

THE RIGHT TO INFORMATION ACT  
2005



**RIGHT TO  
INFORMATION**



Andhra Pradesh Information Commission

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## **FOREWORD**

There have been persistent requests for copies of the Right to Information Act, 2005 for the use of Public Information Officers and Appellate Authorities. The Andhra Pradesh Information Commission recognizes the need to provide the Act and also copies of the Rules issued there-under together with other Government Orders related thereto. I am happy that today we are able to place this handy compendium of Right to Information Act, 2005 together with Rules governing payment of application fee and cost of material, the Rules of appeal procedure and also other relevant Government Orders. Apart from this, the proforma of the Registers to be maintained and also the quarterly periodical reports to be submitted by various public authorities and also Government of India's important instructions have also been incorporated in it. I am sure, this will be of very great help to all those who are administering the RTI Act and will be an effective instrument to implement the provisions of the RTI Act without any flaw and help to promote transparency and accountability and in setting out the practical regime of Right to Information for citizens, as envisaged by the Parliament.

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**THE RIGHT TO INFORMATION ACT, 2005**  
**No. 22 of 2005**

[15th June, 2005.]

[This Act of Parliament received the assent of the President on the 15th June, 2005, and published for general information on the 21st June, 2005]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

WHEREAS the Constitution of India has established democratic Republic;

AND WHEREAS democracy requires an

informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

AND WHEREAS it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

NOW, THEREFORE, it is expedient to provide for furnishing certain information to citizens who desire to have it.

BE it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

## CHAPTER I Preliminary

*[Short title, extent and commencement ]*

1. (1) This Act may be called the Right to Information Act, 2005.
- (2) It extends to the whole of India except the State of Jammu and Kashmir.
- (3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come



into force on the one hundred and twentieth day of its enactment.

*[Definitions]*

2. In this Act, unless the context otherwise requires,—
- (a) “appropriate Government” means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—
    - (i) by the Central Government or the Union territory administration, the Central Government;
    - (ii) by the State Government, the State Government;
  - (b) “Central Information Commission” means the Central Information Commission constituted under sub-section (1) of section 12;
  - (c) “Central Public Information Officer” means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
  - (d) “Chief Information Commissioner” and “Information Commissioner” mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
  - (e) “competent authority” means—
    - (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
    - (ii) the Chief Justice of India in the case of the Supreme Court;
    - (iii) the Chief Justice of the High Court in the case of a High Court;
    - (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
    - (v) the administrator appointed under Article 239 of the Constitution;
  - (f) “information” means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;
  - (g) “prescribed” means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
  - (h) “public authority” means any authority or body or institution of self- government established or constituted—
    - (a) by or under the Constitution;
    - (b) by any other law made by Parliament;
    - (c) by any other law made by State Legislature;

- (d) by notification issued or order made by the appropriate Government, and includes any –
  - (i) body owned, controlled or substantially financed;
  - (ii) non-Government organisation substantially financed, directly or indirectly by funds provided by the appropriate Government;
- (i) “record” includes–
  - (a) any document, manuscript and file;
  - (b) any microfilm, microfiche and facsimile copy of a document;
  - (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
  - (d) any other material produced by a computer or any other device;
- (j) “right to information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to–
  - (i) inspection of work, documents, records;
  - (ii) taking notes, extracts or certified copies of documents or records;
  - (iii) taking certified samples of material;
  - (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- (k) “State Information Commission” means the State Information Commission constituted under sub-section (1) of section 15;
- (l) “State Chief Information Commissioner” and “State Information Commissioner” mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;
- (m) “State Public Information Officer” means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (n) “third party” means a person other than the citizen making a request for information and includes a public authority.

## **CHAPTER II**

### **Right to information and obligations of public authorities**

#### *[Right to information]*

3. Subject to the provisions of this Act, all citizens shall have the right to information.
4. (1) Every public authority shall–

- a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
- b) publish within one hundred and twenty days from the enactment of this Act,—
  - (i) the particulars of its organisation, functions and duties;
  - (ii) the powers and duties of its officers and employees;
  - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
  - (iv) the norms set by it for the discharge of its functions;
  - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
  - (vi) a statement of the categories of documents that are held by it or under its control;
  - (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
  - (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
  - (ix) a directory of its officers and employees;
  - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
  - (xi) the budget allocated to each of its agency, indicating

the particulars of all plans, proposed expenditures and reports on disbursements made;

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

(xiii) particulars of recipients of concessions, permits or authorisations granted by it;

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

(xvi) the names, designations and other particulars of the Public Information Officers;

(xvii) such other information as may be prescribed; and thereafter update these publications every year;

c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;

d) provide reasons for its administrative or quasi-judicial decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.



*Explanation.*—For the purposes of sub-sections (3) and (4), “disseminated” means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

*[Designation of Public Information Officers]*

5. (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

(2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

(3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.

(4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

(5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public



Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

*[Request for obtaining information]*

6. (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

(a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;

(b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

(2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

(3) Where an application is made to a public authority requesting for an information,—

(i) which is held by another public authority; or

(ii) 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.

*[Disposal of request]*

7. (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

- (2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.
- (3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—
- (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;
- (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars

of the appellate authority, time limit, process and any other forms.

(4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

(7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

(8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

(i) the reasons for such rejection;

(ii) the period within which an appeal against such rejection may be preferred; and

(iii) the particulars of the appellate authority.

(9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert



the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

*[Exemption from disclosure of information]*

8. (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—
- (a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
  - (b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
  - (c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
  - (d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
  - (e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
  - (f) information received in confidence from foreign Government;
  - (g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
  - (h) information which would impede the process of investigation or apprehension or prosecution of offenders;
  - (i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions

were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

- (j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

*[19 of 1923]*

- (2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.
- (3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

*[Ground for rejection to access in certain cases]*

- 9. Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

*[Severability]*

10. (1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.
- (2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—
  - (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
  - (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
  - (c) the name and designation of the person giving the decision;
  - (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
  - (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

*[Third party information]*

11. (1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information

Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

- (2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
- (3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
- (4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

## **CHAPTER III**

### **The Central Information Commission**

*[Constitution of Central Information Commission]*

12. (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The Central Information Commission shall consist of—
  - (a) the Chief Information Commissioner; and
  - (b) such number of Central Information Commissioners, not

exceeding ten, as may be deemed necessary.

- (3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—
- (i) the Prime Minister, who shall be the Chairperson of the committee;
  - (ii) the Leader of Opposition in the Lok Sabha; and
  - (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

*Explanation* —For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.
- (5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- (6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
- (7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

*[Term of office and conditions of service]*

13. (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

- (2) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

- (3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

- (4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

- (5) The salaries and allowances payable to and other terms and conditions of service of—

(a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;

(b) an Information Commissioner shall be the same as that of an Election Commissioner:

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment

is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

*[Removal of Chief Information Commissioner or Information Commissioner]*

14. (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The President may suspend from office, and if deem necessary

prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.

- (3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—
- a) is adjudged an insolvent; or
  - (b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
  - (c) engages during his term of office in any paid employment outside the duties of his office; or
  - (d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
  - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.
- (4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

## CHAPTER IV

### The State Information Commission

#### *[Constitution of State Information Commission]*

15. (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the ..... (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The State Information Commission shall consist of—



- (a) the State Chief Information Commissioner, and
  - (b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—
- (i) the Chief Minister, who shall be the Chairperson of the committee;
  - (ii) the Leader of Opposition in the Legislative Assembly; and
  - (iii) a Cabinet Minister to be nominated by the Chief Minister

*Explanation.*—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.
- (5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- (6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
- (7) The headquarters of the State Information Commission shall

be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

*[Term of office and conditions of service]*

16. (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

- (2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

- (3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

- (4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

(5) The salaries and allowances payable to and other terms and conditions of service of—

(a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;

(b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

(6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

*[Removal of State Chief Information Commissioner or State Information Commissioner]*

17. (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference

has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.

- (3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—
- (a) is adjudged an insolvent; or
  - (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
  - (c) engages during his term of office in any paid employment outside the duties of his office; or
  - (d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
  - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.
- (4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

## CHAPTER V

### **Powers and functions of the Information Commissions, appeal and penalties**

*[Powers and functions of Information Commissions]*

18. (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—
- a) who has been unable to submit a request to a Central

Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;

- (b) who has been refused access to any information requested under this Act;
  - (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
  - (d) who has been required to pay an amount of fee which he or she considers unreasonable;
  - (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
  - (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.
- (2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.
- (3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—
- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
  - (b) requiring the discovery and inspection of documents;

- (c) receiving evidence on affidavit;
  - (d) requisitioning any public record or copies thereof from any court or office;
  - (e) issuing summons for examination of witnesses or documents; and
  - (f) any other matter which may be prescribed.
- (4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

*[Appeal]*

19. (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellants was prevented by sufficient cause from filing the appeal in time.

- (2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.
- (3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information

Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.
- (5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.
- (6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.
- (7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.
- (8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—
  - (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—
    - (i) by providing access to information, if so requested, in a particular form;
    - (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
    - (iii) by publishing certain information or categories of information;
    - (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;



- (v) by enhancing the provision of training on the right to information for its officials;
  - (vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;
  - (b) require the public authority to compensate the complainant for any loss or other detriment suffered;
  - (c) impose any of the penalties provided under this Act;
  - (d) reject the application.
- (9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.
- (10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

*[Penalties]*

20. (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given

incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

- (2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

## CHAPTER VI

### Miscellaneous

*[Protection of action taken in good faith]*

21. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.

*[Act to have overriding effect]*

22. The provisions of this Act shall have effect notwithstanding anything

inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

*[Bar of jurisdiction of courts]*

23. No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.

*[Act not to apply to certain organisations]*

24. (1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.
- (3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.
- (4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (5) Every notification issued under sub-section (4) shall be laid before the State Legislature.
25. (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.
- (2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.
- (3) Each report shall state in respect of the year to which the report relates, –
- (a) the number of requests made to each public authority;
  - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
  - (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
  - (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
  - (e) the amount of charges collected by each public authority under this Act;
  - (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;

- (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.
- (4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.
- (5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

*[Appropriate Government to prepare programmes]*

26. (1) The appropriate Government may, to the extent of availability of financial and other resources,—
- (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;
  - (b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;
  - (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and
  - (d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.
- (2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official

language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

- (3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—
- (a) the objects of this Act;
  - (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
  - (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
  - (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
  - (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
  - (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
  - (g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
  - (h) the notices regarding fees to be paid in relation to requests for access to an information; and
  - (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.
- (4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.

*[Power to make rules by appropriate Government]*

27. (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
  - (b) the fee payable under sub-section (1) of section 6;
  - (c) the fee payable under sub-sections (1) and (5) of section 7;
  - (d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and Power to make rules by appropriate Government sub-section (6) of section 16;
  - (e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
  - (f) any other matter which is required to be, or may be, prescribed.

*[Power to make rules by competent authority]*

28. (1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
  - (ii) the fee payable under sub-section (1) of section 6;
  - (iii) the fee payable under sub-section (1) of section 7; and
  - (iv) any other matter which is required to be, or may be, prescribed

*[Laying of rules]*

29. (1) Every rule made by the Central Government under this Act



shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

- (2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature. Laying of rules.

*[Power to remove difficulties]*

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.

- (2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament. Power to remove difficulties.

*[Repeal 5 of 2003]*

31. The Freedom of Information Act, 2002 is hereby repealed. 5 of 2003

## THE FIRST SCHEDULE

**[See sections 13 (3) and 16(3)]**

Form of oath or affirmation to be made by the Chief Information Commissioner/the Information Commissioner/the State Chief Information Commissioner/the State Information Commissioner

“I, ....., having been appointed Chief Information Commissioner / Information Commissioner / State Chief Information Commissioner / State Information Commissioner

34 ← swear in the name of God

solemnly affirm

that I will bear true faith and allegiance to the Constitution of India as by



**GENERAL ADMINISTRATION DEPARTMENT**  
**(I&PR-II)**

RIGHT TO INFORMATION ACT, 2005 (CENTRAL ACT 22 OF 2005)

RULES UNDER SECTION 27 OF THE ACT

*G.O. Ms. No. 454. General Administration (I&PR-II). 13<sup>th</sup> Oct' 2005*

In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of Section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005) Government of Andhra Pradesh hereby makes the following rules, namely :-

**RULES**

**1. Short title and commencement :**

- (i) These Rules may be called the Andhra Pradesh Right to Information (Regulation of fee and cost) Rules, 2005.
- (ii) They shall come into force from the date of publication in the Official Gazette.

**2. Definitions**

In these rules, unless the context otherwise requires :-

- (a) 'State' means, the State of Andhra Pradesh;
- (b) 'Act' means, the Right to Information Act, 2005;
- (c) 'Section' means, section of the Act;
- (d) 'Commission' means, the State Information Commission, constituted under Section 15(1) of the Act;
- (e) All other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.

**3. Application fee to accompany request for obtaining information**

A request for obtaining information under sub-section (1) of Section 6 shall be accompanied by an application fee by affixing the court fee stamps on the application or by way of cash or postal order or by demand draft or by banker's Cheque payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt, at the following rates :-

- (a) in respect of public authorities at the Village Level – no fee;

- (b) in respect of public authorities at Mandal Level - Rs. 5/- per application;
- (c) in respect of public authorities other than those covered above – Rs. 10/- per application.

#### **4. Fee to be charged for providing information**

For providing information under sub-section (1) or sub-section (5) of Section 7, a fee shall be charged, by affixing court fee stamps on the application or by way of cash or postal order or demand draft or bankers' Cheque, payable to the Accounts Officer or any other duly authorized officer of the Public Authority, against proper receipt, at the following rates :-

##### **(A) Priced material :**

Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof;

##### **(B) Other than priced material :**

- (i) Material in printed or text form (in A4 or A3 size paper) Rs. 2/- per each page per copy;
- (ii) Material in printed or text form in larger than A4 or A3 size paper actual cost thereof;
- (iii) Maps and Plans - actual cost thereof;
- (iv) Information in Electronic format viz., Floppy, CD or DVD :
  - (a) rupees fifty for Floppy of 1.44 MB;
  - (b) rupees one hundred for CD of 700 MB ; and
  - (c) rupees two hundred for CD (DVD);
- (v) **Samples and models** - actual cost thereof ;
- (vi) **Inspection of records** - no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof) thereafter. As amended vide G.O. Ms. No. 545 GA (I&PR.II) Department, Dt. 12.12.2005.
- (vii) Material to be sent by post - the actual postal charges in addition to the charge payable as per these rules.

**A.K. GOYAL**

Spl. Chief Secretary to Government  
(GPM & AR. Co-ordination) (FAC)

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

RTI Act, 2005 (Central Act 22 of 2005) Rules under Section 27 of the Act- Issued – Head of Account for operationalisation of the Act – Change of Head of Account – Amendment to A.P.Information (Regulation of fee and cost ) Rules, 2005 – Notification – orders – Issued.

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**GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

**G.O.Ms.No. 356**

**Dated: 23.06.2011**

**Read the following:**

1. G.O.Ms.No.454, G.A(I&PR.II)Dept., dt.13.10.2005.
2. G.O.Ms.530, G.A(I&PR.II) Dept., dt.29.11.2005.

\* \* \*

**ORDER:**

The following Notification shall be published in the Extraordinary issue of Andhra Pradesh Gazette dated 23.06.2011.

**NOTIFICATION**

2. In exercise of the powers conferred by clauses ( b) and (c) of subsection (2) of section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), and in partial modification of the orders issued vide G.O.2nd read above, the Government of Andhra Pradesh hereby make the following amendment to the Head of Account indicated in Andhra Pradesh Right to Information (Regulation of fee and cost) Rules, issued in the G.Os read above.

**AMENDMENT**

3. The Head of Account indicated in the G.O.2nd read above shall be substituted by the following Head of Account.

“ 0 070 – Other Administrative Services;

60 – Other Services;

MH 118 – Receipts under Right to Information Act 2005;

SH 25 – Receipts under Right to Information Act 2005”.

4. This order issues with the concurrence of Finance (BG) Department vide U.O.No.8262 / 228 / A2 / BG / 2011.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**MINNIE MATHEW  
SPECIAL CHIEF SECRETARY TO GOVERNMENT.**

# GOVERNMENT OF ANDHRA PRADESH ABSTRACT

Right to Information Act, 2005 (Central Act 22 of 2005) –  
Procedure to deal with dispose of the appeals by the A.P. Information  
Commission - Orders - Issued

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## **GENERAL ADMINISTRATION (I&PR.II) DEPARTMENT**

**G.O. Ms. No. 66 Dated : 25.02.2006**

**Read the following :**

1. G.O. Ms. No. 504 G.A. (I&PR.II) Dept., dated 12.11.2005.
2. G.O. Ms. No. 505 G.A. (I&PR.II) Dept., dated 12.11.2005.

### **ORDER**

The following notification shall be published in the Extraordinary issue of the Andhra Pradesh Gazette dated 25.02.2006.

