

**Most Urgent
RTI Matter**

No. EDN-HE(16)B(15)RTI-01/2025-(online portal)
Directorate of Higher Education
Himachal Pradesh.

Email ID: rtibrdhe@gmail.com

Dated: Shimla- 171001 the 10 September, 2025


To

1. All PIO-cum-Principals of Govt. Colleges in H.P.
2. All PIO-cum-Principals of Sanskrit Colleges in H.P.
3. The PIO-cum-Principal SCERT Solan, Distt. Solan, HP.
4. All FAA/PIOs-cum-Deputy Directors of Higher Education in H.P.

Subject: Uploading of complete RTI replies and First Appeal orders alongwith attachments.


On the subject cited above, find enclosed herewith copy of letter no. Per(AR)A(7)-1/2022 dated 8th September, 2025 alongwith copy of Letter No. F.No.-1/4/2024-IR-I, dated 26.08.2025, Director, Govt. of India, Ministry of Personnel, PG and Pensions, Department of Personal & Training, Kartavya bhawan-3, New Delhi for further necessary action.

In view of above, you are informed that instructions contained in the letters may adhere in letter & spirit.


Director of Higher Education
Himachal Pradesh, Shimla-1
Phone No. 0177-2656621

Endst. No. : As above, dated, Shimla- 171001, the 10 September, 2025
Copy to:

1. The First Appellate Authority-cum-Addl. Director Higher Education (Colleges), Directorate of Higher Education, HP, Shimla-1 for necessary action.
2. The Public information officer, Directorate of Higher Education, HP, Shimla-1 for necessary action.
- ✓ 3. The Supdt., IT Cell, Directorate of Higher Education, Himachal Pradesh, Shimla with the direction to upload the said letter on the official website and also **send through email to all above mentioned at sr. No. 1 to 4.**


शिक्षा निदेशालय उच्चतर शिक्षा

10 SEP 2025

शिमला-1

Director of Higher Education
Himachal Pradesh, Shimla-1

No. Per (AR)A (7)-1/2022
Government of Himachal Pradesh
Department of Personnel
Administrative Reforms

From

The Secretary (AR) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. The Resident Commissioner, Himachal Bhawan Sikandra Road New-Delhi
3. All Head of Departments in Himachal Pradesh.
4. All the Divisional Commissioners in H.P.
5. All the Deputy Commissioners in H.P.
6. The Secretary to Governor Himachal Pradesh Raj Bhawan, Shimla-2.
7. The Secretary, Himachal Pradesh Vidhan Sabha Shimla-4.
8. The Secretary to Lokayukta, H.P. Shimla-2.
9. The Registrar General, H.P. High Court, Shimla-171001.
10. The Managing Directors/Chief Executive Officers/Secretaries/Registrars of all the Boards/Commissions/Corporations/Autonomous Bodies/PSUs Govt. Universities etc.

Dated: Shimla-2, the

8th September, 2025

Subject:-

Uploading of complete RTI replies and First Appeal orders along with attachments.

Madam/Sir,

I am directed to enclose herewith a copy of letter No. 1/4/2024-IR-I dated 26-08-2025 received from Director, Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Kartavya Bhawan-3, New Delhi and copy endorsed to Chief Secretaries of States/UTs & SICs on the subject cited above and to say that the Government of India has observed a serious cognizance regarding Online RTI Portal viz submission of responses, brief remarks without actually uploaded corresponding documents/orders etc. by CPIOs and First Appellate Authorities on the Portal and further instructed to ensure mandatory uploading of complete RTI replies and FAA's order in the line of above submissions.

You are, therefore, requested that instructions contained ibid letter may adhered to meticulously in letter & spirit and the same may also be brought to the notice of all the officers/officials working under your control.

Yours faithfully,

(Shiv Mohan Singh Saini)
Joint Secretary (AR) to the
Government of Himachal Pradesh
Phone No. 0177-2622498/2880400

dy. No. 56343205/2025

4/9/2025

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F.No.14/2024-IR-I

Govt of India

Ministry of Personnel, PG and Pensions
Department of Personnel & Training

Kartavya Bhawan-3, New Delhi
dated 26.08.2025

8927
03/9/25

OFFICE MEMORANDUM

Subject: Uploading of complete RTI replies and First Appeal orders along with attachments.

It has been brought to the notice of this Department that in several instances, the CPIOs while submitting their response on the **RTI online Portal**, enter brief remarks in the text box such as "Reply is attached" or "Reply has been given" etc. without actually uploading the corresponding documents. Similar issues have also been observed in case of uploading orders by the First Appellate Authorities. This leads to non availability of required information especially at the Second Appeal stage as RTI online portal has been integrated by NIC with the portal of CIC for fetching data in respect of RTI replies and first appeals.

2. In view of the above, Heads of Public Authorities are requested to instruct all CPIOs/ FAAs in their organizations to ensure mandatory uploading of complete RTI replies and First Appeal orders along with the attached documents if any, on the RTI Online Portal. Wherever necessary, files of large size and documents may be suitably compressed to ensure compliance with the permissible limits in terms of file size etc.

4. This may be brought to the notice of all concerned for information and compliance.

(Deo Nath Sah)
Director

1. All the Ministries/ Departments of Government of India
2. President Sectt. Vice President Sectt. PMO, Cabinet Secretariat, UPSC, SSC, Lok Sabha Sectt. Rajya Sabha Sectt. CVC, Niti Ayog, Election Commission.
3. O/o CAG of India.
4. All officers/ Sections of DoPT

Copy to: Chief Secretaries of States/ UTs, SICs

1. S.O. for uploading the O.M. on the website of CIC.
2. For uploading the O.M. on the website of DoPT.