

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I. P. ESTATE, NEW DELHI

No. 13/9/09-AR

10333-492/c

Dated: 7.10.10

OFFICE ORDER

It has been observed that a large number of Public Information Officers and First Appellate Authorities designated under RTI Act, 2005 are not complying with the marginally noted instructions issued by Administrative Reforms Department with regard to uploading and updating of all RTI applications and first appeals received by the respective PIOs / First Appellate Authorities on the RTI web site of Delhi Government at <http://delhigovt.nic.in>, for which User IDs and Passwords have already been issued to them by Information & Technology Department. This web page has been developed with a view to provide as much information as possible to the citizens with regard to the information being sought by various applicants and the replies given to them by the respective authorities. However, the non updation of this web page has led to a number of RTI applications from the citizens who are seeking

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| (1) F-13/9/09- AR/Vol.II/
6856-7015, dated
8/7/2010 |
| (2) F.13/2/06/AR/Vol.II/
1740-1864, dated
10/3/2008 |
| (3) F. 13 (3)/05-AR/
2856-2985, dated
22/3/2007. |

information as to why the PIOs and First Appellate Authorities are not complying with the instructions issued by the Administrative Reforms Department from time to time and what action has been taken against such persons. One such request by Mrs. K. Kumar for similar information has already been circulated to all the departments for sending a reply to the applicant about the status of uploading of RTI applications and first appeals by the respective Departments besides other information asked by her.

2. All the Departments are accordingly requested to respond to the RTI applications and also ensure that the applications and appeals received by them are uploaded and updated on the said web page so that there is no cause of complaint from the citizens with regard to non-compliance of instructions issued by AR Department from time to time.

3. All the HODs are requested to ensure that the Public Information Officers and First Appellate Authorities upload and update all RTI applications and First appeals on the website of Delhi Government (<http://delhigovt.nic.in>) on a regular basis.

4. Non-compliance of these instructions may result in further RTI applications and appeals with the Central Information Commission, which may take an adverse view in the matter besides initiating disciplinary proceedings against the officers who are responsible for the lapse.



(ARVIND RAY)

PRINCIPAL SECRETARY (AR)

Tel: 23392240

To

1. All Principal Secretaries/ Secretaries/HODs of Govt. of NCT of Delhi
2. All HODs of Local Bodies/Autonomous Organisations/Undertakings of GNCTD

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI - 110 002
<http://ar.delhigovt.nic.in>**

No.F.13/9/09-AR/Vol.III/ 6856-7015

Dated: 8.7.2010

To

**All Principal Secretaries / Secretaries / Head of Departments,
of all Departments under Government of NCT of Delhi.**

**All Head of Departments of Autonomous Organizations / PSUs /
Undertakings / Corporations / Local Bodies under Govt. of Delhi.**

Sub: Updating of RTI website of Delhi Government.

Sir / Madam,

Your kind attention is invited to this office circular No. F.13/2/06/AR/Vol. II/1740-1864/C, dated 10.3.2008 (Copy overleaf) on the subject cited above. In spite of clear instructions to upload and update the RTI website of Delhi Government, it is noticed that many Public Information Officers and First Appellate Authorities are not adhering to these instructions in the right spirit, thereby not only many RTI applications are shown as pending beyond 30 days, but also a large number of RTI applications are yet to be uploaded and updated in the website.

2. It is reiterated that **each and every RTI application / first appeal received under RTI Act, 2005** should be uploaded on the RTI website of Delhi Government at <http://delhigovt.nic.in/rti> within five days of its receipt / disposal, as per instructions and User ID and Pass words already issued to the Public Information Officers and First Appellate Authorities of each Public Authority in this regard. Action may be initiated against those officers / officials who are not complying with these instructions.

3. In case of any technical problems being faced while uploading / updating RTI applications / first appeals in the RTI website, the Programmer of IT Department may be contacted either personally or on telephone number 23392074.

Yours faithfully,

Arvind Ray

(ARVIND RAY)

PRINCIPAL SECRETARY (AR)

Tel: 23392240

No.F.13/9/09-AR/Vol.III/ 6856-7015

Dated: 8.7.2010

Copy to Secretary (IT), 9th Level, B Wing, Delhi Secretariat with the request to provide all assistance to those facing technical difficulties while uploading / updating the RTI website. Login IDs and Passwords may be issued to the newly designated PIOs /FAAs, subject to conditions stated in Para 4 of the circular dated 10.3.2008.

Arvind Ray

(ARVIND RAY)

PRINCIPAL SECRETARY (AR)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI - 110 002
<http://ar.delhigovt.nic.in>**

No.F.13/2/06/AR/Vol.III/ 1740-1864/c

Dated: 10.3.2008

To

**All Principal Secretaries / Secretaries / Head of Departments,
of all Departments under Government of NCT of Delhi.**

**All Head of Departments of Autonomous organizations / Undertakings
/ Corporations / Local Bodies under Govt. of NCT of Delhi.**

Sub: Updating of RTI website of Delhi Government.

