

No. 10/1/2013-IR
Government of India
Ministry of Personnel, PG & Pension
Department of Personnel & Training

North Block, New Delhi
Dated 9th July, 2015

CIRCULAR

Subject: Format for giving information to the applicants under RTI Act- seeking comments from public regarding

A committee comprising of representatives of Department of Personnel and Training, Ministry of Home Affairs and Central Information Commission was constituted to devise a standard format for reply to RTI applications under the RTI Act, 2005. The Committee recommended that there should not be a model/standard format for reply to the RTI application as there is no such provision in the RTI Act or RTI Rules. However, the Committee recommended that few points can be uniformly adopted by the Public Information Officers while replying to the RTI applications. Based on the recommendations of the Committee and in consultation with Ministry of Law and Justice, draft guidelines have been attempted regarding the elements that a RTI reply should essentially contain, which is placed at Annexure – I.

2. The views/suggestions from the citizens on the draft guidelines were invited. It has now been decided to invite views/suggestions of various public authorities who are handling large number of RTI applications on the said guidelines (para 2 of the guidelines in particular). The views/suggestions, preferably not exceeding more than one page, may be sent latest by 31.7.2015 through e-mail only to Shri R.K. Girdhar, US (RTI), North Block at email ID usrti-dopt@nic.in.



(Sandeep Jain)
Director (IR)
Tel.23092755

To

- 1) Secretary, Ministry of Railways, Room No. 256-A, Rail Bhawan, Raisina Road, New Delhi -110001.
- 2) Secretary, Department of Posts, Dak Bhawan, Parliament Street, New Delhi.
- 3) Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi.
- 4) Secretary, Ministry, Environment, Forest and Climate Change, Indra Paryavaran Bhawan, CGO Complex, New Delhi.
- 5) Secretary, Ministry of Home Affairs, North Block, New Delhi.
- 6) Secretary (Higher Education), Ministry of Human Resource Development, Shastri Bhawan, New Delhi.
- 7) Secretary, Ministry of Communication and Information Technology, Electronics Niketan, CGO Complex, New Delhi.
- 8) Secretary, Department of Social Justice and Empowerment, Shastri Bhawan, New Delhi.
- 9) Secretary, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
- 10) Secretary, Department of Financial Services, Jeevan Deep Building, New Delhi.

Subject: Format for giving information to the applicants under RTI Act- issue of guidelines regarding.

It has been observed that different Public Information Officers provide information to RTI applicants in different formats. Though there cannot be a standard format for providing information, the reply should however essentially contain the following information:

- i. The name, designation, official telephone number and email ID of the CPIO.
- ii. In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
- iii. In case the information pertains to other public authority and the application is transferred under section 6(3) of the RTI Act, details of the public authority to whom the application is transferred should be given.
- iv. In the concluding para of the reply, it should be clearly mentioned that the First Appeal, if any, against the reply of the CPIO may be made to the First Appellate Authority within 30 days of receipt of reply of CPIO.
- v. The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

2. In addition, wherever the applicant has requested for 'certified copies' of the documents or records, the CPIO should endorse on the document "True copy of the document/record", sign the document with date, above a seal containing name of the officer, CPIO (in place of designation) and name of public authority; as enumerated below:

True copy of the document/record
Sd/-
Date
(Name of the Officer)
CPIO
(Name of the Public Authority)