

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SW)
DWARKA COURTS, NEW DELHI

ORDER

In pursuance of the provisions of sub-section (1 & 2) of Section 5 of the Right to Information Act, 2005, (22 of 2005), read with rules 2 (‘F’ & ‘G’) of Delhi District Court, (Right to Information) Rules, 2008, Sh. Sanjeev Kumar, Assistant Accounts Officer/DDO, is hereby designated as Assistant Public Information Officer also for RTI Cell of Dwarka District Courts with immediate effect.

Sd/-
(Praveen Kumar)
Principal District & Sessions Judge
South-West District, Dwarka Courts, New Delhi

No. 19897-19917/ RTI/DWK/2023

Dated: 09/08/2023

Copy forwarded for information to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judges (HQs), Tis Hazari Courts, Delhi.
3. The Principal District & Sessions Judges, South-East, West, North-West, East, Shahdara, North-East, New Delhi, North and South Districts, Delhi.
4. The Judicial Officers concerned South-West District, Dwarka.
5. Ms. Kiran Gupta, Ld. ADJ-01(SW)/Transparency Officer, RTI Cell, Dwarka Courts.
6. The Secretary (AR), A.R. Department, 7th Level, C Wing, Delhi Secretariat, GNCTD.
7. Assistant Public Information Officer/D.D.O, South-West District.
8. All the Sr. A.O.(J)/Branch Incharges, Dwarka Courts.
9. PS in the Principal District & Sessions Judges' Secretariat, Dwarka Courts.
10. Web Site Committee (Hindi & English), Tis Hazari Courts.
11. Branch In-Charge R&I, Dwarka Courts, New Delhi to upload the same on Layers portal.

Sd/-
Principal District & Sessions Judge
South-West District, Dwarka Courts, New Delhi

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SW)
DWARKA COURTS, NEW DELHI**

ORDER

In pursuance of the provisions of sub-section (1 & 2) of Section 5 of the Right to Information Act, 2005, (22 of 2005), read with rules 2 ('F' & 'G') of Delhi District Court, (Right to Information) Rules, 2008, Ms. Manju Bindra, Sr. Administrative Officer (J), is hereby designated as Public Information Officer as well as Nodal Officer for RTI Cell of Dwarka District Courts with immediate effect.

Sd/-
(Praveen Kumar)
Principal District & Sessions Judge
South-West District, Dwarka Courts, New Delhi

No. 15271-15321/ RTI/DWK/2023

Dated: 08.06.2023

Copy forwarded for information to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judges (HQs), Tis Hazari Courts, Delhi.
3. The Principal District & Sessions Judges, South-East, West, North-West, East, Shahdara, North-East, New Delhi, North and South Districts, Delhi.
4. The Judicial Officers concerned South-West District, Dwarka.
5. Ms. Kiran Gupta, Ld. ADJ-01(SW)/Transparency Officer, RTI Cell, Dwarka Courts.
6. The Secretary (AR), A.R. Department, 7th Level, C Wing, Delhi Secretariat, GNCTD.
7. Assistant Public Information Officer/D.D.O, South-West District.
8. All the Sr. A.O.(J)/Branch Incharges, Dwarka Courts.
9. PS in the Principal District & Sessions Judges' Secretariat, Dwarka Courts.
10. Web Site Committee (Hindi & English), Tis Hazari Courts.
11. Branch In-Charge R&I, Dwarka Courts, New Delhi to upload the same on Layers portal.

Sd/-
Principal District & Sessions Judge
South-West District, Dwarka Courts, New Delhi

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SOUTH WEST DISTRICT, DWARKA COURTS: NEW DELHI**

ORDER

Sh. Ajay Mehrol, Sr. Accounts Officer, designated as Public Information Officer, South West District, District Courts Dwarka, New Delhi vide Order No. 26551-671/RTI/DWK/2022 dated 15/10/2022 is assigned to discharge duties of Nodal Officer also for RTI Cell of Dwarka District Courts with immediate effect.

Earlier Order bearing No. 28632-682/RTI/2022 dated 04/11/2022 in respect of Nodal Officer, stands withdrawn.

Sd/-
(Manoj Jain)
Principal District & Sessions Judge
South-West District, Dwarka Courts, New Delhi

No. 4176-4326/ RTI/DWK/2023

Dated: 17/02/2023

Copy forwarded for information to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judges (HQs), Tis Hazari Courts, Delhi.
3. The Principal District & Sessions Judges, South-East, West, North-West, East, Shahdara, North-East, New Delhi, North and South Districts, Delhi.
4. The Judicial Officers concerned South-West District, Dwarka.
5. Ms. Kiran Gupta, Ld. ADJ-01(SW)/Transparency Officer, RTI Cell, Dwarka Courts.
6. The Secretary (AR), A.R. Department, 7th Level, C Wing, Delhi Secretariat, GNCTD.
7. PIO/Sr. Accounts Officer and APIO/Assistant Accounts Officer.
8. All the Branch Incharges, Dwarka Courts.
9. PS in the Principal District & Sessions Judges' Secretariat, Dwarka Courts.
10. Web Site Committee (Hindi & English), Tis Hazari Courts.
11. Branch In-Charge R&I, Dwarka Courts, New Delhi to upload the same on Layers portal.

