



भारत सरकार / GOVERNMENT OF INDIA  
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय  
MINISTRY OF PORTS, SHIPPING AND WATERWAYS  
नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No.:12-24/4/2025-RTI

Date:06.10.2025

**DGS CIRCULAR No. 45 of 2025**

It is stated that vide Circular No.22-49/1/2021-PER-DGS(C.No.10864) dated 09.04.2025, the Competent Authority has appointed Public Information Officers and First Appellate Authority for each branch of the Directorate. The Nodal Officer for the RTI has also been appointed with its support staff which constitute the 'RTI Cell' who is coordinating with the RTI applications and RTI Appeals received online on RTI Portal as well as received offline, and forwarding the same to the concerned CPIOs or FAA.

It has been observed from some recent incidences that the Central Public Information Officers /First Appellate Authority officers are denying the receipt of the offline RTI application /RTI appeals and the therefore, RTI cell is compel to forward the same to the concerned branch, and as a result, the CPIO/FAA were claiming to have not received or not seen the application or appeal as the case may be.

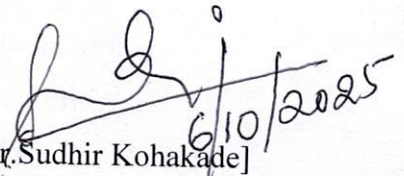
To streamline the procedure of dealing with the RTI Applications/RTI appeals, and to avoid the repetition of such incidence in future, the following SOP is prepared and it has been directed to all the CPIOs and FAA to ensure the strict compliance to it :

- a. Under the Right to Information (RTI) Act, the Central Public Information Officer (CPIO) is responsible for receiving information requests and providing timely, accurate information to the public, acting as the primary custodian of information for public authority. The First Appellate Authority (FAA) is a senior officer who decides appeals filed against a CPIO's decision, ensuring that the applicant's right to access information is upheld and that any wrongful denials or delays by the CPIO are rectified. Therefore, since the responsibility lies with the CPIO & FAA, any RTI application or RTI appeal as the case may be received in hard copy shall be acknowledged by the concerned CPIO & FAA himself, as a proof of receipt of the same.
- b. Further, kind attention is drawn to Rule 6(3) of the RTI Act, 2005 which says that "Where an application is made to a public authority requesting for an information, which is held by another public authority; or the subject matter of which is more closely connected with

the functions of another public authority, the public authority, to which such application is made. shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer. Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.” Accordingly, CPIO can forward the RTI application to other CPIO to whom he thinks it pertains to, directly under intimation to the Nodal Officer [RTI]. **CPIOs will not return/forward the RTI applications to Nodal Officer [RTI] or RTI Cell in any case.**

- c. All the applications or appeals as the case may be received by the CPIOs or FAAs respectively will be examined and replied directly to the applicant either online or offline, within the prescribed time limits.
- d. It is observed that some RTI applications pertain to information related to more than one branch. In such cases, the CPIO of the branch to which the first question of the RTI application relates to, shall give the reply. However, the context of the application would also be given due importance. The consolidated reply should be sent to the applicant after taking inputs from the CPIOs of other related branches. Similar procedure will be followed with regard to the RTI appeal by the concerned FAA.
- e. It shall be responsibility of CPIO and FAA to dispose the RTI applications and appeals as the case may be as early as possible without waiting for the last date. It shall be pertinent to mention that CPIO is duty bound to give information within 48 hours if the information sought pertains to life and liberty of the individual. In the exceptional situations to be recorded in writing and only with prior approval of at least Wing-heads, the link officer of CPIO shall deal with the disposal of RTI applications and RTI Appeals within the prescribed time limit in absence of the original CPIO and FAA of the concerned branch due to exigencies <sup>to be</sup> recorded in writing.

It has the approval of Director General of Shipping.

  
[Dr. Sudhir Kohakade]

Dy. Director General of Shipping & Nodal Officer [RTI]

To,

1. All CPIOs /FAA
2. All Branches

**Copy to :**

1. DG's Secretariate.
2. PS to Addl. DG.
3. IT & E-governance Branch with a request to upload the said circular on DGS Website.
4. Hindi cell with a request to put Hindi Version in the website.