

**MOST IMMEDIATE**

No. 34012/13(S)/2005-Estt. (B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

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New Delhi, Dated the 6<sup>th</sup> October, 2005

**OFFICE MEMORANDUM**

Sub. : Designation of Central Assistant Public Information Officers (CAPIOs) by the public authorities under Section 5 (2) of the Right to Information Act, 2005.

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The under signed is directed to say that Section 5 (2) of the Right to Information Act, 2005 provides that every public authority shall designate an officer within 100 days of the enactment of this Act, at each sub-divisional or other sub-district level as a Central Assistant Public Information Officer to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission, as the case may be.

2. Since a number of public authorities do not have offices located at each sub-divisional level or sub-district level, the matter was taken up with the Department of Posts to provide the services of their Central Assistant Public Information Officers (CAPIOs) to function in that capacity for all public authorities under the Central Government.

3. In this connection Department of Posts require urgently the addresses of the nodal officers/central point in each Ministry/Organisation in need of their services as CAPIOs. The Department of Posts have also indicated that they will be in a position to undertake the work only on behalf of those Ministries who have completed this action and have informed them of the same. Ministries/Departments are, therefore, requested to indicate the details of the Central Public Information Officers designated by them as well as the nodal officers/central point in their Department to receive the RTI mails (application etc. forwarded by the CAPIOs) **to the Department of Posts** urgently.

4. Ministries/Departments are also requested to bring the above position to the notice of other public authorities coming under the preview of the Ministries/Departments concerned for urgent action by them.



(T.Jacob)

Joint Secretary to the Government of India

To

All Ministries/Departments of the Government of India (Secretaries by name).