Sd/-
Principal District & Sessions Judge
South-West District, Dwarka Courts, New Delhi

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (S-W)
DWARKA COURTS NEW DELHI**

Principal District & Sessions Judge :	Sh. Manoj Jain
Transparency Officer :	Ms. Kiran Gupta, ADJ-01
First Appellate Authority :	Sh. Sumit Dass, ADJ-04
Link First Appellate Authority :	Sh. Vipin Kharb, ASJ-04
Public Information Officer :	Sh. Ajay Mehrol, Sr. A.O.
Link Public Information Officer :	Sh. Amit Saxena, AAO

Information Regarding Structure

Under Section 4(1)(a) of RTI Act, 2005

Contact Address:

Sh. Ajay Mehrol
Public Information Officer

RTI (South-West), Dwarka District Courts, New Delhi-110075
Jurisdiction: South-West, District, Dwarka Courts, New Delhi

Phone: 011-28042850 Extn: 6204

RIGHT TO INFORMATION BRANCH, DWARKA DISTRICT COURTS, NEW DELHI

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICER	ADDRESS
Principal District & Sessions Judge	Sh. Manoj Jain	Room No. 611-C Wing Sixth Floor, Dwarka Courts, New Delhi
Transparency Officer	Ms. Kiran Gupta, ADJ-01	Room No. 615, D Wing, Sixth Floor, Dwarka Courts, New Delhi
First Appellate Authority	Sh. Sumit Dass, ADJ-04	Room No. 606, B Wing, Sixth Floor, Dwarka Courts, New Delhi.
Link First Appellate Authority	Sh. Vipin Kharb, ASJ-04	Room No. 515, D Wing, Fifth Floor, Dwarka Courts, New Delhi

Public Information Officer	Sh. Ajay Mehrol, Sr. A.O.	Room No. 202-A, Second Floor, Admin. Block, Dwarka Courts, New Delhi
Link PIO	Sh. Amit Saxena, AAO	Room No. 201-A, Second Floor, Admin. Block, Dwarka Courts, New Delhi
Record Officer	Sh. Sanjay Kumar/SJA	Room No. 504-A, 5 th Floor, Admin. Block, Dwarka Courts, New Delhi.

WORKING STRUACTURE OF RTI BRANCH:-

The work of RTI Branch is urgent and time bound. The applications under RTI Act, are being received regularly. After examining the applications the same is sent to the concerned Court/Branch and query-wise information is called. Once the information is recieved from the concerned quarter, the same is compiled, and the information so received is sent to the applicant. RTI applications are also transferred to the other Public Authorities if the queries pertain to other department. Requisite fees is checked and deposited with RBI through cash Branch, Dwarka Court. All the applications are disposed of by the Public Information Officer within stipulated time as prescribed under RTI Act.

LIST OF BRANCH'S (ROOM NO. WISE), DWARKA COURT COMPLEX		
	NAME OF THE BRANCH	ROOM NO.
1	Copying Agency Branch	01 (Ground Floor) Admn Block
2	Stationery Branch	02 (Ground Floor) Admn Block
3	Vulnerable Witness Deposition Complex	15 & 16 (Ground Floor) Wing-D
4	Nazarat Branch	101 (First Floor) Admn Block
5	Caretaking Branch	104-A (First Floor) Admn Block
6	Accounts Branch	201 (Second Floor) Admn Block
7	Cash Branch	202 (Second Floor) Admn Block
8	Pool Car	203 (Second Floor) Admn Block
9	Sr. Admin. Officer	204-A (Second Floor) Admn Block
10	General Branch	204-A (Second Floor) Admn Block
11	Judicial Branch	204-A (Second Floor) Admn Block
12	Record Room (Civil)	205-A (Second Floor) Admn Block
13	Video Conference	308, Third Floor, Wing-B
14	Mediation Centre	Third Floor, Admn Block
15	Digitization Branch	502-A (Fifth Floor) Admn Block
16	Receipt & Issue Branch	503-A (Fifth Floor) Admn Block
17	Administration Branch-I, II, III	504-A (Fifth Floor) Admn Block
18	Litigation Branch	504-A (Fifth Floor) Admn Block
19	Vigilance Branch	504-A (Fifth Floor) Admn Block
20	RTI Branch	504-A (Fifth Floor) Admn Block
21	Record Room (Criminal)	505 to 508, Fifth Floor, Wing-D
22	Record Room (Session)	Admn Block, Sixth Floor
23	Facilitation Centre	Ground Floor
25	CMM Office	First Floor, Wing-C
26	Computer Branch	Fourth Floor, Wing-C

WORKING STRUCTURE OF COPYING AGENCY BRANCH, DWARKA COURTS (S-W)

BRANCH INCHARGE:-

- To supervise the branch and proper co-ordination among the staff members for the smooth functioning of the branch.
- To satisfy the applicants, litigants regarding their queries.
- Ensure proper cleanliness, punctuality and sufficiency of stationery in the Branch.
- To verify the Cash Statement and to prepare monthly pendency statement.
- To allocate the file equally to the copyist.

EXAMINERS:-

- To properly examine and sign the photocopy prepared by the copyist as per the Rule of Hon'ble Court and compare with the file/record sent by the officials of courts and then signed each page of certified copies.
- To check and verify the valuation done by the copyist. Certification be also given on the last page of certified copy.

