

Proceedings No.Rc/ENC(AW)/K3/RTI Act, 2005/RTI.1, dated: 30.07.2013.

Sub: RTI Act, 2005 – Implementation – Revised Set up of Appellate authorities, Public Information Officers, Assistant Public Information Officers to facilitate speedy disposal of applications under Section 5(1) of Right to Information Act, 2005 – Orders – Issued.

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The section 5(1) of the Act facilitates every Public Authority to designate the PIOs, as the case may be, in all administrative units or offices under it, as may be necessary to provide information to the persons under this Act. This is to facilitate quick flow of information to the citizens who seek information under 6(1) of the Act.

As per the discussions with the Hon'ble State Information Commission on the need to reorganize the present set up of Public Authorities in the Offices of the Engineers-in-Chief, Chief Engineers, Superintending Engineers and Executive Engineers, the following orders are issued designating Appellate authorities, Public Information Officers, Assistant Public Information Officers in respect of the Offices of the Irrigation & CAD Department:

The revised set up should be in the following pattern:

**Office of the Engineer-in-Chief(Admn.Wing) & (Irrigation Wing),
Irrigation & CAD Department, Hyderabad
(Head of the Department)**

Sl. No.	P.A./A.A./PIO/APIO	Designation	Other PIOs in the Unit	
(1)	(2)	(3)	(4)	(5)
1	Appellate Authority	Dy.Engineer-in-Chief		
2	PIO (Admn.)	Dy.Director (Admn)		
			Executive Engineer.I (Vigilance)	PIO-I (Deemed PIO)
			Executive Engineer.II (Vigilance)	PIO-II (Deemed PIO)
3	APIO (Admn)	NTPA.I		
4	PIO (Tech.)	EE.III (P&M Cell)		
			NTPA (P&M Cell)	PIO-III (Deemed PIO)
			Executive Engineer (PMU Cell)	PIO-IV (Deemed PIO)
			NTPA (CAO Unit)	PIO-V (Deemed PIO)
5	APIO (Tech.)	Dy.E.E. - 4 (P & M Cell)		

Other Offices of the Engineers-in-Chief

Sl. No.	P.A./A.A./PIO/APIO	Designation	Other PIOs in the Unit	
(1)	(2)	(3)	(4)	(5)
1	Appellate Authority	Dy.Chief Engineer		
2	PIO	Dy.Executive Engineer		
			Dy.E.E.	PIO-I (Deemed PIO)
3	APIO	Superintendent		

(P.T.O.)

Offices of the Chief Engineers

Sl. No.	P.A./A.A./PIO/APIO	Designation	Other PIOs in the Unit	
			(4)	(5)
(1)	(2)	(3)		
1	Appellate Authority	Dy.Chief Engineer		
2	PIO	Dy.Executive Engineer/NTPA		
			Dy.E.E.	PIO-I (Deemed PIO)
			Dy.E.E.	PIO-II (Deemed PIO)
			Dy.E.E.	PIO-III (Deemed PIO)
3	APIO	Superintendent		

Offices of the Superintending Engineers

Sl. No.	P.A./A.A./PIO/APIO	Designation	Other PIOs in the Unit	
			(4)	(5)
(1)	(2)	(3)		
1	Appellate Authority	Dy.Superintending Engineer		
2	PIO	Dy.Executive Engineer (wherever Dy.E.E. post is not available in Circle Office, NTPAT will hold the post)		
3	APIO	Superintendent		

Offices of the Executive Engineers

Sl. No.	P.A./A.A./PIO/APIO	Designation	Other PIOs in the Unit	
			(4)	(5)
(1)	(2)	(3)		
1	Appellate Authority	Executive Engineer		
2	PIO	Divisional Accounts Officer/AEE/Technical Officer		
			Dy.E.E., Sub-Divn.1	PIO-I (Deemed PIO)
			Dy.E.E., Sub-Divn.2	PIO-II (Deemed PIO)
			Dy.E.E., Sub-Divn.3	PIO-II (Deemed PIO)
			Dy.E.E., Sub-Divn.4	PIO-II (Deemed PIO)
3	APIO	Superintendent		
The number of deemed PIOs will increase depending on the number of independent Sub-Divisions.				

