

Most Urgent/RTI Matter

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVT. OF NCT OF DELHI**

2nd Floor, Maharana Pratap, ISBT Building, Kashmere Gate, Delhi-110006
(RTI CELL)

F.No.62 (01) DWCD/RTI Cell/mis/2023-24/172

Dated:- 19/7/24

To,

All PIOs/APIOs of DWCD

Sub:- Advisory under Section 25(5) of RTI ACT,2005.


Sir / Madam,

With reference to the subject cited above, all the branch in-charges/PIOs/FAA of Department of WCD, GNCTD are hereby informed that an advisory has been issued by Deputy Secretary(AR) VIDE LETTER NO f13/17/2023/AR/PT.F-1/2043-45 dated 16/07/24 wherein CIC has taken a serious issue note of the fact that some Public Information Officers & First Appellate Authority are not mentioning their full name, designation etc. The copy of advisory is attached for compliance.

This measure is intended to facilitate better communication and accountability, ensuring that applicants can easily reach the concerned PIO for any further clarification or follow-ups

Therefore, all the PIOs are requested to implement the provisions of the advisory.

ENCL. As Above


(Karam Chand)
Nodal officer (RTI) 19/7/24

Copy to:-

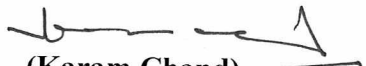
1. Dy. Dir. (Admn.), DWCD, HQ, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
2. Dy. Dir. (ICDS-I), DWCD, H.Q, 6th Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
3. Dy. Dir. (POSHAN), DWCD, H.Q, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
4. Dy. Dir. (Ladli), DWCD, H.Q, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
5. Dy. Dir. (FAS), DWCD, H.Q, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06