WINDOW CLERK (FRESH APPLICATION RECEIPT COUNTER):-

- To receive fresh applications as per rules for certified copy and received the amount deposited by the applicants.
- To check particulars of the applications and handover the same to the file fetcher after entering the same into computer.
- To prepare the daily cash statement in respect of cash received against certified applications and to deposit the same in the Cash Branch.
- To prepare the monthly Cash Statement by the 2nd day of every month.
- To make entries of fresh entries of fresh applications received in the register as well as in the computer system.
- To re-enter the applications after removing the objections on the application by the applicants.
- To do Kharja regarding copies marked to and prepared by the copyist in the register.
- To make entries regarding applications returned by the Ahlmad (court officials)/copyist due to any particular reason.

WINDOW CLERK (TO DELIVER CERTIFIED COPIES OF SESSIONS COURT):-

- To deliver the copies to the applicants and recover or refund the excess amount as per valuation of the application.
- To receive the certified copies prepared by the copyist and place those prepared copies as per C.A. number wise so that copies can be located easily.
- To prepare the record of C.A. return application register, Jail dak and DLSA Copies daily.
- To prepare the daily cash statement in respect of cash received against copies delivered.
- To prepare the monthly Cash Statement by the 2nd day of every month.

WINDOW CLERK (TO DELIVER CERTIFIED COPIES OF CRIMINAL & CIVIL COURTS):-

- To deliver the copies to the applicants and recover or refund the excess amount as per valuation of the application.

- To receive the certified copies prepared by the copyist and place those prepared copies as per C.A. number wise so that copies can be located easily.
- To prepare the record of C.A. return application register, Jail dak and DLSA Copies daily.
- To prepare the daily cash statement in respect of cash received against copies delivered.
- To prepare the monthly Cash Statement by the 2nd day of every month.

FILE FETCHERS:-

- To make entries in register regarding C.A. applications sent to various courts.
- To send C.A. applications to the Ahlmad/Assistant Ahlmad (Court Officials) of various courts and Record Room (Criminal) either himself or through Orderly.
- To collect the files/Chitthas/documents from the courts/Record Rooms after checking it thoroughly.
- To handover the files/Chithas/documents to the copyist for preparing certified copies, as per directions of the Branch-In-Charge.
- To receive back the files/documents from the copyist and give receiving of the same to the copyist.
- To get the objections clear, raised by the copyist or examiner.

COPYIST:-

- To check all the files/chithas/documents allocated/marked to them by the Branch-In-Charge, if it is as per the requirement of the applicant as mentioned in the C.A. Form.
- To check and ensure that the documents like ordersheets, evidence etc. In the file/chitthas are duly signed by the concerned Presiding Officer. If it is not so, then send it back to the court to remove such objections.
- To maintain quota register legibly and make entries of files/Chithas marked for doing photocopies.
- To do photocopies of documents as per C.A. rules and pursuant to the requirement of applicant mentioned in the C.A. application.
- To do proper stamping on each page of the certified copy after the same has been examined and signed by the examiner and do calculation of cost of certified copy as per rules.
- To return the original file/Chithas to the file fetcher after preparation of certified copy.
- To handover the certified copies to the concerned dispatch window clerk.

Orderly:-

Assist the staff members as per direction of Branch-in-Charge.

WORKING STRUCTURE OF STATIONERY BRANCH, DWARKA COURTS (S-W)

SR. JUDICIAL ASSISTANT/BRANCH INCHARGE:-

- Stock Maintenance and Examination, correspondence with Head Quarter, Tis Hazari Courts, to attend official meetings and preparation of Meeting's Agenda etc.

Dealing Clerk:-

- Noting and Drafting to raise demand shortcoming articles, Stock Maintenance, to bring stationery articles from Tis Hazari and issuance of stationery articles to Ld. Judicial Officers as well as officials.

Orderly/Peon:-

- Assists in distribution of stationery articles.

WORKING STRUCTURE OF VULNERABLE WITNESS DEPOSITION COMPLEX (VWDC) BRANCH, DWARKA COURTS (S-W)

BRANCH INCHARGE:-

- To overall supervise the Branch and to ensure quick disposal of work and replies of Letters/Circulars related to this Complex on time.
- Making month-wise statement of Child Victims/Witnesses.
- To prepare certificates of Support Persons, whose services are being availed by the VWDC at the time of examination of Vulnerable witnesses.
- Receive cases/statements from different Courts at Dwarka Courts and to prepare list/record of day to day wise cases.
- Collect information from concerned courts about the Child Victims/Witnesses.
- Make calls to the Parents/Guardians of Child Victims/Witnesses to know as to whether they require cab facility for to and fro journey to VWDC, Dwarka Courts Complex for their testimony.
- Make duty chart for cab driver for pick and drop of the Child Victims/Witnesses from the address being provided by them with the help of nominated Support Persons.
- Make duty chart for cab driver for pick and drop of the Child Victims/Witnesses from the address being provided by them with the help of nominated Support Persons.
- Maintain all registers and files (Official Record)
- (A) Evidence Register
- (B) Cab Register
- (C) Statement Register of U/s 164 Cr. PC
- (D) Performa File
- (E) Stock Register
- (F) Pre Trial Register
- (G) Dak Register
- Filing up of prescribed performa at the time of Evidence.
- Work in Video Conferencing Room as Link Official.

