

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

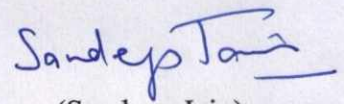
North Block, New Delhi
Dated 17th March, 2015

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. It has been decided to invite views/suggestions from the citizens on the draft guidelines. The views/suggestions, preferably not exceeding more than one page, may be sent latest by 16.4.2015 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

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:

<p>True copy of the document/record</p> <p style="text-align: right;">Sd/-</p> <p style="text-align: right;">Date</p> <p style="text-align: right;">(Name of the Officer)</p> <p style="text-align: right;">CPIO</p> <p style="text-align: right;">(Name of the Public Authority)</p>
