

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

No. F.13/06/2012-AR/2908-74/C

Dated: 18/03/13

To

(As per list enclosed)

Sub: Uploading of Quarterly Return for the year 2012-13 under Section 25 of Right to Information Act-2005 to the website of Central Information Commission.

Sir/Madam,

Kindly refer to this department's letter of even number dated 06/07/2012 and subsequent reminder dated 27/09/2012 and 04.01.13 on the subject cited above. In this regard, I am directed to inform you that on analysis of Quarterly Report uploaded on the website of Central Information Commission, it has been observed that:-

1. No report has been uploaded by your department.
2. Report regarding 2nd and 3rd quarter is pending in respect of your department.
3. Report regarding 3rd quarter is pending in respect of your department.

It is pertinent to mention here that as per instructions issued by the CIC, the quarterly return will be due immediately after the completion of every quarter and will have to be uploaded on the website of CIC i.e. <http://www.cic.gov.in> by the concerned department. "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. **Now, the fourth quarter of current financial year 2012-13 is also to be completed on 31.03.2013 and the return for the same is to be uploaded on the website of CIC on or before 15 April, 2013.**

The CIC has conveyed the same vide D.O. Letter No. 19/1/2012-CIC-MoRe dated 15/01/2013 forwarding therewith a list of defaulting Public Authorities who have not yet uploaded their quarterly returns although three quarters have lapsed in the current year and informed that the quarterly returns for the three quarters for the year 2012-13 may be uploaded latest by 20th January, 2013. Further, the return for the last quarter i.e. the quarter ending 31st March, 2013 must be submitted by 15th April, 2013.

You, are, therefore, again requested to kindly look into the matter personally and comply with the above directions issued by CIC, and direct the concerned Officers to upload the Quarter Report (s) for the year 2012-13 on the website of Central Information Commission in respect of your Department/organization since the 4th quarter is also going to be completed on 31.03.2013.

This may kindly be treated as **MOST URGENT** and given **TOP PRIORITY**.

Yours faithfully,

Seema Bawa
18/3/13

(SEEMA BAWA)
DEPUTY DIRECTOR (AR)/HOO
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o/c