### **NOTIFICATION**

In exercise of the powers conferred by clauses (e) and (f) of sub-section (2) of Section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the State Government hereby makes the following rules, namely :-

#### **1. Short title and commencement :**

- (i) These Rules may be called the State Information Commission (Appeal Procedure) Rules, 2006.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

#### **2. Definitions**

In these rules, unless the context otherwise requires :-

- (a) "Act" means the Right to Information Act, 2005;
- (b) "Section" means Section of the Act;
- (c) "Commission" means the State Information Commission;
- (d) Words and expression used herein and not defined but defined in the Act, shall have the meaning respectively assigned to them in that Act

#### **3. Contents of appeal :**

An appeal to the Commission shall contain the following information, namely :-

- (i) name of the address of the appellant;
- (ii) name and address of the State Public Information Officer against the decision of whom the appeal is preferred;
- (iii) particulars of the order including number, if any, against which the appeal is preferred;
- (iv) brief facts leading to the appeal;
- (v) if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the State Public Information Officer to whom the application was made;
- (vi) prayer or relief sought ;
- (vii) grounds for the prayer or relief ;
- (viii) verification by the appellant; and
- (ix) any other information which the Commission may deem necessary for deciding the appeal.

**4. Documents to accompany appeal :-**

Every appeal made to to the Commission shall be accompanied by the following documents, namely :-

- (i) self-attested copies of the Orders or documents against which the appeal is being preferred;
- (ii) copies of documents relied upon by the appellant and referred to in the appeal ; and
- (iii) an index of the documents referred to in the appeal.

**5. Procedure in deciding appeal**

In deciding the appeal the Commission may :-

- (i) hear oral or written evidence on oath or an affidavit from concerned or interested person;
- (ii) peruse or inspect documents, public records or copies thereof;
- (iii) inquire through authorized officer further details or facts;
- (iv) hear State Public Information Officer, State Assistant Public Information Officer or such Senior Officer who decide the first appeal, or such person against whom the complaint is made, as the case may be;
- (v) hear third party; and
- (vi) receive evidence on affidavits from State Public Information Officer, State Assistant Public Information Officer, such Senior

Officer who decided the first appeal, such person against whom the complaint lies or the third party.

**6. Service of notice by Commission :-**

Notice to be issued by the Commission may be served in any of the following modes, namely :-

- (i) service by the party itself;
- (ii) by hand delivery (dasti) through Process Server;
- (iii) by registered post with acknowledgement due; or
- (iv) through Head of officer or Department

**7. Personal presence of the appellant or complainant :-**

- (i) The appellant or the complainant, as the case may be, shall in every Case be informed of the date of hearing at least seven clear days before that date.
- (ii) The appellant or the complainant, as the case may be, may at his discretion at the time of hearing of the appeal or complaint by the Commission be present in person or through his duly authorized representative or may opt not to be present.
- (iii) Where the Commission is satisfied that the circumstances exist due to which the appellant or the complainant, as the case may be, is being prevented from attending the hearing of the Commission, then, the Commission may afford the appellant or the complainant, as the case may be, another opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit.
- (iv) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

**8. Order of the Commission :-**

Order of the Commission shall be pronounced in open proceedings and be in writing duly authenticated by the Register or any other officer authorized by the Commission for this purpose.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**K. V. RAMANACHARY,**  
*Ex. officio Secretary to Govt. (I&PR)*

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

RTI Act, 2005 - Constitution of a High Level Committee on coordinated implementation of the RTI Act, 2005- Orders - issued.

**GENERAL ADMINISTRATION (COORDINATION., GPM&AR)  
DEPARTMENT**

**G.O.Rt.No.6412**

**Dt.15-11-2006**

**Read the following:-**

The Right to Information Act, 2005(Central Act No. 22 of 2005)

\* \* \* \* \*

**ORDER:**

The Right to Information Act, 2005, provides for setting out the practical regime of right to information for Citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every Public Authority.

2. In order to monitor the progress and resolve the issues, if any, arising out of the implementation of the RTI Act, 2005, Government have decided to Constitute a High Level Committee(HLC) with the following composition.

- |   |     |                 |
|---|-----|-----------------|
| 1. Chief Secretary to Government                                  | ... | Chairman        |
| 2. Chief Information Commissioner<br>(AP. Information Commission) | ... | Member          |
| 3. Chief Commissioner, Land Admn.                                 | ... | Member          |
| 4. Special Chief Secretary, Finance Dept.                         | ... | Member          |
| 5. Director General & I.G. of Police                              | ... | Member          |
| 6. Principal Secretary to Government,<br>GA (Coordn.,GPM&AR)Dept. | ... | Member Convener |
| 7. Secretary to Government,<br>Law (Legal Affairs) Department     | ... | Member          |
| 8. Director General & ED,<br>Centre for Good Governance           | ... | Member          |

3. The AP. Information Commission shall provide the data on the pendency and any issues arising in connection with the implementation of the RTI Act, 2005.

4. The Committee shall meet once in a quarter or as frequently as necessary. Based on the information furnished by the AP. Information Commission, the Secretaries concerned will be invited as per the need for the meetings of High Level Committee.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA  
PRADESH)**

**J. HARINARAYAN  
CHIEF SECRETARY TO GOVERNMENT**

To

All the Members of the High Level Committee,  
All Spl.C.Ss/Prl.Secys./Secretaries to Govt.,  
All the Departments of Secretariat, (10 copies each)  
All the Heads of Departments,  
All District Collectors.

Copy to:

The P.S to Prl. Secretary to CM The P.S to C.S.  
The P.S to Prl.Secretary, GA (Coordn.,GPM&AR)

//FORWARDED :: BY ORDER//

Assistant Secretary to Government



# GOVERNMENT OF ANDHRA PRADESH

## ABSTRACT

Right to Information Act, 2005 (Central Act 22 of 2005) – Preparation of Annual Report by the A.P. Information Commission under Section 25 of the RTI Act, 2005 – Furnishing of Information by the public authorities – Revised formats – Prescribed – Orders Issued

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### GENERAL ADMINISTRATION (COORDINATION, GPM&AR) DEPARTMENT

G.O. Rt. No. 6488 Dated : 20.11.2006

Read the following :

1. Govt. Circular Memo No. 15890/I&PR-II/A1/06-13, Dt. 01.10.2006
2. Govt. D.O.Lr. No. 74487/Coordn.GPM&AR\_2006-6, Dt. 17.10.2006
3. Govt. D.O.Lr. No. 62565/Coordn.,GPM&AR/2006-10, Dt. 17.10.2006
4. From A.P. Information Commission, OSD&Secy.(FAC) Lr.No. 1160/APIC/06, Dt. 26.10.2006

\*\*\*\*

### ORDER

1. Under Section 25(1) of the RTI Act, 2005 the State Information Commission at the end of each year shall prepare a report on the implementation of the provisions of this Act.
2. Under Section 25(4) a copy of the report of State Information Commission shall be laid before the House of State Legislature.
3. Under Section 25(2) each Department shall, in relation to the Public Authorities within their jurisdiction, collect and provide information to the State Information Commission.
4. During the Secretaries Meeting and High Level Committee Meeting held on 11.10.2006, it was decided to furnish the information to the Commission for preparation of Annual Report by the Public Authorities/Departments from 12th October, 2005 to 31.12.2006 by 31st January, 2007 and also decided to rationalise the number of Registers and Reports while revising the existing proforma Registers and Reports already

communicated to the Departments of Secretariat, through the reference 1st read above so as to enable them to prepare and furnish the requisite information expeditiously.

5. Accordingly, Government in supercession of the circular Memo first read above hereby prescribe the procedure as envisaged in the annexure-I and prescribe the revised proforma Registers-I & II and Proforma Reports A,B,C & D as Annexure - II & III to this order.
6. All the departments of Secretariat are directed to issue suitable instructions to all the Heads of Departments and Public authorities under their control to maintain Register-I & II at PIO level and 1st Appellate Authority level respectively. They shall also furnish the information in the prescribed proformas to the respective officers, while indicating the dates on which the reports should be submitted at each level so as to enable the AP Information Commission for preparation of Annual Report and placing the same before the State Legislature in the Budget Session, 2007, as per the time schedule.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**J. HARINARAYAN**  
Chief Secretary to Government

## ANNEXURE-I

### REGISTER-I

Each PIO shall maintain Register-I for recording status of requests received from persons seeking information u/s 6(1) of the RTI Act. It should also contain the number of requests received, disposed, rejected and pending along with the amount collected towards application fee and charges for providing information etc., (proforma enclosed)

### REGISTER-II

Each 1st Appellate Authority shall maintain Register-II for recording status of appeals filed before him with regard to the date of receipt, the PIO against whose decision appeal was filed and their disposals by the first appellate authority etc., (proforma enclosed)

### PROFORMA REPORT :

For the preparation of Annual Report, the information has to be collected from State Public Information Officers (PIOs) at the field level and transmit upto Secretariat Level. In order to facilitate, the collection and transmission of information four stages have been identified as shown below and a common proforma for furnishing information at all stages has been prescribed:

- |   |                |
|---|----------------|
| 1. State Public Information Officer (PIO) | : (Proforma-A) |
| 2. District Officer (DO)                  | : (Proforma-B) |
| 3. Head of the Department (HOD)           | : (Proforma-C) |
| 4. Secretariat Department                 | : (Proforma-D) |

#### 1. STATE PUBLIC INFORMATION OFFICER :

Each State Public Information Officer (PIO) shall prepare information in the **Proforma - A** (Proforma enclosed), from the particulars maintained in the Register-I and submit to District Officer of his Department at the end of each month.

#### 2. DISTRICT OFFICER :

Each District Officer shall collect information from all the PIOs working under his control and consolidate the information of the District in the **Proforma - B** (enclosed) after including his own office

information and submit to the Head of the Department (HOD). The PIOs of Zonal/Regional Offices located in the District shall submit their reports directly to their respective Heads of the Department and they need not be included in the District information.

**3. HEAD OF THE DEPARTMENT :**

Each Head of the Department will collect the information from all the District Officers of all Districts and Zonal/Regional Offices and prepare a consolidated statement after including his Dept's information in the **Proforma - C** (enclosed) and submit to the concerned Secretariat Department.

**4. SECRETARIAT DEPARTMENT :**

Each Secretariat Department will collect the information from all the Heads of Departments and other units under their control, such as Universities, Corporations etc., and prepare a consolidated statement in the **Proforma - D** (enclosed) including the information of the Secretariat Dept. and submit to Andhra Pradesh Information Commission (APIC). Autonomous Bodies like Corporations, Commissions, Universities etc. shall directly submit their information of their PIOs' to the respective Secretariat Department.

The following schedule has been prescribed for obtaining/collecting information by the Departments of the Secretariat and submit to the Andhra Pradesh Information Commission.

<b><u>REPORT FOR THE PERIOD</u></b>	<b><u>Last Date for Submission</u></b>
12th October, 2005 to 31st October, 2006	21.11.2006
November, 2006	21.12.2006
December, 2006	31.01.2007



**ANNEXURE-III (Proforma-A)**  
**QUARTERLY REPORT TO BE PREPARED BY P.I.O AND TO SUBMIT TO DIST. OFFICER**

Consolidated Statement on the Applications received and disposed of under the R. T.I. Act period from ..... to .....  
 Name of the Department : .....

Sl. No.	Name & Address of the P.I.O	Total No. of Appl. pending as on end of the last Quarter	Total No. of Applications received during the Quarter	Total (Cols.3+4)	Total No. of Applications disposed during the Quarter	Total No. of Applications pending (Cols. 5-6)	Out of cases Disposed shown in Col.6 information furnished	Out of cases disposed shown in Col.6 Deemed Ref- usals u/s 7(2)/18(1)								
1	2	3	4	5	6	7	8	9								
Out of cases disposed shown in Col. No. (6), Cases rejected under Sections																
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	9	11	24	Other	Amount of Total Application Fee and Charges collected for furnishing information	Any other information	
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

**Signature :** ..... **Name of the Officer :** ..... **Designation :** ..... **Telephone No. :** .....

**ANNEXURE-III (Proforma-B)**  
**QUARTERLY REPORT TO BE PREPARED BY DISTRICT OFFICER AND TO SUBMIT TO HEAD OF THE DEPARTMENT**

Consolidated Statement on the Applications received and disposed of under the R. T.I. Act period from ..... to .....  
 Name of the Department : .....

Sl. No.	Name & Address of the P.I.O	Total No. of Appl. pending as on end of the last Quarter	Total No. of Applications received during the Quarter	Total (Cols. 3+4)	Total No. of Applications disposed during the Quarter	Total No. of Applications pending (Cols. 5-6)	Out of cases Disposed shown in Col.6 information furnished	Out of cases disposed shown in Col.6 Deemed Ref- usals u/s 7(2)/18(1)								
1	2	3	4	5	6	7	8	9								
Out of cases disposed shown in Col. No. (6), Cases rejected under Sections																
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	9	11	24	Other	Amount of Total Application Fee and Charges collected for furnishing information	Any other information	
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

**Signature :** ..... **Name of the Officer :** ..... **Designation :** ..... **Telephone No. :** .....

**ANNEXURE-III (Proforma-C)**  
**QUARTERLY REPORT TO BE PREPARED AT H.O.D. AND TO SUBMIT TO SECRETARIAT DEPT.**

Consolidated Statement on the Applications received and disposed of under the R.T.I. Act period from ..... to ..... Dept. : .....

Sl. No.	Name of the Districts & Regional/Zonal Offices & HOD	Total No. of PIOs in each Dist. & Regional/Zonal HOD	Total No. of Applications pending as on end of the last Quarter	Total No. of Applications received during the Quarter	Total (Cols 4+5)	Total No. of Applications disposed during the Quarter	Total No. of Applications pending (Cols. 6-7)	Out of cases Disposed shown in Col:7 information furnished	Out of cases disposed shown in Col:7 Deemed Ref-usals u/s 7(2)/18(1)	
										8(1)(a)
1	2	3	4	5	6	7	8	9	10	

Sl. No.	Name of the Districts & Regional/Zonal Offices & HOD	Total No. of PIOs in each Dist. & Regional/Zonal HOD	Total No. of Applications pending as on end of the last month	Total No. of Applications received during the Month	Total (Cols. 4+5)	Total No. of Applications disposed during the Month	Total No. of Applications pending (Cols. 6-7)	Out of cases Disposed shown in Col:7 information furnished	Out of cases disposed shown in Col:7 Deemed Ref-usals u/s 7(2)/18(1)																	
										8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	8(1)(k)						
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	8(1)(k)	8(1)(l)	8(1)(m)	8(1)(n)	8(1)(o)	8(1)(p)	8(1)(q)	8(1)(r)	8(1)(s)	8(1)(t)	8(1)(u)	8(1)(v)	8(1)(w)	8(1)(x)	8(1)(y)	8(1)(z)
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27										

**ANNEXURE-III (Proforma-D)**

**REPORT TO BE PREPARED BY SECRETARIAT DEPT. AND TO SUBMIT TO A.P. INFORMATION COMMISSION**

Consolidated Statement on the Applications received and disposed of under the R.T.I. Act period from ..... to ..... Dept. : .....

