

**GOVT. OF NCT OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
&
DIRECTORATE OF PROHIBITION
2ND FLOOR MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE DELHI-110006, PHONE 011-20832589
(RTI CELL)**

F. No. 62(02)/DWCD/RTICell/Misc.Corresp.Matter/2022-23/24437-40

Date: 20/Mar/2023

CIRCULAR

All the PIO's are requested to provide the information of RTI within the time frame as prescribed under section 7 of RTI Act, 2005. The reply should be send to the applicant directly under the intimation to the undersigned. In case the RTI pertains to the other PIOs it should be transferred within 5 working days to the concerned PIOs. It has been observed that PIO's holds the RTI for more that 5 days, which defy the RTI Act 2005 of section (6) sub section (3)(ii). Therefore, all PIOs are requested to be observant while dealing with the RTI as per provision of RTI Act, 2005.

Further, all the PIOs shall note and also to make sure that the RTI portal is being checked on daily basis as no hard copy of online RTI will be sent to PIOs in order to save paper consumption and support eco-friendly environment.

And further, the offline RTI received at RTI Cell will be sent to the concerned PIO after generating RTI ID Number. In case the PIOs receive the RTI directly, the PIOs are to generate the RTI ID no. from their end and should not transfer to RTI CELL for generation of RTI ID.

The PIO's are further requested to ensure that a copy of reply/transfer of RTI received through offline or online should be sent to the Nodal Officer (RTI), DWCD for information.

The RTI's Quarterly Progress report is to be sent to RTI Cell, DWCD by post or through email (rtiwcd@gmail.com), after the end of every Quarterly (**1st Quarterly** - April to June, **2nd Quarterly** - July to Sept., **3rd Quarterly** - Oct. to Dec., and **4th Quarterly** - Jan. to March), which need to be reported to Central information Commission under section (25) of RTI Act 2005.


(KARAM CHAND)
NODAL OFFICER (RTI)

20.03.2023

To,
All Public Information Officers (PIOs/APIOs),
Dept. of Women & Child Development
& Directorate of Prohibition
Government of NCT of Delhi

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F.No.62 (01) DWCD/RTI Cell/QPR/2022-23/ 24437-40

Dated:

20 MAR 2023

Copy to:-

1. PS to Director (DWCD) for information.
2. First Appellate Authority, DWCD for information.
3. ☒ Sr. System Analyst (IT Branch), DWCD with the request to upload on website for reference of all PIOs for compliance as per RTI Act 2005.


(KARAM CHAND)
NODAL OFFICER (RTI)