Orderly/Dak Peon:-

- To take care of all works of Dak Peon in this Complex and assist/take care of the Child Victims/Witnesses. To give refreshment to the Child Victims/Witnesses who visited VWDC for their testimony.
- To give refreshment to the Child Victims/Witnesses who visited VWDC for their testimony and other related works.

WORKING STRUCTURE OF NAZARAT BRANCH, DWARKA COURTS (S-W)

BRANCH INCHARGE/DISTRICT NAZIR:-

- Marking of warrant of attachment and possession.
- Rent deposit, Misc. Work as Incharge.

CIVIL NAZIR:-

- Receiving the summons dak from all Courts and receive the summons of Kharza report.

NAIB NAZIR:-

- Entry of summons/warrants in computer of session seat, Delhi High Court, Tis Hazari Court, West District and Central District, Rouse Avenue Court and Kharza of the summons/Warrants of Respective Seat, marking of the summons and assist Civil Nazir and Incharge.

BAILIFF:-

- Execution of warrant of attachment, warrant of possession, warrant of Arrest.

PROCESS SERVER:-

- Services of Summons and notice.
- Dak duty from one District Court to other District Courts and urgent summons.

JUDICIAL ASSISTANT:-

- Out of Station seat-sorting of summons/notices to different states after affixing the appropriate required postal stamps and making the entry in the register sent to concerned states for service. Also send the summons/notice from different states' courts after report.

JUDICIAL ASSISTANT:-

- Computation of amount payable as compensation payable to various DH(s)/ Applicant(s)/Lrs of deceased DH(s) i.e. parties to the execution petition with reference to the orders of the aforesaid courts on compulsory acquisition of land by the U.O.I. wherein the undersigned is required to go through the complete file/previous payment file(s) statement u/s18 &19/ENM provided LAC etc. Towards preparation of the District Nazir's Report as when directed by the aforesaid courts for the date fixed.
- Computation of amount payable to the parties on enhanced compensation allowed by the Hon'ble Delhi High Court/Hon'ble Supreme Court under appeals towards preparation of District Nazir's Report as and when directed by the aforesaid courts for the date fixed.
- On receipt of amount from the LAC as per the District Nazir's Report and on the directions of the aforesaid courts in reference to the order of the Hon'ble Delhi High Courts, preparation of letter(s) addressing to the SBI Bank, Dwarka Courts Complex to deposit the cheque(s) amount received in the form of fixed deposits.

- Entry of particulars of case and details of amount received in the Receipt and Payments register and get the same signed alongwith the letter(s) for FDR by the Ld. Presiding Officers of the aforesaid courts.
- Delivery of letter(s) for FDR alongwith cheque(s) to the bank by himself.
- Providing Status to payments made and balance available (if any) as and when directed by the aforesaid courts.
- On receipt of proper documents in view of the directions of aforesaid courts, preparation of share report as regards to amount attributable to various persons in a file and TDS deductible thereon in pursuance to the Income Tax Act.
- After being allowed by the concerned court, release of cheque(s) under proper acknowledgement of the parties and identification by the counsel on the order sheet as well and in the Receipt and Payment Register.
- Handing over the TDS cheque alongwith copy of order and details of TDS to the person available in the court on behalf of the LAC.
- Reconciliation of Receipt and Payment Registers and record of the Treasury/PAO-VI in respect of amount earlier deposited by LAC with the Treasury.
- Preparation of vouchers for withdrawal of amount lying with the Treasury to deposit the same in the form of fixed deposit with a bank.
- Preparation of vouchers in respect of amount required to be released to the parties during reconciliation and which has not been accounted for FDR.

Junior Judicial Assistant:-

- Entry of summons in computer of M.M. seat, Evening court seat, Patiala House Court, Saket Court, KKD Court and Kharza of summons of respective Seat.

Peon:-

- Distribution of Dak.

WORKING STRUCTURE OF CARE TAKING BRANCH, DWARKA COURTS (S-W)

CARE TAKER (10 AM TO 5 PM):-

- Co-ordinating with PWD Civil and Electrical for various complaints received from Courts/Branches.

CARE TAKER (08 AM TO 3 PM):-

- Arrangements for various meetings and official functions, etc. held in Court Complex.

CARE TAKER (2 PM TO 9 PM):-

- To supervise/monitor the Outsourced agencies i.e. Security Services and Sanitation Services.

FARASH:-

- To supervise/monitor the work of pest control in the Court Complex.

CHOWKIDAR:-

- To lock and unlock the Courts/Branches by the chowkidars.
- Shifting work of the courts.
- Provision and maintenance of furniture articles.
- To provide consumables and non consumable articles for Judicial Officers and Staff.

WORKING STRUCTURE ACCOUNT BRANCH DWARKA COURTS (S-W)

Accounts Branch, Dwarka Courts New Delhi deals with serving and retired Judicial Officers and employees on the undermentioned subjects:-

SALARIES:-

- To include preparation of salary, tuition fee, arrears, honorarium, overtime allowance etc.
- Bills Calculation/maintenance of taxes concerned. Issuance of individual data and submission of reports to PAO concerned.
- Issuance /receipt of LPCS on transfer/posting of all staff.
- Maintenance /monitor of various types recoveries and preparation of schedules.
- Maintenance of PBR.

