

**OFFICE OF THE MEDICAL DIRECTOR
DEEN DAYAL UPADHAYAY HOSPITAL
HARI NAGAR , NEW DELHI – 110064.**

MANUAL – 30

Receipt & Disposal of RTI applications & appeals
{OM No. F.1/6/2011-IR date 15/04/2013}

The Department of RTI Cell which works under the control of senior officer of the rank of DMS(A)/Administrative Officer designated as Public Information Officer (PIO) duly assisted by a gazetted officer who works as APIO and other staff responsible for receipt of RTI applications online/manually from any citizen of India. The application is diarized immediately in separate RTI Register giving unique ID Number to each application. All applications are dealt with under the provisions of the RTI Act and information available with the public authority are provided at the earliest possible but within a period of 30 days of its receipt. If information required by the applicant does not pertain to the Department, the same is transferred u/s 6(3) to another public authority to whom it is closely connected. The applicant is also duly intimated about First Appellant Authority (FAA) of the Department to whom he/she can file appeal within 30 days, if not satisfied with the information provided by the PIO.

The Department has also designated officer of the rank of AMS (A) as First Appellant Authority (FAA) to whom appeal can be filed by any aggrieved applicant not satisfied with the information provided by the PIO, as defined u/s 19(1) of the RTI Act, 2005. The office of FAA works as separate entity and deals with all such appeals filed before it by giving due opportunity to all parties to be heard and decide the appeal within 30 days period.