Sir / Madam,

You may appreciate that with a view to provide maximum suo-moto information to the citizens, it was decided to upload each and every RTI application / appeal received in each Department / organization, on the website of Government of Delhi, which not only provides the latest status to the citizens at large but also helps the Public Information Officers and First Appellate Authorities to keep a watch on these and also generate various types of letters for quick disposal of such applications / appeals. This will also help in reducing the number of applications where the information has already been provided, as the citizens can get the information free of cost, without filing any new applications.


2. A review of the Delhi Government website (<http://delhigovt.nic.in>) shows that most of the First Appellate Authorities / Public Information Officers are not properly adhering to these instructions; thereby not only many RTI applications are shown as pending beyond 30 days, but also a large number of RTI applications are yet to be uploaded and updated in the website. You may kindly look into the matter personally and advise all the First Appellate Authorities / Public Information Officers of your Department to dispose of all the RTI applications / appeals received by them within the prescribed time limits under RTI Act, 2005 and also to upload / update the Delhi Government RTI website immediately, so that it will reflect a correct picture.

3. It is reiterated that **each and every application / appeal received under RTI Act, 2005** is to be uploaded on this website **within five days** of the receipt / disposal of the same, as per instructions already issued in this regard and action taken against those officers / officials who are not complying with these instructions. In case of any technical problems while uploading / updating RTI applications / appeals in the website, the Programmer of IT Department may be contacted either personally or on telephone number 23392074.

4. It has further been noticed that a large number of Public Information Officers / First Appellate Authorities have been changed / added during the course of time by the Departments. It may kindly be assured that all RTI applications / appeals are uploaded in the website by the earlier PIOs / FAAs before issuing orders for change / addition / re-designation of new PIOs / FAAs. The newly designated PIOs / FAAs also need to be provided with Login IDs and Passwords for uploading the RTI applications / appeals in the website, which may be obtained from the IT Department urgently, after providing the details of existing PIOs / FAAs along with their jurisdiction, Login IDs and Passwords and a certificate to the effect that all RTI applications / appeals were uploaded in the RTI website by the concerned PIO/FAA, as the case may be.

5. An action taken report may be submitted latest by **31st March, 2008**.

Yours faithfully,


(P.K. TRIPATHI)
PRINCIPAL SECRETARY (AR)
Tel: 23392005

No.F.13/2/06/AR/Vol.III/ 1740-1864/c

Dated: 10.3.2008

Copy to Secretary (IT), 9th Level, B Wing, Delhi Secretariat to provide all assistance to those facing technical difficulties while uploading / updating the RTI website and also issue Login IDs and Passwords to the newly designated PIOs /FAAs.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI – 110 002
<http://ar.delhigovt.nic.in>

No.F.13 (3)/05-AR/2856 - 2985

Dated: 22.3.2007

To

All Principal Secretaries / Secretaries

All Heads of Departments

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

Sub: **Designating First Appellate Authorities, Public Information Officers and
Assistant Public Information Officers under Right to Information Act, 2005.**

Sir / Madam,

It has been observed that various Public Authorities are designating and redesignating First Appellate Authorities, Public Information Officers and Assistant Public Information Officers, without evaluating the actual need to do so, thereby creating various administrative problems. Many of the Departments have designated junior officers as Public Information Officers, which is against the spirit of the earlier circulars issued vide No.F.13/1/05/AR/7345 – 7595, dated 14.6.05 and 29.6.05 (available on the website of AR Department at <http://ar.delhigovt.nic.in>), as they may not be able to access the required information. Moreover, co-ordination of RTI work is also getting cumbersome and leading to administrative problems.

2. It has, therefore, been decided that henceforth, all proposals for change of First Appellate Authorities, Public Information Officers etc. should invariably be sent to AR Department along with proper justification for change for designating / redesignating these officers under Right to Information Act, 2005.

3. All the Public Authorities are also requested to ensure that:-

- (i) all the Appellate Authorities and Public Information Officers have got their User ID and Password issued by the IT Department.
- (ii) all the applications / appeals are uploaded on the website of Delhi Government.
- (iii) the information as regards change of Appellate Authorities, Public Information Officers and Assistant Public Information Offices is updated in the manuals on the website.

4. A Statistical report about RTI applications and appeals received during 2006-07 has also to be sent to MHA. As such, it is requested that **consolidated information** as per enclosed Statements I and II in respect of Public Information Officers and First Appellate Authorities respectively of your Department, may please be sent to this Department **by 15th April, 2007.**

Yours faithfully,

Sd/-

Encl: As above.

(P.K. TRIPATHI)
PRINCIPAL SECRETARY (AR)