

OFFICE OF THE DIRECTOR GENERAL OF PRISONS
PRISON HEADQUARTERS: TIHAR
JANAK PURI: NEW DELHI

F.10(3476551(Part)/RTI General/CJ/Legal/2024/5921 - Dated : 01/08/2024
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C I R C U L A R

In pursuance to the instruction received from Administrative Reforms Department vide letter No. 13/17/2023/AR/Pt.F-1/2023-45 dated 16.07.2024 in reference the order No. CIC/GNCTD/A/2023/118874 dated 14.06.2024 of Hon'ble CIC, New Delhi regarding implementation of advisory section 25(5) of the RTI Act 2005 as well as DoPT OM No. 10/1/2023-IR dated 06.10.2015 which states that:-

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.**

In view of the seriousness of this issue, highlighted by the Hon'ble Central Information Commissioner, it is requested to all the Public Information Officers/FAA to ensure compliance with above instruction while dealing with RTI Applications/Appeals.

This issues with approval of Competent Authority.

Encl: As above.



**PRASHANT RAGHAV
PUBLIC INFORMATION OFFICER/SUPDT-I
PRISONS HEAD QUARTER, TIHAR, NEW DELHI**

Copy for necessary action:-

1. All Superintendent(s)/PIO(s), Central Jail No-1 to 16
2. PIO/RMO, Central Jail Hospital, Tihar, New Delhi.
3. The Superintendent-II (PHQ), Tihar, New Delhi.
4. The Superintendent /PIO, Prisons Head Quarter, Mandoli, New Delhi.
5. All Dy. Superintendent(s)/APIO(s), Central Jail No-1 to 16
6. The Dy. Superintendent/APIO, Prisons Head Quarter, Mandoli, New Delhi.
7. Nodal Officer (PHQ)/APIO(PHQ), Prisons Head Quarter, Tihar, New Delhi.
8. SSA, IT Branch (PHQ) for uploading on website.

Copy for information:-

1. SO to DG(P), PHQ, Tihar, New Delhi.
2. SO to AIG(P), PHQ, Tihar, New Delhi.
3. PA to DIG(P)/FAA, PHQ, Tihar, New Delhi.
4. PA to DIG (P), PHQ, Mandoli, New Delhi.



**PRASHANT RAGHAV
PUBLIC INFORMATION OFFICER/SUPDT-I
PRISONS HEAD QUARTER, TIHAR, NEW DELHI**

LT. Br. PHQ
Diary No. 4003
Date 02/8/24

SA
06/08/24
Rajpal

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/Pt.F-1/2043-45

Dated: 16/07/24

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.