Sl. No.	Name of the HOD & Other Units	Total No. of PIOs in each HOD & Other Units	Total No. of Applications pending as on end of the last month	Total No. of Applications received during the Month	Total (Cols. 4+5)	Total No. of Applications disposed during the Month	Total No. of Applications pending (Cols. 6-7)	Out of cases Disposed shown in Col:7 information furnished	Out of cases disposed shown in Col:7 Deemed Ref-usals u/s 7(2)/18(1)																
										8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	8(1)(k)	8(1)(l)	8(1)(m)	8(1)(n)	8(1)(o)	8(1)(p)
1	2	3	4	5	6	7	8	9	10																

Sl. No.	Name of the Districts & Regional/Zonal Offices & HOD	Total No. of PIOs in each Dist. & Regional/Zonal HOD	Total No. of Applications pending as on end of the last Quarter	Total No. of Applications received during the Quarter	Total (Cols 4+5)	Total No. of Applications disposed during the Quarter	Total No. of Applications pending (Cols. 6-7)	Out of cases Disposed shown in Col:7 information furnished	Out of cases disposed shown in Col:7 Deemed Ref-usals u/s 7(2)/18(1)																	
										8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	8(1)(k)	8(1)(l)	8(1)(m)	8(1)(n)	8(1)(o)	8(1)(p)	8(1)(q)
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	8(1)(k)	8(1)(l)	8(1)(m)	8(1)(n)	8(1)(o)	8(1)(p)	8(1)(q)	8(1)(r)	8(1)(s)	8(1)(t)	8(1)(u)	8(1)(v)	8(1)(w)	8(1)(x)	8(1)(y)	8(1)(z)
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27										

**Signature :**

**Name of the Officer :**

**Designation :**

**Telephone No. :**

Note :- 1. This consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept. (2) Each District Officer will collect information from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD. (3) Each HOD will collect information from the their District Level Officers, Zonal/Regional Offices if any, under their control and prepare a consolidated statement including HOD's. (4) Each Secretariat Department shall collect information from the HODs, and other units under their control and prepare a consolidated statement including its departments information and provide the same to the Andhra Pradesh Information Commission. (Reports in Proformas A,B and C were converted to quarterly reports by Government in Circular U.O. Note No. 19108/RTI/KPS/GPM&AR/07-1 GAD dated 7.4.2007)

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Right to Information Act, 2005 (Central Act 22 of 2005) –  
Preparation of Annual Report for the period from October, 2005 to  
31st December, 2006 - All the Collectors and DROs nominated as  
Coordinating Officers and Nodal Officers respectively - Orders - Issued

**GENERALADMINISTRATION (COORDINATION, GPM&AR) DEPARTMENT**

**G.O. Ms. No. 253 Dt. : 12.01.2007**

**Read the following :**

1. G.O.Rt. No. 6488, General Administration (Coordination, GPM&AR) Department, Dt. 20.11.2006.
2. The Chief Information Commissioner, A.P. Information Commission, Hyderabad, D.O.Lr. No. 1160/APIC/2006, Dt. 11.01.2007.

-- X --

**ORDER**

Government in the G.O. read above, issued orders prescribing the procedure as envisaged in the Annexures to the order and requested all the Departments of Secretariat to issue suitable instructions to all the Heads of Departments and public authorities under their control to maintain the Registers at Public Information Officer level and 1st appellate authority level respectively. It was also requested in the same G.O. to furnish the information in the prescribed proforma to the respective Officers duly indicating the dates on it. The reports should be submitted at each level so as to enable the A.P. Information Commission to prepare its Annual Report and place the same before the State Legislature in the Budget Session 2007 as per the time schedule laid down.

2. In the D.O. letter read above, the Chief Information Commissioner, A.P. Information Commission, Hyderabad has submitted proposals to nominate the Collectors as Coordinating Officers and the DROs as Nodal Officers for effective implementation of the Right to Information Act, 2005.
3. Government have carefully considered the matter and agreed with the views of the Chief Information Commissioner, as contained in the D.O. letter 2nd read above, to designate the Collector as Coordinating Officer and the DRO as Nodal Officer in each District for speedy transmission of information from District level Officers to the concerned Heads of Departments, to facilitate effective implementation of the Right to Information Act, 2005.



4. Government accordingly hereby nominate all the District Collectors as Coordinating Officers and DROs as Nodal Officers for effective and timely implementation of the Right to Information Act, 2005.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**J. HARINARAYAN**

Chief Secretary to Government

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**GOVERNMENT OF ANDHRA PRADESH**  
**GENERAL ADMINISTRATION (Coordn., GPM&AR) DEPARTMENT**  
**Circular U.O. Note No. 2474/RTIA/KPS/GPM&AR/07-02**

Dt. 12.06.2007.

Sub:- Right to Information Act, 2005 (Central Act 22 of 2005)  
- Supply of note files wherein recording of Sections / Officers / Secretaries / Ministers - Clarification under Section 8(1)(i) of the Right to Information Act, 2005 - Regarding.

\*\*\*\*

Section 8(1) (i) of the Right to Information Act, 2005 (Central Act 22 of 2005) reads as follows:-

"8 (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen.

- (i) Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other Officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over.

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed.

A clarification has been sought from the Govt. as to whether the exemption clause under section 8(1) (i) of the Right to Information Act, 2005 (Central Act 22 of 2005) applies to:

- (A) only to the files wherein issues which are brought before the Council of Ministers are dealt with (OR)  
(B) whether the said section also applies to all other issues which have not been brought before the Council of Ministers but wherein orders of all concerned officers including Chief Secretary / Minister

concerned / Chief Minister have been obtained as per Business Rules.

3. The matter has been examined, in detail, and it is clarified that the provisions of Clause 8(1) (i) of the RTI Act, 2005, apply only to the cases which are to go or have gone before that council of Ministers or wherein orders were issued in anticipation of approval or pending ratification by the Council of Ministers. It is, however, observed that the exemption clause applies only in respect of all papers till orders are Issued in pursuance of decision of the Council of Ministers. Afterwards all copies of the relevant papers relating to such Cabinet decision are to be furnished to the Applicants on requisition under the Right to Information Act, 2005, in respect of the cases / files wherein orders of the officers concerned including Chief Secretary / Ministers concerned / Chief Ministers are obtained as per Business Rules, the provisions of Section 8(1) (i) of the said Act do not apply and copies of the papers have to be furnished to the Applicants in such cases on requisition under the Right to Information Act, 2005.
4. All the Departments of Secretariat are requested to take further action accordingly.

**J. HARI NARAYAN**

Chief Secretary to Government

To

All the Spl. chief Secretaries / Prl. Secretaries /  
Secretaries to Govt.,  
All the Departments of Secretariat.

Copy to:

The Secretary,  
AP Information Commission,  
HACA Bhavan, Nampally,  
Hyderabad.

The P.S. to the Chief Secretary to Govt.,  
The P.S. to the Prl. Secretary to Chief Minister,  
The P.S. to the Prl. Secretary to Govt. (GPM&AR)  
The Law (E) Department.

//FORWARDED :: BY ORDER//

*T. Venkatesh*

Assistant Secretary to Government

**GOVERNMENT OF ANDHRA PRADESH**  
**GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

Circular U.O. Note No. 19108/RTAI/KPS/GPM&AR)07-2, Dt. 16.07.2007.

Sub: RTI Act, 2005 - Implementation of RTI Act, 2005-Submission of Report to the AP Information Commission in proforma 'D'- Prescription of quarterly progress reports to be furnished to AP Information Commission-Instruction-Issued-Regarding.

- Ref: 1. G.O. Ms. No. 6488, GA (Coordn., GPM&AR), Deptt., Dt. 20.11.2006.  
2. Circular U.O. Note No. 19108/RTI/KPS/GPM&AR/07-1, GAD, Dt. 07.04.2007.  
3. From the Officer-on-Spl. Duty, A.P. Information Commissioner Lr. No. 03/APIC/2006, Dt. 07.05.07.

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In the orders first cited, all the Departments of Secretariat all the Heads of the Departments and all the District Officers were requested to submit their Annual Progress Reports on the implementation of RTI Act to the AP Information Commission in the proforma prescribed therein.

2. In the reference second cited it was requested to furnish quarterly periodical reports on the implementation of RTI Act, 2005, for the quarters ending with 31.03.2007 by 20.04.2007 for the first quarter, 2nd quarter ending with 30.06.2007 by the 20th of July, 2007, 3rd quarter ending with 30.09.2007 by 20.10.2007 and 4th quarter ending with 31.12.2007 by the 20th January 2008 etc. It was also requested in proforma 'D' as communicated in the G.O. cited to the Secretary, A.P. Information Commission.
3. In the reference 3rd cited it has been informed by the A.P. Information Commission that some of the District Collectors, Heads of the Departments are sending quarterly periodical reports directly to the AP. Information Commission, which is not correct.
4. In view of the above all the Departments of Secretariat, all the Heads of the Departments and all the District Collectors are requested to issue suitable instructions to all their subordinate officers and others concerned, not to send the quarterly reports directly to the AP Information Commission. The Secretariat Departments are requested to ensure that the reports are obtained from their Heads of the Departments and other concerned promptly and send as consolidated report in proforma 'D' to the A.P. Information Commission.

**JAGANNATH PRASAD MURTY**  
Prl. Secretary to Government

# GOVERNMENT OF ANDHRA PRADESH

## ABSTRACT

Right to Information Act, 2005 (Central Act 22 of 2005) – Organization that are exempt from the purview of Right to Information Act, 2005 - Notification - Issued.

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## GENERAL ADMINISTRATION (GPM & AR) DEPARTMENT

G.O. Ms. No. 667 Dt. : 03.09.2007

### ORDER

The following notification shall be published in the Extra - Ordinary issue of Andhra Pradesh Gazette: dated the 10th day of September, 2007 :

#### Notification

2. In exercise of the powers conferred under sub-section (4) of section 24 of the Right to Information Act, 2005 (Central Act 22 of 2005) the Government of Andhra Pradesh hereby notifies that the provisions of the said Act shall not apply to the following Intelligence and Security organizations established by the State Government subject to the conditions indicated in the provisos there under :
- (1) State Intelligence Department and its Special Intelligence Branch, State Security Wing.
  - (2) State Greyhounds Organisation.
  - (3) All District Special Branches under the control of Superintendents of Police.
  - (4) All Security Units in the Districts under the Superintendents of Police.
  - (5) APSP - Andhra Pradesh Special Police.
  - (6) SPF - Special Protection Force.
  - (7) SARCP - State Armed Reserve Central Police Line.
- (BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**JAGANNATH PRASAD MURTY**

Principal Secretary to Government

XX \*\*\* XX

# GOVERNMENT OF ANDHRA PRADESH

## ABSTRACT

Right to Information Act, 2005 (Central Act 22 of 2005) – Amendment to A.P. Information (Regulation of Fee and Cost) Rules, 2005 to provide and accept the Postal Orders and Court Fee stamps towards application and cost for providing information - Notification - Issued.

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**GENERALADMINISTRATION (Coordination GPM & AR) DEPT.**

**G.O. Ms. No. 740 Dt. : 01.10.2007**

### Read the following :

1. G.O. Ms. No. 454 GA (I&PR.II) Deptt, Dated : 13.10.2005.
2. G.O. Ms. No. 530 GA (I&PR.II) Deptt, Dated : 29.11.2005.
3. G.O. Ms. No. 545 GA (I&PR.II) Deptt, Dated : 12.12.2005

## ORDER

The following notification shall be published in the Extra - Ordinary issue of the Andhra Pradesh Gazette: dated the 4th October, 2007.

### Notification

2. In exercise of the powers conferred under sub-section (1) of section 24 of the Right to Information Act, 2005 (Central Act 22 of 2005) the Governor of Andhra Pradesh hereby makes the following amendments to the Andhra Pradesh Right to Information (Regulation of fee and cost) Rules, 2005 issued in G.O. Ms. No. 454, General Administration (I&PR.II) Department dated 13th October, 2005 and published in the Rules Supplement to part I, Extra-ordinary issue of the Andhra Pradesh Gazette No. 73, Dated the 13th October, 2005 as subsequently amended.

### NOTIFICATION

**In the said rules :**

1. In Rule 3 :-
  - (i) for the words "by an applicaiton fee by way of cash" the words "by an application fee, by affixing the court fee stamps on the application or by way of cash or postal order" shall be substituted.

(ii) the following proviso shall be added at the end, namely:-

"Provided that White Card Holders are treated as people below the poverty line and are exempt from payment of application fee."

2. In Rule 4, for the words "by way of cash" the words "by affixing the court fee stamps or by way of cash or postal order" shall be substituted.
3. In Rule5, after the words "Head of Account", the words "except in the case of Court fee Stamps" shall be added.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**JAGANNATH PRASAD MURTY**  
Principal Secretary to Government

**GOVERNMENT OF ANDHRA PRADESH GENERAL ADMINISTRATION**  
**(GPM&AR) DEPARTMENT**

**Circular U.O. Note No. 18402/RTIA/GPM&AR/10-1, Dt. 04.06.2010.**

Sub:- Right to Information Act, 2005 - Publication and updation of Information under Section 4 (1) (b) of RTI Act, 2005 by the Public Authorities - Instructions - Regarding.

Ref:- 1.Right to Information Act, 2005.  
2.Circular U.O.Note No. 38321/RTIAGPM&AR/08-1, Dt:30.10.08, 20.11.2008 and subsequent reminders thereon.

\* \* \* \* \*

The attention of all the Departments of Secretariat/Heads of Departments (HODs) and District Collectors is invited the Circular U.O. Note cited wherein they were requested to issue suitable instructions bringing the provisions of Sec. 4 of the Right to Information Act, 2005 to the notice of all the Public Authorities (as defined u/s 2(h) of the RTI Act, 2005) under their administrative control, and to update publish, and disseminate the information U/S. 4(1) (b) of the Act, 2005 at frequent intervals as may be required every year.

2. This matter should be accorded top priority.

**S. BHALERAO**  
**SPL. CHIEF SECRETARY TO GOVERNMENT**

To

All the Spl. CS's/Prl. Secy's/Secys to Government,  
All the Departments of Secretariat,  
All the HODs,  
All the District Collectors,  
All the CEO of ZPs,

Copy to:-

The Secretary,  
AP. Information Commission,  
HACA Bhavan, Opp. Public Gardens, Hyderabad.  
The Director General & Dr. MCR HRDI of A.P,  
Road No. 25, Jubilee Hills, Hyderabad - 500 033.  
The Director General & Executive Director,  
Centre for Good Governance, Dr. MCR HRDI of AP Campus,  
Road No. 25, Jubilee Hills, Hyderabad - 500 033.  
The PS to Spl. Chief Secy to Government,  
GA (Coordn., GPM&AR) Department

//FORWARDED :: BY ORDER//

**Asst. Secretary to Government**

**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

**Circular U.O. Note No. 14425/RTIA/GPM&AR/10-1, Dt. 05.06.2010.**

Sub:- RTI Act, 2005 - Acknowledge of RTI applications received by APIOs and PIOs under RTI Act and issuance of proper receipt to the applicants - Certain instructions issued.

Ref:- Right to Information Act, 2005.

\* \* \* \* \*

All Departments of Secretariat / Heads of Departments / District Collectors are informed that the Officers / staff in-charge of receiving the applications filed under Right to Information Act, 2005 should acknowledge receipt of the same, and this acknowledgment should clearly indicate the application receiver's name, designation and date. However, of late, a few instances have come to the notice of the Government that the Officer / Staff in-charge of receiving applications have refused to acknowledge receipt of the applications. Such a refusal to acknowledge receipt of the application goes against the very spirit of the RTI Act. Apart from receiving and acknowledging the applications, the applicants have also to be guided properly in filing the application by the APIO / PIO and others, if any, concerned.

2. All Departments of Secretariat / HODs / District Collectors are, therefore, requested to issue strict instructions to all concerned under their control to give acknowledgment receipt of all the applications filed under RTI Act, 2005.

**S. BHALERAO  
SPL. CHIEF SECRETARY TO GOVERNMENT**

To

All the Spl. CS's/Prl. Secy's/Secys to Government,  
All the Departments of Secretariat,  
All the HODs,  
All the District Collectors,

Copy to:-

The Secretary,  
AP. Information Commission,  
HACA Bhavan, Hyderabad.

The Director General & Dr. MCR HRDI of A.P,  
Road No. 25, Jubilee Hills, Hyderabad - 500 033.

The Director General & Executive Director,  
Centre for Good Governance, Dr. MCR HRDI of AP Campus,  
Road No. 25, Jubilee Hills, Hyderabad - 500 033.

Sri B.V. Ramana Rao,  
Plot No. 1, Vinayaknagar, Opp. Bhashyam Public School,  
Ring Road, Vizianagaram District (for information).



**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

Memo. No. 33086/RTIA/GPM&AR/2010 - 1

Dt. 30.9.2010

Sub:- G.A(GPM&AR) deptt. - RTI Act 2005 - Sensitization for enforcement of machinery for smooth functioning of the Act - Regarding.

Ref:- From the Minister of State (IC) for Science and Technology and Earth Services, Gol, D.O. No. F.1/15/2010 - IR, dt. 25.08.2010.

\* \* \* \* \*

A copy of the reference cited is enclosed.

