MOST URGENT RTI MATTER/BY SPEED POST

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
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(RTI CELL)

F.No.62(01)/DWCD/RTI/MIS./ Dated:-

CIRCULAR

Subject: Timely furnishing of replies to RTI applications by Public Information Officers (PIOs) – Strict compliance thereof.

It has come to the notice of the First Appellate Authority (FAA) that certain Public Information Officers (PIOs) are not furnishing replies to RTI applications within the prescribed time limit under the Right to Information Act, 2005. It has further been observed that, in certain cases, the PIOs initiate the process of preparing replies only after receipt of a notice of appeal or upon being informed about the date omnf hearing by the FAA.

It has also been observed that some PIOs seek the login ID and password of the online RTI portal at the time of preparation of replies, indicating that the necessary action is not being taken at the appropriate stage.

In this regard, it is reiterated that the responsibility for timely disposal of RTI applications rests with the concerned PIO. The filing of a first appeal or the issuance of a hearing notice by the FAA should not be the occasion for initiating action on an RTI application. The PIO is required to examine each RTI application promptly and furnish the requisite information or pass an appropriate speaking order within the time limit prescribed under the RTI Act, 2005.

Accordingly, all PIOs are hereby directed to ensure the following:

1. All RTI applications shall be examined and replied to within the statutory time limit prescribed under the RTI Act, 2005.
2. Preparation and submission of replies shall not be deferred until receipt of a first appeal, hearing notice or directions from the FAA.
3. PIOs shall regularly access and monitor the online RTI portal to keep track of RTI applications received and their respective timelines.
4. All concerned PIOs shall ensure that their login credentials for the online RTI portal are readily available and functional. Requests for login IDs and passwords at the stage of appeal proceedings shall be avoided. In case of any difficulty in accessing the portal, the matter shall be brought to the notice of the concerned administrative/technical authority immediately.
5. PIOs shall maintain proper records of RTI applications received, replies furnished, dates of disposal and pending applications so that the status of each application can be readily ascertained.
6. In cases where a first appeal has already been filed, the concerned PIO shall ensure that a complete factual report, along with a copy of the reply furnished to the applicant and other relevant records, is submitted to the FAA well before the scheduled date of hearing.

It is emphasized that the RTI mechanism is required to function in a timely, transparent and accountable manner. Unnecessary delay in furnishing replies and initiating action only after the commencement of appellate proceedings defeats the very objective of the Right to Information Act, 2005.

All PIOs are, therefore, directed to take these instructions seriously and ensure strict compliance. Any instance of avoidable delay or negligence in discharging statutory responsibilities may be viewed seriously and dealt with in accordance with the applicable provisions of the RTI Act, 2005.

17/11/26

First Appellate Authority (FAA)

To

All Public Information Officers (PIOs)

F.No.62(01)/DWCD/RTI/MIS./ 11186-89 Dated:- 18 NOV 2026

Copy to:

- OSD to Director, WCD,HQ
- Nodal officer ,RTI, WCD,HQ
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17/11/26

First Appellate Authority (FAA)