

F.No.1/2005-RTI
Government of India
Ministry of Law and Justice
Legislative Department
RTI Cell

New Delhi, dated the 4th January, 2006.

OFFICE MEMORANDUM

Subject:- Internal Procedure for processing requests under the RTI Act, 2005.

The undersigned is directed to state that the following internal procedure has been devised to deal with the requests as may be received in the Legislative Department under the Right to Information Act, 2005 (22 of 2005), namely:-

(i) A request under the Right to Information Act, 2005 will be registered by the Central Public Information Officer (CPIO) on payment of Rs.10/- by way of Cash against proper receipt or by demand draft or banker's cheque addressed to the Pay and Accounts Officer, Legislative Department, New Delhi. The receipt is to be booked under 'Other Receipts' below the M.H.0070-Other Administrative Services, pending confirmation from the office of Controller General of Accounts (CGA);

(ii) The request will be forwarded to the concerned nodal officer/CAPIO in the Division/Section by the CPIO and the time limit for the disposal of the case will be mentioned;

(iii) The request will be processed with the approval of the Joint Secretary concerned. On policy matters, cases will be submitted to Secretary/Hon'ble Minister;

(iv) Pending cases will be monitored on fortnightly basis at the Joint Secretary level.



(N.K. Nampoothiry)

Joint Secretary and Legislative Counsel (A)

To

- (1) PPS to Secretary.
- (2) All Ministries/Departments.
- (3) Principal Information Officer, Press Information Bureau.
- (4) PPS to Additional Secretary.
- (5) PS to all JS & LCs.
- (6) Dr. G. Narayana Raju, Addl.L.C. (Central Public Information Officer).
- (7) Shri R.C. Gaba, Deputy Secretary (Central Assistant Public Information Officer).
- (8) Pay and Accounts Officer, Legislative Department, New Delhi.
- (9) Cash Officer, Legislative Department.
- (10) B&A/IF Section.
- (11) All Officers and Sections of the Legislative Department, Official Languages Wing and Vidhi Sahitya Prakashan.
- (12) LDI Section (for website).
- (13) NIC Cell.



(R.C. Gaba)

CAPIO & Deputy Secretary (P)