

RTI Cell

Inter Office Memo

Dated 7-12-2022

From: Dr. Deepak Bansal CPIO, HUDCO	To: All HOD's / CPIO's
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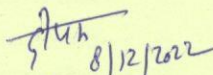
Pursuant to taking over charge by Dr. Deepak Bansal as CPIO, HUDCO, following points may be adhered to strictly for smooth functioning of this Cell and to reduce number of appeals to minimum.

1. Please provide the requisite information, as is relevant to your function and available under your control as per applicable provisions of RTI Act, 2005. In case certain information, out of the information being provided by you, in your opinion is exempted from disclosure, please specify the specific provision/s of RTI Act, 2005, in that behalf;
2. Please indicate specifically in your reply information / duly certified copies of the documents /noting's etc. (being provided by you pursuant to this request) as to which point / item / sub-item the provided information relates to;
3. confirm that the information being provided by you is the entire information available under your control on the relevant/ applicable issues / points / items and no further / balance information is available with you in the matter;
4. if either no information or only part information is available relating to relevant item/s, please indicate so specifically;
5. Please retain one set of the papers / documents for your record and/or for future need / requirement in the matter, of the papers / documents, the certified copy of which is being provided by you to the undersigned pursuant to this requisition. **Please note it importantly that the copies of documents/information should invariably be duly stamped and certified by you;**
6. Please indicate the name of any other source person / authority (if you have any knowledge of same) from whom the balance information can be requested by the undersigned, however, in case some related information would need to be collected by you from concerned Ros before being provided to the undersigned, please do so on top priority basis; and

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- 7 if you do not specify that the information being provided by you is the entire information available with you or under your control, it shall be presumed that you have provided the entire information available under your control, and if subsequently it is found that some other relevant balance / part information is available under your control, then you may be held liable for non-disclosure etc. under the provisions of Right to Information Act, 2005. **Time-lines mentioned in the information request letter is to be strictly followed for timely disposal of the RTI Application.**

Further, the concerned Officer to whom the information has been requested by the CPIO, fails to provide information to CPIO then in that eventuality such Officer shall be deemed to be the CPIO in default and shall be liable for punishment /penalty etc. as provided for under the RTI Act, 2005. In this connection your attention is specifically drawn to provisions of sub-sections (4) & (5) of Section 5 and Section 20 of the said Act. Time-lines mentioned in the information request letter is to be strictly followed for timely disposal of the RTI Application. All CPIO's may also like to update the details of their Nodal Officers by 20-12-2022 for smooth flow of information and provide a copy of the same to RTI Cell .


8/12/2022
Central Public Information Officer
HUDCO