

CIC/DS(P)/Section 4/Comp/2010

Dated: 31.3.2011

Reference: D.O letter No. CIC/AT/D/10/000111 dated 18.11.2010.

Subject: Implementation of Section 4 of the RTI Act, 2005.

I would like to draw your kind attention to para (11) of my D.O letter no. CIC/AT/D/10/000111 dated 18.11.2010; wherein a reference has been made regarding a portal for uploading of facts relating to compliance of section 4 of the RTI Act and related informations.

2. The Ministries/Departments/Public Authorities are hereby advised to visit the website of Central Information Commission at www.cic.gov.in. and open the **submit Annual Return** link available on it. The interface which opens, is the Log In interface; and the concerned Ministries/Departments/Public Authorities have to provide the same password, already being utilised by them for submitting online Annual Return to the Commission.

3. The Public Authorities will now see the **main menu** page of the portal; which has three sections; namely Annual Return 2010-11, Master Updation and RTI Manuals/Disclosure. The Public Authorities are required to update the details regarding Transparency Officer in the Master Updation category. They are now required to provide the website address of the Public Authority including the web page link, where the disclosure under Section 4 of the RTI Act has been uploaded in the RTI manuals/Disclosure category. They are also required to indicate the last date of uploading/updating the disclosure on the website. The print screens in this respect are also enclosed for ready reference.

4. This will help them comply with the direction of the Commission dated 15.11.2010 with respect to para (6). Any clarification in this regard may be sought from Shri. Pankaj K.P Shreyaskar Dy. Secretary & Joint Registrar, CIC on Tel No: 26717354 Email id: pkp.shreyaskar@nic.in.

5. I solicit your kind intervention and support in the aforesaid endeavor to help strengthen the supply side management of information to facilitate availability of information to requesters.

Yours sincerely,

(B.B. Srivastava)

All secretaries to GOI