SERVICE BOOK:-

- Maintenance of Service Books, to include preparation of service books, maintenance of all type entries including EL/HPL/CCL/EOL etc.
- Fixation of pay, grant/monitor of increments, receipt/transfer of service books on transfer/posting.
- Verification of service.
- Addition and deletion of family details as well as qualification and address etc.

MEDICAL:-

- Preparation of medical bills to include advance, adjustment and claim.
- Preparation and maintenance of Medical Cards as well as as addition/addition/deletion of dependent members and Dispensary concerned.

PENSION:-

- Preparation and maintenance of pension papers/documents. Grant of DCRG/Commutation/CGEGIS/GPF Leave Encashment/DLIS etc.
- Further revision of pension and other terminal benefits on revision of DA/Salaries retrospectively and implementation of pay commission.

GPF/CPF :-

- Maintenance of GPF/CPF Books and records.
- Grant of Advance, withdrawal and processing of final claim on retirement/demise.
- Receipt/Transfer and maintenance of GPF/CPF Books on transfer/posting.

LTC/TA :-

- Grant of LTC Advance/Adjustment/Claim and maintenance of records as per existing rules.
- Grant of TA Advance/Claim/Adjustment and maintenance.

CONTINGENCY:-

- Preparation and maintenance of all types bills of Contingency (to include grant of Home Orderly Allowance, electricity charges, Telephone, Water Charges, Camp Office, News Paper/Magazine, Petrol charges, office Bag, Technology Allowance and Robe Allowance etc. to Judicial Officers)
- Preparation of other contingency bills to include pay and perks of Security Staff, and other purchases through General Branch/Care Taking Branch etc.

BUDGET:-

- Provision of Budget Estimate/sub allocation and monitor of the same.
- Forwarding of Reports to PAO concerned as well as to Tis Hazari Central.

FINE & AUDIT:-

- To look after and maintenance of all works relates to fine and audit. Also responsible for Internal Audit of all Courts of SW District and Monitor of Audit on behalf of Head of Office as carried out by various agencies at time to time.

WORKING STRUCTURE CASH BRANCH DWARKA COURTS (S-W)

Judicial Assistant/Cashier:-

- Maintain Cash Book:
- Receive Cash/Fine From:-
 1. various Courts (Regular Courts & Evening Courts).
 2. General Branch(Licence Fee of Lawyers Chambers, Security amount of Lawyers chambers).
 3. Copying Agency.
 4. R.T.I. Branch.
 5. Nazarat Branch.
 6. Staff posted in Dwarka Courts, under TR-5

- Payment of Road and diet Money to various witness against vouchers issued by related courts.
- Payment of all contingency bills (Received by Cheques).
- Performing the duty on 2nd saturday, all Sunday and other holiday for collection of fine from the court of duty MM.
- Deposit the received cash/fine in RBI.
- Received various bills from Accounts Branch, Dwarka Courts and submits the same in Pay and Account Office for payment.
- Prepare Road and Diet Money Bills.
- Receive all cheques of RDM, C.B. like electricity, Telephone and Water etc.
- Deposit MTNL Bills, Electricity Bills, Water Bills.
- Maintain various types of register/Cash Book.
- Maintain various types of register/Cash Book.
- Issue cash received receipt to depositor.

WORKING STRUCTURE OF POOL CAR SECTION DWARKA COURTS (S-W)

BRANCH INCHARGE/JUDICIAL ASSISTANT:-

- Route preparation and its implementation.
- Arrangement of vehicle(s) for the Judicial Officers as per requirement.
- Carry out Service/Repair/maintenance work of the vehicles.
- Maintain stock/dead stock registers.
- Purchase of tyres/batteries etc.
- Arrangement of TIP/Training programme/Seminar/Airport/Railway Station etc.
- Record of Drivers.
- Record of petrol.
- Grievances of Officers and complaints of drivers.
- Log book/coupon book.
- Preparation of petrol bill of Govt. Petrol pump/Smart Fleet Card.
- Maintain Dak Register.
- Settlement of advance taken for petrol. Preparing/checking of repair/maintenance of pool car vehicles and hired Taxis.
- Miscellaneous claims of Drivers.
- Maintain all official record relates to Pool Car Section.
- Replies of all queries of Head Quarters and all circulars.
- Compliance of all directions issued from Head Qtrs., Tis Hazari.
- Assigned duties to the drivers while the routine driver is on leave.
- Maintain and store of old log books/coupon book.
- Prepare of workshop bills of reparis of vehicles.
- Prepare of workshop bills of repairs of vehicles.
- Apply of advance petrol for vehicles.
- Maintain the record of vehicles.

Drivers:-

- On route (duty) with Judicial officers.