Note: The details at Col. 2 & 3 shall only appear on the Notice Board and Website. The details of the Drawing & Disbursing Officer to whom the application fee is payable may also be displayed in the Notice Board.

1. A Movement Register shall be maintained by the PIO (at Col. No. 2 & 3) in each Administrative Unit besides the regular RTI Registers. All the other PIOs (at Col.No.5) in such Administrative Unit shall also maintain the RTI Registers pertaining to their subjects. When the information sought for by the applicant u/s 6(1) of the Act is available with only one PIO, it shall be the responsibility of that PIO in the Admn.Unit to send the reply u/s 7(1) of the Act, within the stipulated time. If the information is held by more than one PIO in the Admn.Unit, the responsibility to consolidate the same and supply u/s 7(1) lies with the PIO (at Col.No.3).
2. The transfer of application from PIO (Col.3) to other PIOs (Col.4) shall take place through an Office Note/Memo and proper acknowledgements shall be maintained. These shall be produced at the time of hearings in the Commission.
3. Similarly, the transfer of application from PIO (Col.3) to the Deemed PIO (u/s 5(4) of the Act) shall take place through an Office Note/Memo and proper acknowledgements shall be maintained. These shall be produced at the time of hearings in the Commission.
4. On receipt of Notice u/s 19(3) of the Act from the Commission for hearing, the PIO (i.e., Col.3) along with the concerned PIO at Col.5 both shall attend.
5. Whenever a show cause notice is issued u/s 20(1) of the Act, by the Commission on the designation of PIO/deemed PIO, it shall be responsibility of Head of such Admn.unit to depute only such PIO/Deemed PIO (u/s 5(5) of the Act), who is responsible for not furnishing information u/s 7(1) of the Act, for the show cause notice hearing, duly serving the show cause notice on him/her.
6. Further as per section 5(2) of the Act, there shall be one APIO under the control of PIO (Nodal) in each Admn.Unit to assist in receiving the applications and distribution to PIOs with whom the information is available. This has been indicated at Sl.No.3 in the above statements.
7. When the information is held by any other officer other than the PIO in the Admn.Unit, the PIO shall seek assistance of such officer in writing u/s 5(4) of the Act and such officer would become Deemed PIO. Such deemed PIO shall invariably attend the Show cause notice hearings u/s 20(1) of the Act along with the concerned PIO (Col.3 or 4). It shall be noted that u/s 5(4), the responsibility shall not be relegated to lower functionaries.
8. Whenever any application pertaining to any other Department or unit of administration is received in the Admn.Unit, at the level of PIO (Col.3) only it shall be transferred to the concerned Unit/Department u/s 6(3) (ii) of the Act, under intimation to the applicant.
9. It is the responsibility of the 1st Appellate Authority to hear the 1st Appeals, just like the Commission conducts hearings of 2nd Appeals, within (30) days of the receipt of the appeal, by giving notices to the concerned PIO (Col.3/5) /deemed PIO and the applicant.

After designating the PIOs and 1st Appellate Authorities as above, all the ENCs/CEs/SEs/EEs are requested to review the pendency of RTI applications once in a month. Also, the changes in the information placed u/s 4(1) (b) of the Act, shall also be updated.

Suitable structure under RTI Act, 2005 shall be put in place in all the Offices mentioned above immediately and instructions issued in this regard shall be submitted to this Office. Necessary proceedings may also be issued by the concerned Engineers-in-Chief, Chief Engineers, Superintending Engineers and Executive Engineers.

(P.T.O.)

It is hereby ordered to implement the above forthwith and streamline the information flow to the public.

**Sd/- L.Narayan Reddy, 30.07.2013,
Engineer-in-Chief(Admn.Wing).**

To

All the ENCs/CEs/SEs/EEs
of I & CAD Dept.,

Copy submitted to the Hon'ble State Information Commissiner, HACA Bhavan, Hyderabad for favour of information.

Copy to the Deputy Executive Engineer (Computers) to place the proceeding in the website for necessary action.


5/8/13
for Engineer-in-Chief(Admn.Wing)
5/8/13