SCHOOL OF PLANNING AND ARCHITECHTURE
NEW DELHI – 110002

Ref. No. F.24-128/RTI/SPA/2017   July 11, 2017

CIRCULAR

The School has scheduled a training workshop on "RTI ONLINE PORTAL FOR PUBLIC AUTHORITIES (PAs) UNDER DEPT. OF HEIGHER EDUCATION" to educate the Public Information Officers (PIOs) and First Appellate Authority (FAAs) nominated in the School to operate the above portal and implement the online RTI portal in SPA. The training session will be conducted on 14 July, 2017 in the New Committee Room from 10:15 am. All the PIO's/ FAA's, Faculty and Staff (dealing with the RTI matter directly or indirectly) are invited to attend the above workshop. Interested persons are to forward the confirmation of their nominations by 1:00 PM of 13 July 2017 to the Assistant Registrar (PSM) and RTI Co-ordinator so that arrangements can be made accordingly.

Lunch will be served after the session.

The workshop is compulsory for PIO's and FAA's.

Prof. Chetan Vaidya
Director

To,

All Faculties and Staff
All PIO's
All FAA's
Section heads

Copy to : The Director

Ref. No. F.24-128/RTI/SPA/2017   July 17, 2017
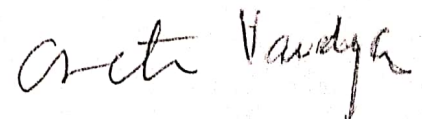
NOTICE

    The Department of Personnel and Training has introduced a RTI Online Portal as the expansion of Right to Information (RTI) under Management Information System. Training Workshop on RTI Online Portal organised for the Public Authorities under Dept. of Higher Education has been attended by the Officers nominated by School as per the instruction of the MHRD vide its letter Ref. No. 11-3/2016-TS.VI dated 21.02.2017. Now, it has become mandatory to maintain this Online web portal for managing the application received online as well as offline.

    A training session on "RTI ONLINE PORTAL" was organised in the School on Friday 14th July 2017 for designated Public Information Officers (PIO's) and First Appellate Authority (FAA's) nominated in the School to educate and implement the online RTI portal in SPA. The Faculty and staff who were directly or indirectly dealing with the RTI matter also invited to attend the above workshop.

    The USER ID for the Nodal Officer had already been created for School by RTI Project Monitoring Unit (PMU) set up by DoPT. The PMU is coordinating with all Ministries and PA's under them and monitoring the online RTI portal. Online application received by Nodal Officer and will be forwarded to the concerned PIO's/FAA for further necessary action.

    Under Master Updation the USER ID's have also been created for all the PIO's and FAA's designated in the School. The details of the same is enclosed for further necessary action. **All the PIO's and FAA's** are required to login the online portal **on daily basis** at the link "https://rtionline.gov.in/RTIMIS/login/index.php" with their USER ID and Password provided to them **to attend/reply the RTI applications and appeal received** in the School.

    It is important and urgent to follow the time line as per the RTI Act. 2005 being a time bound requirement for reply/compliance of the RTI queries **failing which penalties can be imposed on the concerned PIO's/FAA's as per RTI Act. 2005.**

Prof. Chetan Vaidya
Director

To   :   All FAA's
              All PIO's
Copy to :   The Registrar
              All HOD's
              All Section Heads