

Office of the Controller of Defence Accounts,
Ridge Road, Jabalpur - 482 001

Important Circular

No: LC/6105/RTI/Misc/2017-18

Dated: 30.08.2017

To

The Officer-in-Charge
All Sub Offices
All Sections of Main Office

(Through website)

Sub.:- Disclosure of Information/reply under RTI Act-2005.

In the recent past, the Central Information Commission (CIC) has expressed its serious displeasure over the conduct of one of the Deemed CPIO/CAPIO of our organization for not mentioning his name under his signature in the reply furnished/information disclosed in response to the request of an applicant.

2. It is also observed that the information holder(s) while disclosing information/furnishing reply in response to the request of the applicant under RTI Act, 2005 are not mentioning their name under their signature.
3. It is pertinent to mention here that as per Section 5(4) of RTI Act, 2005, the Central Public Information Officer may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties. As per Section 5(5) of RTI Act, 2005, any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer seeking his or her assistance and for the purpose of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer.
4. It is, therefore, requested that the name of the officer may please be mentioned under his signature in all the communications under RTI Act, 2005 so as to avoid any adverse remarks from higher authorities and displeasure from the Commission.
5. It is also requested that the provisions of RTI Act as well as instructions issued by this office from time to time including important Circular Nos LC/6105/RTI/2010 dated 08.12.2010, LC/6105/RTI/2010 dated 17.03.2011, LC/6105/RTI/2010 dated 25.04.2011 & LC/6105/RTI/2011 dated 14.06.2011 may please be kept in view while furnishing reply. Besides, the prescribed time limit in disposal of RTI requests may also strictly be adhered to.



(Kamal Singh Choudhary)
DCDA(RTI)/CPIO