

No. 01/69/12/24/2011/O&M/RTI
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DIRECTORATE GENERAL OF FOREIGN TRADE
(Head Quarters)

Udyog Bhavan, New Delhi.
Dated 5th June 2013.

OFFICE MEMORANDUM

Subject: Ensuring timely disposal of applications/appeals received under RTI Act, 2005.

The undersigned is directed to refer to the O. M. no. 01/69/601/11/2008/O&M dated 11/1/2010 (copy enclosed) designating FTDO (R&I) as Central Point for receipt of applications/appeals under RTI Act and as responsible officer to ensure that all the RTI applications/appeals received at the central point are sent to the concerned CPIOs/Appellate Authorities on the same day. However, it has been noted that R & I is invariably sending all the RTI applications/appeals to RTI section, thus causing avoidable delay.

2. The RTI Act, 2005 provides for disposal of applications/appeals received under the Act in a time bound manner. Any lapse in this regard is viewed by the CIC seriously. Therefore, while reiterating the aforesaid O. M. dated 11/1/2010, it is requested that:

- (i) On receipt of RTI application or Appeal, R&I may send the same to the Officer concerned where the appeal/application is addressed to a CPIO/Appellate Authority by name without routing through RTI Cell or DDG (RTI).
- (ii) Where the application is not addressed to a CPIO/Appellate Authority specific, R&I may ascertain the concerned CPIO depending upon the subject matter of the information sought and send the application/appeal, accordingly. The list of CPIOs and Appellate Authority in the DGFT (HQ) alongwith the subject matter they are concerned with, is available on the DGFT website under the 'RTI Act' link.
- (iii) CPIOs may also please ensure that their reply to the RTI application should contain the details of the concerned Appellate Authority to whom the applicant may appeal under Section 19(1), if he/she is not satisfied with the reply.

3. This issues with the approval of Addl. DGFT.

-s/d -

(Baljit Singh)

Deputy Director General of Foreign Trade

Tel.: 23062955/145

Email: baljit.s@nic.in

1. All Officers/Sections. DGFT (HQ), Udyog Bhavan, New Delhi
2. EDI --- for uploading on DGFT website under link 'RTI Act' ->General instructions regarding CPIO and Appellate Authority under Right to Information Act.

Copy to PS to DG.

Encl.: As above.

No.01/69/601/11/2008/O&M
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade,
Udyog Bhavan, New Delhi

Dated: January 11, 2010

Subject: Appointment of First Appellate Authority and CPIOs under the
Right to Information Act, 2005- Modification to Office Order of
even number dated 12.08.2009

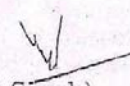
In supersession of this Office Order of even number dated 12.08.2009,
a revised list of Officers designated as Central Public Information Officers
(CPIO) and Appellate Authorities under The Right to Information Act, 2005
is enclosed.

2. Further, the Department of Personnel & Training vide their OM No
1/32/2007-IR dated 14.11.2007 (copy enclosed) has stated that all public
authorities with more than one PIO should create a central point within the
organization where all the Right to Information Act, 2005 applications and
the appeals addressed to the First Appellate Authorities can be received.
They have further stated that an officer should be made responsible to ensure
that all the RTI applications/appeals received at the central point are sent to
the concerned PIOs/Appellate Authorities on the same day.

(2)

3. For DGFT Headquarters, the Receipt & Issue Section of the office would be the central point where all the Right to Information Act, 2005 applications/appeals would be received. FTDO(R&I) would be the responsible officer to ensure that all the RTI applications/appeals received at the central point are sent to the concerned CPIOs/Appellate Authorities on the same day. The R&I Section would maintain a separate register for the purpose.

4. This issues with the approval of the competent authority.


(K.P.Singh)

Deputy Director General of Foreign Trade

To

1. All Officers/Sections at Hqs.
2. All Zonal/Regional Offices
3. EDI --- for updating DGFT Website.
4. Copy to PS to DGFT.

Most Immediate

F.No.01/69/591/00003/2005/O&M
Directorate General of Foreign Trade,
O&M Section

New Delhi, dated October 14 , 2005

Subject: The Right to Information Bill, 2004 – Appeals regarding

Please refer to the provisions of the above said act wherein any person - who fails to get a response from the CPIO/ACPIO within thirty days of submission of his application or is aggrieved by the response received within the prescribed period, may appeal to the Appellate Authority (to the officer senior to concerned CPIO). In this regard it has been noticed that in many RLAs Head of Office has been declared as CPIO. DG has decided that wherever the Head of Office has been declared as CPIO an officer junior to him may be designated as CPIO and the Head of Office may be declared as Appellate Authority. In those offices where there is only one officer he will remain as CPIO and appeals against his decisions will be heard by next senior officer in the jurisdictional office.

Sd/-

(SEEMA BAHUGUNA)
ADDITIONAL DIRECTOR GENERAL

All Zonal JDGs

All RLAs