



A/00104/Policy/ 87 /RTI

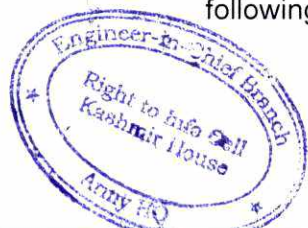
24 May 2021

ADG (P) c/o HQ Coast Guard Region (East) Chennai
ADG (NEI) c/o HQ CCE (A) No3 Pin- 900328 c/o 99 APO
ADG (North) c/o CWE (AF) Jammu
HQ CE Southern Command (RTI Cell) C/o 56 APO
HQ CE Eastern Command (RTI Cell) C/o 99 APO
HQ CE Western Command (RTI Cell) C/o 56 APO
HQ CE Central Command (RTI Cell) C/o 56 APO
HQ CE Northern Command (RTI Cell) C/o 56 APO
HQ CE South West Command (RTI Cell) C/o 56 APO

(Kind Attention of ADGs/CEs comd)

RTI ONLINE : CREATION OF USER ID/PASSWORD

1. A large number requests are being received in this HQ for creation of user ID/PW from various formations, wherein user ID/PW already stands issued in past.
2. It appears user ID/PW are not being handed over by concern CPIOs/FAAs on relinquishing charge of CPIO/FAA on their posting/retirement or change of CPIO/FAA by HOO, which results delay in disposing of RTI request/first appeals by concern office/officials responsible for the same till such time case is initiated by unit to this HQ for ID/PW and unit is informed again by this HQ.
3. **It may be noted and be brought to knowledge of all formations up to AGE (I) level that IDs & PWs do not change with the change of CPIO/FAA. On change of CPIO/FAA, only their email id & mobile number are updated at this HQ end while PW can be changed/updated at CPIO/FAA end. As such passing of information regarding user ID/PW shall be made part for handing/taking of CPIO/FAA, on their transfer/retirement or change of CPIOs/FAA by HOO and the same be ensured by HOO, before relieving officials, so that there is no delay in disposal of RTI request/appeal on change of CPIO/FAA.**
4. However, this HQ needs, to be approached with complete particulars of CPIOs/FAAs (as applicable) for mapping & remapping and/or deactivating any user id of CPIOs/FAAs under following circumstances:-




A handwritten signature in black ink, appearing to be "S. J."

- (i) - On raising of any new formation.
- (ii) Closing of any formation.
- (iii) Downgrading/upgrading of any fm. n.
- (iv) Change of command & control of any formation due to reorganization.
- (v) Change in e-mail ID and/ or mobile number of CPIO/FAA.
- (vi) Change of formation name due to relocation or any other reasons.

5. Not with standing above, all HQ ADGs/HQ CE Command shall forward a consolidated details of all CPIOs/FAAs, under their AOR in including their HQ **as on 30 Sep every year** to reach this HQ by 15 Oct as per format circulated vide this HQ letter No A/00104/MISC/35/RTI dt 30 Sep 2020 for ref and record of this HQ, apart from sending on email of RTI Cell HQ E-in-C Br i.e. dirrti-einc-mes@nic.in. This report be included in list of reports/returns.

6. It may be further noted that CPIO/FAA shall be strictly nominated as per this HQ letter No A/00104/Policy/80/RTI dt 19 Feb 2021 as amended vide this HQ letter No A/00104/Policy/82/RTI dt 08 Mar 2021. Request for creation of any additional user ID/PW for any other official(s) shall not be entertained by this HQ.

7. Please acknowledge.


(Prabhakar Mittal)
Dir
RTI Cell
For E-in-C

Internal:-

All Dte

Copy to:-

TS to DG (Pers)

- for info

Jt DG (RTI & Legal)

- for info pl.

Dir Automation

-It is requested to upload the same on MES public portal in unrestricted domain pl.