6. Dy. Dir. (CPU/ICPS), DWCD, H.Q, 6th Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
7. Dy. Dir. (VAC), DWCD, H.Q, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
8. Dy. Dir. (Vigilance), DWCD, H.Q, 6th Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
9. Dy. Dir. (Estate), DWCD, H.Q, 6th Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
10. Dy. Dir. (WEC), DWCD, H.Q, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
11. Controller of Accounts, DWCD, 6th Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
12. Dy. Dir. (CTB), DWCD, H.Q, 6th Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
13. Dy. Dir. (RTE), DWCD, H.Q, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
14. Dy. Dir. (RGO), DWCD, H.Q, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
15. Dy. Dir. (PMMVY), DWCD, H.Q, 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
16. Dy. Dir. (Litigation), DWCD, H.Q, 6th Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi - 06
17. District Office (North), 20-21, Gulabi Bagh Shopping Complex, Gulabi Bagh, Delhi – 110007
18. District Office (South), DWCD, Kasturba Niketan, Lajpat Nagar-II, Delhi – 110024
19. District Office (East), DWCD, Silai Kadhai Kendra, Block-10, Geeta Colony, Delhi – 110031
20. District Office (West), DWCD, Nirmal Chhaya Complex, Jail Road Hari Nagar, Delhi – 110064
21. District Office (NorthEast), Sanskar Ashram Complex, GTB Enclave, Dilshad Garden, Delhi – 93
22. District Office (North West – I), DWCD, Silai Kendra, F Block Mangol Puri, Delhi – 110083
23. District Office (North West – II), Room No.4, Sewa Kutir Complex, Kingsway Camp, Delhi 09
24. District Office (South West), 23-24, Udhog Sadan,, Qutub Institutional Area, Delhi – 110067
25. District Office (Central), DWCD, GLNS Complex, Delhi Gate, Delhi – 110002
26. District Office (New Delhi), DWCD, Flat No.11 First Floor, Block No. 02, Shankar Market, Connaught Place, New Delhi – 110001
27. Supdt. (VCH-I), DWCD, Kasturba Niketan Complex, Lajpat Nagar-II, New Delhi-110024
28. Supdt. (Phulwari, CHB-I), Children Home Complex, Opp. Alipur Police Station, Delhi-36
30. Supdt. (VCH-II), DWCD, Kasturba Niketan Complex, Lajpat Nagar-II, New Delhi-110024
31. Supdt. (JJB-II), DWCD, Delhi Gate, Behind Feroz Shah Kotla Stadium, New Delhi-110002
32. Supdt. (VCH-III), DWCD, Kasturba Niketan Complex, Lajpat Nagar-II, New Delhi-110024
33. Supdt. (AOHB-II), DWCD, Sewa Kutir Complex, Kingsway Camp, New Delhi-110009
34. Supdt. (Uday, CHB-II), DWCD, Kasturba Niketan Complex, Lajpat Nagar-II, New Delhi-110024
35. Supdt. (CHG-II), DWCD, Nirmal Chhaya Complex, Hari Nagar, Jail Road, New Delhi-110064
36. Supdt. (POS,NCC), DWCD, Nirmal Chhaya Complex, Hari Nagar, Jail Road, New Delhi-110064
37. Supdt. (CHG-I), DWCD, Nirmal Chhaya Complex, Hari Nagar, Jail Road, New Delhi-110064
38. Supdt. (POS), DWCD, Magazine Road, Majnu Ka Tila, Civil Lines, Delhi-110054
39. Supdt. (AAOHB-II), DWCD, Magazine Road, Majnu Ka Tila, Civil Lines, Delhi-110054
40. Supdt. (Aashiana, CHB-I & CHB-II), CHB (B), DWCD, Children Home Complex, Opposite Alipur Police Station, New Delhi-110036
41. CDPO (ICDS-Alipur), DWCD, Children home Complex, Alipur, Delhi-110036
42. CDPO (ICDS-Aman Vihar), DWCD, Working Women Hostel opposite bus depot sector-22, Rohini, Delhi – 110085
43. CDPO (ICDS-Anand Mansarovar), DWCD, 2nd Floor, Community Center, Old Seemapuri, Delhi – 110095
44. CDPO (ICDS-Anand Parvat), DWCD, L – Block, Pratap Nagar, Rein Basera, Baghkare Khan, Delhi-110007
45. CDPO (ICDS-Babarpur), DWCD, F – 2, Community Center, Sunder Nagri, Delhi - 110095
46. CDPO (ICDS-Badarpur), TCPC Building, Near Jal Vihar Terminal Lajpat Nagar, Delhi-24
47. CDPO (ICDS-Baghkare Khan) L – Block, Pratap Nagar, Rein Basera, Baghkare Khan, Delhi-110007
48. CDPO (ICDS-Bawana), DWCD, Children home Complex, Alipur Delhi-110036
49. CDPO (ICDS-Bhagirathi Vihar), 2nd Floor, Community Center, Old Seemapuri, Delhi – 110095
50. CDPO (ICDS-Bhalswa), DWCD, A-60, Community Centre, Jahangiri Puri-110033

