



Central Information Commission  
Room No. 107, Ground Floor, Baba Gangnath Marg,  
Munirka, Near Old JNU Campus, New Delhi - 110 067

File No CICOM/R/2018/51007/CR-1

Date: 09.01.2019

**Sub: Providing of information under RTI Act. 2005.**

Sir,

I am to refer to your online RTI application dated 31.12.2018 which has been registered vide no. CICOM/R/2018/51007. It has been received through online RTI MIS in Central Registry on 02.01.2019.

For providing you the requisite information, assistance u/s 5(4) of RTI Act, 2005 was sought from I/C (Dak Section), Custodian of information. In this regard reply dated 08.01.2018 (in original) which is self explanatory as received from I/C (Dak Section) is enclosed herewith.


Appeal, if any, against this reply will lie to Shri Rakesh Kumar Singh, First Appellate Authority & Additional Secretary, CIC, Room No 502, 5th Floor, Baba Gang Nath Marg, Munirka, Near Old JNU Campus, New Delhi-110067 within 30 days of receipt of reply of CPIO. His Telephone no. is 011-26162290, 26175295.

**Enclosed: as above (in original)**

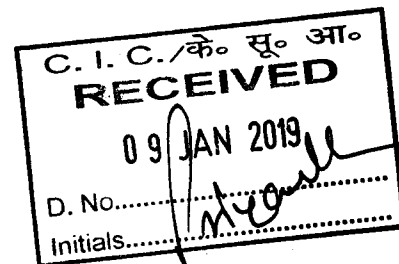
  
(Krishan Avtar Talwar)  
Deputy Secretary & CPIO  
Central Registry - 1

Copy to: -

1. The CPIO (RTI Cell), CIC, New Delhi.

  
10/01/19

  
(Krishan Avtar Talwar)  
Deputy Secretary & CPIO



Central Information Commission  
(Dak Section)

File No.3/1/2018/Dak Section  
CICOM/R/2018/51007/CR-I


Date 08-01-2019

Sub: Assistance u/s 5(4) of the RTI Act, 2005 - reg.

Sir,

1. With reference to your letter no. CICOM/R/2018/51007/CR-I dated 03-01-2019, it is stated the letter dated 06-12-2018 was diarized vide Dairy No.172775 dated 18-12-2018 and the same has been returned to the sender to remove the deficiencies vide facilitation memo dated 19-12-2018. It is further stated that aforesaid letter was dispatched to Shri A Subramanyam Reddy , Plot no. 184, 6<sup>th</sup> Cross , Kessavayanagunta , Tirupathi -517501 Andhra Pradesh vide Speed Post Tracking No.ED919632675IN dated 26-12-2018.

2. With regards to point no. 4, it is stated that the undersigned empowered by office order no. 12/10/2015/CIC/Admn dated 20-12-2016 get the dak (which is not marked as confidential/personal) opened. It is also added that confidential/personal letters which are in the name of the Hon'ble Chief Information Commissioner and Hon'ble ICs are sent to the officers concerned and opened by them only. However after opening the same these are, if concerned to a specific Section/Registry, transferred to it for appropriate action.

  
( R.P. Singh )  
I/c (Dak Section)  
Room no.109

Deputy Secretary & CPIO(CR-1)

File No: 12/10/2015/CIC/Admn

Date: 20/12/2016

Office Order

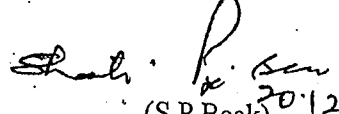
With the outsourcing of the activities of the Central Registry with the introduction of APPSCOM the nature of the job has changed and accordingly the work of the Central Registry Section and Dak Section is assigned as under:

**CR Section**

- (a) Monitoring of day to day work of the Central Registry.
- (b) Issue of facilitation Memo.
- (c) Monitoring of scanning work and the preparation of E-Book.
- (d) RTI Replies pertaining to registration/facilitation memorandum of Central Registry.
- (e) Guidance to the employees of the Agency as required.
- (f) Monitoring of despatch of scanned documents to Record Room.
- (g) Certification of the bill claimed by the Agency for the registry work.
- (h) Overall supervision of the Registry.
- (i) Any other work assigned by the higher authorities.
- (j) All the work will be under the charge of Deputy Registrar/CR.

**Dak Section**

- (a) Supervision of diarization of Dak.
- (b) Supervision of dak marking.
- (c) Distribution of the dak.
- (d) RTI replies pertaining to Dak Section.
- (e) Monitoring of dak despatch.
- (f) Certification of the bill claimed by the Agency for the work pertaining to dak.
- (g) Monitoring of Facilitation Desk.
- (h) Any other work assigned by the higher authorities.
- (i) All the work will be under the charge of Section Officer, Dak Section.

  
(S.P.Beck) 20.12.16  
Joint Secretary (Admn)

**Copy to:**

1. PPS to CIC.
2. PPS to ICs.
3. PS to Secretary.
4. PS to Additional Secretary.
5. PS to Registrar.
6. JS (Law)/JS(MR)/JS(P&B)/JS(Admn).
7. All Deputy Secretaries/ Deputy Registrars/ Designated Officers.
8. RTI Cell/Central Registry/Dak Section/Library/Record Room/DDO.
9. Guard File.