2. All District Collectors & Commissioners of Police / Superintendents of Police (CP / SP) in the State are hereby requested to ensure that wherever instances of physical intimidation/ harassment / threat of RTI activists / applicants by public servants for exposing them in cases of maladministration / corruption / irregularities are reported, necessary action should be immediately initiated under the relevant provisions of the law. In cases where apprehension of physical intimidation / harassment of the RTI activists is reported, strict preventive action should also be taken. The District Collectors & Commissioners of Police / Superintendents of Police are also requested to give wide publicity through local news papers & media informing the public that in case they face harassment / physical intimidation from any public servant on account of the exposure of corrupt practices/ maladministration / irregularities, they should file complaints in the nearby Police Station and appropriate action, wherever necessary, initiated under CrPC / IPC. The District Collectors & Commissioners of Police / Superintendents of Police should conduct a review of the status of criminal cases registered in this regard once in every month.

3. This matter should be treated as most important.

**MINNIE MATHEW  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

All District Collectors (w.e)

All Commissioners of Police / Superintendents of Police (w.e)

// FORWARDED :: BY ORDER //

**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

Memo. No. 34858/RTIA/GPM&AR/2010 -1

Dt. 19.10.2010

Sub:- RTI Act 2005 - Furnishing of the list of Public Authorities implementing provisions of Sections 4 (1) (b) and 5 (1) (2) and ensuring their implementation by the defaulting Public Authorities - Instructions issued - Regarding.

- Ref:-
- 1) Circular Memo No. 85305/1&PR -II/A1/2005-1, dt. 22.07.2005.
  - 2) Circular Memo No. 85347/1&PR -II/A1/ 2005-6, dt.30.08.2005.
  - 3) Circular Memo No. 118143/1&PR -II /A1/2005-1, dt.26.09.2005.
  - 4) Circular U.O. Note.No.18850/RTIA/KPS/GPM&AR/2007-1, dt.07.04.2007.

\* \* \* \* \*

The attention of .all District Collectors in the State is invited to the references cited, wherein detailed instructions were issued on implementation of the provisions of Sections 4 (1) (b) and 5 (1) and (2) of the RTI Act. They are informed that instances of non - compliance with the provisions of the said Sections by some Public Authorities are still being reported to Government. As it is mandatory for all Public Authorities to ensure proper implementation of the Act, it has to be ensured that all Public Authorities in the district strictly make suo moto disclosure of the organisational set up, details of employees, procedures followed in decision making, budget allocation, particulars of Public Information Officers or Asst. Public Information Officers and all other aspects highlighted in Sections 4 (1) (b) and 5(1) and (2) of the Act. The District Collectors are requested to make the District Heads of all the Departments specifically responsible for compliance of the Act in respect of all Administrative units under their control.

2. All District Collectors in the State are therefore requested to undertake an immediate review and arrange for physical inspection of all Government Offices in their Districts down to the last level, and furnish a list of Government Offices which have already complied with the above-mentioned requirement and the list of defaulting departments. They are also requested to fix a time limit for defaulting Public Authorities to implement Sections 4 (1) (b) and 5(1) (2) within (15) days. A consolidated report on the action taken may be sent to this Department within a month in hard and soft copies addressed to the Joint Secretary to Government, General Administration (RTIN GPM&AR) Department, in the proforma enclosed. (e-mail: joint secretary rk@rediffmail.com).

3. This matter should be accorded "TOP-PRIORITY".

**MINNIE MATHEW  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To  
All District Collectors (w.e)

Copy to :  
The Secretary  
A.P. Information Commission  
HACA Bhavan,  
Hyderabad.

// FORWARDED :: BY ORDER //

**Asst. Secretary to Government**

**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

Circular Memo. No.15509/RTIJVGPM&AR/2010      Dt. 25.10.2010

Sub:- RTI Act 2005 - Information relating to PIOs / Appellate Authorities in Telugu on the Website — Certain Instructions - Issued.

Ref:- G.O.Ms.No.587, G.A(OL) Dept., dt.28.10.1988.

\* \* \* \* \*

The attention of all departments of Secretariat, Heads of Departments and District Collectors is invited to Section 4(4) of the RTI Act, 2005 which stipulates that "all materials shall be disseminated taking in to consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed".

2. As per the above provision, all the materials indicated in Section 4(1) are to be disseminated in Telugu also, and to the extent possible, in electronic format. These are also to be updated at regular intervals. However, several instances of non-exhibition of functions under Section 4(1) (b) in local language are still being reported to Government.

3. All the Departments of Secretariat, HODs and District Collectors are therefore requested to ensure that all Government offices under their control down to the last level exhibit materials indicated in Section 4(1) in Telugu immediately, update the information at regular intervals and get the same posted in the website of the Department and also at [www.apic.gov.in](http://www.apic.gov.in).

**MINNIE MATHEW  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To  
All the Departments of Secretariat /  
HODs / District Collectors

// FORWARDED :: BY ORDER //

**Asst. Secretary to Government**

Dear Sir,

Sub:- RTI Act 2005 - Furnishing of the list of Public Authorities implementing provisions of Sections 4 (1) (b) and 5 (1) (2) and ensuring their implementation by the defaulting Public Authorities - Instructions issued - Regarding.

Ref:- Govt. Memo. No. 34858/RTIA/GPM&AR/2010-1, dt.19.10.2010.

\* \* \* \* \*

Please refer to the Government Memo cited (copy enclosed for ready reference), wherein you have been requested' to take necessary action for effective implementation of RTI Act in the State by undertaking reviews and physical inspection of all Government offices. You have also been requested to fix a time limit for defaulting Public Authorities in your district to implement Sections 4 (1)(b) and 5(1)(2) and to send a consolidated report to this department in the proforma enclosed within one month. The report from your district is still awaited.

I request you to look into the matter personally and take an immediate review of the progress made by the public authorities in your district in implementing Sections 4(1)(b) and 5(1)(2) of the RTI Act. I also request you to send a consolidated report as mentioned in the reference cited within a week positively.

With best wishes,

Yours sincerely,

**(MINNIE MATHEW)**

To

All District Collectors

Copy to:

The Secretary, A.P. Information Commission  
HACA Bhavan  
Hyderabad.

**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

Circular U.O. Note No. 40763/RTIA/GPM&AR/2010-1 Dt.: 18.1. 2011

Sub:- RTI Act, 2005 - Implementation of RTI Act, 2005 - Action under Section 5(1) & (2) and 4 (1) (b) - Displaying the information prominently and upload to the website of APIC - Instructions Regarding.

Ref:- Circular U.O. Note. No.18850/RTIA/KPS/GPM&AR/07 - 1, dt. 07.04.2007.

\* \* \* \* \*

Vide reference cited all Public Authorities in the State were requested to ensure that the information under section 5(1) & 5(2) of RTI Act, 2005 is duly displayed in prominent places and the details under 4(1) (b) are uploaded to the website of A.P. Information Commission (APIC) and A.P. Portal, by issuing suitable instructions to all concerned under their control.

2. As per the above instructions all the Public Authorities in the State should publish the particulars of 17 items indicated under Section 4 (1) (b) and along with the particulars under Section 5(1)(2) i.e., the details of APIO, PIO and 1st Appellate Authority should be uploaded into the website of A.P. Information Commission and A.P. Portal so that access to such records is facilitated all over the Country. These particulars are also to be updated regularly. APIC has also Communicated the user ID and password to DROs in the office of all District Collectors which are unique in respect of each district so as to enable the Public authorities to register themselves in the website of APIC. However, as seen from the website of APIC several Public Authorities in the State have not registered their particulars in the website and those who have registered also are not updating the particulars regularly.

3. Further, it is informed that action is being taken by the Government to provide the facility of online filing of RTI applications to the applicants in the State. For this purpose, the particulars relating to the APIOs, PIOs & 1st Appellate Authorities of all Public Authorities should be available online and the digital Directory of all Public Authorities is one of the pre-requisites for implementing the facility, to locate concerned PIO and to file application with him.

4. In view of the above, all departments of Secretariat, all HODs and District Collectors are requested to immediately ensure that all Public

Authorities under their control down to the last level get registered in the Annual Reporting system of APIC with particulars of APIO, PIO & 1<sup>st</sup> Appellate Authority and to update them at regular intervals.

**MINNIE MATHEW**  
**SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To  
All Departments of Secretariat  
All Heads of Department  
All District Collectors

Copy to :  
The Secretary  
A.P. Information Commission  
HACA Bhavan  
Hyderabad.

// FORWARDED :: BY ORDER //

**Asst. Secretary to Government**

**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

**U.O. Note No. 2276/RTIA/GPM&AR/2010-3 Dt: 01. 02. 2011**

Sub:- RTI Act, 2005 - Implementation of RTI Act, 2005 - Action under Section 5(1) & (2) and 4(1)(b) - Displaying the information prominently and upload to the website of APIC - Instructions Regarding.

Ref:- 1. Circular U.O. Note No. 18850/RTIA/KPS/GPM&AR/ 07-1, dt. 07.04.2007.  
2. Govt. Circular U.O. Note No. 40763/RTIA/GPM&AR/2010-1, dt.18.01.2011.  
3. Govt. Circular Memo. No. 15509/RTIA/GPM&AR/2010 -1, dt. 25.10.2010.

\* \* \* \* \*

The attention of all departments of Secretariat is invited to the references cited wherein they were requested to publish the particulars of 17 items indicated in RTI Act, 2005 under Section 4(1)(b) along with particulars under Section 5(1) (2) and to upload them in the website of A.P. Information Commission. They were also requested to get registered in the Annual reporting system of APIC with particulars of APIO, PIO & 1st Appellate Authority and to update them at regular intervals.

2. The Secretary, A.P. Information Commission has furnished a list of Public Authorities who have not uploaded the information in the website under 4(1)(b) (copy enclosed) and taken action under Section 5(1) and (2) although this should have been done within 120 days of the enactment of the RTI Act in 2005.

3. All Secretaries to Government are also requested to ensure that all Public Authorities under their control comply with the provisions of the RTI Act with out further delay. Compliance of the provisions of the Act will be reviewed at a high level meeting in February 2011.

4. All the Public Authorities in the list are therefore, requested to take immediate action for implementation of 4(1) (b) & 5(1) (2) of RTI Act, 2005 and upload the particulars in the website of APIC immediately. All other Public Authorities who have registered in the website are requested to update them at regular intervals.

**MINNIE MATHEW  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

All Departments of Secretariat  
All Heads of Department  
All District Collectors

// FORWARDED :: BY ORDER //



**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

**Memo No. 42382/RTIA/GPM&AR/2011                      Dt. 07.03.2011**

Sub:- RTI Act, 2005- Furnishing of list of P.As implementing provisions of Sections 4(1) (b) and 5(1)(2) and ensuring their implementation by the defaulting P.As - Instructions - Regarding.

Ref:- 1. Govt. Memo No. 34858IRTIAIGPM&ARI2010-1, dt.19.10.2010.  
2. D.O. Lr. No. 42382IGPM&ARI2011-1, dt.07.01.2011 of the Spl. C.S, G.A (GPM&AR) dept., addressed to all District Collectors.

\* \* \* \* \*

The attention of all District Collectors is invited to the references cited wherein it was requested to take necessary action for effective implementation of the RTI Act and to undertake reviews and physical inspection of all Government Offices. It was also requested to take up a review by fixing up of a time limit to the defaulting Public Authorities in the District in implementing Sections 4(1) (b) and 5(1) (2) of the RTI Act and to send a consolidated report in respect of the entire district.

2. It is observed that some Districts have not sent any reports so far and that some reports were sent by individual departments at the District level instead of a single consolidated report from the District Collector,

3. In view of the above, all District Collectors are once again requested to take up individual review of each Public Authority under their control and ensure that the mandatory provisions of RTI Act, 2005 are implemented at all levels and a consolidated report furnished to this department immediately.

**MINNIE MATHEW  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To  
All District Collectors

// FORWARDED :: BY ORDER //

**Asst. Secretary to Government**

**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

**Circular U.O. Note No. 7490/RTIA/GPM & AR/2011 Dt. 30.4.2011**

Sub:- RTI Act, 2005 - Implementation of sub-section 3 of Section 7 of the Act - Intimation to pay additional fee for providing Information within the fixed period - Instructions - Issued.

Ref:- From the Secretary, APIC, Lr. No. 1811/APIC/B/2011, dt. 19.02.2011

\* \* \* \* \*

The Secretary, Andhra Pradesh Information Commission in his letter in the reference cited has reported that Public Information Officers after sending information asking the applicants to pay the fee are not taking further action and as a result the applicants are filing first appeals stating that the information sought for has not been furnished by the Public Information Officer and that the information be provided free of cost as laid down in sub-section (6) of Section 7 of the Act. In many cases the appellants are claiming that the communication asking them to pay the fee has not been received by them from the Public Information Officer within 30 days.

2. Sub-section (3) of Section 7 of the Right to Information Act, 2005 (Act 12 of 2005) provides that where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Public Information Officer (PIO) shall send an intimation to the person making the request giving the details of further fee to be paid requesting him to deposit the fee. The period intervening between the despatch of the said information and payment of fee shall be excluded for the purpose of calculating the period of 30 days prescribed in sub-section (1) of Section 7 of the Act.

3. All Department of Secretariat, all Heads of Department and District Collectors are therefore requested to issue instructions to all Public Authorities under their administrative control to ensure that the communication asking for payment further fees for providing information be sent by the Public Information Officer well before 30 days of receipt of the application filed under sub-section 1 of Section 6 of the Act. It is advisable to send the communication by Registered Post with acknowledgement due, so as to enable Public Information Officer to have evidence of despatch of the Communication and also ensure that the communication reaches the applicant and complaints regarding non receipt of the Communication regarding payment of fee are avoided.

4. Further the Public Information Officer should indicate a reasonable time fixing a date by which the further fee has to be paid. In case the further fee is not paid within the time allowed, the Public Information Officer can take a decision to reject the application on the ground of non-payment of the further fee duly informing the applicant.

**MINNIE MATHEW**  
**SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

All Departments of Secretariat  
All Heads of Department  
All District Collectors

Copy to :

The Secretary  
A.P. Information Commission  
HACA Bhavan  
Hyderabad.

// FORWARDED :: BY ORDER //

**Asst. Secretary to Government**

**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

**Circular U.O. Note 20209/RTIA/GPM&AR/2011 Dt: 30.06.2011**

Sub:- Minutes of the meeting of Secretary, DoPt&T with Principal Secretaries of GADI Personnel Departments of States / Cadres held on 24.03.2011 at Civil Service Officers Institute, Kasturba Gandhi Marg, New Delhi Communication of Minutes - Regarding.

Ref:- Lr. No.14015/25/2011, AIS-I, GOI, MOR, PG&P, Department of P&T, dt. 6.5.2011, received through U.O. Note No. 135/Spl.A/A3/2011-4, dt.18.06.2011

\* \* \* \* \*

All the Public Authorities in the State are requested to take action on as listed below for the proper and effective implementation of RTI Act, 2005 in the State.

- (i) Ensure maximum suo-moto disclosure of the information by the Public authorities Under Section 4(1)(b) of the RTI Act. The information should also be periodically updated.
- (ii) Help create awareness among the disadvantaged Communities and train Public Information Officers and Appellate authorities.
- (iii) Popularize the RTI Logo and RTI portal, and
- (iv) Encourage the PIOs and AAS to do the free online Course on RTI.
- (v) Strengthen Suo-Moto disclosure and ensure the safety of RTI applicants.

2. All the Departments of Secretariat, All HODs and District Collectors are requested to review the progress in respect of each of the above items with the Public Information officers and Appellate Authorities under their control and ensure that the RTI Act is implemented properly.

**MINNIE MATHEW  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

All Departments of Secretariat  
All the HOD's  
All the District Collectors

Copy to :

The Secretary  
A.P. Information Commission  
HACA Bhavan, Hyderabad.

// FORWARDED :: BY ORDER //

**Asst. Secretary to Government**

**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT**

**Circular U.O. Note No. 22558/RTIAfGPM & AR/2011 Dt: 20.08. 2011.**

Sub:- Strengthening implementation of the Right to Information Act, 2005 Regarding.

Ref:- GOI, Ministry of Personnel, Public Grievances & Pensions, Dept. of Personnel & Training, Office Memorandum No. 4/10/2011 - IR, Dt.18.05.2011.

\* \* \* \* \*

A copy of the Office Memorandum cited is enclosed herewith.

2. All the Public Authorities in the State are requested to take action as listed below for proper and effective implementation of Right to Information Act, 2005 in the State.

