



केन्द्रीय विद्यालय संगठन
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली
KENDRIYA VIDYALAYA SANGATHAN
An Autonomous Body Under Ministry of Education, Govt. of India
मुख्यालय, नई दिल्ली / Head Quarters, New Delhi
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

F.No.11011/Misc./KVS(HQ)/PIC/

Dated 16.02.2024

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs

Sub:- Guidelines for the officers designated as Central Public Information Officer under the Right to Information Act, 2005.

Madam/Sir,

With reference to the subject quoted above and to ensure the compliance of instructions given through 1st Video Conference meeting (Webinar) held on dated 16.02.2024 at 03.00 PM for effective implementation and sensitisation of different RTI matters as per the RTI Act, 2005 and its contents.

Dopt guidelines for officers designated as Central Public Information Officer under the Right to Information Act, 2005 are here by circulated for reference and guidance.

Yours faithfully,

Neelam
16/02/2024
(Neelam)

Encls:- As above

Deputy Commissioner(Admn.)

Copy to:-

- (1.) PS to Joint Commissioner(Admn.I), KVS (HQ), New Delhi for information.
- (2.) All the CPIOs, KVS(HQ), New Delhi for compliance.
- (3.) The CPIOs All Regional Offices/ ZIETs for compliance.
- (4.) The AC(EDP), KVS(HQ), New Delhi with the request to upload the aforesaid letter on the KVS website.
- (5.) The Guard file.

Neelam
16/02/2024
(Neelam)

Deputy Commissioner(Admn.)

No.1/69/2007-IR
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: the 27th February, 2008

OFFICE MEMORANDUM

Subject: Guidelines for the officers designated as Central Public Information Officer under the Right to Information Act, 2005.

The undersigned is directed to say that the Central Public Information Officer (CPIO) of a public authority plays an important role in effective implementation of the provisions of the Right to Information Act, 2005. At the same time, he is liable for penalty in case of default in performance of duties assigned to him by the Act. It is, therefore, crucial for a CPIO to study the Act carefully and understand its provisions correctly. This Department has prepared a 'Guide' which clarifies some of the important aspects of the Act relating to the functions of the CPIOs. The Guide so prepared is enclosed as Annexure.

2. The Act provides that a CPIO may seek the assistance of any other officer for proper discharge of his/her duties. Such other officer would be deemed to be a CPIO and would be liable for contraventions of the provisions of the Act the same way as the CPIO himself. Since the CPIO may seek the assistance of any officer, it is desirable for all the officers to acquire necessary knowledge about the provisions of the Act, which a CPIO should have. The Guide would help them in this task.

3. All Ministries/Departments etc. are requested to bring the contents of the Guide to the notice of all concerned.



(K.G. Verma)
Director
Tel: 23092158

To

1. All Ministries / Departments of Govt. of India
2. Union Public Service Commission / Lok Sabha Secretariat / Rajya Sabha Secretariat / Cabinet Secretariat / Central Vigilance Commission /

President's Secretariat / Vice-President's Secretariat / Prime Minister's Office / Planning Commission

3. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
- 4.. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
5. Central Information Commission/State Information Commissions.

Copy to : Chief Secretaries of all the States/UTs.

The guidelines contained in the Annexure apply mutatis mutandis to the State Public Information Officers (SPIOs). The State Governments may like to issue similar guidelines for the SPIOs.