

**LOK SABHA SECRETARIAT**  
**INFORMATION CELL**

FB – 074, Parliament Library Building,  
New Delhi – 110 001

Date: 29 January, 2013

No. 27907.....

**C I R C U L A R**

**Subject: *Suo motu* disclosure of information under RTI Act, 2005 regarding.**

Attention is drawn to section 4 (1) (a) of the RTI Act, 2005 which is reproduced below:

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;*

2. This would be in addition to the information to be provided under the relevant sections of the said Act and as mentioned in various circulars of this Cell which have been brought out from time to time in the past.

3. It has been observed that while responding to points in the RTI applications, some Branches tend to inform '**Letter received could not be located**'. It has also been observed some of the Branches are yet to upload the relevant information in Chapter – III of Information Handbook.

4. Recently, a well known RTI activist and lawyer in his application under RTI Act, 2005, while seeking some information from this public authority, *i.e.*, Lok Sabha Secretariat. has complained that on many a occasion he has received response to his RTI queries stating that 'No such data/information is maintained'. Some information sought by him are as follows:

1. *Inform what kind of data/information and subject matter in 'public interest,' is prescribed to be maintained by the 'public authority' of the Lok Sabha as per section 4 read with its relevant subsections of the RTI Act-2005.*

2. *Furnish me the complete list of the all such files with subject matter in respect of above 'data', 'information'.*

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3. *Provide copy of the orders/decision of the 'competent authority' according to which, decision was taken to maintain or not to maintain certain, specific 'category', 'topic', kind of 'data', 'records' and give me particulars/details along with copies of all such decisions, minutes of meetings thereof.*

5. Keeping in view the growing unrest among the RTI activists and information seekers due to apparently vexatious, evasive and irksome replies being received by them from some quarters of this Secretariat and several strong and caustic observations/comments made by the Chief Information Commissioner during hearings of the appeals in this regard, it becomes imperative that records of Branches/Sections including all receipts are kept properly in a systematic manner and in accordance with the Practice and Procedure of the Branches concerned and information disseminated, addressing the specific point(s) raised by the applicant without prevaricating the issues.

6. Taking a cue from what has been stated in para 4 above, all Offices/Branches are also requested to upload as much information as possible in the Lok Sabha website or in the RTI Handbook appearing in the Lok Sabha website and/or linking both so that it can be established that requirements of provisions of RTI Act, 2005 have been met.

7. All the Divisional Officers are requested to take necessary action in this regard at the earliest under intimation to Information Cell.



(SURENDER SINGH)  
CENTRAL PUBLIC INFORMATION OFFICER  
File No. 2/1(1)/IC/13

All Officers,  
All Branches.