

**No. 1/1/2018/ CIC-MR**  
**केंद्रीय सूचना आयोग**  
**Central Information Commission**  
**बाबा गण्णनाथ मार्ग , मुनिरका**  
**Baba Gangnath Marg, Munirka**  
**नई दिल्ली, New Delhi -110067**

New Delhi, Dated the 10<sup>th</sup> January , 2019

To

Sh. Aseem Takyar,  
Plot No. 144,Phase-I  
Udyog Vihar,  
Gurgaon- 122016

Subject: RTI application Regn. No.CICOM/R/2018/00031 dt. 09.01.2019 seeking information under RTI Act.

Sir,

In reference to your above RTI application, the information desired given as follows:

- Point No. 1: Desired information is available in the Annual Reports of the Central Information Commission uploaded in the Commission website [www.gov.in](http://www.gov.in).
- Point No. 2: Desired information is available in the Annual Reports of the Central Information Commission uploaded in the Commission website [www.gov.in](http://www.gov.in).
- Point No. 3: For submission of quarterly returns/report, automatic system generated instructions/ guidelines/ reminders are being sent through mails to all the Public Authorities of Ministries/Departments from time-to-time.

In case you are not satisfied with the reply, you may prefer an appeal to the First Appellate Authority, Central Information Commission at the address given below within 30 days of receipt of this letter.

Shri Rakesh Kumar Singh  
FAA & Addl. Secretary  
Room No. 504, CIC Bhavan  
Baba Gangnath Marg, Munirka  
New Delhi-110067  
Phone No. 26162290

(Jeewan Chandra)  
Consultant, CPIO JS(MR Section)

Copy to:

1. Shri TBJs Rajappa, CPIO, RTI Cell, CIC.