

केंद्रीय सूचना आयोग  
Central Information Commission  
Baba Gangnath Marg / बाबा गंगनाथ मार्ग,  
Munirka/मुनिरका, नई दिल्ली/New Delhi -110067  
Website-cic.gov.in

File No.3/1/2021/Dak Section  
CICOM/R/P/21/00026

Date 18-01-2021

To,

Smt. Pooja V Shah  
12/8 Tirupati Balaji Abv Mangal Murti Hosp.  
Charkop Kandivli (W),  
Mumbai-400067 (Maharashtra).

Sub: Request for information under RTI Act ,2005 - reg.

Sir,

I am to refer to your RTI application registered vide No.CICOM/R/P/21/00026. It has been received on transfer through RTI-MIS on 11-01-2021 with a request to provide the information on Point 10 to 14 of your RTI application dated 26-12-2020.

At the outset. It is stated that some ambiguity observed in data presented by the appellant at 7(a) of RTI application. In order to present true & correct picture, the information in 7(a) has been prepared a fresh and enclosed as Annexure -'A', as an exceptional case because requisite information is readily available in public domain (i.e on the web-site of this Commission). It is also clarified that SMS & e-mail are sent by the software ( at back end ) where human intervention is not at all there.

**Point 10(a).** The work of Dak Section is handed by a team headed by the undersigned and there is no role fixed for any one. Each of them allocated work on need basis and no record of the same maintained. As such, it is not possible to pinpoint which staff handled your cases.

**Point 10(b).** No such information available on record.

**Point 10(c).** Query raised which de hors section 2(f) of RTI Act 2005.

**Point 10(d).** Query raised which de hors section 2(f) of RTI Act 2005.

**Point 10(e).** Transferred to CPIO & SO (M&R) section of CIC.





**Point 11.** Though queries have been raised which de hors section 2(f) of RTI Act, 2005. However for sake of transparency, it is stated that whenever any Dak is received in the Commission through offline mode (ie through courier/post/by hand) it is given a Diary No.

First Dak so received on 1st of January every year (Post 01.12.2016) is given Diary No. 100001 2<sup>nd</sup> such Dak is given Diary No. 100002 and so on. Above mentioned Diary No. forms last part of the file nomenclature. To illustrate this, say a second appeal No. is CIC/XXXXX/A/YYYY/ZZZZZZ

Wherein XXXXX denotes five digit code accorded to a public authority.  
YYYY denotes year of registration.

ZZZZZZ denotes diary no. and

"A" stands for Second Appeal. Had it been complaint, it would be denoted by "C"

i.e nomenclature for complaint No. would be CIC/XXXXX/C/YYYY/ZZZZZZ. of a compliant registered, and say allotted registration No. CIC/XXXXX/C/2019/143330. Here by 143330 it does not mean in 2019, 43330 number of second appeal/complaints registered. Because some of the Diary Nos would be related to written submissions, etc.

As far as Dak received through online mode is concerned, the only difference is that the first such dak so received is accorded diary no. 600001.

**Point 12.** Though query but it is stated that there is no different procedure for registration of appeal & complaint. You may also refer to point 11.

**Point 13.** You may contact facilitation desk at 011-26183053 & 011-26767500.

**Point 14.** No such information maintained.

*R.P. Singh*

( R.P. Singh )  
CPIO (Dak Section)

Copy to :-

CPIO, RTI CELL - For information.

*Am*  
*18/6/21*



**Annexure 'A'** to letter no. CICOM/R/P/21/00026 Dak Section dated 15-01-2020

Sl.no.	Ref. no.	SA Date	Diary no. & Date	Status
1.	SA-5	15-07-2020	121500/31-07-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/121500
	SA-5	15-07-2020	121184/30-07-2020	Sent to Compliance Cell
2.	SA-6	17-09-2020	128128/22-09-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/128128
3.	SA-7	18-09-2020	128129/22-09-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/128129
4.	SA-8	13-10-2020	132723/23-10-2020	Sent to Compliance Cell
5.	SA-9	03-11-2020	134921/10-11-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/134921
6.	SA-10	14-11-2020	137059/26-11-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/137059
7.	SA-11	16-11-2020	137054/26-11-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/137054
8.	SA-12	17-11-2020	137052/26-11-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/137052
9.	SA-13	20-11-2020	137027/26-11-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/137027
10.	SA-14	25-11-2020	137767/02-12-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/137767
11.	SA-15	27-11-2020	138470/08-12-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/138470
12.	SA-16	28-11-2020	138469/08-12-2020	Appeal registered vide file no. CIC/BKOIN/A/2020/138469
13.	SA-17	03-12-2020	Software of the Commission does not reflect receipt of letter dated 03-12-2020.	
Sl.no.	Ref. no.	Complaint Date	Diary no. & Date	Status
1.	C-11	28-07-2020	122346/10-08-2020	Sent to Compliance Cell
2.	C-12	28-07-2020	122349/10-08-2020	Sent to Compliance Cell
3.	C-13	28-07-2020	122343/10-08-2020	Sent to Compliance Cell
4.	C-14	19-10-2020	133173/27-10-2020	Sent to Compliance Cell