

**LOK SABHA SECRETARIAT
(INFORMATION CELL)**

**FB 074, PLB
New Delhi
30.11.2012**

No. 27038...

CIRCULAR

Subject: Timely supply of information under RTI Act, 2005 for the purpose of avoiding penalty.


Attention is invited to various earlier circulars issued from this Branch requesting for timely supply of information for onward transmission to RTI applicants. The same fact is also mentioned in the guidelines and the forwarding notes enclosed in each and every RTI application sent to the Branches concerned.

2. In spite of the repeated requests, many of the Branches are not sending their information in time leading to the delay in furnishing information to the applicants, thus leading to increase in number of First and Second appeals.

3. Of late instances of imposition of penalty by the CIC has increased. In case of delay of the supply of information by the Branches concerned, the CPIO, Lok Sabha Secretariat will not be held responsible and the imposition of penalty, if any, by the CIC will be only on the deemed CPIOs of the respective Branches/Sections/Divisions, as per the RTI Act, 2005.

4. All the divisional heads are requested to ensure that the sought information pertaining to Officers/Branches under them be supplied within stipulated time as mentioned in the forwarding notes in the format mentioned in the guideline. Photocopies of the Branch notes need not be sent along with information unless specifically sought by the RTI applicants.

5. Replies should be sent in hard copy as well as on email of the Information Cell, i.e., informationcell-lss@sansad.nic.in within stipulated time.


(SURENDER SINGH)
Director & CPIO
[2/1(10)/IC/2012]

All Offices
All Branches