

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**ADMINISTRATIVE REFORMS DEPARTMENT**  
**7<sup>TH</sup> LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI – 110 002**  
<http://ar.delhigovt.nic.in>

**No.F.13 (3)/05-AR/2856 - 2985**

**Dated: 22.3.2007**

To

All Principal Secretaries / Secretaries

All Heads of Departments

All Heads of Local Bodies / Autonomous Bodies / Undertakings /  
Institutions under Govt. of Delhi.

Sub: **Designating First Appellate Authorities, Public Information Officers and  
Assistant Public Information Officers under Right to Information Act, 2005.**

Sir / Madam,

It has been observed that various Public Authorities are designating and redesignating First Appellate Authorities, Public Information Officers and Assistant Public Information Officers, without evaluating the actual need to do so, thereby creating various administrative problems. Many of the Departments have designated junior officers as Public Information Officers, which is against the spirit of the earlier circulars issued vide No.F.13/1/05/AR/7345 – 7595, dated 14.6.05 and 29.6.05 (available on the website of AR Department at <http://ar.delhigovt.nic.in>), as they may not be able to access the required information. Moreover, co-ordination of RTI work is also getting cumbersome and leading to administrative problems.

2. It has, therefore, been decided that henceforth, all proposals for change of First Appellate Authorities, Public Information Officers etc. should invariably be sent to AR Department along with proper justification for change for designating / redesignating these officers under Right to Information Act, 2005.

3. All the Public Authorities are also requested to ensure that:-

- (i) all the Appellate Authorities and Public Information Officers have got their User ID and Password issued by the IT Department.
- (ii) all the applications / appeals are uploaded on the website of Delhi Government.
- (iii) the information as regards change of Appellate Authorities, Public Information Officers and Assistant Public Information Offices is updated in the manuals on the website.

4. A Statistical report about RTI applications and appeals received during 2006-07 has also to be sent to MHA. As such, it is requested that **consolidated information** as per enclosed Statements I and II in respect of Public Information Officers and First Appellate Authorities respectively of your Department, may please be sent to this Department **by 15<sup>th</sup> April, 2007.**

Yours faithfully,

Sd/-

Encl: As above.

**( P.K. TRIPATHI )**  
**PRINCIPAL SECRETARY (AR)**

**Statement : I**

Annual Returns for Central Information Commission for the **Applications received** under section 25 of the R.T.I. Act, 2005 for the period  
**1.04.2006 to 31.3.2007**

Name of the Public Authority/Department: \_\_\_\_\_

S.N.	PIO	No. of Applications received	No. of Applications uploaded on the website	Decision where application for information rejected														No. of cases where disciplinary action was taken against any office in r/o administration of this Act	Amount of charges collected (Rs) @		
				No. of Decisions	5										Other sections						
					No. of times various provisions were invoked u/s 8(1)										9	11	24			Others	
1	2	3	4		a	b	c	d	e	f	g	h	i	j	9	11	24	Others	6	7	
TOTAL																					

**@ Charges include all kinds of fees and charges collected**

