

RAJYA SABHA SECRETARIAT
RTI CELL

RS/1(7)/2021-RTI

Parliament House Annexe
Dated 23.02.2021

CIRCULAR

Subject: **Processing and disposal of RTI Applications.**

Processing of RTI applications through RTI Portal and e-office:- Right to Information(RTI) is governed by the provisions contained in the Right to Information Act,2005. At present the Secretariat is receiving RTI applications and appeals in both online and offline modes. The online applications are processed in RTI online portal of DoPT, while the offline applications are processed through *e-office*. Accordingly, all Sections/Branches may note that offline applications are being sent through *e-office* to all Sections/Branches. They can access the applications through the heading 'Receipts' in e-office. Regarding furnishing of information by the Sections/Branches, it may be noted that the information in respect of online applications is to be forwarded to RTI Cell through the RTI online portal. As regards offline applications, the information is to be furnished through e-office as well as in hard copy. The Sections/Branches have to check the RTI online portal and e-office **on a regular basis.**

2. **Time Schedule for disposal of RTI applications:-** It has been noticed that during the process of disposal of RTI applications, some Sections/Branches forward the information at the last moment viz between 05:00 p.m. and 06:00 p.m. on the 30th day to RTI Cell, which leaves no time with RTI Cell for their further examination.

3. Hence, in order to streamline the processing of disposal of RTI applications, it has been decided to strictly implement the following time-schedule in respect of receipt, processing and disposal of RTI Applications with immediate effect:-

S.No.	Activity	Time Schedule for disposal
1.	Receipt, examination and forwarding of applications by RTI Cell.	03 days from receipt of applications.
2.	Processing of applications by Deemed Public Information	(a) In cases where the subject does not pertain to a Section/Branch

	Officers (DPIOs).	and, or the matter lies with another Public Authority – 03 days. (b) In case information sought is personal/third party in nature- 03 days; (c) In cases where the applicant has to be informed about number of pages and charges prescribed for additional fees – 05 days (d) In all other cases – 15 days from the date of receipt of RTI application from RTI Cell.
3.	Examination of information received from DPIOs by RTI Cell and seeking clarification (if necessary) from concerned Section(s).	02 days.
4.	Re-examination of the matter by concerned Deemed Public Information Officers (DPIOs) of various Branches/Sections and sending revised information to RTI Cell.	05 days.
5.	Disposal of RTI application in RTI Cell.	Within the statutory time period of 30 days from the date of receipt of RTI application.

4. All Sections/Branches are requested to adhere to the above timeline for timely disposal of RTI applications. This Secretariat is statutorily bound to furnish information to RTI applicants within the stipulated period of **30** days. **Deemed PIOs may kindly note that any delay on their part to follow the above instructions will make them liable to explain reasons for the delay recorded in writing, besides the statutory penalties under the RTI Act.** Moreover, in case of delays, the list of concerned Sections/Branches will be forwarded to Secretary-General and Secretary.

5. **Reasons for delay**:- If the concerned Sections/Branches fail to submit reply within 15 days of the receipt of the RTI application, they will be required to provide reasons for such delay in writing duly approved by its divisional head to RTI Cell.

6. If the Sections/Branches foresee any difficulty to provide information as per time-schedule, they should forward interim reply with cogent reasons to RTI Cell well in advance to the effect that the information would be provided at later stage.
7. **Inspection of Records**:- In cases where applicants are asked to inspect the records, the concerned Sections/Branches should mention the date and time for inspection while forwarding the information to RTI Cell.
8. **Language of Reply**:- It may also be noted that the information has to be provided in the language in which the applicant has sought information. It is the responsibility of the Sections/Branches concerned to get the necessary translation done.
9. **Certified Information**:- It is the responsibility of the concerned Sections to certify the information, in cases where applicants demand certified information.
10. **Reply in PDF and Word**:- The required information is to be sent in both pdf and word format to facilitate preparation and sending of the final reply to the applicant by Central Public Information Officer.
11. **Reply at Appeal Stage**:-The Sections/Branches should respond and provide information at appeal stage also, even though the application may not initially have been referred to them.
12. Approval of the concerned divisional head should be obtained before sending the information to the RTI Cell.



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Copy to:

All Officers/Sections, Pay & Accounts Office, Rajya Sabha and RSTV Channel Unit.