1. To add in the quarterly / annual report a chapter showing the details of efforts made to improve the implementation of the RTI Act in their respective offices and the status of Section 4(1)(b), including any innovative measures that have been undertaken, for inclusion in the Commission's Annual Report for year 2011.
2. To ensure that all PIOs / Appellate Authorities are trained at the Dr MCRHRD Institute at Hyderabad or at the District level training centers of the Dr. MCRHRD Institute.
3. To instruct all Public Authorities who have a website to publish the details of monthly receipts and disposal of RTI applications on their websites and continue to do so on a regular basis every month and also to upload in the Commission's website ([www.apic.gov.in](http://www.apic.gov.in)) regularly every month.

3. All the Departments of Secretariat, all HODs and District Collectors are requested to review the progress in respect of each of the above items with the Public Information Officers and Appellate Authorities under their control and ensure that the RTI Act is implemented properly.

**MINNIE MATHEW  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

All Departments of Secretariat.  
All the Heads of Department.  
All the District Collectors.

Copy to :

The Secretary  
A.P. Information Commission  
HACA Bhavan, Hyderabad.

// FORWARDED :: BY ORDER //

**Asst. Secretary to Government**

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

General Administration (GPM&AR) Department - Right to Information Act, 2005 Appointment of Inspecting Officer in General Administration (GPM&AR) wing to monitor the implementation of Section 4(1)(a), 4(1)(b) & 5(1)(2) by all Public Authorities in the State - Orders - Issued.

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**GENERAL ADMINISTRATION (RTIA/GPM&AR) DEPARTMENT**

**G.O. Rt. No. 3969**

**Dated : 6.09.2011**

**ORDER :**

RTI Act, 2005 has come in to force with effect from 12.10.2005. Instructions have been issued from time to time in the last five years to all Departments under State Government for strict implementation of the statutory obligations stipulated under the Act. In spite of this, complaints are being received that these provisions are not being properly implemented by many Public Authorities in the State.

2. In order to guide the Public Authorities in discharging the statutory obligations, it has been decided to designate an Officer in the cadre of Assistant Secretary to Govt., as Inspecting Officer to oversee the implementation of the mandatory provisions of the Right to Information Act.

3. Accordingly, Smt. M. Laithambica, Assistant Secretary to Government General Administration (GPM&AR) Department is designated as Inspecting Officer to facilitate the proper implementation of the Act. The Inspecting Officer will carefully scrutinize the information furnished by all Public Authorities on their website and the website of Andhra Pradesh Information Commission, and pursue action for rectification of deficiencies if any. The Inspecting Officer will further carry out the following specific duties :-

1. Inspect the display of name boards of Assistant Public Information Officers / Public Information Officers and Appellate Authorities as per the instructions of the Government in the Offices of Public Authorities.
2. Review with the Public Authorities the information provided under Section 4(1)(b) and 5(1)(2) of Right to Information Act on their official website and the website of Andhra Pradesh Information Commission.
3. Inspect the Registers I & II being maintained by the Public Information Officers as per the instructions of the Government.
4. Guide the Public Authorities in timely submission of Quarterly and Annual reports to Andhra Pradesh Information Commission through the concerned Administrative Departments in Secretariat.
5. Guide the Public Authorities in the proper maintenance of records as per section 4(1)(a) of Right to Information Act.
6. All Secretariat Departments and Heads of Departments having more than one Public Information Officer are requested to appoint a Nodal Officer for coordination on matters relating to Right to Information Act within the Department and for liaising with the inspecting Officer.

7. The schedule of inspections in the current month is annexed to this order. All Departments are requested to make available information in the appended Check List to the Inspecting Officer and pursue action for proper implementation of the statutory obligations as laid down in the Right to Information Act, 2005.

**(BY ORDER AND IN THE NAME OF THE GOVERNMENT OF ANDHRAPRADESH)**

**MINNIE MATHEW**  
**SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

All the Departments of Secretariat,  
All the Public Information Officers/Appellate Authorities in the  
Departments of Secretariat through OPS concerned  
All the Heads of Departments with a request to fill-up the check list  
and furnish to the Inspecting Officer.

Copy to

The Secretary, Andhra Pradesh Information Commission.

\\ Forwarded :: By Order \\

*N. Suguna*

**Asst Secretary to Government**

**CHECK LIST**

1. Name of The Department
2. Number of Public Information Officers
3. Number of Appellate Authorities
4. name of the Nodel Officer appointed to liaise with the Inspecting Officer under Right to Information
5. Whether Records are being maintained for easy retrieval as per Section 4(1) (a).
6. Whether the information required under 4(1) (b) and 5(1) & (2) have been updated and displayed on the website of the departments and on A.P. Information Commission website and on A.P. Online
7. Whether the name boards of Assistant Public Information Officers, Public Information Officers and Appellate Authorities are displayed at prominent places and whether they are being updated at regular intervals.
8. Whether the Register-I&II prescribed for Public Information Officers are being maintained.
9. Whether the Reports for the quarters ending 31/3/2011 2nd 30/6/2011 have been submitted to the A.P. Information Commission.

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT

Circular U.O. Note No. 30581/RTIA/GPM&AR/2012 Dt: 27/09/2012

Sub: Right to Information Act, 2005 – Publication and updation of Information under Section 4(1) (b) for RTI Act, 2005 by the Public Authorities – Instructions – Regarding.

Ref: Circular U.O. Note No 38321/ RTIA/GPM&AR/08-1  
Dt: 30-10-08 20-11-2008 and subsequent reminders thereon.

\*\*\*\*\*

The attention of all the Departments of Secretariat/ Heads of Departments (HODs) and District Collectors is invited to the Circular U.O. Note cited wherein they were requested to issue suitable instructions bringing the provisions of Sec. 4 of the Right to Information Act, 2005 to the notice of all the Public Authorities (as defined u/s 2(h) of the RTI Act, 2005) under their administrative control and to ensure that to update, publish and disseminate the information u/s 4(1) (b) of the Act, 2005 at frequent intervals as may be required every year. It is therefore, requested to intimate the action taken in this regard by all Public Authorities under their control to this department.

2. This matter should be accorded top priority.

S.K. SINHA  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
All the Spl. CS's/ Prl. Secy's/ Secys to Government,  
All the Department of Secretariat,  
All the HODs,  
All the District Collectors.

Copy to:

The Secretary,  
A.P. Information Commissioner,  
HACA Bhavan, Opp Public Gardens,  
Hyderabad – 500033.  
The PS to Prl. Secretary to Government,  
G.A(Coordn., GPM&AR) Department.

//FORWARDED:: BY ORDER//

*N. Sengupta*  
ASSISTANT SECRETARY TO GOVERNMENT



GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT

Circular U.O.No. 38912/RTIA / GPM&AR/2012. Dt: 15.11.2012

Sub:- Right to Information (RTI) Act, 2005 – Provisions of Special Imprest for meeting the expenditure on providing information to RTI Applicants – Instructions – Issued.

It has come to the notice of the Government that the Public Information Officers (PIOs) are facing certain difficulty for meeting the expenditure on photocopying, stationery, etc., while providing information to the applicants under the RTI Act, 2005, as no specific budget provision has been provided for this purpose and the money being collected from the applicants is being remitted to the State exchequer.

2. The High Level Committee (HLC) established for monitoring the implementation of RTI Act on 28.07.2012 discussed this issue and the Committee has decided to provide the Public Information Officers (PIOs) with the resources required for meeting the expenditure incidental to providing information under the RTI Act.

3. In this background, all the Departments of Secretariat / HODs / District Collectors are informed that the expenditure essential for providing information to the applicant under RTI Act like stationery, photocopying, etc., may be met from the detailed HOA " 200 – other administrative expenses" under respective sub-heads of the Head Quarters / District offices and administrative Departments of Secretariat. Accordingly all concerned are requested to make necessary provision in the Revised Estimates of 2012-2013 FY and the Budget Estimates of 2013 – 2014 FY while submitting proposals to the Finance Department for making provisions in their respective budgets at appropriate time.

4. These instructions are issued with the concurrence of Finance Department vide their U.O.No.29145 / 684 / Expr.GAD.I / 12, dt.07.11.2012.

**MINNIE MATHEW**  
**CHIEF SECRETARY TO GOVERNMENT**

To  
All the Spl.C.S's / Pri.Secys / Secys to Government.  
All the Departments of Secretariat.  
All the Heads of Departments.  
All the District Collectors.

**Copy to :**

The Secretary,  
A.P.Information Commission,  
HACA Bhavan, Hyderabad.  
The Finance (Expr.GAD.I) Department.  
The P.S to Chief Secretary to Government.  
The P.S to Principal Secretary to Government,  
G.A(GPM&AR)Department.  
SF / SC.

//FORWARDED::BY ORDER//

*R.V.S. Batha*  
ASSISTANT SECRETARY TO GOVT.



# भारत का राजपत्र The Gazette of India

असाधारण  
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)  
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 442]

नई दिल्ली, शुक्रवार, अक्टूबर 28, 2005/कार्तिक 6, 1927

No. 442]

NEW DELHI, FRIDAY, OCTOBER 28, 2005/KARTIKA 6, 1927

2

THE GAZETTE OF INDIA : EXTRAORDINARY

[PART II—SEC. 3(i)]

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 27th October, 2005

**G.S.R. 649(E).**—In exercise of the powers conferred by clauses (b) and (c) of Sub-section (2) of Section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules to amend the Right to Information (Regulation of Fee and Cost) Rules, 2005, namely :—

1. **Short title and commencement.**—(1) These rules may be called the Right to Information (Regulation of Fee and Cost) (Amendment) Rules, 2005.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Right to Information (Regulation of Fee and Cost) Rules, 2005, in rule 4, for clause (d), the following clause shall be substituted, namely :—

“(d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).”

[F. No. 34012/8(S)/2005-Estt. (B)]

T. JACOB, Jt. Secy.

**Note :—**The principal rules were published in the Gazette of India *vide* Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) notification No. 34012/8(S)/2005-Estt.(B) dated 16th September, 2005 [No. G.S.R. 336 dated 1st October, 2005, Part II, Section 3, Sub-section (i)].



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 155]  
No. 155]नई दिल्ली, शुक्रवार, मार्च 28, 2008/चैत्र 8, 1930  
NEW DELHI, FRIDAY, MARCH 28, 2008/CHAITRA 8, 1930कार्मिक, लोक शिकायत और पेंशन मंत्रालय  
(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 27 मार्च, 2008

सा.का.नि. 235(अ).—केन्द्रीय सरकार, सूचना का अधिकार अधिनियम, 2005 (2005 का 22) को धारा 24 की उप-धारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, उक्त अधिनियम को दूसरी अनुसूची में निम्नलिखित और संशोधन करती है, अर्थात् :—

सूचना का अधिकार अधिनियम, 2005 की दूसरी अनुसूची में,—

- (i) क्र. सं. 16 और इससे संबंधित प्रविष्टियों के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् :  
“16. आयकर महानिदेशालय (अन्वेषण)।”;
- (ii) क्र. सं. 17 और उससे संबंधित प्रविष्टियों के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् :—  
“17. राष्ट्रीय तकनीकी अनुसंधान संगठन।”;
- (iii) क्र. सं. 18 और उससे संबंधित प्रविष्टियों के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् :—  
“18. वित्तीय आसूचना यूनिट, भारत।”;
- (iv) क्र. सं. 22 और उससे संबंधित प्रविष्टि का लोप किया जाएगा।

[फा. सं. 1/7/2007—आईआर]

ज्यो सी. बी., अवर सचिव

टिप्पण : सूचना का अधिकार अधिनियम, 2005 की अनुसूची सा. का. नि. सं. 347 तारीख 28 सितम्बर, 2005 द्वारा संशोधित की गई।

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
(Department of Personnel and Training)  
NOTIFICATION

New Delhi, the 27th March, 2008

G.S.R. 235(E).—In exercise of the powers conferred by sub-section (2) of Section 24 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following further amendments in the Second Schedule to the said Act, namely :—

In the Second Schedule to the Right to Information Act, 2005 :—

- (i) for serial number 16 and the entries relating thereto, the following shall be substituted, namely :—  
“16. Directorate General of Income-tax (Investigation).”;
- (ii) for serial number 17 and the entries relating thereto, the following shall be substituted, namely :—  
“17. National Technical Research Organisation.”;
- (iii) for serial number 18 and the entries relating thereto, the following shall be substituted, namely :—  
“18. Financial Intelligence Unit, India.”; and
- (iv) Serial number 22 and the entry relating thereto shall be omitted.

[F.No.1/7/2007-IR]

ZOYAC.B., Under Secy.

Note : The Schedule to the Right to Information Act, 2005 was amended vide No. G.S.R. 347 dated 28th September, 2005.

1157 GI/2008

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# भारत का राजपत्र

## The Gazette of India

असाधारण  
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)  
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 548]  
No. 548]

नई दिल्ली, बुधवार, अक्टूबर 8, 2008/आश्विन, 16, 2008  
NEW DELHI, WEDNESDAY, OCTOBER 8, 2008/ASVINA 16, 2008

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
( कार्मिक और प्रशिक्षण विभाग )  
अधिसूचना

नई दिल्ली, 8 अक्टूबर, 2008

सा.का.नि. 726(अ).—सूचना का अधिकार अधिनियम, 2005 ( 2005 का 22 ) की धारा 24 की उप-धारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, केन्द्रीय सरकार, उपर्युक्त अधिनियम की दूसरी अनुसूची में एतद्वारा और आगे निम्नलिखित संशोधन करती है, अर्थात् :—

सूचना का अधिकार अधिनियम, 2005 की दूसरी अनुसूची में क्रम संख्या 21 और उससे संबंधित प्रविष्टि के बाद, निम्नलिखित क्रम संख्या और प्रविष्टि को जोड़ा जाएगा, अर्थात् :—

“22. राष्ट्रीय सुरक्षा परिषद् सचिवालय”।

[फा. सं. 1/6/2008-आई.आर.]

डॉ. एस. के. सरकार, संयुक्त सचिव

टिप्पणी : सूचना का अधिकार अधिनियम, 2005 की अनुसूची सं. सा.का.नि. 347, दिनांक 28 सितम्बर, 2005 और सं. सा.का.नि. 235 (अ), दिनांक 28 मार्च, 2008 के द्वारा संशोधित की गई थी।

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 8th October, 2008

G.S.R. 726(E).—In exercise of the powers conferred by sub-section (2) of Section 24 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following further amendments in the Second Schedule to the said Act, namely :—

In the Second Schedule to the Right to Information Act, 2005, after serial number 21 and the entry relating thereto, the following serial number and the entry shall be added, namely :—

“22. National Security Council Secretariat”.

[F. No. 1/6/2008-IR]

Dr. S. K. SARKAR Jt. Secy.

Note : The Schedule to the Right to Information Act, 2005 was amended vide No. G.S.R. 347 dated 28th day of September, 2005 and No. G.S.R. 235 (E) dated 28th day of March, 2008.



# भारत का राजपत्र

## The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 306]

नई दिल्ली, बुधस्वतिवार, जून 9, 2011/ज्येष्ठ 19, 1933

No. 306]

NEW DELHI, THURSDAY, JUNE 9, 2011/JYAISTHA 19, 1933

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 9 जून, 2011

सा.का.नि. 442(अ).—केन्द्रीय सरकार, सूचना का अधिकार अधिनियम, 2005 (2005 का 22) की धारा 24 को उप-धारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, उक्त अधिनियम की दूसरी अनुसूची में निम्नलिखित और संशोधन करती है; अर्थात् :—

सूचना का अधिकार अधिनियम, 2005 की दूसरी अनुसूची में, क्रम संख्यांक 22 और उससे संबंधित प्रविष्टि के पश्चात्, निम्नलिखित क्रम संख्यांक और प्रविष्टियां जोड़ी जाएंगी, अर्थात् :—

“23. केन्द्रीय अन्वेषण ब्यूरो।

24. राष्ट्रीय अन्वेषण अधिकरण।

25. राष्ट्रीय आसूचना ग्रिड।”।

[फा. सं. 1/3/2011-आईआर]

राजीव कपूर, संयुक्त सचिव

टिप्पणी :— सूचना का अधिकार अधिनियम, 2005 की अनुसूची को निम्नलिखित अधिसूचना संख्यांकों द्वारा संशोधित किया गया था—

(i) सं. सा.का.नि. 347, तारीख 28 सितम्बर, 2005 ;

(ii) सं. सा.का.नि. 235(अ), तारीख 28 मार्च, 2008 ; और

(iii) सं. सा.का.नि. 726(अ), तारीख 8 अक्टूबर, 2008।

### MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 9th June, 2011

G.S.R. 442(E).—In exercise of the powers conferred by sub-section (2) of Section 24 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following further amendments in the Second Schedule to the said Act, namely :—

2150 GU/2011

(1)

In the Second Schedule to the Right to Information Act, 2005, after serial number 22 and the entry relating thereto, the following serial numbers and entries shall be added, namely :—

- “23. Central Bureau of Investigation.
24. National Investigation Agency.
25. National Intelligence Grid.”.

