



Government of Goa
Directorate of Mines Geology
Institute Menezes Braganza , Panaji-Goa

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01/72/2016/ RTI/ADM/MINES/ 1558'

Dated: 02/08/2016

OFFICE MEMORANDUM

In continuation to instructions issued in regard to matters related to Right to Information Act,2005, up-to-date data shall be maintained as per the provision of the Act and shall be strictly adhered to in a time bound manner.

1. There shall be a separate dak folder, one for RTI applications and other for RTI appeal.
2. All communications regarding RTI received at entry clerk level are to be placed before APIO/PIO and the First Appellate Authority on receipt thereof.
3. All communications regarding RTI applications and Appeals are to be sent through registered A.D.
4. In case Appellate Authority is not present in the office, the same should be presented to PIO and likewise in case of absence of PIO to APIO.
5. In case all the concerned Authorities are absent, then the DAK/Applications/Appeal/Other communications must be handed over to the official dealing with RTI Applications/Appeal/other matters of respective Officer/Authority.
6. The first and second link Officials for Officials dealing in RTI matters will attend to matters of the concerned dealing hand for RTI.
7. Office Superintendent shall personally look into all RTI Applications and Appeals which are pending disposal, so that the same are prioritized forthwith.
8. Office Superintendent shall also be responsible for maintaining necessary records/registers etc concerning RTI applications and file necessary reports etc with concerned authorities, forum etc.

(Neha A.N. Panvelkar)

Dy. Director -I /Public Information Officer, Mines &
Geology

Copy to:

- ✓ 1. The Office Superintendent,
2. Shri Baban Gaonkar, UDC
3. Smt. Manisha Kalgutkar, UDC
4. The Concerned Link officials.