- **CDPO (ICDS-Bhatti Mines)** D-Block Community Centre, J. J. Colony, Khanpur, New Delhi – 110080
52. **CDPO (ICDS-Budhpur)**, DWCD, Children home Complex, Alipur Delhi-110036
53. **CDPO (ICDS- Burari)**, DWCD, A-60, Community Centre, Jahangiri Puri-110033
54. **CDPO (ICDS-Chandni Chawk)** 10615, Jhandewalan Road, Nabi Karim, Delhi – 110055
55. **CDPO (ICDS-Dabri)**, Room No. – 4, Staff Quarters, Nirmal Chhaya Complex, Jail Road, Delhi – 64
56. **CDPO (ICDS-Ekta Vihar)**, NPS School, Sector – 4, Rohini, Near Vishram Chowk, Delhi –110085
57. **CDPO (ICDS-Gautam Vihar)** 2nd Floor, Community Center, Old Seemapuri, Delhi – 110095
58. **CDPO (ICDS-Gautampuri)** TCPC Building, Near Jal Vihar Terminal, Lajpat Nagar, Delhi – 110024
59. **CDPO (ICDS-Geeta Colony)**, DWCD, Silai Centre, 10 Block, Geeta Colony, Delhi - 110031
60. **CDPO (ICDS-Govindpuri)**, DWCD, B – Block, PWD Barracks, Kalkaji, New Delhi – 110019
61. **CDPO (ICDS-Hamdard Nagar)** D-Block Community Centre, J. J. Colony, Khanpur, Delhi – 110080
62. **CDPO (ICDS-Hastsal)** Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi – 110064
63. **CDPO (ICDS-Holambi Kalan)**, DWCD, Children home Complex, Alipur Delhi-110036
64. **CDPO (ICDS-Inderpuri)**, DWCD, 1437, Delhi Govt. flat, Gulabi Bagh, Delhi – 110007
65. **CDPO (ICDS-Jahangir puri)**, DWCD, A-60, Community Centre, Jahangiri Puri-110033
66. **CDPO (ICDS-Jaitpur)** TCPC Building, Near Jal Vihar Terminal, Lajpat Nagar, New Delhi – 110024
67. **CDPO (ICDS-Jama Mazjid)**, DWCD, 10615, Jhandewalan Road, Nabi Karim, Delhi – 110055
68. **CDPO (ICDS-Jwalapuri)**, DWCD, Jat Chaupal, Peeragarhi Village, Delhi – 110087
69. **CDPO (ICDS-Kanjhawala)**, DWCD Y – Block, Work Centre for women, Nangloi, Delhi - 110041
70. **CDPO (ICDS-Kapashera)**, DWCD, SDM office Near tudda Mandi najafgarh 110043
71. **CDPO (ICDS-Karawal Nagar)** 3rd Floor, Community Center, Old Seemapuri, Delhi – 110095
72. **CDPO (ICDS-Kardampuri)**, DWCD, F – 2, Community Center, Sunder Nagri, Delhi - 110095
73. **CDPO (ICDS-Khanpur)** D-Block Community Centre, J. J. Colony, Khanpur, Delhi – 110080
74. **CDPO (ICDS-Kirti Nagar)**, DWCD, Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi – 110064
75. **CDPO (ICDS-Kondli)**, MCH Center, Khichripur, Near Kalyanpuri Police station, Delhi-110091
76. **CDPO (ICDS- Kusumpur Pahari)**, DWCD, D-Block Community Centre, J. J. Colony, Khanpur, New Delhi – 110080
77. **CDPO (ICDS-Madanpur)**, Khadar B – Block, PWD Barracks, Kalkaji, New Delhi – 110019
78. **CDPO (ICDS-Madipur)**, DWCD, F – Block, Community Centre, Madipur, Delhi – 110063
79. **CDPO (ICDS- Manglapuri)**, DWCD, Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi – 110064
80. **CDPO (ICDS- Mangolpur Khurd)**, DWCD, E-7 Block, Shani Bazar Sultanpuri, Delhi 110086
81. **CDPO (ICDS- Mangolpuri)** NPS School, Sector – 4, Rohini, Near Vishram Chowk, Delhi –110085
82. **CDPO (ICDS- Mayapuri)**, DWCD, Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi – 110064
83. **CDPO (ICDS- Meer Vihar)**, NPS School, Sector – 4, Rohini, Near Vishram Chowk, Delhi –110085
84. **CDPO (ICDS- Meethapur)**. DWCD, Food & Supply Office Complex, Jal Vihar Road, Lajpat Nagar – II, New Delhi – 110024
85. **CDPO (ICDS-Mehrauli)** D-Block Community Centre, J. J. Colony, Khanpur, Delhi – 110080
86. **CDPO (ICDS-Molarband)**, TCPC Building, Near Jal Vihar Terminal Lajpat Nagar, Delhi-24
87. **CDPO (ICDS-Moti Nagar)** Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi – 110064
88. **CDPO (ICDS-Nabi Karim)**, DWCD, 10615, Jhandewalan Road, Nabi Karim, Delhi – 110055
89. **CDPO (ICDS-Najafgarh)**, DWCD, SDM office Near tudda Mandi najafgarh 110043
90. **CDPO (ICDS-Nand Nagri)**, DWCD, F – 2, Community Center, Sunder Nagri, Delhi - 110095
91. **CDPO (ICDS-Nangli)**, DWCD, SDM office Near tudda Mandi najafgarh 110043
92. **CDPO (ICDS-Nangloi)**, DWCD, E-7 Block, Shani Bazar Sultanpuri, Delhi 110086
93. **CDPO (ICDS-Narela)**, DWCD, Children home Complex, Alipur Delhi-110036

