

SPEED POST

MOST URGENT
CIC REFERENCE


GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(LABOUR DEPARTMENT)
5-SHAM NATH MARG, DELHI-54

CIRCULAR

Please find enclosed herewith a copy of letter no. F.13/8/05-AR/5933-6082/C dated 24/6/2010 regarding furnishing of Quarterly reports for 2010-11 under section 25(ii) of Right to Information Act, 2005 to the Central Information Commission, a copy of Performa for Quarterly report is overleaf and a copy of D.O. letter dated 16/6/2010 of Information Commissioner, Central Information Commission is enclosed.

You are therefore requested to send the report as mentioned above within two days to the undersigned for onward submission to the Secretary (AR), Administrative Reforms department.

Encl: As above



(BIJANDRA SINGH)
SPIO (HQ)

No.F.31/616/LC/Estt./Monthly report/2009/ 1544

dated: 2/7/10

Copy forwarded to:

- 01 PS to Labour Commissioner, 5, Sham Nath Marg, Delhi 110054, for information.
- 02 PA to Special Commissioner (Labour), 5, Sham Nath Marg, Delhi 110054, for information.
- 03 Joint Labour Commissioner - II & DLC(HQ), 5, Sham Nath Marg, Delhi 110054, for information.
- 04 All DLCs/Branch Incharges of Labour Deptt. GNCT of Delhi with the request to comply with the above referred orders (Copy enclosed).
- 05 All SPIOs/ASPIOs of Labour Deptt., with the directions to comply with the instructions given in the above mentioned orders (Copy enclosed).
- ✓ 06 Administrative Reforms Deptt. Govt. of NCT of Delhi 7th Level, C Wing, Delhi Sectt. New Delhi 110002-with reference to your above referred office order under reference.
- 07 Asstt. Programmer of Planning branch, Labour Deptt., 5, Sham Nath Marg, Delhi 110054 - with the request to upload the above circular on the website of the department.
- 08 Guard file.


(BIJANDRA SINGH)
SPIO (HQ)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI - 2.
<http://ar.delhigovt.nic.in>

No.F.13/8/05-AR/

5933-6082/c

Dated: 24.6.2010

To

All Principal Secretaries / Secretaries / HODs of GNCTD,

All Heads of Local Bodies / Autonomous Bodies / Undertakings / PSUs /
Local Bodies under Govt. of Delhi.

**Sub: Submission of Quarterly Report under Section 25(ii) of RTI Act, 2005 to
the Central Information Commission.**

Sir / Madam,

Please find enclosed a copy of D.O. letter dated 12.06.2010 of Shri Shailesh Gandhi, Information Commissioner, Central Information Commission, addressed to the Chief Secretary, Delhi wherein directions have been given for submission of report u/s 25(ii) of RTI Act, 2005 by all the public authorities of GNCTD on quarterly basis.

The Information Commissioner, Central Information Commission has directed that all public authorities of GNCTD should submit **quarterly reports** for the year 2010-11 by 10th July, 2010 (in respect of April, 2010 to June, 2010), 10th October, 2010 (July, 2010 to September, 2010), 10th January, 2011 (October, 2010 to December, 2010) and 10th April, 2011 (January, 2011 to March, 2011) in the attached format. These reports should be sent to the Commission at rtimonitoring@gmail.com, preferably in excel format.

You are, therefore, requested to direct all the Public Information Officers in your Department / organization including all sub ordinate offices and institutions to ensure strict compliance of these instructions by all the designated officers under RTI Act, 2005.

This may also be monitored regularly at the level of Head of the Department, who will be responsible for the accuracy and timely submission of the report.

Non-compliance of these instructions may attract penal action.

Encl: As above.

Yours faithfully,

Arvind Ray

(ARVIND RAY)
PRINCIPAL SECRETARY (AR)

Tel: 23392240

Dated: 24.6.2010

Copy for information to:-

1. Principal Secretary to Lt. Governor, Delhi.
2. Principal Secretary to Chief Minister, Delhi.
3. Secretaries to all Ministers, Govt. of Delhi.
4. OSD to Chief Secretary, Delhi.
5. Under Secretary and Deputy Registrar, Office of Shri Shailesh Gandhi, Information Commissioner, Club Building, Opposite Ber Sarai Market, Old JNU Campus, New Delhi - 110067.