[F. No. 1/3/2011-IR]

RAJEEV KAPOOR, Jr. Secy.

**Note :—**The Schedule to the Right to Information Act, 2005 was amended *vide* notification numbers :—

- (i) No. G.S.R. 347, dated 28th day of September, 2005;
- (ii) No. G.S.R. 235(E), dated 28th day of March, 2008; and
- (iii) No. G.S.R. 726(E), dated 8th day of October, 2008.

**No. 10/2/2008-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
\*\*\*\*\*

North Block, New Delhi  
Dated: the 1st June, 2009

**OFFICE MEMORANDUM**

Subject:- RTI applications received by a public authority relating to information concerning other public authority/authorities.

\*\*\*\*\*

Attention is invited to clause (iii) of para 3 of this Department's OM of even number dated 12th June, 2008 on the above noted subject which, inter-alia, states as follows:

"It is beyond the scope of the Act for a public authority to create information. Collection of information, parts of which are available with different public authorities, would amount to creation of information which a public authority under the Act is not required to do."

2. The Central Information Commission while deciding an appeal has observed that collection of information cannot amount to creation of information and desired that the above referred OM should be modified so as to avoid any confusion among public authorities.
3. The undersigned is directed to clarify that the OM dated 12.6.2008 does not propose to say that collection of information per se amounts to creation of information. The above referred statement has been made to emphasize that the public authority to whom the application is made is not required to collect information from different public authorities to supply it to the applicant.
4. Content of this OM may be brought to the notice of all concerned.



[K.G. Verma]  
Director  
Tel. 23092158

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission! Lok Sabha Sectt./ Rajya Sabha Secretariat/ Cabinet Secretariat / Central Vigilance Commission / President's Secretariat / Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission / Election Commission.

**No.1/20/2009-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
\*\*\*\*\*

North Block, New Delhi  
Dated: the 23rd June, 2009

**OFFICE MEMORANDUM**

Subject:- Disclosure of 'file noting' under the Right to Information Act, 2005.

\*\*\*\*\*

The undersigned is directed to say that various Ministries/ Departments etc. have been seeking clarification about disclosure of file noting under the Right to Information Act, 2005. It is hereby clarified that file noting can be disclosed except file noting containing information exempt from disclosure under section 8 of the Act.

2. It may be brought to the notice of all concerned.

Yours faithfully,



[K.G. Verma]  
Director

1. All the Ministries/Departments of the Government of India
2. Union Public Service Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/cabinet Secretariat/Central Vigilance Commission/ President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Planning Commission/Election Commission
3. Central information Commission/State Information Commissions
4. Staff Selection Commission, CGO Complex, New Delhi
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi
6. All Officers/Desks/Sections, DOP&T and Department of Pension & Pensioners Welfare.

Copy to : Chief Secretaries of all the States/UTs



**No. 8/2/2010-IR**  
**Government of India**  
**Ministry of Personnel, PG & Pensions**  
**Department of Personnel & Training**  
\*\*\*\*\*

North Block, New Delhi  
Dated: the 27th April, 2010

**OFFICE MEMORANDUM**

Subject:- Disclosure of third party information under the RTI Act, 2005.  
\*\*\*\*\*

The undersigned is directed to say that the Government, in a number of cases makes inter departmental consultations. In the process, a public authority may send some confidential papers to another public authority. A question has arisen whether the recipient public authority can disclose such confidential papers under the RTI Act, 2005. If yes, what procedure is required to be followed for doing so.

2. Section 11 of the Act provides the procedure of disclosure of 'third party' information. According to it, if a Public Information Officer (PIO) intends to disclose an information supplied by a third party which the third party has treated as confidential, the PIO, before taking a decision to disclose the information shall invite the third party to make submission in the matter. The third party has a right to make an appeal to the Departmental Appellate Authority against the decision of the PIO and if not satisfied with the decision of the Departmental Appellate Authority, a second appeal to the concerned Information Commission. The PIO cannot disclose such information unless the procedure prescribed in section 11 is completed.

3. As defined in clause (n) of Section 2 of the Act, 'third party' includes a public authority. Reading of the definition of the term, 'third party' and Section 11 together makes it clear that if a public authority 'X' receives some information from another public authority 'Y' which that public authority has treated as confidential, then 'X' cannot disclose the information without consulting 'Y', the third party in respect of the information and without following the procedure prescribed in Section 11 of the Act. It is a statutory requirement, non-compliance of which may make the PIO liable to action.

4. The Public Information Officers and the First Appellate Authorities should keep these provisions of the Act in view while taking decision, about disclosure of third party information in general and disclosure of the third party information, when third party is a public authority, in particular.

5. Hindi version will follow.



Yours faithfully,

[K.G. Verma]  
Director

Tel: 23052158

**No.F. 10/2/2008-IR**  
**Government of India**  
**Ministry of Personnel, PG and Pensions**  
**Department of Personnel 8, Training**

\*\*\*\*\*

North Block, New Delhi  
Dated September 24,2010

**OFFICE MEMORANDUM**

Subject:- RTI applications received by a public authority regarding information concerning other public authority/authorities.

\*\*\*\*\*

The undersigned is directed to refer to this Department's one of even number dated 12th June, 2008 on the above noted subject, clause (iii) of para 3 of which provides that if a person makes an application to the public authority for information, a part of which is available with that public authority and the rest of the information is scattered with more than one other public authorities, the Public Information Officer (PIO) of the public authority receiving the application should give information relating to it and advise the applicant to make separate applications to the concerned public authorities for obtaining information from them. It further provides that if no part of the information is available with the public authority receiving the application but scattered with more than one other public authorities, the PIO should inform the applicant that information is not available with the public authority and that the applicant should make separate application to the concerned public authorities for obtaining information from them.

2. The matter has been examined in consultation with the Chief Information Commissioner, Central information Commission and it has been decided to advise the PIOs that if the details of public authorities who may have this information sought by the applicant are available with the PIO, such details may also be provided to the applicant.
3. Contents of this one may be brought to the notice of all concerned.



[K.G. Verma]  
Director

Tel. 2309 21 58

1. All the Ministries/Departments of the Government of India
2. Union Public Service Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Planning Commission/Election Commission
4. Central information Commission/State Information Commissions
5. Staff Selection Commission, CGO Complex, New Delhi
6. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi
7. All Officers/Desks/Sections, Department of Personnel 8. Training and Department of Pension & Pensions Welfare Copy also to: Chief Secretaries of all the States/UTs

**No. 4/10/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

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North Block, New Delhi

Dated: 18<sup>th</sup> May, 2011

**OFFICE MEMORANDUM**

Subject:- Strengthening Implementation of the Right to Information Act, 2005.

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Central Chief Information Commissioner has made a reference to the Cabinet Secretary making several suggestions for effective implementation of the Right to Information Act, 2005. It has been decided in consultation with the Cabinet Secretariat that following actions shall be undertaken by all Ministries/Departments/Attached Offices/PSUs of Central Government to strengthen the implementation of the RTI Act:

- a) In the Annual reports of the Central Ministries/Departments and other attached/subordinate offices/PSUs, a separate chapter shall be included regarding implementation of the RTI Act in their respective offices. This chapter should detail the number of RTI applications received and disposed off during the year, including number of cases in which the information was denied. In addition to the above, efforts made to improve the implementation of the Act in their respective offices, including any innovative measures that have been undertaken, should also be listed. This is to be ensured for Annual reports for the year 2011-12 onwards.
- b) Each Ministry/Department should organize atleast a half day training programme for all CPIOs/Appellate Authorities (AAs) every year to sensitize them about their role in implementation of the RTI Act. The concerned Ministries/Departments shall ensure that similar programmes are organized for all CPIOs/AAs of all attached/subordinate offices and PSUs under their control as well.
- c) All public authorities who have a web site shall publish the details of monthly receipts and disposal of RTI applications on the websites. This should be implemented within 10 days of the close of the month. Ministries/Departments would ensure that these instructions are communicated to their attached/subordinate offices as well as PSUs immediately. Monthly reporting on the above pattern should begin latest by 10th July, 2011 for the month of June, 2011 and thereafter continue on a regular basis.

2. All the Ministries/Departments are requested to take action as above and also to ensure that these instructions are communicated to their attached and subordinate offices/PSUs for compliance.



(K.G. Verma)

Director

Tel: 23092158

1. All the Ministries/Departments of the Government of India
2. Union Public Service Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat / Cabinet Secretariat / Central Vigilance Commission / President's Secretariat / Vice-President's Secretariat / Prime Minister's Office / Planning Commission / Election Commission.
3. Central Information Commission / State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All Officers/Desks/Sections, Department of Personnel & Training and Department of Pension & Pensioner Welfare
7. Secretary (Coordination), Cabinet Secretariat, for information

Copy to : 1. Chief Secretaries of all the States/UTs.  
2. State Information Commissioners

**No.1/12/2010-IR**  
**Government of India**  
**Ministry of Personnel, PC. & Pensions**  
**Department of Personnel & Training**

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North Block, New Delhi

Dated: 19th May, 2011

**OFFICE MEMORANDUM**

Subject:- Effective Implementation of RTI Act, 2005-Setting up of RTI Cells.

\*\*\*\*\*

The undersigned is directed to refer to this Department's OM No. 1/32/2007-IR dated 14th November, 2007 whereby all the public authorities with more than one Public Information Officer (PIO) were advised to create a Central Point within the organization to receive RTI applications and appeals and ensure quick distribution thereof. Experience of past five years has shown that there is a need to expand the scope of the Central Point so as to deal with the RTI related issues effectively.

2. In this context a RTI Cell has been set up in the Department of Personnel and Training (by reorganizing the staff in Administration Division) with the following functions:

- a) to receive RTI applications / appeals / decisions of the Central Information Commission (CIC) and to route them to CPIOs/AAs;
- b) dispatch replies to RTI requests and appeals including the letters requiring the applicants to deposit additional fee;
- c) transfer applications not pertaining to the public authority to the concerned public authority;
- d) maintain lists of PIOs, First Appellate Authorities and their link officers; and
- e) coordinate the work relating to proactive disclosure, and the Annual Report of the Central Information Commission etc.

A copy of the OM No. 2/10/2010 dated 9th July, 2010 detailing the roles and functions of the RTI Cell is enclosed at Annexure I.

3. Subsequent to the setting up of the Cell, detailed instructions were issued to outline the procedures for handling RTI applications / appeals vide OM No. 2/10/2010 dated: 16th July, 2010 (Annexure II). This cell has been functioning for the last 9 months and has resulted in better compliance with the provisions of the RTI Act, 2005.

4. It is recommended that Ministries / Departments may set up RTI Cells to streamline the receipt and disposal of RTI Applications. They may use the arrangements made by DoPT vide OMS referred to above with suitable modifications.

5. Ministries/Departments may also avail of a one-time grant of up to Rs. 50,000.00 for procuring a computer along with a printer and scanner facility for RTI Cells under the Centrally Sponsored Plan Scheme "Improving transparency and accountability through Effective Implementation of RTI" being implemented by this Department. Balance expenditure may be met by the Ministries /departments from their own funds. Central Public Authorities may send detailed proposals as per proforma in 'Annexure III' to Deputy Secretary (IR), Room No. 280, North Block, New Delhi - 110 001. Telefax: 23093074, email osdrti-doptianic.in
6. The status of setting up of RTI Cells by all Central Public Authorities may kindly be intimated to this department by 31st July, 2011.



[K.G. Verma]  
Director  
Tel: 23052158

1. All the Ministries/Departments of the Government of India
2. Union Public Service Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice-President's Secretariat/Prime Minister's Office/Planning Commission/Election Commission
3. Central information Commission
4. Staff Selection Commission, CGO Complex, New Delhi
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi

**IMMEDIATE**

**ANNEXURE-I**

No.2/10/2010-CR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
Dated 9<sup>th</sup> July, 2010

**OFFICE MEMORANDUM**

**Subject:- Setting-up of RTI Cell in the Department of Personnel and Training : Composition and functions.**

In order to strengthen the system of RTI implementation in the Department of Personnel and Training, a RTI Cell has been set up. The RTI Cell shall act as a nodal point for all RTI implementation issues within the Department. The Cell is hosted in the Administration Division and is headed by Under Secretary(Administration) under overall supervision of Director(Administration).

2. The RTI Cell will perform the following functions:
  - i. The Cell will be a single reference point to receive applications, appeals, complaints and decisions of the Central Information Commission;
  - ii. The Cell will ensure uploading of all applications, and appeals received by it on the RTI-MIS;
  - iii. All replies to RTI requests and appeals will be despatched by R&I Section through the RTI Cell. This will include letters for deposit of additional fee;
  - iv. The Cell will ensure uploading of all complaints and decisions of CIC on the DMIS (computerized diary system);
  - v. The Cell will segregate applications and appeals pertaining to life and liberty and forward the same to the concerned CPIO without delay so that they can be responded to within the time frame specified in the Act;
  - vi. The Cell will transfer applications not pertaining to this Department to the concerned public authority;

vii. Coordination for the Department regarding:

- Proactive disclosures under Section 4.
- Systemic changes that can be introduced to reduce the number of queries on a particular area/process;
- Formulation of FAQs on information that can be accessed from the Department;
- Information dissemination through the Information Facilitation Counter (IFC);
- Maintaining lists of CPIOs, FAAs and link officers;
- Annual Report of the CIC;

viii. Preparation of periodic monitoring reports regarding disposal of RTI requests/Appeals and compliance of CIC instructions.

3. All concerned are requested to provide necessary cooperation to the RTI Cell in discharge of its functions.

  
(Rajiv Rai)  
Director

All the CPIOs/officers/Desks/Sections in Department of Personnel & Training

Copy to :-

All the Appellate Authorities/Directors/DS of Department of Personnel & Training



**No. 2/10/2010-CR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training**

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North Block, New Delhi  
Dated: 16th July, 2010

**OFFICE MEMORANDUM**

Subject:- Streamlining Receipt, Disposal and follow-up of RTI requests and Appeals.

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1.0 It is noted that the receipt, follow-up and monitoring system for RTI requests and appeals is not streamlined which has resulted in late disposal of such requests and on many occasions it has also invited displeasure of the Central Information Commissioner (CIC).

2.0 An RTI Cell has been set up under the charge of US (Administration) to coordinate all work relating to disposal of RTI request and appeals and its functions have been detailed vide OM No. 2/10/2010-CR dated 9th July, 2010. In continuation of the aforesaid OM detailed instructions for dealing with RTI Requests and appeals are given here under which need to be scrupulously followed by all concerned.

3.0 Receipt of RTI Applications

3.1 RTI Requests are received in this Department through following means:

- (a) Direct receipt in the Central Receipt [CR] Section:
- (b) Directly received by the concerned CPIOs;
- (c) Received by Senior Officers as reference from other departments or from other Public Authorities especially, PMO ana Cabinet Secretariat.

3.2 As soon as any RTI application is received by any officer or in any office, it will be immediately sent to SO (RTI Cell), along with the payment, if any, enclosed. This will apply even to the applications received by the CPIOs.

3.3 RTI Cell will handle the applications in following manner:

- (a) If an RTI request does not concern DOPT, it would immediately be sent to the concerned public authority. Such cases will be finalized by US (Administration), who may consult Director (Administration) as per need. However, such consultations should be done on an urgent basis and not in a routine manner.

