Delhi Jal Board, GNCTD
Dy. No. 2687 dt. 11/11/26

DELHI JAL BOARD : GOVT. OF N.C.T. OF DELHI
ROOM NO.315-B, OFFICE OF THE NODAL OFFICER(RTI/DRTI)
VARUNALAYA PH-II, KAROL BAGH , NEW DELHI-05
EMAIL:- djbrticell@gmail.com

सूचना का अधिकार
RIGHT TO INFORMATION

No.DJB/DD(RTI/DRTI)/2026/ 93891

Dated:- 09 NOV 2026

INSTRUCTIONAL ORDER

Subject: Registration and Activation of Accounts of PIOs/CPIOs on the Central Information Commission (CIC) Web Portal – Instructions for strict compliance.

It has been observed that requests are being received from various ZROs/APIOs for registration and activation of their accounts on the Central Information Commission (CIC) Web Portal.

In this regard, it is clarified that, as per the prescribed procedure of the CIC, only the designated Public Information Officers (PIOs)/Central Public Information Officers (CPIOs) are eligible for registration on the CIC Web Portal. ZROs/APIOs are not required or authorized to register themselves independently on the said portal.

The following instructions shall, therefore, be strictly adhered to by all concerned:

1. Requests for registration on the CIC Web Portal shall be submitted only by the duly designated PIOs/CPIOs concerned. No request for registration shall be forwarded or initiated by any ZRO/APIO in their individual capacity.
2. The registration of a PIO/CPIO shall be activated only after obtaining the requisite approval of the Nodal CPIO/Nodal Officer, RTI, as per the procedure prescribed by the CIC.
3. During the Second Appeal at CIC, Replies to RTI references/ notices/ Documents/ Showcase notices and any other reference required to be uploaded on CIC web portal by the PIOs concerned only. ZROs/APIOs shall not independently upload replies or operate the CIC Web Portal.
4. Any request received directly from a ZRO/APIO for registration or activation of an account on the CIC Web Portal shall not be entertained. Such requests shall be returned/rejected, and any attempt to seek unauthorized registration or approval shall be brought to the notice of the competent authority for appropriate action, wherever warranted under the applicable rules.
5. All designated PIOs shall ensure that requests for registration are submitted by them personally and that the registration particulars are correct. They shall also ensure timely uploading of replies and compliance with directions/notices issued by the CIC.

DD(RTI) Jr. Asstt/ Prog-I

12/11/26

All concerned PIOs and ZROs/APIOs are hereby directed to ensure strict compliance with the above instructions. Any deviation or non-compliance shall be viewed seriously and may invite appropriate action as per applicable rules.

09/11/2026

(SUVARNA TUSHABA SHINDE OGALE)
DEPUTY DIRECTOR(RTI/DRTI)

All designated FAAs/PIOs/CPIOs/ZROs/APIOs

Copy to,:-

1. PS to CEO, ---for Kind information---
2. All Members/Chief Engineers, ---for Kind information---
3. Director (Administration), DJB.----do----
4. Nodal officer (RTI)
5. Office Copy.

09/11/2026

(SUVARNA TUSHABA SHINDE OGALE)
DEPUTY DIRECTOR(RTI/DRTI)