



## Central Information Commission

Room No. 185, Ground Floor, August Kranti Bhavan,  
Bhikaji Cama Place, New Delhi - 110 066

File No. CICOM/R/2017/50411/CR-1

Dated:- 13.07.2017

To

**Ms Shashi**

F-59, III Floor,  
Jawahar Park, Devli Road,  
Khapur, Delhi - 110080

**Sub: Supply of Information under RTI Act, 2005.**

**Madam,**

I am to refer to your online RTI application dated 06.07.2017 which has been registered vide no. CICOM/R/2017/50411. It has been received through online RTI MIS in Central Registry on 06.07.2017.

Point wise reply to your RTI application dated 06.07.2017 is as under:-

**Point No. 1**

Due to heavy rush of work coupled with shortage of staff file noting is not maintained in CR-1 Section. Signing the Facilitation Memo itself by undersigned may be considered as approval of the same by undersigned.

**Point No. 2**

The information is available on the website of the Commission under FAQ. Specific link is: - [www.cic.gov.in/faq#n3393](http://www.cic.gov.in/faq#n3393)

**Point No. 3**

The work of scrutiny & preparation of Facilitation Memo is done by a team, which work on outsourced basis. Presently, so far as scrutiny & issue of Facilitation Memo and registration of appeal/compliant undersigned is the concerned officer contact details of both are same. Address has been mentioned on top of this reply & contact No. at bottom below signature.

**Point No. 4**

You may refer to RTI Rules 2012 (available in public domain) you may also refer to website of the Commission (specific link is :- [www.cic.gov.in/faq#n3393](http://www.cic.gov.in/faq#n3393))

**Point No. 5**

As per practice-in-vague documents submitted with online appeal/compliant are not returned with Facilitation Memo. Only the deficiencies are pointed therein. All documents submitted with offline appeal/compliant are returned with Facilitation Memo. However, format of Facilitation Memo which is generated from APPCOM, software of the Commission, is same. As such word "Enclosed as above" get printed automatically whether the case is submitted by the appellant/compliant in online or offline mode.

**Point No. 6**

Reply given in point 1, may be referred to.

**Point No. 7 to 14**

Transferred herewith u/s 6(3) to Shri Jeevan Chandra, CPIO & Consultant (M&R Section).

**Point No. 15**

There is no such noting etc. However, for smooth conducting of hearing before respective CIC and for complying with the requisite procedure as referred to in Point 4 above the appeals/complaints which are found deficient are returned to appellants/complaints so as to Facilitate them to remove those deficiencies, so that they may resubmit with complete set of documents. As such shelter of Rule 9 RTI Rules 2012 is taken for the purpose.

**Point No. 16**

You may refer to reply to point 2 above.

**Point No. 17**

Internal training is provided time to time, however no such record of it is maintained.

Appeal, if any, against this reply will lie to Shri Rakesh Kumar Singh, First Appellate Authority & Additional Secretary, CIC, Room No 296, 2<sup>nd</sup> Floor, August Kranti Bhawan, New Delhi-110066 within 30 days of receipt of reply of CPIO. His Telephone no. is 011-26162290,26175295.

**(Krishan Avtar Talwar)**

Deputy Secretary & CPIO

Central Registry – 1

Tele :- 26186536

Copy to:

1. CPIO (RTI) Cell, CIC, New Delhi.
2. Shri Jeevan Chandra, CPIO & Consultant (M&R Section) alongwith a copy of the RTI application),

**(Krishan Avtar Talwar)**