- (b) In case, information pertains to DOPT and one other Public Authority, part that concerns the other Public Authority would be transferred to them by RTI Cell at the level of US (Administration).
- (c) In case, part of the information pertains to DOPT and remaining part pertains to more than one Public Authority, further processing will be made only regarding the part that concerns DOPT and as per existing instructions applicant will be informed to make a separate request to concerned Public Authority & at his/her own level.
- (d) RTI Cell would examine that correct fee (by correct mode) has been received. In case it is not so, the application would be returned with the remark; that it may be resubmitted along with correct fee [by correct mode].
- (e) For applications where correct fee has been submitted the fee will be deposited by RTI Cell and receipt obtained. Thereafter:
  - (i) If the RTI application concerns only one CPIO it would be marked to the concerned CPIO along with the fee receipt after making necessary entries into the RTI-MIS. Thereafter, the application would be handled under the relevant provisions of RTI Act by the concerned CPIO.
  - (ii) If the information sought from DoPT concerns more than one CPIO, the original application would be entered into the RTIMIS and thereafter, separate copies would be marked to the relevant CPIOs who would then handle them as independent RTI application. In these cases the fee receipt will be sent to the CPIO dealing with the first part of query.
  - (iii) In all cases a unique RTI Registration number will be generated, which will enable monitoring till the application is disposed off. In case, parts of one application is being sent to more than one CPIO, unique number will be generated for each of the parts. However, in such cases numbering would be such that it would be possible to link all the parts together.

3.4 It may be reiterated that vide Order No.2/3/2010-CR dated 7/6/2010, it has been laid down that no CPIO will refuse to accept an application which has been marked to them by the Coordination Section (now RTI cell). In case this happens, RTI Cell would immediately bring this to the notice of Director (Administration) who will take further necessary action urgently and if needed, bring it to the notice of the higher authorities as mentioned in the aforesaid Order. Such cases of refusal by CPIO would be viewed extremely seriously and may result in disciplinary action.

3.5 However, in case a CPIO is genuinely aggrieved with wrong marking of an RTI request, he will personally bring it to the notice of Director (Administration) who will either refuse the request or agree to transfer (in full or a part of) the RTI request to another CPIO (S). If a change is

made, the application will be routed again through RTI cell which will make necessary corrections in the RTI-MIS. It is, however, reiterated that till the time the application (or a part thereof) is transferred to another CPIO by the RTI cell, the CPIO to whom it was originally marked will continue to remain responsible.

#### 4.0 Disposal of RTI applications by CPIOs

- (a) The concerned CPIO will handle the RTI request as per the provisions of the Act/Rules and once the reply is ready to be sent, entry will be made into the RTI-MIS and the reply would be uploaded. An intimation will automatically reach the RTI cell. as soon as the above is done. **RTI cell will not dispatch RTI letters / replies unless this intimation is received through the system.**
- (b) After relevant entry is made in the RTI-MIS, the CPIO will keep the reply in the envelope and details of the RTI Registration no. and nature of reply etc. would be superscribed on the envelope. Director (Administration] will be providing special envelopes (called RTI envelopes) to all CPIOs and AAs and all correspondence with applicants will be mailed in these envelopes.
- (c) These envelopes will be sent to the RTI Cell who will thereafter ensure dispatch of these replies through R&I cell as per the established procedure and make necessary entry into the RTI-MIS regarding dispatch date and means.
- (d) In order to ensure that the time limits for disposal of applications are met, CPIOs (and AAs) are required to send the replies to RTI cell at least 2 days before the deadline.
- (e) It is possible that additional fee is required to be paid before a request can be entertained. The concerned CPIO will make relevant entry into the RTI-MIS which would result in a standard letter being generated through the software giving full details of the RTI query as well as additional fee to be deposited. This letter will be sent to RTI Cell for further dispatch. Such additional fee whenever received (either directly by the CPIO or through CR Section) will again be sent to RTI Cell who will thereafter deposit this with the Cash Section and update the RTI-MIS accordingly. Thereafter, the intimation of receipt of additional fee will be sent to the concerned CPIO for further action in the matter.
- (f) In some cases, an interim reply is sent to the applicant. Although these communications will also be dispatched through RTI Cell, no entry into the RTI-MIS will be made regarding such interim replies.

#### 5.0 Receipt and Disposal of RTI Appeals

The system for receiving and handling the appeals will be simpler as in such cases the name of the Appellate authority (AA) is known to the RTI applicant and no payment of fee is involved.

- (a) As and when an appeal is received by an AA, s/he will make necessary entry into the RTI-MIS and will handle it as per the provisions of the Act/ Rules.
- (b) If any appeal is received directly in the CR Section or by an officer who is not the concerned AA, all such references will be sent to the RTI Cell who will make necessary entry into RTI MIS and forward it to the concerned AA for taking necessary action.
- (c) In case appeal is received through e-mail, a print out will be taken and entry will be made into the RTI-MIS and thereafter it would be handled like any other appeal received through post.
- (d) On disposal of appeals, procedure for handling them would be the same as detailed for disposal of RTI applications.

### **6.0 Monitoring of RTI applications and appeals**

Time limits have been prescribed under the RTI act and rules regarding disposal of RTI applications and appeals and all the CPIOs and AAs are expected to adhere to them. RTI cell would generate:

- (a) Exception reports of cases where disposal has not been made within 25 days of the receipt of RTI request and appeals. These would be posted on the Intro-MOP, so that JSs and other supervisory officers may also follow up with the concerned CPIO.
  - (b) A monthly report of all RTI requests received and disposed off during the month with a comparative picture. These reports will also be posted on the Intra -MOP.
  - (c) A quarterly report regarding disposal and receipts including CPIO wise analysis of disposal.
  - (d) Annual Reports as prescribed by the CIC.
- 7.0 This system of centralized management of RTI applications/ appeals will be followed by all divisions located in North Block. As far as offices located in JNU Campus (Training Division) or Lok Nayak Bhawan are concerned, they will continue to handle the RTI requests and appeals as per current arrangements. However, all the applications and appeals would necessarily be entered into the RTI-MIS so that correct picture of receipts and disposals for the department may always be assessed.
- 8.0 These instructions will come into effect from 1 August 2010. Prior to that, brief training session will be organized by the RTI cell with the cooperation of NIC, to demonstrate the working of the RTI-MIS and to remove doubts, if any, about the procedure detailed above.
- 9.0 These instructions issue with the approval of Secretary (P).



(Harish Chander)  
Under Secretary (Admn)

**Application Proforma**  
**Centrally Sponsored Scheme on Improving Transparency and**  
**Accountability in government through effective implementation of Right**  
**to Information**

To be submitted in Five copies.
The format given below should neatly typed on separate sheets given item-wise information
Application in an incomplete form will not be entertained

<b>A</b>	
1	Component for which assistance sought
<b>Setting up of RTI Cells</b>	
2	Public Authority (Min/Deptt/Attached/Subordinate Office)

<b>B. Details of Institution</b>	
1.	Name of the Institution
2.	Particulars of the Institution
i.	Complete Postal Address
3.	Particulars of Nodal Officer
i.	Name
ii.	Designation
iii.	Tel and Fax No. (Including Mobile No.)
iv.	E-mail id

<b>C. Details of Expenditure</b>	
1.	Date of Setting up of RTI Cell
2.	Details of items to be procured
3.	Detailed estimates of expenditure
4.	Total amount of grant required
5.	<b>CSPMS details of Public Authority.</b>

<b>D. Documents required</b>	
1.	Copy of order setting up the RTI Cell
2.	An undertaking that once the estimates of expenditure are approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the institution without prior approval of the sanctioning authority of the grant

**No.1/7/2009IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensioner**  
**Department of Personnel & Training**

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North Block, New Delhi  
Dated 20th May, 2011

Subject:- Decision dated 03.04.2008 of the High Court of Bombay at Goa in Writ Petition No. 419 of 2007 in the case of Dr. Pinto Vs. Goa State Information Commission regarding information under the Right to Information Act, 2005

\*\*\*\*\*

The undersigned is directed to invite attention to this Department's Office Memorandum of even number dated 1st June, 2009 on the subject mentioned above (copy enclosed) and to say that some persons have observed that the High Court of Bombay at Goa in the above referred case did not use the word 'like' In the Judgement and that inclusion of this word in the O.M. before the word 'why' is creating confusion. It is hereby stated that the word 'like' used before the word 'why' in line 3 of the O.M. may be treated as deleted. The relevant part of the Judgement is again being quoted below :

"The definition of Information cannot Include within its fold answers to the question "why" which would be same thing as asking the reason for a justification for a particular thing. The public information authorities cannot expect to communicate to the citizen the reason why a certain thing was done or not done in the sense of a justification because the citizen makes a requisition about information. Justifications are matter within the domain of adjudicating authorities and cannot properly be classified as information."

2. This may be brought to the notice of all concerned.



[K.G. Verma]  
Director  
Tel. 23092158

1. All the Ministries/Departments of the Government of India
2. Union Public Service Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat / Cabinet Secretariat / Central Vigilance Commission / President's Secretariat / Vice-President's Secretariat / Prime Minister's Office / Planning Commission / Election Commission.
3. Central Information Commission/State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All Officers/Desks/Sections, DOP&T and Department of Pension & Pensioner Welfare

Copy to: Chief Secretaries of all the States/UTs.

**No.12/9/2009-IR \**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**

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North Block, New Delhi  
Dated 24th May, 2011

Subject:- Payment of fee under the Right to Information Act. 2005 - scope of subsection (3) of Section 7 of the Act.

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The Undersigned is directed to say that a question is raised from time to time whether a Public information Officer (PIO) has power to charge fee under Section 7(3) of the RTI Act. 2005 in addition to fee prescribed under Sections 6(1), 7(1) and 7(5) of the Act.

2. Section 6(1) of the Act enables the Government to prescribe application fee and sub-sections (1) and (5) of Section 7 to prescribe fee in addition to application fee for supply of information. On the other hand sub-section (3) of Section 7 provides the procedure which a PIO has to follow for realizing the fee prescribed under sub-sections (1) and (5) of the Section. Details of fees that can be charged by a public authority under the Central Government are contained in the Right to information (Regulation of Fee & Cost) Rules, 2005. The Rules or the Act do not give power to the PIO to charge any fee other than prescribed in the Fee and Cost Rules. Attention in this regard is invited to following extracts from the common order passed by the Central information Commission in Appeal No. CICIMA/A/2008/0185 (Shri K.K. Kishore Vs. Institute of Company Secretaries of India) and Complaint No.CICM/B/C/2007/00943 (Shri Subodh Jain Vs. Dy. Commissioner of Police) :

"The Act under proviso to sub-section (5) of Section 7 also provides that fee prescribed under sub-sections (1) and (5) of Section 7 shall be reasonable and no such fee shall be charged from the persons who are below poverty line as may be determined by the Appropriate Government. The Government has already prescribed fees as deemed reasonable mandated under Sections 7(1) and 7(5) of the Act and in the view of the Commission, there is no provision for any further fee apart from the one already prescribed under Sections 7(1) and 7(5) of the Act".

"Thus, there is provision for charging of fee only under Section 6(1) which is the application fee; Section 7(1) which is the fee charged for photocopying etc. and Section 7 (5) which is for getting information in printed or electronic format. But there is no provision for any further fee and if any further fee is being charged by the Public Authorities in addition to what is already prescribed under Section 6(1), 7(1) and 7(5) of the Act, the same would be in contravention of the Right to

**No. 1/18/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

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North Block, New Delhi  
Dated: 16<sup>th</sup> September, 2011

Subject:- Observation of Hon'ble Supreme Court on Right to Information Act, 2005 in Civil Appeal No. 6454 of 2011, arising out of SLP [C] No. 7526/2009 in the case of Central Board of Secondary Education & Anr. Vs. Aditya Bandopadhyay & Ors.

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The undersigned is directed to invite attention to this Department's O.M. No. 1/4/2009-IR dated 05.10.2009 whereby a Guide on the Right to Information Act, 2005 was circulated. Para 10 of Part I of the Guide, inter alia, stated that only such information can be supplied under the Act which already exists and is held by the public authority or held under the control of the public authority. The Public Information Officer is not supposed to create information; or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions. The same issue has been elaborated by the Supreme Court in the matter of Central Board of Secondary Education & Anr. Vs. Aditya Bandopadhyay & Ors. (Civil Appeal No. 6454 of 2011) as follows :

"At this juncture, it is necessary to clear some misconceptions about the RTI Act. The RTI Act provides access to all information *that is available and existing*. This is clear from a combined reading of section 3 and the definitions of 'information' and 'right to information' under clauses (f) and (j) of section 2 of the Act. If a public authority has any information in the form of data or analysed data, or abstracts, or statistics, an applicant may access such information, subject to the exemptions in section 8 of the Act. But where the information sought is not a part of the record of a public authority, and where such information is not required to be maintained under any law or the rules or regulations of the public authority, to collect or collate such non available information and then furnish it to an applicant. A public authority is also not required to furnish information which require drawing of inferences and/or making of assumptions. It is also not required to provide 'advice' or 'opinion' to an applicant, nor required to obtain and furnish any 'opinion' or 'advice' to an applicant. The reference to 'opinion' or 'advice' in the definition of 'information' in section 2(f) of the Act, only refers to such material available in the records of the public authority. Many public authorities have, as a public relation exercise, provide advice, guidance and opinion to the citizens. But that is purely voluntary and should not be confused with any obligation under the RTI Act."



3. This may be brought to the notice of all concerned.



**(K.G. Verma)**

Director

Tel: 23092158

1. All the Ministries/Departments of the Government of India
2. Union Public Service Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat / Cabinet Secretariat / Central Vigilance Commission / President's Secretariat / Vice-President's Secretariat / Prime Minister's Office / Planning Commission / Election Commission.
3. Central Information Commission / State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All Officers/Desks/Sections, DOP&T and Department of Pension & Pensioner Welfare
7. Secretary (Coordination), Cabinet Secretariat, for information

Copy to : Chief Secretaries of all the States/UTs.



F. No. 1/ 8/2012-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated: 11<sup>th</sup> September, 2012

**Office Memorandum**

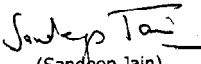
**Sub: Suo motu disclosure on official tours of Ministers and other officials.**

Sub-Section (2) of Section 4 of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including Internet, so that the public have minimum resort to use the Act to obtain information.

2. It has been brought to the notice of this Department that public authorities are receiving RTI applications frequently asking for details of the official tours undertaken by Ministers and other officials of the Ministries/Departments concerned. In compliance with the provisions of Section 4 of the RTI Act, 2005, it is advised that Public Authorities may proactively disclose the details of foreign and domestic official tours undertaken by Minister(s) and officials of the rank of Joint Secretary to the Government of India and above and Heads of Departments, since 1<sup>st</sup> January, 2012. The disclosures may be updated once every quarter starting from 1<sup>st</sup> July, 2012.

3. Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken. Exemptions under Section 8 of the RTI Act, 2005 may be taken in view while disclosing the information. These advisory would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

4. Contents of this OM may be brought to the notice of all concerned.

  
(Sandeep Jain)  
Deputy Secretary  
Tele: 23092755

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission/Lok Sabha Sectt./Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission.
3. Central Information Commission.
4. Staff Selection Commission, CGO Complex, New Delhi
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers/Desks/Sections, of DOP&T, Department of Pension & Pensioners Welfare and Department of Administrative Reforms and Public Grievances.

Copy to: Chief Secretaries of all the States/UTs.

**F. No.12/31/2013-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

North Block, New Delhi - 110001  
Dated : 11.2.2013

OFFICE MEMORANDUM

Subject: Timely intimation about payment of additional fee under RTI Act 2005.

It has been brought to the notice of the Central Information Commission that some CPIOs inform the information seeker about the additional fee under sub section 7(3) of the RTI Act at the fog end of the thirty days period prescribed for providing the information under sub-section 7(1) of the RTI Act.

2. The Central Information Commission in one of its orders has mentioned that while there cannot be any hard and fast rule about when exactly the intimation about the photocopying charges should be conveyed to the information seeker, it is implied in the prescribed time limit that the demand for the photocopying charges must be made soon after the RTI application is received so that the information seeker has time to deposit the fees and receive the information within the prescribed thirty days period. If the information sought is not voluminous or is not dispersed over a large number of files, computation of the photocopying charges should not be a time consuming task. As soon as the RTI application is received, the holder of the information should decide about how much information to disclose and then calculate the photocopying charges so that the CPIO can immediately write to the information seeker demanding such fees.
3. This may be brought to the notice of all concerned for compliance.

  
(Sandeep Jain)  
Deputy Secretary

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission, Lok Sabha Sectt, Rajya Sabha Secretariat, Cabinet Secretariat, Central Vigilance Commission, President's Secretariat, Vice-President's Secretariat, Prime Minister's Office, Planning Commission, Election Commission.
3. Central Information Commission/State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers/Desks/Sections, DOP&T and Department of Pension & Pensioners Welfare.

