Procedure for Entertaining Requests for Information (RFI) by CPIO / CAPIO

RFI Application

Fee Received

Receipt of RFI issued

Scrutiny of RFI by CPIO

A copy of RFI to be placed in systems for follow-up
SCRUTINY BY CPIO

Scrubfny of RFI by CPIO

Decide within 5 days if RFI to be passed to another public authority and intimate applicant if so

Ensure that information not restricted under Sec 8 or 9 of RTI Act.

Passed reasoned order for rejection or give part information with part rejection

If not restricted send Information within 15 days to dealing desk officer & Intimate applicant & next Higher authority

Send copy of rejection Order to AA and next higher authority

If on web site Give applicant the website address

Collect additional cost involved and give information

If Third Part consultation is needed, issue letter within 5 days & decide
RFIs MADE THROUGH E-MAIL

1. RFI received through email
2. A copy printed
3. Receipt generated & Record in dak register
4. Send info by email & Also on postal address
5. If no postal address then e-mail & Post on notice board also