

(RTI/PGMS DIVISION)

No. DSIIDC/DM/RTI/2021-22/127

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)

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