



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण
(सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India
(Ministry of Road Transport and Highways)
जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075
G-5 & 6, Sector-10, Dwarka. New Delhi-110075

दूरभाष / Phone : 91-11-25074100/25074200
फैक्स / Fax : 91-11-25093507 / 25093514

No.11041/131/2005-Admn (Policy)

09th April, 2013

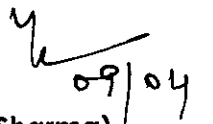
OFFICE ORDER

Sub : Procedure for disposal of RTI applications and Appeals.

- Ref. : (1) Office Order of even number dated 19.09.2005.
(2) Office Order of even number dated 09.03.2009.
(3) Office Order of even number dated 08.10.2009.
(4) Office Order of even number dated 31.12.2009.

In addition to the existing procedure prescribed in above references, the following additional measures are approved by the Competent Authority, in dealing with the RTI application and appeals in the Authority: -

- i) GMs posted at Regional Offices are designated as Public Information Officers (PIO) for disposal of RTI applications pertaining to the jurisdiction of concerned Regional Office. In case, where no GM is posted in the RO, the concerned DGM / Manager, as the case may be, nominated by Regional CGM would act as PIO. In such cases, the Regional CGM may nominate the PIO and inform the HQs immediately.
- ii) Regional CGMs will be Appellate Authorities for all replies furnished by the PIO in the RO. They also continue to be Appellate Authorities for all replies forwarded by PDs & PIOs under their jurisdiction
- iii) The remaining procedure in dealing with the RTI applications would be same as prescribed in references cited above.


(V.K Sharma)
CGM (Coord.)

To

1. All GMs at Regional offices
2. All Regional Officers

Copy to :

1. PS to Chairman
2. Ps to Member (Admn.)
3. All officers HQs
4. All PIUs / CMUs.

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(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

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एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

No. 11041/131/2005-Admn.III

dated 09.03.2009


OFFICE MEMORANDUM

It has been observed that the number of RTI applications received by the Authority has increased manifold thereby causing delay in their timely disposal by the Central Public Information Officer (CPIO). It has accordingly been decided to follow the following decentralised procedure, with immediate effect, to deal with such applications similar to the procedure followed by the Ministry of Shipping, Road Transport and Highways (Department of Road, Transport and Highways):

- (i) All the officers of the level of General Manager at NHAI HQs shall henceforth be designated as Public Information Officers(PIO), who will dispose of the applications pertaining to their divisions. In dealing with the appeal cases, the PIO concerned will report directly to his CGM or Member, as the case may be, who has already been designated as the Appellate Authority.
- (ii) The Nodal Officer nominated for Parliamentary work would also act as the Nodal Officers for RTI Work. The RTI applications required to be replied by various GMs (PIOs) under one CGM and Appellate Authority, shall be disposed of by the said nodal officer.
- (iii) The overall, monitoring, including distribution of applications received and submission of reports, would continue to be done by Administration Division at HQs. In cases where information is required from more than one CGM, such information will be required to be provided to Administration Division for compilation and final disposal.
- (iv) All the General Managers who are designated as PIOs will maintain a record of the RTI applications received/disposed of within their division and submit a monthly report to Admn.Division before 5th of every month. Various forms for maintaining record under the RTI Act, 2005, already circulated by the Authority vide its OM dated 09.06.2006, are again enclosed herewith. The consolidated monthly/quarterly report, as required

under the provisions of the RTI Act, shall be prepared by the Admn.Division for onward transmission to various Authorities concerned.

2. A copy of D.O. letter No. 34012/4(S)/2005-Estt(B) dated 23.06.2005, issued by the Ministry of Personnel, Public Grievances & Pension, is enclosed which may be referred to for compliance/implementation of the relevant provision of the Act. For any other clarification on the above subject, the matter may be referred to Admn. Division.
3. These instructions are in addition to those issued vide Office Order No. 11041/131/2005-Admn.III dated 19.09.05 (copy enclosed).
4. This issues with the approval of the Competent Authority.



(Prakash Nevatia)
Dy. General Manager (Admn.)