- **CDPO (ICDS-Nawada)** Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi – 110064
95. **CDPO (ICDS-Nihal Vihar)**, DWCD, Jat Chaupal, Peeragarhi Village, Delhi – 110087
96. **CDPO (ICDS- Nilothi)**, DWCD, Y – Block, Work Centre for women, Nangloi, Delhi - 110041
97. **CDPO (ICDS- Nimri)**, DWCD, 33-34 ShoppingComplex, Gulabi Bagh, Delhi – 110007
98. **CDPO (ICDS- Nizamuddin)** TCPC Building, Near Jal Vihar Terminal, Lajpat Nagar, Delhi – 110024
99. **CDPO (ICDS- Okhla)**, DWCD, TCPC Building, Near Jal Vihar Terminal Lajpat Nagar, Delhi-24
100. **CDPO (ICDS- Paschim Vihar)**, DWCD, F – Block, Community Centre, Madipur, Delhi – 63
101. **CDPO (ICDS- Patparganj)** Deaf and Dumb School, 3rd Floor, Mayur Vihar, Phase – I, Delhi-110092
102. **CDPO (ICDS- Pratap Vihar)**, MLA Office E-7 Block, Shani Bazar Sultanpuri, Delhi 110086
103. **CDPO (ICDS- Prem Nagar)** NPS School, Sector – 4, Rohini, Near Vishram Chowk, Delhi –110085
104. **CDPO (ICDS-Raja Garden)** Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi –64
105. **CDPO (ICDS-Rajouri Garden)**, Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi-64
106. **CDPO (ICDS-Rani Bagh)** Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi –64
107. **CDPO (ICDS- Rohini – I)** NPS School, Sector – 4, Rohini, Near Vishram Chowk, Delhi –110085
108. **CDPO (ICDS- Rohini – II)** NPS School, Sector – 4, Rohini, Near Vishram Chowk, Delhi –110085
109. **CDPO (ICDS- Sagarpur)**, DWCD, Room No. – 4, Staff Quarters, Nirmal Chhaya Complex,
Hari Nagar, Jail Road, Delhi –110064
110. **CDPO (ICDS- Sangam Park)**, DWCD, 31,32 Shopping Centre, Gulabi Bagh, Delhi – 110007
111. **CDPO (ICDS-Sangam Vihar – I)** D-Block Community Centre, J. J. Colony, Khanpur, New Delhi – 80
112. **CDPO (ICDS-Sangam Vihar – II)** D-Block Community Centre, J. J. Colony, Khanpur, New Delhi – 80
113. **CDPO (ICDS-Savda)**, DWCD, Y block mahila silai kendra, nangloi, Delhi 110041
114. **CDPO (ICDS-Seelampur)** 2nd Floor, Community Center, Old Seemapuri, Delhi – 110095
115. **CDPO (ICDS- Seema Puri)**, DCWD, Sanskar Ashram Complex (Nr GTB Hospital Gate no. 7),
GTB Enclave, Dilshad Garden, New Delhi - 110093
116. **CDPO (ICDS-Shahbad)** NPS School, Sector – 4, Rohini, Near Vishram Chowk, Delhi –110085
117. **CDPO (ICDS- Shahbad Daulatpur)**, DWCD, A-60, Community Centre, Jahangiri Puri-110033
118. **CDPO (ICDS-Shahdara)**, DWCD, 3rd Floor, Community Center, Old Seemapuri, Delhi – 95
119. **CDPO (ICDS- Shakarpur)** Deaf and Dumb School, 3rd Floor, Mayur Vihar, Phase – I, Delhi-96
120. **CDPO (ICDS- Shakurpur)**, DWCD, F – Block, Community Centre, Madipur, Delhi – 110063
121. **CDPO (ICDS- Shiv Vihar)**, DWCD, Woman Work Center, Community Centre, D – Block, New
Seemapuri, Delhi –110095
122. **CDPO (ICDS- Sonia Vihar)**, DWCD, Woman Work Center, Community Centre, D – Block,
New Seemapuri, Delhi-110095
123. **CDPO (ICDS- Sri Ram Colony)**, DWCD, Woman Work Center, Community Centre, D – Block,
New Seemapuri, Delhi –110095
124. **CDPO (ICDS- Sultanpuri)**, DWCD, E-7 Block, Shani Bazar Sultanpuri, Delhi 110086
125. **CDPO (ICDS- Sunder Nagri)**, DWCD, F – 2, Community Center, Sunder Nagri, Delhi - 110095
126. **CDPO (ICDS- Tikri Khurd)** NPS School, Sector – 4, Rohini, Near Vishram Chowk, Delhi –110085
127. **CDPO (ICDS- Tilak Vihar)** Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi –64
128. **CDPO (ICDS- Timarpur)**, Flat No. 2, 3 Water Work, Wazirabad, Delhi - 110054
129. **CDPO (ICDS- Tri Nagar)**, DWCD, Mehktri Phoolwari PWD building c- block peeragaehi relief
camp, Delhi - 41
130. **CDPO (ICDS- Trilokpuri)**, MCH Center, Khichripur, Near Kalyanpuri Police station, Delhi-110091
131. **CDPO (ICDS-Uttam Nagar)** Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Road, Delhi –64
132. **CDPO (ICDS-Vishnu Garden)** Staff Quarters, Nirmal Chhaya Complex, Hari Nagar, Jail Rd., Delhi 64
133. **CDPO (ICDS- Wazirabad)**, DWCD, Community Center, Old Seemapuri, Delhi – 110095
134. **CDPO (ICDS- Wazirpur)**, Wazirpur, JJ Colony, Community Center, Near Nimri Colony, Delhi-110052
135. **CDPO (ICDS- Zamroodpur)** TCPC Building, Near Jal Vihar Terminal Lajpat Nagar, Delhi-24

