

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

OFFICE ORDER NO. 22 OF 2011

Sub: Designation of Appellate Authorities (AAs), Central Public Information Officers (CPIOs) and Assistant Public Information Officers (APIOs) in Board's office under RTI Act, 2005.

With a view to ensuring quick disposal of applications/ appeals preferred under the RTI Act, 2005, assigning proper accountability to the custodian of information, even-distribution of additional work/ responsibility necessitated under the Act, proper maintenance of RTI files and avoiding duplicity of work; the existing machinery/ procedure for handling the RTI applications/ appeals was **reviewed/ discussed in the Board Meeting**. Pursuant to the Board's decision in this regard, the following modifications are hereby made:

- i. In general, all the officers of the rank of **JS/ED shall act as AAs**; all the officers of the rank of **Dir or DS/JD or US/DD shall act as CPIOs**; and all the officers of the rank of **US/DD shall act as APIOs** in respect of the subjects handled by them.
- ii. However, depending upon the organisational set-up in a particular wing/Directorate, the AAs/CPIOs could be the officers of lower or higher ranks. In the event of non-availability of officers of a particular rank in the channel of submission in a wing/Directorate, the Advisers/AMs concerned shall designate any other available officer under them to act as CPIOs/APIOs.
- iii. However, with a view to ensuring proper co-ordination and quick referral of cases by the centralised RTI Cell to the CPIOs concerned, **DGs/ AMs/ Advisers shall**, considering the workload of respective CPIOs, **designate one of the CPIOs under them as the nodal CPIO** for the entire wing/Directorate under their control. Accordingly, the DGs/ AMs/ Advisers are requested to advise the **particulars of the nodal CPIOs for their wings/ Directorates** (including the details of the other CPIOs/branches), **latest by 16.5.2011, directly to the centralised RTI Cell** for being notified to all concerned. For Secretary's Directorate, the needful has been done as per the **Annexure**.
- iv. The nodal CPIOs shall, in addition, act as a bridge between the RTI Cell and the other CPIOs of their respective

wings/Directorates and the nodal CPIOs of the other wings/Directorates.

- v. The RTI Cell shall refer the cases, pertaining to a particular wing/Directorate, only to the nodal CPIO of that wing/Directorate, who shall in turn refer the same to the CPIOs concerned in the wing/Directorate for sending information/response in respect of the subjects dealt with by them **directly**. All such officers shall send the communications to the applicants/ appellants (or transfer the applications or parts thereof when required) under their **official designation** followed by the words - "**and APIO or CPIO or AA**" as the case may be.
- vi. The applications/appeals (**including the pending ones**) need to be disposed of by the respective officers (APIOs/ CPIOs/ AAs as *the case may be*) concerned with the subject and the files shall be maintained by the respective sections. **It may be ensured that the appeals are considered and disposed of by an officer senior in rank to the CPIO.**
2. The existing Office Orders on the subject stand modified to the extent mentioned in para-1 above.
3. These modifications shall be **effective from 1st June, 2011.**

DA/Annexure

No.2005/RTI/15/3

Dated 02/05/2011

Kuma

(V. K. GUPTA)

SECRETARY RAILWAY BOARD

1. CRB, FC, ME, ML, MM, MS, MT Railway Board for information.
2. DG/RPF & DG/RHS Railway Board for information and immediate necessary **action on para-1 (iii).**
3. AM/B, AM/CE, AM/C, AM/F, AM/L, AM/ME, AM/PU, AM/IT, AM/Sig, AM/Tele, AM/T&C, AM/W, AM/Plg, AM/TT, AM/RS & AM/Staff Railway Board for information and immediate necessary **action on para-1 (iii).**
4. Adv/L(RS), Adv/F, Adv/Ifra, Adv/IR, Adv/L&A, Adv/Safety, Adv/Vig, Adv/Proj, Adv/TT(M), Adv/RE, Adv/ME(Proj), Adv/Sig, Adv/FM, Adv/Conf, ACEA & Adv/Bridges Railway Board for information and immediate necessary **action on para-1 (iii).**
5. All Officers and Branches, Railway Board for compliance.