

Chapter 5

RTI Cell

S.No.	File No.	Date	Subject
1	1/12/2010-IR	19/05/2011	Effective Implementation of RTI Act, 2005-Setting up of RTI Cells.
2	1/12/2010-IR	02/08/2012	Financial Assistance for setting up RTI Cells

No.1/12/2010-IR
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

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North Block, New Delhi
Dated: 19th May, 2011

OFFICE MEMORANDUM

Subject: Effective Implementation of RTI Act, 2005-Setting up of RTI Cells.

The undersigned is directed to refer to this Department's OM No.1/32/2007-IR dated 14th November, 2007 whereby all the public authorities with more than one Public Information Officer (PIO) were advised to create a Central Point within the organization to receive RTI applications and appeals and ensure quick distribution thereof. Experience of past five years has shown that there is a need to expand the scope of the Central Point so as to deal with the RTI related issues effectively.

2. In this context a RTI Cell has been set up in the Department of Personnel and Training (by reorganizing the staff in Administration Division) with the following functions:

- a) to receive RTI applications/ appeals/decisions of the Central Information Commission (CIC) and to route them to CPIOs /AAs;
- b) dispatch replies to RTI requests and appeals including the letters requiring the applicants to deposit additional fee;
- c) transfer applications not pertaining to the public authority to the concerned public authority;
- d) maintain lists of PIOs, First Appellate Authorities and their link officers; and
- e) coordinate the work relating to proactive disclosure, and the Annual Report of the Central Information Commission etc.

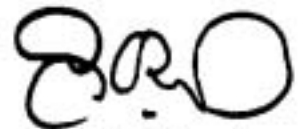
A copy of the OM No. 2/10/2010 dated 9th July, 2010 detailing the roles and functions of the RTI Cell is enclosed at Annexure I.

3. Subsequent to the setting up of the Cell, detailed instructions were issued to outline the procedures for handling RTI applications/ appeals vide OM No 2/10/2010 dated 16th July, 2010 (Annexure II). This cell has been functioning for the last 9 months and has resulted in better compliance with the provisions of the RTI Act, 2005.

4. It is recommended that Ministries/ Departments may set up RTI Cells to streamline the receipt and disposal of RTI Applications. They may use the arrangements made by DoPT vide OMs referred to above with suitable modifications.

5. Ministries/ Departments may also avail of a one-time grant of up to Rs. 50,000.00 for procuring a computer along with a printer and scanner facility for RTI Cells under the Centrally Sponsored Plan Scheme "Improving transparency and accountability through Effective Implementation of RTI" being implemented by this Department. Balance expenditure may be met by the Ministries /departments from their own funds. Central Public Authorities may send detailed proposals as per proforma in 'Annexure III' to Deputy Secretary (IR), Room No. 280, North Block, New Delhi -110001. Telefax: 23093074, email osdrti-dopt@nic.in

6. The status of setting up of RTI Cells by all Central Public Authorities may kindly be intimated to this department by 31st July, 2011



(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.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

1/12/2010-IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-10001
Dated: 2.8.2012

OFFICE MEMORANDUM

Subject: Financial assistance for Setting up RTI Cells

The undersigned is directed to refer to O.M. of even number dated 19.5.2011 regarding setting up RTI Cells in the Public Authorities and a one time grant of Rs.50,000 by DOPT for procuring a computer, scanner, printer, etc under the Centrally sponsored scheme "Improving transparency and accountability in the government through effective implementation of RTI".

2. It is reiterated that Ministries/Departments desirous of availing the facility of financial assistance mentioned above, may send their proposals in the proforma enclosed to Director(IR), Room No.280, North Block, New Delhi-1 by post or through email at osdrti-dopt@nic.in.

3. O.M. dated 19.5.2011 referred to above is available on the website of DOPT (**persmin > OMs & Orders > RTI**)

Sarita Nair

(Sarita Nair)

Under Secretary to the Govt of India
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To

1. All Ministries/Departments of the Govt of India
2. UPSC/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/CVC/ President's Secretariat/Vice President's Secretariat/PMO/Planning Commission/ Election Commission
3. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
4. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi
5. NIC Cell, DOPT with a request to upload this O.M. on the website