

No. 1/1/2013-IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi
Dated 14th March, 2014

Office Memorandum

Subject: - RTI Web Portal for online filing of RTI applications.

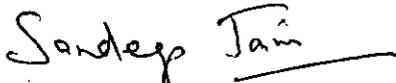
Please refer to this Departments O.M. of even no. dated the 22nd April, 2013, wherein it was informed that RTI Web Portal would work as RTI MIS also. Further, it was mentioned that the details of RTI applications received through post should also be entered into this system.

2. It has come to notice that some Ministries/Departments are not uploading/entering RTI applications received physically (through post or in person) in the RTI online portal. As a result, such applications do not get reflected in the RTI MIS. In such cases, RTI MIS is unable to provide accurate picture of pendency of RTI applications in a public authority and the purpose of RTI MIS gets defeated.

3. In view of the above, it is again requested that the RTI applications received physically (through post or in person) in RTI Cell should also be entered in the portal by the Nodal Officer/RTI Cell, before forwarding the same to the concerned CPIO. Similarly, the RTI applications received physically directly by the CPIO should also be entered in the portal by the concerned CPIO before reply. Similar procedure is to be adopted in respect of First Appeal received physically.

4. It is also reiterated that the reply to RTI applications/appeals received physically is to be sent through post only and not through the portal. However, after reply through post, the same has to be entered in the system/portal, as disposed off. This would provide an accurate picture in RTI MIS about the disposal of RTI applications/appeals by a public authority.

5. The above instructions may be brought to the notice of all concerned for strict compliance.



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President Secretariat, PMO, Planning Commission, CIC, SSC, O/o C&AG