000
125	NEHA KUMARI RAJNIKANT RAVAL	ADMINISTRATIVE ASSISTANT (MCA)	22000
126	NIKITA KANUBHAI TELI	ADMINISTRATIVE ASSISTANT (MCA)	22000
127	NISHA SHUKLA	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
128	NITINKUMAR DURGASHA MAGJIKONDI	ADMINISTRATIVE ASSISTANT (MCA)	22000
129	PANKAJKUMAR BABULAL SHARMA	ADMINISTRATIVE ASSISTANT (MCA)	22000
130	PATEL MITAL V	ADMINISTRATIVE ASSISTANT (MCA)	22000
131	POONAM SHARMA	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
132	PRAGNESH KABARIA	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
133	PRANAV A. KHAMAR	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
134	PRIYANKA N. CHAVDA	ADMINISTRATIVE ASSISTANT (BE)	22000
135	REENABAHEN MOCHI	ADMINISTRATIVE ASSISTANT (MCA)	22000

136	RINABEN RAMANLAL THAKKAR	ADMINISTRATIVE ASSISTANT (BE)	27000
137	RUCHIKA PATEL	ADMINISTRATIVE ASSISTANT (BE)	22000
138	SAIYAD RIJAVANABANU	ADMINISTRATIVE ASSISTANT (MCA)	22000
139	SEJALBEN ATULKUMAR PATEL	ADMINISTRATIVE ASSISTANT (BE)	27000
140	SHAILESH GOHIL	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
141	SHAMA RANI	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
142	SHEFALI JHONSON	ADMINISTRATIVE ASSISTANT	22000
143	SHILPA CHAUDHARI	ADMINISTRATIVE ASSISTANT (MCA)	22000
144	SHIVANI PANCHAL	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
145	SOLANKI JIGNESH	ADMINISTRATIVE ASSISTANT (MCA)	22000
146	USHMA SANGHAVI	ADMINISTRATIVE ASSISTANT (MBA/MCA)	22000
147	VAGHELA RAVINDRASINH RAMSINH	ADMINISTRATIVE ASSISTANT (MCA)	22000
148	VALLARI HEMANG DOSHI	ADMINISTRATIVE ASSISTANT (BE)	27000
149	VARSHA PATEL	ADMINISTRATIVE ASSISTANT (MCA)	22000
150	VIDYA R. CHAUHAN	ADMINISTRATIVE ASSISTANT (BE)	22000

11. The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Budget for the Financial Year 2018-2019

Sr.No	Budget Head	Amount Rs. (In Lacs)
1	Income	12290.55
2	Expenses	12290.55
3	Deficit Funds to be transferred from the University Fund	0

12. The manner of executing of subsidiary programmes including amounts allocated and the details and beneficiaries of the programmes :

Not applicable

- 13. Particulars of recipients of concessions, permits or authorization granted by it: NIL
- **14. Details of information available or held by it reduced in electronic form:**All the important forms, circulars, notifications, academic and administrative information are available on University's website www.gtu.ac.in and they are freely downloadable.
- **15.** The particulars of facilities available to citizens for obtaining information including working hours of a library or reading room maintained for public use: The University is open on all days for obtaining information from 10:30 am to 6.10 pm excluding Sundays, Second and Fourth Saturdays and Gazetted holidays. The citizens can apply for information with a prescribed fee of Rs. 20/ to the Public information officer.

E-assessment

The University has implemented the system of E-assessment. The university has provided the facility for online viewing of the evaluated Answer Sheet by paying fee of Rs. 100/- per answer script where e-assessment is applicable. Hence, students are instructed to follow the process of online viewing of the evaluated answer sheet in which the E-assessment is implemented.

GTU has already established a system to view answer sheet by charging Rs. 100/- wherever e-assessment is implemented. As a separate system is already established by the University, applicants have to follow the same procedure for answer sheet viewing. Applicants who wish to apply under RTI for any other matter other than answer sheet viewing may apply by paying application fee of Rs. 20/- as prescribed in clause 5 (a) of Gujarat Gazette dated: 22-03-2010.

Inspection of Answer Sheet (Other than E-assessment Cases)

The university provides inspection of evaluated of answer sheet. All the concerned students who wish to apply for the inspection of the evaluated answer sheet/answer sheets under RTI Act, 2005, they are required to apply for inspection after the declaration of the result of Rechecking/Re-assessment and before the last date mentioned in the obliteration/pulping circular issued by the exam section.