Copy to :- Chief Secretaries of All the States/UTs

F.No. 1/32/2013-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated: the 17<sup>th</sup> February, 2015

**OFFICE MEMORANDUM**

**Subject: Guidelines for Public Information Officers/First Appellate Authorities for supply of information and disposal of first appeal respectively – reiteration of**

Section 26 of the RTI Act requires the Government to compile a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in the Act. Further, it requires the Government to update the guide at regular intervals. Accordingly a Guide on the Act was published online on 28.11.2013 to help all the stake-holders viz. information seekers in getting information, public information officers in dealing with the RTI applications, first appellate authorities in taking cogent decisions on appeals and the public authorities in implementing various provisions of the Act in right earnest.

2. The Public Information Officers/First Appellate Authorities should keep in mind the salient features of the guidelines in supply of information to the information seeker and disposal of first appeal respectively, so that information seekers may not resort to filing of second appeals before the Information Commissions. The relevant salient features of the guidelines are reiterated below for consideration of the Public Information Officers and First Appellate Authorities:

**Supply of Information by the Public Information Officer**

- 1) The answering Public Information Officer should check whether the information sought or a part thereof is exempt from disclosure under Section 8 or Section 9 of the Act. Request in respect of the part of

the application which is so exempt may be rejected and rest of the information should be provided immediately or after receipt of additional fees, as the case may be.

- 2) Where a request for information is rejected, the Public Information Officer should communicate to the person making the request—
  - (i) the reasons for such rejection;
  - (ii) the period within which an appeal against such rejection may be preferred; and
  - (iii) the particulars of the authority to whom an appeal can be made.
  
- 3) If additional fee is required to be paid by the applicant as provided in the Fee and Cost Rules, the Public Information Officer should inform the applicant:
  - (i) the details of further fees required to be paid;
  - (ii) the calculations made to arrive at the amount of fees asked for;
  - (iii) the fact that the applicant has a right to make appeal about the amount of fees so demanded;
  - (iv) the particulars of the authority to whom such an appeal can be made; and
  - (v) the time limit within which the appeal can be made.
  
- 4) Though there is no hard and fast rule as to when exactly intimation about additional fees is to be given to the applicant, such intimation should be given soon after receipt of RTI application.

#### **Disposal of Appeal by the First Appellate Authority**

- 1) While disposing off first appeals, the first Appellate Authorities should act in a fair and judicious manner. It is very important that the order passed by the first appellate authority should be a detailed and speaking order, giving justification for the decision arrived at.
  
- 2) If an appellate authority while deciding an appeal comes to a conclusion that the appellants should be supplied information in

addition to what has been supplied by the Public Information Officer, he may either (i) pass an order directing the Public Information Officer to give such information to the appellant; or (ii) he himself may give information to the appellant. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant immediately. It would, however, be better if the appellate authority chooses the second course of action and he himself furnishes the information alongwith the order passed by him in the matter.



(Sandeep Jain)

Director

Tel: 23092755

1. All the Ministries / Departments of the Government of India.
2. Union Public Service Commission /Lok Sabha Sect/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission.
3. Central Information Commission/ State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

Copy to: Chief Secretaries of all the States/UTs

No.1/34/2013-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-1  
Dated: 29<sup>th</sup> June 2015

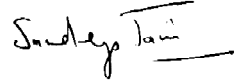
Office Memorandum

**Subject: Implementation of Suo Motu Disclosure under Section 4 of RTI Act, 2005**

Attention is invited to detailed guidelines on implementation of suo motu disclosure under Section 4 of RTI Act, 2005 issued vide this department's O.M. No.1/6/2011-IR dated 15.4.2013. Subsequently, a Committee of experts consisting of Shri A.N.Tiwari, Chief Information Commissioner(Retd) and Dr. M.M.Ansari, Information Commissioner(Retd) (of Central Information Commission) was constituted to recommend, inter alia, measures to further strengthen implementation of Section 4 of the RTI Act, 2005. The Committee has, inter alia, made the following recommendations which have been duly accepted by the competent authority:-

- 1) All the details of the public authority may be uploaded on its website. Access to information should be made user-friendly for which appropriate information technology infrastructure should be suitably designed, developed and operationalised.
- 2) All the training modules for professional upgradation of employees should incorporate matter relating to the virtues of transparency and open government and RTI law.
- 3) In order to minimise the burden of servicing RTI applications, the public authorities with high public dealings should put in place an effective system to redress the grievances of affected persons. At the sub-organisational levels, there should be cooperation and coordination between the Central Public Information Officers and the officers responsible for addressing public grievances.
- 4) In order to reduce the number of RTI applications relating to service matters, the information relating to recruitment, promotion and transfers should be brought into public domain promptly.
- 5) The retention and maintenance of specific documents for specified duration should be clearly spelt by each public authority in respect of its documents.

2. All the public authorities are requested to follow the above recommendations.



(Sandeep Jain)

Director

Tel: 23092755

- 1) All Ministries/Departments of Govt of India
- 2) Union Public Service Commission /Lok Sabha Secretariat / Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ NITI Ayog/ Election Commission.
- 3) Central Information Commission/ State Information Commissions.
- 4) Staff Selection Commission, CGO Complex, New Delhi.
- 5) The Comptroller and Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- 6) Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179, Uttarakhand
- 7) Director, Institute of Secretariat Training and Management, Old JNU Campus, Olof Palme Marg, New Delhi

Copy to :

Chief Secretaries/ All State Governments



F.No.1/1/2013-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

North Block,  
New Delhi, dated the 9<sup>th</sup> July, 2015.

Subject: 76<sup>th</sup> Report of the Department Related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice – Recommendation regarding suo-motu disclosure under Section 4 of Right to Information Act, 2005.

Reference is invited to this Department's Office Memorandum No.1/6/2011-IR, dated the 15<sup>th</sup> April, 2013 wherein all Ministries / Departments were advised to appoint a senior officer not below the rank of a Joint Secretary and not below the rank of Additional HoD in case of attached offices for ensuring compliance with the proactive disclosure guidelines. Subsequently, vide O.M.No.1/1/20-13-IR dated 21<sup>st</sup> October, 2014, all Ministries / Departments were requested to take action to upload the replies to RTI applications and first appeals on their respective websites. In this context, the Department Related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice has, in Para 4.40 of its 76<sup>th</sup> Report, inter-alia made the following observation / recommendations:

**"The direction given by DoPT in their guidelines for implementation of Section 4 of the RTI Act which required appointment of a Joint Secretary rank officer as the Nodal Officer should be followed in letter and spirit. The Committee feels that all Ministries/Departments/ Organisations themselves must encourage suo-motu disclosure of relevant information. The Committee suggests the publishing of RTI requests and their replies on the websites of the Departments so that duplicity of requests is avoided. All Departments must make an analysis of information which is sought most often from applicants and provide it on their website as suo-motu disclosure."**

2. The above mentioned recommendations of the Department Related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice are hereby

brought to the notice of all Ministries / Departments and Public Authorities for strict compliance.

3. The contents of this O.M. may also be brought to the notice of Attached / Subordinate Offices and Public Sector Undertakings for necessary compliance.

  
(Devesh Chaturvedi)

Joint Secretary to the Government of India

To

1. All Ministries / Departments of Government of India
2. President's Secretariat
3. Vice President's Secretariat
4. Prime Minister's Office,
5. Cabinet Secretariat
6. Lok Sabha Secretariat / Rajya Sabha Secretariat
7. Election Commission of India
8. O/o The Comptroller & Auditor General of India
9. Secretary Union Public Service Commission
10. Secretary, Central Vigilance Commission,
11. Secretary, Central Information Commission
12. Secretary, Staff Selection Commission

Copy to: Chief Secretaries of all the States / Union Territories

  
(Devesh Chaturvedi)

Joint Secretary to the Government of India

# Appendix

## URL of Different Organizations

### Information Commissions

Central Information Commission	<a href="http://cic.gov.in">http://cic.gov.in</a>
Andhra Pradesh	<a href="http://www.apic.gov.in">http://www.apic.gov.in</a>
Arunachal Pradesh	<a href="http://www.arnsic.nic.in/">http://www.arnsic.nic.in/</a>
Assam	<a href="http://www.sicassam.in">http://www.sicassam.in</a>
Bihar	<a href="http://www.biharonline.gov.in/sic/index.html">http://www.biharonline.gov.in/sic/index.html</a>
Chhattisgarh	<a href="http://www.siccg.gov.in/">http://www.siccg.gov.in/</a>
Goa	<a href="http://egov.goa.nic.in/rtipublic/sic.aspx">http://egov.goa.nic.in/rtipublic/sic.aspx</a>
Gujarat	<a href="http://gic.guj.nic.in">http://gic.guj.nic.in</a>
Haryana	<a href="http://cicharyana.gov.in">http://cicharyana.gov.in</a>
Himachal Pradesh	<a href="http://admis.hp.nic.in/sic">http://admis.hp.nic.in/sic</a>
Jammu and Kashmir	<a href="http://jksic.nic.in/">http://jksic.nic.in/</a>
Jharkhand	<a href="http://210.212.20.92:8080/jsic/">http://210.212.20.92:8080/jsic/</a>
Karnataka	<a href="http://www.kic.gov.in">http://www.kic.gov.in</a>
Kerala	<a href="http://keralasic.gov.in">http://keralasic.gov.in</a>
Madhya Pradesh	<a href="http://www.mpsic.nic.in">http://www.mpsic.nic.in</a>
Manipur	<a href="http://maninocom.nic.in/about_us.html">http://maninocom.nic.in/about_us.html</a>
Maharashtra	<a href="http://sic.maharashtra.gov.in/">http://sic.maharashtra.gov.in/</a>
Meghalaya	<a href="http://megsic.gov.in/">http://megsic.gov.in/</a>
Mizoram	<a href="http://mizoram.nic.in/rti/sic.htm">http://mizoram.nic.in/rti/sic.htm</a>
Nagaland	<a href="http://nlsic.gov.in">http://nlsic.gov.in</a>
Odisha	<a href="http://orissasoochanacommission.nic.in">http://orissasoochanacommission.nic.in</a>
Punjab	<a href="http://www.infocommpunjab.com">http://www.infocommpunjab.com</a>
Rajasthan	<a href="http://ric.rajasthan.gov.in/index.asp">http://ric.rajasthan.gov.in/index.asp</a>
Sikkim	<a href="http://www.cicsikkim.gov.in/">http://www.cicsikkim.gov.in/</a>
Tamil Nadu	<a href="http://www.tnsic.gov.in">http://www.tnsic.gov.in</a>
Tripura	<a href="http://rtitripura.nic.in">http://rtitripura.nic.in</a>
Uttar Pradesh	<a href="http://upsic.up.nic.in">http://upsic.up.nic.in</a>
Uttarakhand	<a href="http://uic.gov.in/">http://uic.gov.in/</a>
West Bengal	<a href="http://www.wbic.gov.in">http://www.wbic.gov.in</a>

### Government websites on RTI

<http://rti.gov.in/>

<http://persmin.gov.in/DOPT.asp>

[http://circulars.nic.in/CP\\_Notification\\_Report.asp?MinCode=2&DepCode=2&DivCode=7&SecCode=%280%29&CNCode=2&MctCode=13&SctCode=136&ArchCode=2](http://circulars.nic.in/CP_Notification_Report.asp?MinCode=2&DepCode=2&DivCode=7&SecCode=%280%29&CNCode=2&MctCode=13&SctCode=136&ArchCode=2)

[http://circulars.nic.in/CP\\_Circular\\_Report.asp?MinCode=2&DepCode=2&DivCode=7&SecCode=%280%29&CNCode=1&MctCode=0&SctCode=0&ArchCode=2](http://circulars.nic.in/CP_Circular_Report.asp?MinCode=2&DepCode=2&DivCode=7&SecCode=%280%29&CNCode=1&MctCode=0&SctCode=0&ArchCode=2)

<http://164.100.42.72/rti-mis/> (PIO can generate responses using RTI-MIS available here)

<http://rti.india.gov.in/> (Online mechanism enabling citizens to submit Complaints and Second Appeals before the CIC, anywhere and anytime.)

<http://darp.gov.in/>

<http://nationalarchives.nic.in/>  
<http://www.yashada.org/>  
<http://delhigovt.nic.in/RTI>  
<http://www.rti.kerala.gov.in/>  
<http://megrti.gov.in/welcome.html>  
<http://arunachalpradesh.gov.in>  
<http://mizoram.nic.in>

### **Media websites on RTI**

<http://www.righttoinformation.org/>  
<http://www.newsrack.in>  
<http://www.expressindia.com/news/initiatives/rti/index.php>  
[http://en.wikipedia.org/wiki/Freedom\\_of\\_information\\_legislation](http://en.wikipedia.org/wiki/Freedom_of_information_legislation)

### **Civil Society Organizations' websites on RTI**

<http://www.mkssindia.org/>  
<http://www.indiaagainstcorruption.org>  
<http://www.sakshitrust.org>  
<http://www.humanrightsinitiative.org>  
<http://www.righttoinformation.info>  
<http://www.indiatogether.org>  
<http://www.indiarti.blogspot.com>  
<http://www.pria.org/>  
[http://www.janpathnetwork.org/right\\_to\\_information.html](http://www.janpathnetwork.org/right_to_information.html)  
<http://www.agnimumbai.org>  
<http://www.nyayabhoomi.org/>  
<http://www.rtiindia.org/>  
<http://www.cmsindia.org>  
<http://www.inforightsindia.com/forms/Home.aspx>  
<http://www.satyamevjayate.info/>  
<http://www.antibribery.org/>  
<http://www.snsindia.org/>  
<http://www.agnimumbai.org/rtiindex.asp>  
<http://www.mahadhikar.org/>  
<http://www.kabir.org.in/>  
<http://india.5thpillar.org/>  
<http://www.burningbrain.org/>  
<http://youngindia.net.in/>  
<http://www.ccs.in/dtp.asp>  
<http://www.undp.org.in/>  
<http://rti.img.kerala.gov.in/RTI/elearn/AboutIMG.jsp>

### **Other Countries' websites on RTI**

<http://www.opengovpartnership.org/>  
<http://www.undp.org/oslocentre/>  
<http://www.freedominfo.org>  
<http://www.foiadvocates.net>  
<http://www.transparency.org/>  
<http://www.soros.org/>  
[http://www.oecd.org/topic\\_0,3373,en\\_2649\\_34135\\_1\\_1\\_1\\_1\\_37447,00.](http://www.oecd.org/topic_0,3373,en_2649_34135_1_1_1_1_37447,00)  
<http://www.firstamendmentcenter.org/press/information/index.aspx>

<http://www.foia.blogspot.com/>  
<http://www.justice.gov.uk/guidance/guidancefoi.htm>  
<http://www.ucl.ac.uk/constitution-unit>  
<http://www.wcl.american.edu/lawandgov/cgs/about.cfm>  
<http://www.usdoj.gov/oip/index.html>  
<http://www.article19.org/>  
<http://www.accessinitiative.org/>  
<http://www.right2info.org>  
<http://www.whatdotheyknow.com/>  
<http://www.brechner.org>  
<http://www.nfoic.org/foi-center>  
<http://www.ifex.org/en/content/view/full/239/>  
<http://www.usaspending.gov/>  
<http://www.centrefoi.org.uk>  
<http://www.iaca-info.org/>  
<http://web.worldbank.org/WBSITE/EXTERNAL/PROJECTANDOPERATIONS/EXTINFODISCLOSURE/0,,menuPK:64864911~pagePK:4749265~piPK:4749256~theSitePK:5033734,00.html>  
<http://www.gsdr.org/>

#### **Websites of RTI Activist Groups**

<http://in.groups.yahoo.com/group/HumJanenge/>  
<http://www.rtiindia.org>  
<http://groups.yahoo.com/group/nlsrti/>  
<http://groups.yahoo.com/group/sartianetwork/>  
<http://groups.yahoo.com/group/kria/>  
<http://groups.yahoo.com/group/rti4ngo/>  
<http://groups.yahoo.com/group/rti4empowerment/messages>  
<http://www.rti.org.in/NetworkingForum/welcome.do>  
<http://www.orkut.co.in/Main#UniversalSearch.aspx?searchFor=C&q=RIGHT+TO+INFORMATION>

#### **Case law databases**

<http://judis.nic.in/>  
<http://www.ilideli.org/supreme.htm> (What the Supreme Court has said ?)  
<http://judis.openarchive.in/>  
<http://aarhusclearinghouse.unece.org/resources.cfm?c=1000005>  
<http://www.escr-net.org/caselaw/> (A database of economic, social and cultural rights related jurisprudence, cases and other decisions)

***Disclaimer: URLs of the Internet Web site references are subject to change.***

