

RTI-11011(12)/4/2024-7170
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Central Drugs Standard Control Organization
(RTI CELL)

FDA Bhawan, Kotla Road
New Delhi
Dated: 5/04/24

OFFICE MEMORANDUM

Subject: Implementation & effective use of RTI-MIS Portal (e-Portal) for disposal of all RTI including Physical – RTI, through RTI-MIS, across all the CDSCO offices as per DoPT Order dated 12th August 2013 under RTI Act, 2005 – Regarding.

With respect to the subject matter, it is directed to all concerned officers (CPIO/DPIO & FAA) to handle all RTI matter including physical RTI through the aforesaid e-Portal only. So, that a centralized database to be generated for the effective submissions of Quarterly Returns/ Annual Returns, as required under section 25 of RTI Act, 2005 and to avoid duplicacy of work among the offices.

In view of the same, the link for the aforesaid portal is as follow:

<https://rtionline.gov.in/RTIMIS/login/index.php> .

Further, the User Name and Password for all concerned office(s) are already created and mailed to concerned office. In this matter, a training to all concerned to be given shortly by the RTI Cell, CDSCO (HQ) and the date for the same to be communicated in due course of time.

All concerned are requested for necessary compliance and implement RTI disposal of through RTI MIS Portal, only. However, if there is any query related to RTI-MIS Portal, kindly contact to rti.cell@cdsco.nic.in .

(Dileep Kumar Rajput)
(Director Admin.)

To,

- The Heads of all Officer / Divisions of CDSCO (HQ), Zones, Sub-Zones, Port Offices and Laboratories.

Copy to:-

- (i) DCG(I) Sect.
- (ii) PA to Director (Admin)
- (iii) PA to DDA (D)
- (iv) Under Secretary, Drugs Regulation section, MoHFW
- (v) Guard file.