

Dr. Rajendra Prasad Road,  
Shastri Bhawan New Delhi, 110001  
Dated 15<sup>th</sup> October, 2015

www.indiaculture.nic.in

**OFFICE ORDER**

In partial modification of para 3 of this Ministry's Office Order No.4/4/2015-RTI dated the 9<sup>th</sup> April, 2015, undersigned is directed to say that it has been decided with the approval of Competent Authority that Link Officers are to attend to the work of RTI as indicated below :-

In case of absence of a designated Officer (Under Secretary as CPIO and Dy. Secretary/ Director as First Appellate Authority, as the case may be), due to his/her proceeding on **leave, tour, training, election duty, transfer, relieving, retirement suspension or any other reasons,**

- (i) The concerned link officer or the officer holding the additional charge of the officer designated as CPIO or First Appellate Authority will perform the duties of concerned designated Officer as CPIO or First Appellate Authority, as the case may be, in accordance with the provisions of the RTI Act.
- (ii) In the situation where there are orders that Under Secretaries/CPIO will submit files relating to a Division **directly** to Joint Secretary concerned (if there is no link officer at the level of Dy. Secy. / Director in the Division), then First Appellate Authority would be the Joint Secretary of the concerned Division.
- (iii) In a situation where **there is no link Officer** of a designated CPIO or his/her **charge has not been handed over to any other Officer**, the Officer **immediate Junior to him/her shall be the CPIO** in all such cases till a new Officer (Under Secretary level) assumes charge on regular basis or the work is assigned to another officer.
- (iv) The concerned link officer or the officer holding the additional charge (as mentioned under sub-para (i) to (iii) above will receive, process and disposed off all on-line and off-line RTI applications, appeals, notices for hearing in CIC etc.
- (v) In the event of re-allocation of work among officers of this Ministry from time to time, the Under Secretaries (or equivalent) and Dy. Secretaries/Directors (or equivalent) and linked officers shall **automatically** act as CPIO / Appellate Authority in respect the RTI work in the Ministry of Culture. No separate orders in this regard will be issued by this Branch at that time.

*M/K*  
*15/10/2015*  
(Meena Kumari Sharma)

Under Secretary to the Govt. of India

**Copy to:**

- (1) PS to Minister (C)
- (2) P.S.O. to Secretary (C) /PPS to Addl. Secy.
- (3) All Joint Secretaries, All Directors/ Deputy Secretaries,
- (4) All US,/ All SOs in the Ministry of Culture.
- (5) PS to FA (C)/ CCA (HRD)
- (6) All attached / Subordinate / Autonomous Organizations under Ministry of Culture.
- (7) Technical Director, NIC, M/o Culture with a request to upload this order on the website
- (8) H.T.U. M/o Culture for Hindi **translation** of this Order.