- 6. IT BRANCH (to upload on Dept. website)
- 137. OSD to Director(WCD)
- 138. P.A to Additional Director (WCD)
- 139. FAA/JD (WEC), WCD


(Karam Chand)
Nodal officer (RTI) 19/7/24

Advisory under Section 25(5) of the RTI Act, 2005.

Time message

Tue Jul 16, 2023 at 3:11 PM

arupdate <arupdate@nic.in>
 To: Jitender Rana <jitender.rana23@gov.in>, pradeep.tayal@gov.in, "Dr. Shashipal Dabas" <dshome1.delhi@nic.in>, arupdate <arupdate@nic.in>, MOHAMMAD AHMED <mohamed.ahmed69@gov.in>, pmstibbiacollege@rediffmail.com, aooaghl@gmail.com, depttofararchaeology@gmail.com, SANJAY <ddarchives@nic.in>, Nodal Officer Audit <saooaudit@nic.in>, dysecycmdelhi@gmail.com, pradeeptayals Tayal <pradeep.tayals@gov.in>, Amresh Kumar Goyal <lagalpho-lha@delhi.gov.in>, catch2vinay@gmail.com, electionrti2016@gmail.com, Sanjeev Kumar <prcoa.delhi@nic.in>, "JABESTIN . 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C. Sharma Dy. 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Kulayana" <saketcourts-dl@nic.in>, RAVI KUMAR TRIPATHI <rtiuv.ddc@gov.in>, girdhargopal74@yahoo.in, Upasna Chavla <rtibrne.ddc@gov.in>, Vikram Gupta <rtibrandhse@delhi.gov.in>, satishkumardhjs4849@gmail.com, Sanjay Kumar <rtibrsw.ddc@gov.in>, Sanjay Kumar Dubey <computer-racc@gov.in>, Syam chand <rtibrndhse@delhi.gov.in>, imehntaankit@gmail.com, "Srirangam Sai CSOTODY.CMDELHI" <osddycm.delhi@delhi.gov.in>, elect_ombudsman@yahoo.com, mopdelhi@gmail.com, pichqncd@gmail.com, Cc: no-reply@nic.in

Sir/Madam,

Please find enclosed herewith the copy of letter File No : CIC/GNCTD/A/2023/118874 of Centre Information Commission in Ujwal Gupta vs PIO, O/o District Magistrate(Gandhi Nagar) for your information.

