

DELHI STATE LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of High Court of Delhi

Central Office, Patiala House Courts Complex, New Delhi - 110001

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File No. DLSA/RTI Orders/2016 /13190 To 13204

Dated 26 Oct., 2016

OFFICE ORDER

In pursuance to the orders dated 03.10.2016 of Hon'ble Executive Chairperson, all the Superintendents posted at Delhi High Court Legal Services Committee as well as District Legal Services Authorities are hereby designated as **Public Information Officers** of their respective Committee/Authority.

Hence, all the Superintendents of DHCLSC and DLSAs are hereby directed to comply with the following directions:-


1. They shall go through all the provisions of Right to information Act, 2005 apart from the Delhi State Legal Services Authority (Right to Information) Rules, 2016.
2. They shall deal with the applications received under RTI Act, 2005, pertaining to their District and provide the information to the applicant on their own, as per Right to Information Act, 2005.
3. They shall deal with the RTI applications which do not pertain to their good office according to the Office Memorandum No. F. 10/2/2008-IR, Dated 24.09.2010 (**enclosed at "A"**) or as per section 6 (3) of RTI Act, 2005 meaning thereby *"they shall transfer the application or such part of it as may be appropriate to that other public authority as soon as practicable but in no case later than 05 days from the date of receipt of the application and inform the applicant immediately about such transfer"*.
4. In the absence of PIO on account of leave or vacancy or otherwise Secretary of respective district shall designate an **Assistant Public Information Officer** to look after the work of PIO.
5. The Accounts Section of DHCLSC and each DLSA shall maintain the record of **Registration Fee and Additional Fee** received under RTI Act, 2005 and forward the same to the DDO/Sr. Accounts Officer, DLSA, Central Office, PHC, Delhi as per Central Government Account (Receipts and Payments) Rules, 1983.
6. PIO of respective district shall submit quarterly report to this Authority **within 03 days** after the completion of every quarter (**as per pro-forma enclosed at "B" & "C"**), for onward submission of the same on the websites of Central Information Commission and Delhi Govt.

Member Secretary, DLSA would be the First Appellate Authority of Central Office DLSA, DHCLSC and all DLSAs.


(Dharmesh Sharma)
Member Secretary

Copy to:-

1. Ld. Secretaries, DHCLSC and all the District Legal Services Authorities, with request to circulate the same to the concerned Superintendent of their district for compliance.
2. Sr. Accounts Officer, DLSA, PHC, Delhi.
3. Ms. Sonia Chhikara, Sr. Programmer for uploading the said order on the website.


(Dharmesh Sharma)
Member Secretary