

केन्द्रीय विद्यालय संगठन

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18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016

KENDRIYA VIDYALAYA SANGATHAN (HQ)

18, Institutional Area, S.J.S Marg, New Delhi-110016

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वेबसाइट/ Website: www.kvsangathan.nic.in

F.No.11011/6-4/2018/KVS (PIC) /18032

Dated: 25/06/2019

The Deputy Commissioner/Director &  
First Appellate Authority,  
Kendriya Vidyalaya Sangathan,  
All Regional Offices/ZIETs.

Sub: Circulation of CIC Memorandum F.No.CIC/4/2016-Rgr. dated 11.10.2018.

Sir/Madam,

I am to refer to the subject cited above and to enclose herewith a copy of Memorandum F.No.CIC/4/2016-Rgr. dated 11.10.2018 from Sh. Piyush Agarwal, Registrar, Central Information Commission, New Delhi vide which instructions have been issued regarding disposal of the First Appeal and maintenance of records.

The contents of the enclosed circular may be brought to the notice of all the CPIOs /Link CPIOs working under your jurisdiction for necessary compliance.

Yours faithfully,

(Saurabh Jain)  
Additional Commissioner (Admn)

Encls: As above.

Copy to:

(1.) JC(Admn)/(Pers)/(Acad)/(Fin)/(Trg)/DC(Acad)/(Admn)Supt.Engg FAAs, KVS(Hqrs.), New Delhi for information and similar compliance.

(2.) AC (Admn) Admn-I/II/ L&C/ SO (RTI)/SO (R&I) /AC (Fin)/AC (Acad)/AC (Trg)/AC (E-I)/ (E-II)/ (E-III)/AC (Vig)/ AC(RPS) / CPIOs KVS(Hqrs) New Delhi for information and necessary action.

✓(3.) DC(Acad)(EDP) for placing it alongwith the aforesaid Circular of CIC on KVS website.

(Saurabh Jain)  
Additional Commissioner (Admn)



**Central Information Commission**  
Room No. 105, Ground Floor, Baba Gangnath Marg,  
Munirka, New Delhi-110 067

F.No. CIC/4/2016- Rgr.


Dated: 11.10.2018

### **MEMORANDUM**

It has been frequently observed that the First Appeals received by the designated First Appellate Authorities (FAAs) against the order (or no order) of the Central Public Information Officer, are not disposed of properly. The Commission, in its meeting held on 09.10.2018 has decided to issue the following instructions to the Public Authorities/FAAs to deal with the First Appeals u/s 19 of the RTI Act, 2005 with a view to secure strict compliance of its provisions:

1. Regular training may be organized for the Appellate Authorities by the Public Authorities.
2. The FAAs must maintain the record of receipt and disposal of the First Appeals with them. This may be reviewed by this Commission, as required.
3. FAAs are required to dispose the Appeals within the time prescribed under Section 19 (6) of the RTI Act, 2005 by passing a properly reasoned order. It is also necessary that they monitor the compliance of the orders given by them.
4. However, in the event that the First Appeal is not disposed within the time prescribed under the RTI Act, 2005 and a Second Appeal is filed, the FAA may still dispose the same and record the justification of delay, till such time that the Second Appeal is not heard by the Commission.
5. Invariably, the CPIO (Central Public Information Officer) shall inform FAA about the receipt of a copy of the Second Appeal. In addition, the Notice of Hearing of Second Appeal and the Order passed by the Commission disposing the Second Appeal shall be communicated by this Commission to the First Appellate Authority also, in addition, to make them aware of the status of disposal of the Second Appeal. FAAs must also go through the Second Appeal cases on the website

of the Commission to know the status of their disposal, as an added precaution to avoid hearing an Appeal after orders on Second Appeal by the Commission.

  
(Piyush Agarwal)  
Registrar

To: All concerned

Copy To:

1. DR to Chief IC/ DR to IC (YA)/ DR to IC (SA)/ DR to IC (SB)/ DR to IC (BJ)/ DR to IC (AB)/ DR to IC (DP)
2. PPS to Chief IC, PPS to IC (SA), PPS to IC (YA), PPS to IC (SB), PPS to IC (BJ), PPS to IC (AB), PPS to IC (DP), for kind information
3. PS Addl. Secretary
4. JS (Admn)/JS (Law)/JS /JS (P&B)
5. JS (M&R) – to endorse copies to the concerned Public Authorities and to upload on the website of the Commission
6. RTI Cell/Central Registry I & II/Dak Section/Library/Record Room