The inspection shall be given after the declaration of Rechecking/Re-assessment result, even though the application might has been received before the declaration of Rechecking/Re-assessment result.

Photocopy of Answer Sheets under RTI Act, 2005

Students can obtain the photocopy of answer sheet under the RTI Act, 2005. The charges for the photocopy are as under:

	Charges to receive photocopy of answer sheet personally from the University	Charges to receive photocopy of answer sheet at the postal address
(a) RTI Application fee	Rs.20/-	Rs.20/-
(b) Photocopy Charges per answer sheet	Rs.80/-	Rs.120/- (Inc. postal charges)

How to Apply

- > Students are required to apply with all details containing Name, Enrolment Number, Subject Code, Contact Details (including mobile number) etc.
- > Students are required to attach the copy of hall ticket/print out of online result and college ID proof.
- > Students have to pay fees of Rs. 20/- by any of the mode prescribed under RTI Act, 2005 i.e. court fee stamp/IPO/DD/Indian non-judicial stamps/ revenue stamp along with application.
- The students will be informed regarding date & time of inspection through SMS/letter only after the declaration of the result of rechecking/re-assessment.

Important Notes

- Inspection of answer-sheets is given only for the academic guidance of the students and does not provide any remedy in case of any discrepancy that may be noticed in the process. Therefore no request for change or correction of marks shall be entertained under the RTI Act, 2005.
- ➤ Only applicant student will be allowed to inspect his/her own the answer sheet.

16. Information which shall not be provided under the RTI Act, 2005

> Information related to Exam section

Information/Details	Description	RTI Act Clause
The information about employees/staff connected with the confidential activities of exam section such as names of paper setters, names of examiners etc.	If such information is disclosed, it may adversely affect whole examination process and the interest of the university. It may be misused by any third person. It would endanger the life or physical safety of the person.	8 (1) (g)
The information regarding staff connected with rechecking/re-easement, marks entry and exam related confidential activities conducted at zonal level.	If such information is disclosed, it may adversely affect the confidential activity of exam and the interest of the university. It may endanger the life or physical safety of the person.	8 (1) (g)
The information regarding the opinion taken from teachers/ experts in unfair means (UFM) cases during or after the exam.	If such information is disclosed, it may adversely affect the confidential activity of exam and the interest of the university. It may endanger the life or physical safety of the person.	8 (1) (g)
The information regarding the confidential activity of the exam given to outsourced agencies, by the university.	If such information is disclosed, it may adversely affect the interest of the university. It may endanger the life or physical safety of that person.	8 (1) (g) 8 (1) (d)
Confidential work/information about how the exam work is carried out, which instrument or process is used, at what time etc.	If such information is disclosed, it may adversely affect the interest of the university.	8 (1)(g)
Information regarding education or personal details of the students such as name, address, mobile number, photo etc.	Such detail related to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual's life.	8 (1) (j)
Marks obtained by the students in the examination	University follows grade system as suggested/recommended by AICTE. Result of the student is declared in grades SPI, CPI, CGPA wise by university.	As per AICTE

> Information related to Affiliation/Staff-Endorsement Section

- The information regarding LIC/academic inspection report or information supplied with the application for affiliation which contains institutional information such as documents regarding land building, analysis of financial conditions etc. This information is important and confidential. Such information shall not be disclosed considering the interest of professional institutions to the third party, disclosure of which would harm the competitive position. Therefore, information regarding copy of LIC/ academic inspection report shall not be provided under section 8 (1) (d) of the RTI Act, 2005.
- LIC or academic inspection report contains names and signatures of convener, committee members etc. If such information is disclosed, it would endanger the life or physical safety of those persons involved in inspection process. Hence, such information shall not be provided under section 8 (1) (g) of the RTI Act, 2005.
- Ocopy of certificates about education qualification and experience of teaching staff of affiliated self-financed colleges/institutions considered for staff endorsement process is treated as personal information. Further the disclosure of such information has no relationship to any public activity or interest, or which would cause unwarranted invasion to the privacy of the individual's life. Hence, such information shall not be given under Section 8 (1) (j) of the RTI Act, 2005.

> Information related to Student Grievance Redressal Cell

• The personal details of the complainer and the details of the person against whom complain is registered shall not be provided. Such details related to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual's life shall not be provided under section 8 (1) (j) of the RTI Act, 2005.
