

LOK SABHA SECRETARIAT
INFORMATION CELL

FB074, PLB
New Delhi
27.09.2013

No. 28109

CIRCULAR

Subject: Uploading/sending of information through EMAIL - regarding

It has been observed that some of the Branches are not sending their replies against various points of the RTI application in the prescribed format and through email.

2. In this connection, kind attention of the Branches/Officers is invited to the Circular No. 28084 dated 04.09.2013 of this Cell through which it was informed that as per DoPT guidelines, which are mandatory, from 1st October, 2013 all the RTI applications, 1st appeals, 2nd appeals and receipts/response and /or Orders thereto of the authorities concerned viz., CPIO, First Appellate Authority and 2nd Appellate Authority (CIC) will be uploaded on the Lok Sabha website. Implementation of the DoPT guidelines would not be possible if the replies are not received in the prescribed format and through email.

3. Accordingly, it is informed that henceforth it would not be possible for this Cell to accept any reply which has not been sent through email (informationcell-lss@sansad.nic.in), besides its hard copy strictly in the following format.

Point No.	Text in full of the points raised in application	Reply	*Reason for refusal or delay if any/ Rule quoted by Branches under Section 7(8)(i) of the RTI Act, 2005.
*Designation of the Divisional Officer who has approved the reply: Email ID:			

4. The reply given in the above format will be uploaded on the Lok Sabha website (www.loksabha.nic.in) as per the DoPT guidelines.


(SURENDER SINGH)
CENTRAL PUBLIC INFORMATION OFFICER
2/1(3)/IC/13

All Officers/Branches