

No.4/8/2011-IR
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

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North Block, New Delhi

Dated: 20th May, 2011

OFFICE MEMORANDUM

Subject: Laying of Annual Reports of the Central Information Commission before the Houses of Parliament.

The undersigned is directed to refer to Section 25 of the Right to Information Act, 2005 which provides that the Central Information Commission shall prepare a report on the implementation of the provisions of the Act each year, which the Central Government would lay before each House of Parliament. Each Ministry/Department is responsible to ensure that necessary information in relation to preparation of the Report is sent to the Central Information Commission by all public authorities within its jurisdiction in time. The Central Information Commission has developed a web based system through which the public authorities may upload the Annual Return on the website of the Commission direct. The software developed by the Commission is known as the RTI Annual Report Information System which is accessible on the website www.cic.gov.in. The information has to be posted on quarterly basis.

2. It has been observed that a number of public authorities do not upload the Annual Return in time on the system. It results in the delay of the preparation of the Annual Report and consequently in laying the Report before the Houses of the Parliament.

3. All the Ministries/Departments are requested to ensure that the quarterly returns of all public authorities under their jurisdiction is uploaded on the Annual Report Information System referred to above in time every year. The final Return for the year should be uploaded latest by the 15th April of the subsequent financial year. The public authorities who have not uploaded their final returns in respect of the year 2010-11 may upload the same on the website latest by 30th June, 2011.

4. It has also been brought to the notice of this Department that some Ministries/Departments have not registered all the public authorities under their jurisdiction with the Central Information Commission. It results into non-inclusion of the complete information in the Annual Report. All the Ministries/ Departments are requested to ensure that all public authorities under their jurisdiction are registered with the Commission and they all post requisite information on the website referred to above regularly.



(K.G. Verma)
Director
Tel: 23092158

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission/ Lok Sabha Sectt./ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission
3. Staff Selection Commission, CGO Complex, New Delhi
4. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
5. All officers/Desks/Sections, Department of Personnel & Training and Department of Pension & Pensioners Welfare.
6. Central Information Commission, August Kranti Bhawan, Bhikaji Kama Place, New Delhi

Copy to: Chief Secretaries /Administrators of all the UTs for necessary action.