WORKING STRUCTURE ADMINISTRATION BRANCH DWARKA COURTS (S-W)

ADMINISTRATION BRANCH:- I, II & III

- Internal transfers and posting of the staff of this office.
- Deputing of Staff in courts on daily basis from the Office Pool, as per the requirement.
- Issuance and circulation of orders and circulars.
- Maintaining of record of Staff regarding Transfer and posting.
- Sending Reports of Photocopier and Fax Machines.
- Deputing of Staff for Lok Adalat.
- Deputing of Staff for for Duty M.M.s.
- Putting up the administrative matters received on daily basis after making their noting and preparing order thereafter.
- Preparing reply of RTI applications as and when received.
- Attending queries from other District Courts.
- Attending queries from the staff regarding their leaves and other miscellaneous matters.
- Correspondence with other Districts regarding Leave Records of the officials who have been transferred to this District and who have been transferred from this District.
- Summer Vacation Work.
- Winter Vacation work.
- Weeding Out of records on regular basis.
- Visiting other District Courts for Attending Summons regarding Enquiries.
- Maintains computer and Manual record of Attendance Sheet of all the Courts and Branches.
- Maintains data regarding Personal details of the staff.
- Sanctioning of Leave of the staff from concerned Officer Incharge and maintaining of Leave Record.
- Making Data and Reports as and when required by Ld. D&SJ(HQ.).
- Deals with all type of Dak received on daily basis.
- Monthly Statement of Leave Record of Staff.
- Endorsement of letter for onward transmission to Headquarters.

Working Structure of General Branch, Dwarka Courts (S-W)

BRANCH INCHARGE:-

- Supervision and allocation of work to the staff/members. Moving and forwarding of office notes on all important matter sunder consideration and as assigned to General Branch.
- Obtaining instructions from the Ld. Principal District & Sessions Judge (S-W) and Ld. Officer Incharge on urgent matters and report compliance and regular status reports.
- Obtaining instructions from the Chairpersons of various committees qua holding of meetings on the agenda items decided to be discussed.
- To function S.P.O.C. (Single Point of Contact) for all the queries pertaining to the subjects being dealt with by General Branch, made by the authorities like the Registry of Hon'ble High Court of Delhi, Office of Principal District & Sessions Judge (Hqs) and Other Districts.
- To ensure that sufficient and efficient staff is posted at all times at the Entry Pass Counters and to regularly obtain information on the Security and Building Maintenance aspects and report the same to the superior authorities.

Judicial Assistant

- Preparation of rubber stamps.
- Collection of Rent, Water and Conservancy charges alongwith electricity charges from varous kiosks at Dwarka Court Clomplex including canteen. State Bank of India, Post Office, HMPC Kiosk and E-fees counter.
- Collection and compilation of UTPs and LCR reportd be onward transmission to Hon'ble High Court of Delhi, New Delhi.
- Endorsement and circulation of High Court/Supreme Court miscellaneous circulars and orders etc.
- Verification of bail orders from the Hon'ble High Court of Delhi, New Delhi.
- Endorsement on letters received from the Judicial Officers to be sent to Hon'ble High Court/Supreme Court.
- No dues reports in lieu of retiring officials.
- Maintaining record of Summons/Notices received for allowing services to Judicial Officers/Officials from Nazarat Branch, Delhi Police and from the Court of other States.

Sexual Harassment Committee:-

- All necessary arrangements for the meeting(s) (notice, agenda etc.)
- All the directions given in the meeting(s) to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.

Judicial Assistant:-

- On applications received for issuance/preservation of CCTV footages after taking approval of competent authority necessary direcrtions are issued to concerned agencies i.e. Delhi Police and Public Works Department.
- To maintain the duty chart of the outsources security guards including Delhi Police staff.
- All the directions given in the meeting(s) to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- All necessary arrangements for the meeting(s) (notice, agenda etc.)

- Reply of RTI application(s) and application(s) received for providing CCTV footages.
- Coordination of all the concerned departments regarding security at Dwarka Courts.
- Random checks during the day in the Court Complex, so as to ensure all the security personnel are on their positions and there is no lapse of any sort, on their part.
- To monitor and ensure proper functioning of CCTVs, X-ray baggage scanners, PA systems, DFMDs etc.
- To keep a check on the vehicles being parked in the Court Complex and to ensure that no vehicles is lying parked for a long time in the parking lots.
- To ensure that Anti smoking Laws are enforced strictly and no one in the Court Complex is carrying tobacco products.

Judicial Assistant:-

- Lawyers Chamber Allotment.
- Shifting of chamber(s).
- Collection of licence fee of lawyers chambers and to maintain proper record thereof.
- To prepare agenda for the meeting of Lawyers Chambers Allotment Committee.
- Coordination with the Bar.
- Issuance of show cause notice(s) to the defaulters/allottees for non payment of licence fee of allotted chambers.
- Committee to Invite Applications of Oath Commissioner
- To assist the Committee for appointment of Oath Commissioners.
- All the directions given in the meeting(s) to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Sending the necessary reports.
- Forwarding of quarterly report of Oath Commissioner to Hon'ble High Court.
- Committee to Invite Applications of Court Auctioner
- To assist the committee for appointment of Court Auctioner.
- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson, Dwarka Courts, New Delhi.
- Sending the necessary reports.
- Election Committee
- To assist the committee for preparing final voter list of DCBA.
- Scrutiny of data/voter lists received from the Election Commission of various Court Complexes including Delhi High Court.
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Forwarding of applications of the Advocates/members of DCBA for Notary Public.
- Issuance of experience-cum-character certificate/counter sign to advocates/APP for appearing in Judicial Officer Examination.

