

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI,
2ND FLOOR MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE DELHI-110006
(RTI CELL)

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F.62 (02)/DWCD/RTI Cell/Misc Corresp.Matter/2021—22/ 19440-44

Dated:

30 NOV 2021

CIRCULAR

In compliance of the letter No.F.13/10/2021/AR/5770, dated: 08.11.2021 received from Additional Chief Secretary (AR), GNCT of Delhi regarding various obligations to be followed by all the public authorities. Therefore, all PIOs are hereby advised to contain the following information while replying RTI petitions:-

1. RTI application number, date and date of its receipt in the public authority.
2. The name, designation, official telephone number and email ID of the CPIO.
3. In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
4. 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.
5. 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 the reply of CPIO.
6. The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

BH
30/11/21
Nodal Officer (RTI)

Copy to:-

1. OSD to Secretary, DWCD, GLNS Complex, Delhi Gate. Delhi-110002.
2. PS to Director, DWCD, Maharana Pratap ISBT Building, Kashmere Gate, , Delhi-110006.
3. First Appellate Authority (RTI), DWCD, Kashmere Gate, Delhi-06.
4. All PIOs
5. Guard File
6. Sr. System Analyst (With directions to upload it on DWCD Website)