

IMMEDIATE
RTI MATTER

No. : I-34011/11/2014-NSSO (CPD)/RTI Cell
Government of India
Ministry of Statistics and Programme Implementation
National Sample Survey Office
(Coordination and Publication Division)

Sankhyiki Bhawan, C-Block, 1st Floor,
Maharishi Valmiki Marg, Delhi- 110032.

Dated: 25.09.2017

OFFICE MEMORANDUM

Subject: Guideline for implementing the Right to Information Act, 2005 in the various offices of NSSO -reg.

In continuation with O.M. of even numbered dated 29.08.2017, a guideline for implementing the Right to Information Act, 2005, in various offices of NSSO, is presented in the following paragraphs.

2. (i) The divisional/functional heads of the NSSO will re designate the CPIO/AAs as and when such need arises in consultation with the CPD, henceforth.

Provided such a designated CPIO should not be below the rank of an Under Secretary in the Government of India.

- ii) It shall be the responsibility of the divisional/functional heads to ensure that the list of CPIO/AAs is made available in the public domain.
- iii) The divisional/functional heads shall cause to place a copy of the updated list of CPIO/AA each to the Ministry and the CPD for their records.
- iv) The divisional/functional heads shall ensure that the necessary training programme on RTI Act is organized for their CPIO/AAs as mandated under section 26 of the RTI Act.
- v) The divisional/functional heads shall ensure that timely return under section 25 (3) of the Act is submitted to the Ministry.
- vi) The divisional/functional heads shall ensure that various provisions of the Act are complied with.
- vii) The CPD shall ensure issuing advisories for necessary compliance for the provisions of the Act, if such a need is felt.

3. The transfer and postings of the officers in the Government offices is integral and therefore, it is imperative to delegate the responsibility of designating the CPIO/AAs,

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and nominating a link officer in place of a designated CPIOs when he proceeds on for leave, if such need arises, to the functional heads/divisional heads. The Act needs time bound implementation of its various provisions and thus there can be no leverage to an organization where they afford to leave any RTI application/appeal unattended in absence of CPIO/AAs.

4. RTI Cell of the Ministry has already allotted User ID and password to already existing CPIOs/AAs for the various selection/divisions of the Ministry/NSSO to access the RTI-MIS Portal for the respective sections/divisions. It may be required to create a few more User IDs for the newly designated CPIOs/AAs. The same will be done by the RTI Cell of the Ministry. Subsequently, it shall be the responsibility of the divisional/functional heads of NSSO to update the requisite details in the respective RTI-MIS Portal.
5. Deputy Secretary (coordination), MoSPI is the Nodal Officer for RTI in the Ministry and therefore, while organizing training programmes on RTI Act, divisional/functional heads shall consult DS (coordination) in this regard before organizing said training programmes.
6. This is issued with the approval of competent authority within the meaning of section 2(e) of the RTI Act, 2005


(Pankaj K. P. Shreyaskar)
Director
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To

1. ADG (CPD/DPD/FOD/SDRD) for necessary compliance within their respective divisions.
2. RTI Cell, MoSPI, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001 for their record.
3. **ADG (CC), East Block 10, R.K. Puram, New Delhi with the request to upload this O.M. on the website of MoSPI at the appropriate link.**

For Information

1. PPS to DG & CEO, NSSO, Sankhyiki Bhawan, New Delhi-110032
2. PPS to ADG(CPD), Sankhyiki Bhawan, New Delhi, 110032
3. PPS to JS (Admn.), MoSPI, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001

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