

Cib 20/11/11

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INFORMATION

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI – 02.
<http://ar.delhigovt.nic.in>

No.F.13/ 04 /2011-AR/

4670-4829/C

Dated:

08/05/11

To

1. All Principal Secretaries / Secretaries, GNCT of Delhi
2. All HODs of GNCT of Delhi
3. All HODs of all PSUs / Autonomous Bodies / Local Bodies / Institutes under Govt. Of Delhi

Sub: Furnishing of Annual Report for 2010 – 11 under Section 25 of Right to Information Act, 2005 to the Central Information Commission.

Sir / Madam

I am directed to inform you that Central Information Commission has issued new instructions for filing online returns to the CIC under Section 25 of Right to Information Act, 2005. According to these instructions, from 2010-11 onwards, the Commission has decided to receive the online return from Public Authorities on quarterly basis. The quarterly return will be due immediately after the completion of every quarter and it will have to be uploaded on the website only i.e. <http://www.cic.gov.in>. Henceforth the Public Authorities will not be able to submit the next quarter return without submission of the previous one, online.

All the public authorities therefore need a user ID & Password to submit the Quarterly Report directly to the CIC online, which will be issued by the AR Department. You are therefore requested to submit the requisite information pertaining to your department in the enclosed proforma within 10 days, so that User ID & Password can be prepared & sent to you to enable you to submit the consolidated quarterly report directly to the CIC online.

It may please be noted that there will be only one User ID and Password for one public authority & it will have to consolidate the reports of all PIOs & First Appellate Authorities on its own before uploading the information on the website.

For clarifications, if any, please contact the undersigned on Telephone number 23392422.

Yours faithfully,

Bawa

(SEEMA BAWA)

Deputy Director (AR)
 Ph. 23392422

Encls.

1. Proforma for details of Public Authority
2. Proforma for Appellate Authority
3. Proforma for Public Information Officer

PROFORMA FOR DETAILS OF PUBLIC AUTHORITY

1. Name of the Public Authority

:
2. Category of Public Authority
(Please tick)

:

Board

Corporation

Society under Societies Act

Govt. Companies under Companies Act

Other

Attached Office

Subordinate Office

Govt. Co-operatives

Nodal/Cordinating Officer's Details

1. Name of the Officer

:
2. Designation

:
3. Contact Address

:
4. E-mail Address

:
5. Phone Number

:
6. Fax Number

:
7. Website Address

:
8. Webpage Link of RTI Manuals/
Disclosure u/s 4/19(8)

:
9. Last Date of Uploading/Updating
Pro-active Disclosures in website

:

**Signature of Nodal Officer
along with stamp**

PROFORMA FOR APPELLATE AUTHORITY

S. No.	Name of the Appellate Authority	Sex (M/F)	Designation	Address	Phone No.	Fax No.	Email	Subject	Name of the Predecessor Appellate Authority (if any)

Signature of Nodal Officer
alongwith stamp

PROFORMA FOR PUBLIC INFORMATION OFFICER

S. No.	Name of the PIO	Sex (M/F)	Designation	Address	Pincode	Phone No.	Fax No.	Email	Subject	Name of the Appellate Authority	Name of the predecessor PIO (if any)

Signature of Nodal Officer
alongwith stamp