

No. Per (AR)A (8)-3/2019  
Government of Himachal Pradesh  
Department of Personnel ( Administrative Reforms)

From

The Secretary to the (AR)  
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. The Resident Commissioner,  
HP Himachal Bhawan Sikandra Road New Delhi
3. All Head of Departments in Himachal Pradesh.
4. All the Divisional Commissioners in H.P.
5. All the Deputy Commissioners in H.P.
6. The Secretary to Governor Himachal Pradesh Raj Bhawan,  
Shimla-2.
7. The Secretary, Himachal Pradesh Vidhan Sabha Shimla-4.
8. The Secretary to Lokayukta, H.P. Shimla-2.
9. The Registrar General, H.P. High Court, Shimla-171001.
10. The Managing Directors/Chief Executive Officers/Secretaries/  
Registrars of all the Boards/Commissions/Corporations/  
Autonomous Bodies/PSUs Govt. Universities etc.

Dated: Shimla-2, the

5<sup>th</sup> June 2023

Subject:-

**Regarding inspection of RTI Registers maintained by PIOs to ensure timely disposal of applications and disposal of first appeals efficiently by the First Appellate Authorities.**

Madam/Sir,

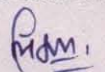
I am directed to refer to the subject cited above and to say that the State Information Commission H.P. in its FOURTEENTH & FIFTEENTH ANNUAL REPORTS has observed and recommended that there is a dire need to inspect the RTI registers maintained by PIOs to ensure timely disposal of applications as well as the disposal of first appeals efficiently by the FIRST APPELLATE AUTHORITIES for reducing the filing of complaints and 2<sup>nd</sup> appeals. As this will help to save precious time and money of information seekers.

Although this department from time to time has issued directions/guidelines in this regard but time and again it has come to the notice that Public Information Officer and First Appellate Authority are not adhering to the guidelines in letter and spirit.

It is, therefore, requested that hence forth all departments shall ensure that the provision of RTI Act and Rule Regulations shall be included as one of the components in the department's regular inspection schedules and it be a part of the general inspection of the field offices.

You are, therefore, requested to adhere to these instructions to ensure proper and timely disposal of RTI applications and appeals and these instructions may also kindly be conveyed to the departments/offices under your control for strict compliance.

Yours faithfully,

  
(Mohan Datt)

Joint Secretary (AR) to the  
Government of Himachal Pradesh  
Phone No. 0177-2628480/2880400

Endst. No. As above

Dated Shimla-2 the

*June, 2023*

The copy is forwarded to Secretary, State Information Commission Himachal Pradesh for information please..

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Joint Secretary (AR) to the  
Government of Himachal Pradesh