



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, ND-02

No. F. 13/06/2012-AR/ 6559-6718/C

Dated: 06/07/12

To

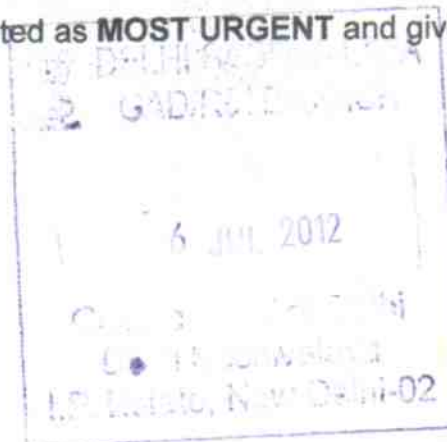
1. All Principal Secretaries/Secretaries, GNCT of Delhi
2. All HODs of GNCT of Delhi
3. All HODs of all PSUs/Autonomous Bodies/Local Bodies/Institutes under GNCT of Delhi.

**Sub:- Uploading of 1<sup>st</sup> Quarterly Return for the year 2012-13 under Section 25 of Right to Information Act, 2005 to the Central Information Commission.**

Sir/Madam,

I am directed to inform you that the link for uploading the Quarterly Return by the Public Authorities for the year 2012-13 has been activated by the Central Information Commission on their website i.e. <http://www.cic.gov.in>. As per instructions issued by the CIC, the quarterly return will be due immediately after the completion of every quarter and it will have to be uploaded on the website only.

2. As per instructions issued by the Central Information Commission for Public Authorities for filings online returns that "Online return can be submitted within 15 days after the completion of every quarter and after 15 days of the next quarter, Public Authorities can submit their return online but their name will appear in 'LATE' list.
3. You are, therefore, requested to kindly look into the matter personally and direct the concerned officer to upload the Quarterly Return for the year 2012-2013 on the website of Central Information Commission in respect of your department/organisation, **since the 1<sup>st</sup> Quarter for the year 2012-2013 has already been completed on 30<sup>th</sup> June, 2012.**
4. This may kindly be treated as **MOST URGENT** and given **TOP PRIORITY**.



Yours faithfully,

*Seema Bawa*  
6/7/12  
**(SEEMA BAWA)**  
Deputy Director (AR)  
Ph. 23392422