

Government of National Capital Territory of Delhi
Administrative Reforms Department
7th LEVEL, 'C' WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002
Email: arupdate@nic.in

To

All Addl.Chief Secretaries/Pr. Secretaries/Secretaries/HOD's,
Government of NCT of Delhi.

Sub:- Mentioning the Names, Designations, Telephone Numbers and email IDs by CPIO/FAA while disposing/dealing with RTI matters.

Sir/Madam

I am directed to enclose herewith a copy of orders passed by the Hon'ble Central Information Commission in case No. CIC/NDMCN/A/2024/111894 Titled Anshu Tandon Vs PIO, NDMC Property tax Department and CIC/NDMCN/A/2024/114305 Titled Ghasilal Vs PIO, Delhi Building & other construction Workers Welfare Board District Labour Welfare Centre.

In the said order Hon'ble Commission has taken a serious note of the fact that while replying to RTI applications & First appeal CPIOs/FAAs are only putting their signatures without mentioning details of their Names, Designations, Telephone Numbers and emails as is required to be done as per DoPT O.M No. 10/2/2013-IR dated 06.10.2015.

The Hon'ble Commission has also issued an advisory to this department to issue directions to PIOs and FAA to write their Names, Designations, telephone numbers alongwith email IDs while replying to RTI applications and First appeals.

Therefore, it requested that all the PIOs and FAAs working in your department may kindly be asked to write their Names, Designation, telephone numbers and email IDs while replying RTI application/First appeal.

This issues with the approval of the Competent Authority.

Yours Faithfully

Digitally signed by
Devendra Sharma

Date: 27-11-2025
13:28:16
(Devendra Sharma)
Deputy Secretary (AR)

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28/11
Addl. Commr (RTI)