

**INTER OFFICE MEMO**

**(RTI Cell)**

**"Most Urgent"**

From : CPIO (HUDCO Headquarters )	To : All HoD 's / Regional Chief's / APIO 's
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Dated: 27-03-2018

Sub: information Related to Third Party – Regarding

It has been observed, that a few Assistant Public Information Officers (APIO's) are writing directly to the Third Party for obtaining their consent regarding disclosure of information which is not in line with the RTI Act, 2005. Under Section 11 (1) of this Act , only the Officer appointed as the Central Public Information Officer (CPIO) is empowered to *"give a written notice to such third party of the request and of the fact that the Central Public Information Officer , intends to disclose the information or record or part thereof , and invite the third party to make a submission in writing or orally , regarding whether the information should be disclosed , and such submission of the third party shall be kept in view while taking a decision about disclosure of information"*

In view of above, all Assistant Public Information Officer's (APIO's) are hereby requested not to write directly to Third Party for seeking consent for disclosure of such information in future. In addition to above HOD's / APIO's are also required not to make any correspondence with the Applicant whatsoever directly, only the CPIO is authorized as per the RTI Act to make correspondence with the Applicant.

  
S K Mishra

Central Public Information Officer