

**LOK SABHA SECRETARIAT  
INFORMATION CELL**

Parliament Library Building,  
New Delhi – 110 001

No. 27588

Dated 15 February, 2012

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

**Subject: Supply of Information under RTI Act, 2005 regarding.**

On the basis of the frequently asked questions, as experienced during the past 5 years, the Divisional Officers/Branches concerned are requested to upload on the Lok Sabha website as much information pertaining to the records (held by them) as they can under 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. Henceforth, all Divisional Officers/Branches concerned are requested to furnish, **two** copies of information/comments **point wise** in the **format** given below. Information should be supplied in the form of a hard copy and through e-mail **as an attached document in Microsoft word format** (not scanned copy) to be sent to the address - **informationcell-iss@sansad.nic.in** for the convenience of collating, processing and its dissemination. **This would be mandatory.**

**Format for reply**

**Name of the Replying Branch/Division/Office**

**Information cell File No.** \_\_\_\_\_

**Name of the Applicant** \_\_\_\_\_

1.	Sl. No. of question in the original application	Reply	Reason for refusal or delay if any/Rule quoted by Branches under section/subsection of the RTI Act, 2005
2.	Designation of the Divisional Officer who has approved the reply e-mail ID:		

Name and Designation of the Signatory  
Date:  
Telephone Nos:

To

**Information Cell**

4. Communication from Information Cell may also be sent to the Divisional Officer concerned through e-mail, if and when required.

5. Until and unless specifically asked for in the RTI applications, file notings of the Branches should not be sent to Information Cell as substitute for replies which should be given point-wise strictly in the above format only. There is no need for a forwarding note for the same.

6. If the points/questions mentioned in the forwarding note of Information Cell do not pertain to the Branch mentioned therein, the Divisional Officers/Branches should return it immediately so that the same can be redirected to the Branches concerned without wastage of time.

7. It has been observed that many Branches do not adhere to the **stipulated time limit of ten days** for reply, leading to delay in supplying information to the applicants or putting up the cases to the Appellate Authority within the time schedule as per RTI Act. In many cases, the replies are not specific to the points raised by the applicants. Yet in several cases, the reasons/grounds given for denying access to the information, quoting various Court judgements/CIC decisions/DOPT OMs and sections/sub-sections of the RTI Act, are either strictly not **relevant** to the issues/points raised by the applicants/appellants or have been superseded by subsequent decisions. This has led to increase in the number of **first and second appeals**. In several instances, the Appellate Authority and CIC have pointed out these aspects. This may be taken note of by the Divisional Officers/Branches concerned. For the latest CIC decisions/orders, DOPT OMs etc., following websites may be visited:

[http://www.rti.india.gov.in/CIC\\_Decisions1.php](http://www.rti.india.gov.in/CIC_Decisions1.php)

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

8. These guidelines may be strictly adhered to in the overall interest of the Secretariat.



(SURENDER SINGH)  
CENTRAL PUBLIC INFORMATION OFFICER  
F. No. 4(1)/IC/12

All Officers/  
All Branches