

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

74-A, MCD Property Tax Building, Ring Road, Lajpat Nagar-III, New Delhi-110024

(RTI/PGMS DIVISION)

No. DSIIDC/DM/RTI/2021-22/137

Dated: 14.12.2021

Subject: Guidelines for providing Information to the applicant under RTI Act 2005.

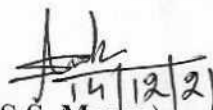
This has reference letter no. F.13/10/2021/AR/5770 dated 08.11.2021 issued by Addl. Chief Secretary, Govt. NCT of Delhi, Administrative Reforms Department, Delhi Secretariat, I.P. Estate, New Delhi in respect of DoPT office memorandum dated 06.10.2015 regarding guidelines for giving information to the applicants under RTI Act 2005 are as under:

- (i) RTI application number, date and date of its receipt in the public authority.
- (ii) The name, designation, official telephone number and email ID of the CPIO.
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
- (iv) In case the information pertains to other public authority and the application is transferred under section 6(3) of the RTI Act, details of the public authority to whom the application is transferred should be given.
- (v) In the concluding para of the reply, it should be clearly mentioned that the First Appeal, if any, against the reply of the CPIO may be made to the First Appellate Authority within 30 days of receipt of reply of CPIO.
- (vi) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

Therefore, all PIO's are requested to adopt the above mentioned Guidelines while supplying the information to the applicant under RTI Act-2005.

This issue with the prior approval of the Competent Authority.

Encl: As above.


(S.S. Meena)
D.M. (RTI/PGMS)

All PIOs,
DSIIDC.

Copy to:

1. Director Finance – (for kind information please)
2. Manager (IT) - (for uploading on DSIIDC website)

284/CD/LN
17/12/21

c/9

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
ADMINISTRATIVE REFORMS DEPARTMENT,
7TH LEVEL, C-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI
Email : arupdate@nic.in**

No. F.13/10/2021/AR/5770

Dated :- 08/10/2021

To

All Principal Secretaries/Secretaries/HODs of GNCT of Delhi.

All Heads of Local Bodies/Autonomous Bodies/Undertakings/Institutions under Govt. of NCT of Delhi.

- Sub:-
1. Non-compliance of Section 4(1) of RTI Act 2005.
 2. Role of Public Information Officer and Transparency Officer, Level and Job Chart of Transparency Officer.
 3. Updating of RTI website of Delhi Government.

Sir/Madam,

Your kind attention is invited to Section 4(1)(b) of the RTI Act 2005 under which it is mandatory to publish 17 manuals on the website of the department concerned. It has been observed from the website of Delhi Government that many Departments of Govt. of NCT of Delhi has not yet complied or updated the requisite 17 manuals with the mandatory provisions under the said Act despite the several instructions issued by this Department from time to time.

By virtue of the powers vested in the Central Information Commission vide Section 19(8) of RTI Act, 2005, it has been directed that the obligations set out in Section 4 of RTI Act, 2005 be discharged by all public authorities as per the time limits set out against each activity :-

- (a) **Record Management:-** As per provisions of Section 4(1)(a) of RTI Act, 2005 all the records should be catalogued and indexed. But it has been observed that many departments has not complied/updated the said information. Further, your attention is also invited to the provisions of "Public Record Act, 1993". Which stipulates designation of Record Officer in each department, who should undertake all such activity. It is suggested that a "Record Officer" may also be nominated as per provisions of this Act, so that he/she can attend to Record Management.

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Managing Director Office
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Dy. No. 3393
Date: 16/11/21
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(b) **Publish 17 Manuals:-** As per provisions of Section 4(1)(a) of RTI Act, 2005 all public authorities should have implementing these obligations after implementation of the Act in their department. But it has been found through the website of the department concerned that either they have not prepare the said manuals or not updating the same from time to time.

(c) **Designation of Transparency Officer:-** The Central Information Commission has also directed that each Public Authority shall designate one of their senior officers as "Transparency Officer" whose task it will be to oversee the implementation of Section 4 obligations by public authorities, to be interface for the CIC regarding its progress, help promote congenial conditions for positive and timely response to RTI requests by PIO's deemed PIOs and to be a contact point for the public in all RTI related matters.

(d) As per DoPT office Memorandum dated 06/10/20215, regarding guidelines for providing information to the RTI applicant, vide which they informed that the every public authority should contain the following information while replying RTI petitions :-

- (i) RTI application number, date and date of its receipt in the public authority.
- (ii) The name, designation, official telephone number and email ID of the CPIO.
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
- (iv) In case the information pertains to other public authority and the application is transferred under section 6(3) of the RTI Act, details of the public authority to whom the application is transferred should be given.
- (v) In the concluding para of the reply, it should be clearly mentioned that the First Appeal, if any, against the reply of the CPIO may be made to the First Appellate Authority within 30 days of receipt of reply of CPIO.

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- (vi) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

Further, it is pertinent to mention here that the benefits of proper implementation of the provisions of Section 4 are numerous. Most importantly, it is inextricably linked to the decrease in the number of RTI applications made to a particular Public Authority and consequently, it will reduce the pressure faced by a Public Information Officer.

All the Heads of Departments are requested to ensure strict compliance on the instructions/orders issued by CIC/DoPT as state above.

This may be given TOP PRIORITY and an action taken report may please be sent to this Department latest by 15th November, 2021.

Yours faithfully,



31/11/2021

(RAAJIV YADUVANSHI)
ADDL. CHIEF SECRETARY (AR)

C-4

No. 10/1/2013-IR
Government of India
Ministry of Personnel, PG & Pension
Department of Personnel & Training

North Block, New Delhi
Dated 6th October, 2015

Office Memorandum

Subject: Format for giving information to the applicants under RTI Act- issue of guidelines regarding.

It has been observed that different public authorities provide information to RTI applicants in different formats. Though there cannot be a standard format for providing information, the reply should however essentially contain the following information:

- (i) RTI application number, date and date of its receipt in the public authority.
- (ii) The name, designation, official telephone number and email ID of the CPIO.
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
- (iv) In case the information pertains to other public authority and the application is transferred under section 6(3) of the RTI Act, details of the public authority to whom the application is transferred should be given.
- (v) In the concluding para of the reply, it should be clearly mentioned that the First Appeal, if any, against the reply of the CPIO may be made to the First Appellate Authority within 30 days of receipt of reply of CPIO.
- (vi) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

2. In addition, wherever the applicant has requested for 'certified copies' of the documents or records, the CPIO should endorse on the document "True copy of the document/record supplied under RTI Act", sign the document with date, above a seal containing name of the officer, CPIO and name of public authority; as enumerated below:

True copy of the document/record supplied under RTI Act. Sd/- Date (Name of the Officer) CPIO (Name of the Public Authority)

Further in case the documents to be certified and supplied is large in number, information on RTI application should be supplied by a designated PIO but the certification of the documents, if need be, could be done by an other junior gazetted officer.

3. This may be brought to the notice of all concerned.

G. S. Arora
(G. S. Arora)
Deputy Secretary (IR)
Tel.23092755

1. All the Ministries / Departments of the Government of India.

2. Union Public Service Commission /Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ NITI Ayog/Election Commission.
3. Central Information Commission/ State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

Copy to: Chief Secretaries of all the States/UTs