

F.No.1/4/2024-IR-I
Govt of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training

Kartavya Bhawan-3, New Delhi
dated. 26.08.2025

OFFICE MEMORANDM

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

- o/c
- ✓ 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

Copy also to :

कार्मिक एवं प्रशिक्षण विभाग Deptt. of Personnel & Trg. प्राप्ति और निर्गम अनुभाग Receipt & Issue Section
(1)
27 AUG 2025
जारी किया/ISSUED

- 27/08/15