Arvind Ray

(ARVIND RAY)
PRINCIPAL SECRETARY (AR)

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Comm
5

A-2559/LC
25/6/10

P10(HB)
25/6

Pl. Secy - 4B for info

1.07.10

Arvind

148/ALC (to be used for info)
11/7/10

शैलेश गांधी
सूचना आयुक्त
shailesh gandhi
Information Commissioner



केन्द्रीय सूचना आयोग
क्लब बिल्डिंग (बेर सराय मार्केट के सामने)
पुराना जे. एन. यू. कैम्पस, नई दिल्ली - 110067
CENTRAL INFORMATION COMMISSION
CLUB BUILDING (OPPOSITE BER SARAI MARKET)
OLD J.N.U. CAMPUS, NEW DELHI-110067

No: CIC/SG/SEC 25/2010/001

Date: 12/06/2010

To
Chief Secretary
Govt. of National Capital Territory
Delhi Sachivalaya
Delhi 110002

Delhi Sachivalaya
R & I Br.
Govt. of N.C.T. of Delhi
CAD 15 JUN 2010
10/20531

Office of the Chief Secretary
Govt. of NCT of Delhi
16 JUN 2010

Sub: Submission of Report under Section 25 (ii) of the RTI Act, 2005

Dear Mr. Mehta

As you are probably aware, the Right to Information Act, 2005 in Section 25 places an obligation on the Central Information Commission to prepare a report on the implementation of the provisions of the Act during the year for submission to the Central Government at the end of each year. In order to meet this requirement each ministry and department in relation to the public authority within their jurisdiction shall collect and provide the information to the Commission that is needed to prepare and submit the report. The report also enables the Commission to monitor the manner in which the RTI applications are processed by the different departments of the public authority.

In order to prepare our report, you are hereby requested to ensure that every public authority under jurisdiction of the GNCTD submits the sought information to the Commission in the attached format for the year 2008-09 and 2009-10. Moreover, quarterly reports for the year 2010-11 should be sent by the 10 July 2010, 10 October 2010, 10 January 2011 and 10 April 2011. These reports should be sent to the Commission at rtimonitoring@gmail.com preferably in excel format.

I am sure that you and your office will do the needful to ensure that obligations under Section 25 of the RTI Act are met. Please inform all the public authorities of GNCTD that their compliance with Section 25 of the RTI Act must be complete and they should send the information as desired by the Commission by 10 July 2010.

*Always
n.c.w*

B. Secy (AR)

Adv. (AR)

[Handwritten signature]

*1951/AR
17/6/10*

*ADPMS 24
RANU
21.6.10*

[Handwritten signature]
Shailesh Gandhi
Information Commissioner
12 June 2010

1421

TO BE SENT THROUGH E-MAIL TO rtimonitoring@gmail.com

RIGHT TO INFORMATION ACT, 2005
CONSOLIDATED INFORMATION FOR QUARTERLY REPORT OF
CENTRAL INFORMATION COMMISSION u/s 25 of RTI ACT, 2005
 (For the month of20....)

Name of the Dept./Organization : _____
 Name of the PIO designated : _____
 Name of APIO designated : _____

Opening Balance as on 1 st day of the Month	Received during the month (incl. Cases transferred to other Public Authorities)	No. of cases transferred to other Public Authorities	Decision where requests/appeals rejected	Decision where requests/appeals accepted	No. of cases where disciplinary action taken against any officer

Number of times various provisions were invoked while rejecting requests

Relevant section of the RTI Act, 2005													
Section 8 (I)										Sections			
a	b	c	d	e	f	g	h	i	j	9	11	24	Others

Amounts Collected (in Rs.)

Application Fee	Addl. Fee and any other charges	Penalties amount*

*Details to be provided with copy of the orders of CIC

Signature
 Name & Designation of the Officer
 Telephone Number