

केन्द्रीय विद्यालय संगठन (मु.)

18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016

KENDRIYA VIDYALAYA SANGATHAN (HQ)

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वेबसाइट/ Website: www.kvsangathan.nic.in

F.11011/6-4/2016/KVS(Hqrs.)/PIC/18061

दिनांक 15.07.2019

उपायुक्त / निदेशक,  
प्रथम अपीलीय अधिकारी,  
केन्द्रीय विद्यालय संगठन,  
समस्त क्षेत्रीय कार्यालय / आंचलिक शिक्षा एवं प्रशिक्षण संस्थान।

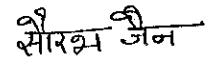
विषय: के.सू.आ. के ज्ञापन सं.F.No.CIC/4/2016-Rgr. dated 11.10.2018 को प्रचारित करने के संबंध में।

महोदय/महोदया,

उपरोक्त विषय पर के.सू.आ. के ज्ञापन F.No.CIC/4/2016-Rgr. dated 11.10.2018 की एक प्रति संलग्न है। जो कि श्री पीयूष अग्रवाल, रजिस्ट्रार, केन्द्रीय सूचना आयोग, नई दिल्ली द्वारा प्रेषित किया गया है जिसमें प्रथम अपील के निपटान और अभिलेखों के रखरखाव के संबंध में निर्देश जारी किए गए हैं।

संलग्न परिपत्र की सामग्री को आवश्यक अनुपालन के लिए आपके क्षेत्राधिकार के तहत काम करने वाले समस्त सीपीआईओ / लिंक सीपीआईओ के संज्ञान में लाया जाए।

भवदीय,



(सौरभ जैन)

अपर आयुक्त (प्रशासन)

संलग्नक: उपरोक्त।

प्रतिलिपि:

(1.) संयुक्त आयुक्त(प्रशा.)/(कार्मिक)/(शैक्षिक)/(वित्त)/(प्रशि.)/उपायुक्त (शैक्षिक)/(प्रशा.)/ अधीक्षण अभियंता (कार्यकारी) प्रथम अपीलीय अधिकारी, केन्द्रीय विद्यालय संगठन (मुख्यालय), नई दिल्ली को सूचना और अनुकरणीय अनुपालन के लिए।

(2.) सहायक आयुक्त (प्रशा.) प्रशा.-I / II / विधि एवं समन्वय / अनुभाग अधिकारी (जन सूचना प्रकोष्ठ)/(प्राप्ति एवं प्रेषण)/सहायक आयुक्त(वित्त)/ (शैक्षिक)/ (प्रशि0)/(स्थापना-I/II/III)/(सतर्कता)/ (भर्ती एवं पदोन्नति), के.सू.आ., केन्द्रीय विद्यालय संगठन (मुख्यालय), नई दिल्ली को सूचना और आवश्यक कार्रवाई के लिए।

(3.) उपायुक्त (शैक्षिक)(ईडीपी) को इस निर्देश के साथ कि उपरोक्त पत्र को केविसं की वेबसाइट पर के.सू.आ. के परिपत्र के साथ अपलोड करें।



Central Information Commission  
Room No. 105, Ground Floor, Baba Gangnath Marg,  
Munirka, New Delhi-110 067

F.No. CIC/4/2016- Rgr.

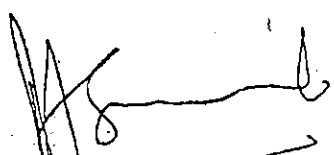
Dated: 11.10.2018

### MEMORANDUM

It has been frequently observed that the First Appeals received by the designated First Appellate Authorities (FAAs) against the order (or no order) of the Central Public Information Officer, are not disposed of properly. The Commission, in its meeting held on 09.10.2018 has decided to issue the following instructions to the Public Authorities/FAAs to deal with the First Appeals u/s 19 of the RTI Act, 2005 with a view to secure strict compliance of its provisions:

1. Regular training may be organized for the Appellate Authorities by the Public Authorities.
2. The FAAs must maintain the record of receipt and disposal of the First Appeals with them. This may be reviewed by this Commission, as required.
3. FAAs are required to dispose the Appeals within the time prescribed under Section 19 (6) of the RTI Act, 2005 by passing a properly reasoned order. It is also necessary that they monitor the compliance of the orders given by them.
4. However, in the event that the First Appeal is not disposed within the time prescribed under the RTI Act, 2005 and a Second Appeal is filed, the FAA may still dispose the same and record the justification of delay, till such time that the Second Appeal is not heard by the Commission.
5. Invariably, the CPIO (Central Public Information Officer) shall inform FAA about the receipt of a copy of the Second Appeal. In addition, the Notice of Hearing of Second Appeal and the Order passed by the Commission disposing the Second Appeal shall be communicated by this Commission to the First Appellate Authority also, in addition, to make them aware of the status of disposal of the Second Appeal. FAAs must also go through the Second Appeal cases on the website

of the Commission to know the status of their disposal, as an added precaution to avoid hearing an Appeal after orders on Second Appeal by the Commission.

  
(Piyush Agarwal)  
Registrar

To: All concerned

Copy To:

1. DR to Chief IC/ DR to IC (YA)/ DR to IC (SA)/ DR to IC (SB)/ DR to IC (BJ)/ DR to IC (AB)/ DR to IC (DP)
2. PPS to Chief IC, PPS to IC (SA), PPS to IC (YA), PPS to IC (SB), PPS to IC (BJ), PPS to IC (AB), PPS to IC (DP) for kind information
3. PS Addl. Secretary
4. JS (Admn)/JS (Law)/JS /JS (P&B)
5. JS (M&R) – to endorse copies to the concerned Public Authorities and to upload on the website of the Commission
6. RTI Cell/Central Registry I & II/Dak Section/Library/Record Room