Jr. Judicial Assistant:-

Building Maintenance Committee:-

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination with all the concerned departments.

Horticulture & Environment Committee:-

- All necessary arrangements for the meeting (notice, agenda etc.).
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination of all the concerned departments.
- Committee to consider matters relating to Welfare of Judicial Officers.
- Coordinate with resource persons.
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination of all the concerned departments.

Arts Work Committee:-

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination of all the concerned departments.
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Condemnation Board:-

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination of all the concerned departments.
- Allotment/shifting and surrendering of photocopying machine(s).
- Registration of complaints and deputing the service engineer pertaining to malfunctioning of photocopier machines.
- Issuance of consumables (viz. Toner, fixing film units, drum etc.) in respect of the specified photocopier machines, after forwarding the same to the office of Ld. District & Sessions Judge (HQ).
- Surrendering of exhausted consumables of specific photocopier machines at Tis Hazari Courts.
- Repair of fax machines.

Staff Grievance Redressal Committee:-

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.

Purchase Committee:-

- Completing the necessary approval for procuring the requisite items/bid from GEM required from time to time as per GFR.
- Completing the necessary inspection/payment/return process of the procured items procured through GEM.
- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.

- Coordination of all the concerned departments.

Disaster Management Committee:-

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination of all the concerned departments.

Outsource Committee:-

- Completing the necessary approval for service to be procured from GEM portal.
- Bid publication/technical evaluation/financial evaluation for services.
- Completing after bid process of services.
- Comply other directions given by Outsource Committee.

Peon:-

- Deals with R & I Branch for taking numbers of letters, making photocopies, distributions of daks, judgments, letter, meetings notices to courts and concerned agencies.

Working Structure of Judicial Branch, Dwarka Courts (S-W)

Sr. Admn. Officer (Judl.):-

- Supervise over all functioning of Judicial Branch and to ensure timely execution of the tasks assigned to Judicial Branch alongwith the tasks assigned to all branches under her control.

Judicial Assistant:-

- Monthly information regarding Proclaimed Offenders declared by the Courts till date.
- Monthly progress report of 5 & 10 years old cases (reckoned from 01.01.2020)
- Monthly compliance report in terms of directions of the Hon'ble High Court of Delhi in W.P.(C)No. 10689/2017 titled as Ajay Verma Vs Govt of NCT of Delhi & Ors.
- Quarterly Chief Justices' Conference Data.
- Preparation and updation of the Order regarding Link Judicial Officers to look after the work of the Court of the Judicial Officers on leave or not available for any reason whatsoever.
- Preparation and updation of the order regarding office Incharges of the branches existing at South West District, Dwarka Courts.
- Preparation and updation of the orders regarding granting powers to the Judicial Officers to look after the work of bail matters.
- Transfer of cases of the Officers of DHJS & DJS, as per the directions of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (SW), Dwarka Courts, for rational distribution of cases amongst the Judicial Officers.
- Circulation of amendments in certain Rules by the Hon'ble High Court of Delhi, New Delhi to the concerned Judicial Officers and branches.
- Circulation of list of holidays and calenders received from Hon'ble High Court of Delhi, New Delhi.
- Deals with the complaints against Judicial Officers and maintenance of records regarding complaints.
- Circulation of order of transfer/posting of the officers of DHJS/DJS being received from the Hon'ble High Court of Delhi, New Delhi, time to time.
- Forwarding of personal correspondence of the Judicial Officers with the Hon'ble High Court of Delhi, New Delhi, office of Ld. District & Sessions Judge (HQ), Delhi.
- Forwarding of information regarding transaction of movable and immovable property by the Judicial Officers to the Hon'ble High Court of Delhi, New Delhi.
- Forwarding of orders of Hon'ble High Court of Delhi, New Delhi regarding promotions of Judicial Officers and orders of Hon'ble High Court of Delhi, New Delhi regarding Departmental Examination of the Judicial Officers, as and when received.
- To assist the Committees by providing the desired statistics/information, as and when required.

Judicial Assistant:-

- Maintenance of records of casual leave, sick leave, short leave, compensatory leave and station leave etc. of the Judicial Officer(s) on daily basis.
- Forwarding of leave intimation of the Judicial Officers to the Computer Branch for uploading of the said information on the website of Delhi District Courts.
- Forwarding of leave intimation of the Judicial Officers to the Admn. Branch, Facilitation Centre, PRO, O/o. CMM etc. for information.

- Sanctioning and issuing of Notifications of earned leave, commuted leave, paternity leave, maternity leave, child care leave, being availed by the Judicial Officers and to forward the copies thereof to all concerned.
- Forwarding of the monthly leave statements to the Hon'ble High Court of Delhi, prepared on the basis of the leave intimations and leave applications by the Judicial Officers posted at District Courts, Dwarka, who availed leaves during the said month.
- To inform the concerned Judicial Officers regarding training programmes being conducted by Delhi Judicial Academy or Hon'ble High Court of Delhi, New Delhi.
- To inform the concerned Judicial Officers regarding courses/seminars being conducted from time to time by Hon'ble High Court of Delhi, New Delhi and Hon'ble Supreme Court of India, New Delhi.
- Issuance of Order regarding undergoing internship by the law studying students received from time to time and issuance of Certificate to the students after completion of internship, on the basis of Certificates received from the concerned Judicial Officers in this regard.