You are requested to issue directions to all the PIOs/FAA in your Department to ensure compliance with instructions while dealing with RTI Applications/Appoints

Regards,

Administrative Reforms Department,
 Government of NCT of Delhi,
 C-Wing, 7th Level, Delhi Secretariat,
 I.P. Estate, New Delhi-110002
 Phone No.: 011- 23392620 / 23392483

W0(RTI)

↓ ↗
 18/7/24

Put up
 Sr. 18/7/24

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P ESTATE NEW DELHI-110002

F.No. 13/17/2023/AR/Pl.F-1/2043-45

Dated: 16/07/23

To

All Head of Departments
Govt. of NCT of Delhi
New Delhi.

Sub: Advisory under Section 25(5) of the RTI Act, 2005

Sir/Madam,

I am directed to enclose herewith copy of letter File No : CIC/GNCTD/A/2023/118874 of Centre Information Commission in Ujjwal Gupta vs PIO, O/o District Magistrate(Gandhi Nagar). In the said order, the Centre Information Commission has taken a serious note of the fact that some Public Information Officers and First Appellate Authorities are not mentioning their full name, designation, phone number, e-mail ID etc. and are just scribbling their signatures at the time of disposal of RTI applications/Appeals. The Commission has also referred to DoPT OM No.10/1/2013-IR dated 06.10.2015 which states:


"It has been observed that different public authorities provide information to RTI applicants in different formats. Though there cannot be a standard format for providing information, the reply should however essentially contain the following information:

- (i) RTI application number, date and date of its receipt in the public authority.
- (ii) The name, designation, official telephone number and email ID of the CPIO.
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
- (iv) In case the information pertains to other public authority and the applicant is transferred under section 6(3) of the RTI Act, details of the public authority to whom the application is transferred should be given.
- (v) In the concluding Para of the reply, it should be clearly mentioned that the First Appeal, if any, against the reply of CPIO may be made to the First Appellate Authority within 30 days of the receipt of reply of CPIO.
- (vi) The name, designation, official telephone number and email ID of the First Appellate Authority should also be clearly mentioned."

Accordingly, you are requested to issue directions to all the PIOs/FAA in your Department to ensure compliance with above instructions while dealing with RTI Applications/Appeals.

This issues with the prior approval of the Competent Authority.

Encl.: as above


(ASHISH KUMAR)
DEPUTY SECRETARY (AR)

Copy for information to:

1. Dy.Registrar, Central Information Commission, Baba Gangnath Marg, Munirka, New Delhi-110067
2. OSD to CS, 3rd Level, Delhi Secretariat, New Delhi.

केन्द्रीय सूचना आयोग
Central Information Commission
बाबा गंगनाथ मार्ग, मुनिरका
Baba Gangnath Marg, Munirka
नई दिल्ली, New Delhi – 110067

119/c

File No : CIC/GNCTD/A/2023/118874

Ujjwal Gupta

.....अपीलकर्ता/Appellant

1925
02/07/24

VERSUS
बनाम

PIO,
Office of the District
Magistrate (Gandhi Nagar), LM
Bundh, Shastri Nagar, Delhi – 110031

....प्रतिवादीगण /Respondent

Date of Hearing : 06.06.2024
Date of Decision : 14.06.2024

INFORMATION COMMISSIONER : Vinod Kumar Tiwari

Relevant facts emerging from appeal:

RTI application filed on : 23.02.2023
CPIO replied on : 01.03.2023
First appeal filed on : 06.03.2023
First Appellate Authority's order : 21.03.2023
2nd Appeal/Complaint dated : NIL

Information sought:

The Appellant filed an RTI application dated 23.02.2023 seeking the following information:

urgent / to be put up
on file.

