

No.A-49012/17/2023-RTI
Government of India
Central Water Commission
(RTI Cell)

2nd floor, Sewa Bhavan
R.K.Puram, New Delhi-66
Dated:17-11-23

OFFICE MEMORANDUM

Subject: Effective disposal of RTI applications and Appeals.

Under the provisions of the Right to Information Act, 2005 the RTI Cell acts as a nodal agency for RTI matters. Majority of the RTI applications are being received in CWC, online through RTI portal. In order to ensure smooth and effective disposal of RTI applications, following instructions are being issued:

1. The applications received through the RTI portal needs to be disposed through the portal mandatorily.
2. Fresh Login IDs and Passwords have been created for all the First Appellate Authority and CPIOs in Headquarter and Field offices in the portal (**<https://rtionline.gov.in/RTIMIS/login>**).
3. The old IDs have been deactivated with pending RTIs transferred to new IDs. However, some old IDs, particularly those of transferred CSS cadre officials, still exist as there are pending RTI application linked to them.
4. The new names appearing in the drop-down list of officers in the portal, start with name of Organization followed by the name of the officer. e.g., **HRM TC name_of_officer, WP&P name_of_officer, CSRO name_of_officer, US name_of_officer** etc. **Only these names are to be used** for seeking information.
5. In addition to the Appellate Authorities and CPIOs, a list of DPIOs is also available in the portal. CPIOs may seek information from DPIOs through the portal. However, it may be noted that the **sole responsibility of furnishing reply to the applicant is of CPIOs and in case of appeals, it is that of Appellate Authority**. There is no provision in the RTI Act, for directly providing reply to the applicants by the DPIOs. As such there is no such facility in the portal too, for the DPIOs. **Seeking of information from DPIOs through the portal is optional.**
6. The details of each designated officials are being sent to the Director

/SE (C) of each Wing/Organization for **onward circulation**. The password may be changed after the first use.

7. In case of any error/omission, the RTI cell (rticell-cwc@gov.in) may be contacted. However, it may be noted that the **use of individual emails is not allowed** except for CSS cadre.
8. In case of a new incumbent joining an RTI designated post, his/her name and mobile number may be communicated to RTI cell immediately.
9. In case of relinquishing charge of an RTI designated post, the ID and Password may be mentioned in the handing over report by the officer.
10. RTIs received in hard copy may be processed through e-office as far as possible

This issues with the approval of Chief Engineer (HRM), CWC.

Signed by Shekharendu Jha	(Shekharendu Jha)
Date: 18-11-2023 09:50:10	
Reason: Approved	Director[Estt.I)

All Officers in HQ and Field Offices