

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI – 110 002
<http://ar.delhigovt.nic.in>**

No.F.13/3/05/AR/11237 - 11387

Dated: 19.9.2005

To

All Principal Secretaries / Secretaries / HODs
Government of NCT of Delhi.

<p><u>Time Bound</u> To be done before 20th September, 05</p>

All Heads of Local Bodies

All Heads of Autonomous Bodies / Undertakings / Institutions substantially
financed by Govt. of Delhi.

Sub: **The Right to Information Act, 2005 – Order of appointment as State
Public Information Officer, State Assistant Public Information
Officers and First Appellate Authority.**

Sir / Madam,

Please find enclosed a template duly vetted by the Law and Judicial Department,
Govt. of NCT of Delhi for issue of orders for designation of State Public Information
Officers and State Assistant Public Information Officers, in pursuance of the provisions of
sub sections (1) and (2) of section 5 of the Right to Information Act, 2005 (22 of 2005)
and designation of First Appellate Authority in pursuance of the provisions of sub section
(1) of section 19 of the said Act.

It is requested that necessary orders as per this template may please be
issued immediately by all concerned Public Authorities. Copies of these orders
may be circulated both inter and intra departments, under intimation to this
Department.

Yours faithfully,

Encl: As above (overleaf)

**(PRAKASH KUMAR)
SECRETARY (AR)**

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(NAME OF THE DEPARTMENT)
(ADDRESS)

No.F.

Dated:

ORDER

In pursuance of the provisions of sub –sections (1) and (2) of section 5 of the Right to Information Act, 2005 (22 of 2005), I, Principal Secretary / Secretary / Head of the Department designate the following officers as State Public Information Officers and State Assistant Public Information Officers for the (Name of the Department / Organization) :-

(i) State Public Information Officers:-

Sl. No.	Designation	Office Address	E-mail Address	Tel. No	Jurisdiction	Designation of the Link Officer
1	2	3	4	5	6	7

(ii) State Assistant Public Information Officers:-

Sl. No.	Designation	Office Address	E-mail Address	Tel. No	Designation of the Link Officer
1	2	3	4	5	6

2. The Link Officer shown in the last column, will function as State Public Information Officer / State Assistant Public Information Officer respectively during the absence / non-availability of the designated State Public Information Officer / State Assistant Public Information Officer.

3. Further, in pursuance of the provisions of sub section (1) of section 19 of the said Act, the following officer(s) is / are designated as the First Appellate Authority for the(Name of the Department / Organization):-

Sl. No.	Designation	Office Address	E-mail Address	Tel. No	Jurisdiction	Designation of the Link Officer
1	2	3	4	5	6	7

4. The Link Officer shown in Col.7, will function as First Appellate Authority during the absence / non-availability of the designated First Appellate Authority.

(Name)
Principal Secretary /Secretary/HOD
Dated:

No.F.

Copy to: -

1. All Officers concerned.
2. Secretary (AR), GNCTD, 9th Level, B Wing, Delhi Sectt. N Delhi – 2.
3. All Pr. Secretaries / Secretaries / HODs, Govt. of NCT of Delhi.
4. All Officers / Branches / Section / Field Units of the Department.
5. Notice Board.