Sh. Shashyinder
RA

04.7.24

LMF
2.7
SD(CAR)
3/8/24
DECAR
4/7

18/10/18
1) In whose name the Surviving Member Certificate No. 90660000035422 dated 01-10-2018 has been issued?

2) On what basis the said Surviving Member Certificate has been issued in favour of the persons in whose favour the said certificate has been issued?

3) Was there no other surviving member in the family of the deceased having same/similar relationship other than in whose favour the said Surviving Member Certificate has been issued?

4) What all documents were annexed in support of the application?

5) How did the concerned officials satisfy themselves about the surviving members before issuing the said Surviving Member Certificate?

6) Whether the provisions of Sec. 15(1) read with the Schedule of the Hindu Succession Act, 1956 were referred before issuing the said Surviving Member Certificate as the said Schedule of the Act contains the Chronology of the Legal Heirs?

7) What was the inspection report of the concerned officials and the details of documents relied upon by the said concerned official?

8) Whether any public notice inviting any objections from or to seek details of any other -legal heir(s) was issued or published?

9) What remedies are available if there are other legal heirs of the deceased as per the Chronology of the Hindu Succession Act, 1956?

10) What is the procedure for cancellation of the Surviving Member Certificate if found/satisfied that there are other legal heirs as per the Hindu Succession Act, 1956?

B Copy of Documents Required:

1) Copy of Application,

2) Copy of Surviving Member Certificate issued to the person(s) who have applied for it,

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3) Copy of complete set of documents annexed/attached/submitted along with the application by the person(s) in whose name the said Surviving Member Certificate has been issued,

4) Copy of inspection report of the concerned official,

5) Copy of Publication inviting objections from any other family member/legal heirs or to seek information about any other family member/legal heirs."

The CPIO furnished a point-wise reply to the Appellant on 01.03.2023 stating as under:

"Point Nos. A (1 to 10):

This is third party information does not covered under RTI Act 2005.

Point Nos. B (1 to 5):

This is third party information does not covered under RTI Act 2005."

Being dissatisfied, the appellant filed a First Appeal dated 06.03.2023. The FAA vide its order dated 21.03.2023, held as under:-

"After perusal of record, it is found that no reply has been given to appellant.

PIO/Tehsildar (HQ/Gandhi Nagar), District East is hereby directed to give the pointwise reply of R.T.I. application as per Act within a week after receipt of this order to the appellant.

The appeal is disposed off accordingly."

Feeling aggrieved and dissatisfied, appellant approached the Commission with the instant Second Appeal.

Relevant Facts emerged during Hearing:

The following were present:-

Appellant: Present in person.

Respondent: Ms. Disha Kala Ghildiyal, CPIO-cum Executive Magistrate and Shri R.K. Meena, PIO-cum-SDM (HQ), attended the hearing in person.

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The Appellant stated that the Respondent has not provided the relevant information as sought in the instant RTI Application. He further pressed for the information on point No. 9 of the RTI Application.

The Commission interjected and remarked that point No. 9 of the RTI Application requires interpretation from the CPIO and the same is beyond the ambit of information as per Section 2 (f) of the RTI Act. The Commission further asked the Appellant that whether his name was there in the Surviving Member Certificate, he replied in negative.

The Respondent submitted that in compliance to the direction passed by the FAA, a point-wise reply was furnished to the Appellant vide letter dated 05.06.2024. The contents of the same are as under:

"

Question	Reply
A1	<i>This is third party information does not covered under RTI Act 2005</i>
A2	<i>This is third party information does not covered under RTI Act 2005</i>
A3	<i>This is third party information does not covered under RTI Act 2005</i>
A4	<i>All the documents are annexed by the applicant as per department SOP as available on E-district Portal.</i>
A5	<i>All the certificate are issued on the basis of Self Declaration</i>
A6	<i>All the certificate are issued on the basis of Department SOP.</i>
A7	<i>All the certificate are issued on the basis of Self Declaration.</i>
A8	<i>There is no provision to invite anyone or published any notice</i>
A9	<i>This is third party information does not covered under RTI Act 2005</i>
A10	<i>To file the complaint against the certificate in this office then inquiry authority decided to reject the certificate or not.</i>
B1	<i>This is third party information does not covered under RTI Act 2005</i>
B2	<i>This is third party information does not covered under RTI Act 2005</i>
B3	<i>This is third party information does not covered under RTI Act 2005</i>
B4	<i>This is third party information does not covered under RTI Act 2005</i>
B5	<i>This is third party information does not covered under RTI Act 2005</i>

