

RIGHT TO  
INFORMATIONGOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI - 110 002.

GAD/R&amp;I BRANCH

Dated: 10.06.2011

F. No.13/06/2011-ARI/6591-6750/C

To

All Principal Secretaries/Secretaries/HODs of Deptts under GNCTD  
All Heads of Local Bodies/Autonomous Bodies/Undertakings/Institutions under Govt. of  
NCT of Delhi.Sub: **Strengthening Implementation of the Right to Information Act, 2005.**

Sir/Madam,

I am directed to forward a copy of Office Memorandum No. 4/10/2011-IR dated 18<sup>th</sup> May, 2011 issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions regarding strengthening implementation of the Right to Information Act, 2005, vide which, it has been decided that the following actions shall be undertaken by the Ministeries/Departments/Attached Offices/PSUs of Central Government to strengthen the implementation of the RTI Act (Copy enclosed):

- In the Annual reports of the Departments and other attached/subordinate offices/PSUs, a separate chapter shall be included regarding implementation of the RTI Act in their respective offices. This chapter should detail the number of RTI applications received and disposed off during the year, including number of cases in which the information was denied.
- Each Department/Public Authority should organize atleast a half day training programme for all CPIOs/Appellate Authorities every year to sensitize them about their role in implementation of the RTI Act.
- All public authorities who have a website shall publish the details of monthly receipt and disposal of RTI applications on the websites. This should be implemented within 10 days of the close of the month. Monthly report on the above pattern should begin latest by 10<sup>th</sup> July, 2011 for the month of June 2011 and thereafter continue on a regular basis.

Accordingly, a provision on the website of respective departments should be made to provide information about receipt and dispose of RTI applications & appeals for the public authority at as a whole. The following proforma may be adopted for the purpose.

Status of RTI Applications &amp; Appeals

Month and Year	Opening Balance as on beginning of Month	No. of application received as transferred from other PAs u/s 6(3)	Received during the month (including cases transferred to other PAs)	No. of cases transferred to other PAs u/s 6(3)	Decisions where requests/appeals rejected	Decisions where requests/appeal accepted
Year 2011-2012						
June, 2011						
Applications						
Appeals						
July, 2011						
Applications						
Appeals						
...						
...						

All the Heads of Public Authority are requested to kindly take appropriate action in this regard at the earliest.

This may kindly be brought to the notice of all concerned.

Yours faithfully,

Encls. As above.

*Stamp*  
9/6/11  
(SEEMA BAWA)  
DEPUTY DIRECTOR (AR)  
Tel: 011-23392422

F.No. 13/06/2011-AR/ 6591-6750/C

Dated : 10.06.2011

Copy for information to:-

1. Principal Secretary to Lt. Governor, Delhi.
2. Principal Secretary to Chief Minister, Delhi.
3. The Director, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Government of India, North Block, New Delhi-110001 w.r.t. letter No. F.4/10/2011-IR dated 18/05/2011.
4. Secretaries to all Ministers, Govt. of NCT of Delhi.
5. OSD to Chief Secretary, Delhi.

*Stamp*  
9/6/11  
(SEEMA BAWA)  
DEPUTY DIRECTOR (AR)  
Tel: 011-23392422

6/c

30 MAY 2011  
30 MAY 2011

No.4/10/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated: 18<sup>th</sup> May, 2011

OFFICE MEMORANDUM

5 PD/11/17547

Subject: Strengthening Implementation of the Right to Information Act, 2005.

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Central Chief Information Commissioner has made a reference to the Cabinet Secretary making several suggestions for effective implementation of the Right to Information Act, 2005. It has been decided in consultation with the Cabinet Secretariat that following actions shall be undertaken by all Ministries/Departments/Attached Offices/PSUs of Central Government to strengthen the implementation of the RTI Act:

- a) In the Annual reports of the Central Ministries/Departments and other attached/subordinate offices/PSUs, a separate chapter shall be included regarding implementation of the RTI Act in their respective offices. This chapter should detail the number of RTI applications received and disposed off during the year, including number of cases in which the information was denied. In addition to the above, efforts made to improve the implementation of the Act in their respective offices, including any innovative measures that have been undertaken, should also be listed. This is to be ensured for Annual reports for the year 2011-12 onwards.
- b) Each Ministry/Department should organize atleast a half day training programme for all CPIOs/Appellate Authorities (AAs) every year to sensitize them about their role in implementation of the RTI Act. The concerned Ministries/Departments shall ensure that similar programmes are organized for all CPIOs/AAs of all attached/subordinate offices and PSUs under their control as well.
- c) All public authorities who have a web site shall publish the details of monthly receipts and disposal of RTI applications on the websites. This should be implemented within 10 days of the close of the month. Ministries/Departments would ensure that these instructions are communicated to their attached/subordinate offices as well as PSUs immediately. Monthly reporting on the above pattern should begin latest by 10<sup>th</sup> July, 2011 for the month of June, 2011 and thereafter continue on a regular basis.

CS is on  
from pl  
Prsecy (AR) 21/5

In file  
pl. Whether  
we have  
an annual  
Report?

MD  
1/6/11  
Adv (AR)

OSCARs Yes

1956/AR/6  
21/06/11

Sany 2/6/11 Yes

Bhupinder (AR)

51c

2. All the Ministries/Departments are requested to take action as above and also to ensure that these instructions are communicated to their attached and subordinate offices/PSUs for compliance.



(K.G. Verma)

Director

Tel: 23092158

1. All the Ministries/Departments of the Government of India.
2. Union Public Service Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/ Central Vigilance Commission / President's Secretariat/Vice-Presidents's Secretariat/Prime Minister's Office/Planning Commission/Election Commission.
3. Central Information Commission/State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All Officers/Desks/Sections, Department of Personnel & Training and Department of Pension & Pensions Welfare.
7. Secretary (Coordination), Cabinet Secretariat, for information

Copy to:  1. Chief Secretaries of all the States/UTs.  
2. State Information Commissioners