To,

1. All officers at HQs
2. All PD, PIUs/CMUs
3. Hindi Officer
4. IT Division-This along with list of CPIOs/PIOs/APIOs & Appellate Authorities, which may be placed on the website of the Authority immediately.

Copy to:-

Anand Prakash
Director & PIO
Department of Road, Transport & Highways
1, Parliament Street
New Delhi

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No. : 11041/131/2005-Admn.(Policy file)

8th October, 2009

Office Memorandum

Sub : Procedure for disposal of RTI applications.

Consequent to the establishment of Regional Offices of NHAI and the redistribution of work at HQs, the existing procedure for disposal of RTI applications is revised as under:-

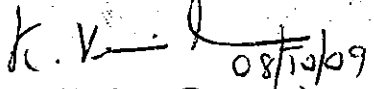
- a) Queries under RTI Act on implementation issues will be disposed off at PIU/CMU level and appeals thereto at RO level. Accordingly, all Project Directors will continue to be designated as APIOs, responsible for providing replies to queries under the jurisdiction of their PIUs/CMUs/SPVs.
- b) CGMs (Regional Offices) are designated as Appellate Authorities for all replies provided by Project Directors under their jurisdiction.
- c) At HQs, all GMs will continue to be designated as PIOs and will provide replies to matters under their respective jurisdiction. Queries received at HQs and transferred to GM & PIO by the CPIO may be either replied to or further transferred to APIOs by the concerned GM & PIO, as the case may be.
- d) CGMs (HQ & Procurement) will be the designated Appellate Authority for all procurement related queries. Other CGMs will be Appellate Authorities for matters for which replies have been provided by GM & PIO posted under their charge.
- e) If due to any reason, replies to queries on implementation issues or queries combining implementation and procurement issues, are provided by GM & PIO at HQs, appeals against such replies will lie with concerned Member (Projects) who will dispose off such appeals as Appellate Authority.
- f) Where a GM reports directly to Member, the concerned Member will be the Appellate Authority.

Contd.....2..

K. V. [Signature]

2. Instructions on this subject issued earlier vide letter of even number dated 09.03.2009 will continue to be applicable *mutatis mutandis*.

3. This issues with the approval of Competent Authority.


(K. Venkata Ramana)
GM (Coordination)

To

1. All CGMs/GMs
2. All Regional Offices/PIUs/CMUs

Copy to:-

1. PS to Chairman
2. PS to Member (Admn.)/Member (Finance)/Member(P)-SIP/Member (P)-SKP
3. All officers of NHAI.





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31st December 2009

OFFICE ORDER

Sub: Procedure for disposal of RTI applications and appeals.

- Ref.: (1) Office Order of even number dated 19.9.2005.
(2) Office Order of even number dated 9.3.2009
(3) Office Order of even number dated 8.10.2009
(4) Office Order of even number dated 13.10.2009.

The following modifications have been approved by the Competent Authority to the above mentioned references:

- (i) Shri V.S. Darbari, GM (Coord.) II has been appointed as CPIO in place of Shri K. Venkata Ramana, GM (Coord.) I for all RTI related matters till further orders.
(ii) In partial modification of Office Order at Ref. (1), (2) & (3) above, all the Project Directors have been appointed as Public Information Officers (PIO) instead of Assistant Public Information Officers (APIO) for their respective PIUs/CMUs/SPVs.
(iii) Shri H.K. Goswami Receptionist has been designated as Assistant Public Information Officer (APIO) for Headquarters to receive the applications for information and the appeals under RTI Act 2005 for forwarding the same forthwith to the CPIO or the concerned Appellate Authority, as the case may be and as provided under Section 5(2) of RTI Act, 2005.

2. This issues with the approval of Chairman.

(Krishan Dalal)

Asst. Manager (Coord.)

To

1. Shri V.S. Darbari, GM (Coord.)I
2. Shri K.Venkata Ramana, GM (Coord.)II
3. All Project Directors of PIUs/CMUs/SPVs
4. Shri H.K. Goswami, Receptionist

Copy to:

1. All Officers at Hqs
2. All Regional Offices
3. All PIUs/CMUs/SPVs