"

Decision:

The Commission after adverting to the facts and circumstances of the case, hearing both the parties and perusal of the records, observes that an adequate

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and point-wise reply has been given by the PIO vide letter dated 05.06.2024, in compliance of the directions passed by the FAO and the Commission upholds the same. Hence, no intervention is required in the instant matter.

A pertinent issue emanating from the instant case and similar cases dealt by this bench in the recent past is that while replying to the RTI applications and disposing First Appeals, the designated PIO's and FAA's of almost all Public Authorities under GNCTD, are only scribbling their signatures and are not giving their names, official designations and their official telephone numbers and email ID's which is violation of instructions on the subject.

In this regard, the Commission finds it pertinent to refer its own judgment dated 02.07.2012, passed in Second Appeal No. CIC/DS/A/2012/000971, wherein it has been held as under:

"9. CPIO is directed to provide full and complete information regarding expenditure incurred on all types of gifts including coats at the above-mentioned conference to the appellant within 2 weeks of receipt of the order. Furthermore, commission notes that while replying to the applicant vide letter dated 31 March 2011 the former CPIO has not given his name and has only scribbled his signature which is eligible and does not give out the identity of the CPIO.

10. CPIO is directed to ensure that his name is clearly written below the signature in future."

The Commission would also like to refer an Office Memorandum dated 06.10.2015, bearing Ref. No. 10/1/2013-IR, issued by the Department of Personnel and Training, Government of India, regarding format of giving information to the applicants under the RTI Act, wherein following observations have been made which are as under:

"It has been observed that different public authorities provide information to RTI applicants in different formats. Though there cannot be a standard format for providing information, the reply should however essentially contain the following information:

- (i) RTI application number, date and date of its receipt in the public authority*
- (ii) **The name, designation, official telephone number and email ID of the CPIO.***
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.*
- (iv) 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.*

(v) 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 reply of CPIO.

(vi) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned."

Advisory under Section 25 (5) of the RTI Act

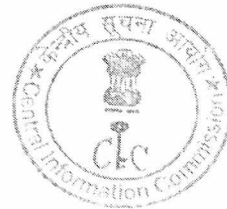
In view of above, an advisory, is issued to Principal Secretary, Administrative Reforms Department, Government of NCT Delhi, to take note of the aberration of RTI Act being manifested in the Respondent public authority's office and issue a direction to their PIO's and FAA's to write their names, designations, official telephone numbers along with email id, while replying to the RTI Applications and First Appeal in future, in accordance with the spirit of transparency and accountability as enshrined in the RTI Act, 2005.

The Principal Secretary, Administrative Reforms Department, Government of NCT Delhi, is also directed to sensitize their officials regarding the provisions of RTI Act by way of training workshops etc. and putting in place a coherent system of checks and balances. In pursuance of the aforesaid advisory, the PIO is directed to place a copy of this order before their competent authority for taking appropriate action.

The appeal is disposed of accordingly.

Sd/-

Vinod Kumar Tiwari (विनोद कुमार तिवारी)
Information Commissioner (सूचना आयुक्त)



Authenticated true copy

(अभिप्रमाणित सत्यापित प्रति)

(S. Anantharaman)

Dy. Registrar

011- 26181927

Date

Copy To:

113/e

1. Principal Secretary
Administrative Reforms Department
7th Level, C-Wing, Delhi Secretariat
IP. Estate, New Delhi-110002
(for implementation of the Advisory)

2. The FAA, Office of the Additional District
Magistrate (East), LM Bandh,
Shastri Nagar, Delhi – 110031

Shri. Ujjwal Gupta
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New Delhi-110002