

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

Parliament Library Building,  
New Delhi-110 001

No. 27614

Dated: 16 March, 2012

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

**Subject: Supply of Information under RTI Act, 2005 through e-mail regarding.**

Officers/Branches may kindly refer to circular No. 2788 dated 15.2.2012 of this Cell on the above mentioned subject and subsequent requests urging them to kindly send the information against RTI application through e-mail, besides sending its hard copy to Information Cell.

2. Although many of the Branches have started sending their information through e-mail, some of the Divisions/Branches are yet to comply with the guidelines of the Circular *ibid*. It may be appreciated that without the co-operation of all the Branches concerned, collating, processing and dissemination of information, (presently being done in this Cell in an ungainly manner, consuming considerable manhours, paper stationery and photocopier consumables which goes contrary to the Government/this Secretariat's policy of creating a paperless office ) would be hampered, especially in the face of ever increasing number of RTI applications.
3. Sending information/data through e-mail is a very common, convenient and fast mode of transmitting message/information.
4. Officers/Branches concerned are accordingly requested again to comply with the guidelines issued through the circular *ibid* in the overall interest of the secretariat, with immediate effect.
5. No reply which is not in the prescribed format as specified in the circular and routed through email (besides hardcopy) will normally be accepted after 26.3.12 due to change of the existing operational system (manual) to new regime (electronic/digital format).

  
16.3.12

(K. SONA)

**UNDER SECRETARY**

All Officers/  
All Branches