Judicial Assistant:-

- Monthly statements of the work done by the Judicial Officers.
- Monthly statements of the work done by the Evening Courts.
- Monthly Chief Justices Conference Data.
- Issuance of order regarding appointment of the Inspecting Judges and its regular updation, forwarding of the inspection report of the Courts of the Officers of DJS being conducted by the Officers of DHJS to the Hon'ble High Court of Delhi, after getting the deficiencies removed, pointed out by the Inspecting Judicial Officers in their inspection reports.
- To inform the concerned Judicial Officers regarding their appearance before the Hon'ble Inspecting Committee, High Court of Delhi, as and when scheduled.

Judicial Assistant :-

- Weekly information (every Friday) regarding POCSO matters for more than 5 years old (as on 04.10.2019).
- Monthly statement regarding institution and disposal Guardianship matters.
- Monthly statement regarding institution and disposal of commercial cases.
- Monthly report of offences against Women & PC Act.
- Monthly progress report of 5 & 10 years old cases.
- Monthly report of civil cases decided but Decree not prepared.
- Monthly report regarding data relating to POCSO Courts etc.
- Forwarding of reports on several queries, received in Judicial Branch from time to time to the Hon'ble High Court of Delhi & O/o District & Session Judge (Hqs), Delhi.
- Giving replies to the RTI applications concerned with Judicial Branch, as and when received.

- Duty roster of Judicial Officers during vacations (Summer & Winter), as per directions of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.

Jr. Judl Assistant:-

- Quarterly report regarding institution and disposal of cases of PWDV Act.
- Quarterly report regarding institution and disposal statistics of Gang Rape Cases.
- Quarterly report regarding institution and disposal statistics of cases of PC & PNDDT Act Cases.
- Quarterly report regarding cases of Undertrial prisoners.
- Quarterly report of applications regarding disposal of muds/case property (Manjeet Singh).
- Half yearly report regarding illegal detention of undertrial prisoners (Machal Lalung).
- Reply to the Parliament Questions, as and when received.
- Maintaining record regarding successor Courts of the abolished Courts.

Peon:-

- Dispatch of letters, circulation of Orders/Circulars issued by the Judicial Branch to concerned Judicial Officers and Branches, leave intimation of the Judicial Officers, maintaining cleanliness in and around the Judicial Branch.

Working Structure of Record Room (Civil) Dwarka Courts (S-W)

SR. JUDICIAL ASSISTANT/Branch Incharge:-

- Supervision and allocation of work and also help in checking of Wapsi Files i.e. from copy agency and robkar Wapsi from Courts.
- To ensure that Judicial record is sent to Hon'ble High Court well in time as and when requisition by the Hon'ble High Court.

Sr. Judicial Assistant:-

- Consignment clerk (Diwani) of all the Civil Courts.
- Checking of files.
- After scrutiny to mark objections if files and same to be got removed by the concerned Ahlmad.

Judicial Assistant:-

- Mauza Clerk of Rent Control and Consignment Clerk (Diwani)
- Files kept in compactor and bastas.
- Copy agency applications judicial files sent to copy agency branch.
- Robkars receives from various courts of Dwarka Courts, other District Courts and Hon'ble High Court of Delhi.
- Judicial files sent to various courts of Dwarka Court, other District Courts and Hon'ble High Court of Delhi.
- Carry the judicial files in person to other District Courts on summons and robkars.
- Wapsi files received from copying agency and Courts and kept in compactors and bastas.

Judicial Assistant:-

Mauza Clerk (all the Civil Courts):-

- Files kept in compactors and bastas.
- Copy agency applications received from copy agency branch and all required judicial files sent to copy agency branch.
- Robkars received from various Courts of Dwarka Courts, other District Courts and Hon'ble High Court of Delhi.
- Judicial files sent to various Courts of Dwarka Courts, other District Courts and Hon'ble High Court.
- Carry the judicial files in prerson to other District Courts on summons and robkars.
- Wapsi files received from the copying agency and Courts and kept in compactors and bastas.

Orderly:-

Orderly in the record room (Civil) all the dispatch work.

Working Structure of Video Conferencing Branch, Dwarka Courts (S-W)

Judicial Assistant:-

- Handling the system of Video conferencing in video conferencing room, Court No. 308, Dwarka Courts, New Delhi.
- To receive custody warrants of UTPs from different jails.
- Establishing video conferencing connection/linkage with the concerned numbers of jails based on the warrants received from Tihar Jail.
- Maintaining daily record of judicial remand/rehnumai cases in the register.
- Sending judicial remand papers to concerned courts.
- Making arrangements for recording of evidence through video conferencing whenever requisition is made any court in advance.
- To ensure connectivity of V.C. system with system of jail authority for the purpose of recording of evidence in video conference room in case of High Risk Prisoners, as per directions of Ld. District & Sessions Judge, South West District, Dwarka Courts, New Delhi.
- Audio and video recording of the proceedings as per directions of the court concerned.
- Making letter correspondence with District Head Quarter (Tis Hazari), MTNL, PWD, DCP Office and Tihar, Central Jail.
- Maintain Peshi register for High Risk UTPs for trial through video conferencing.
- Receive and dispatch of video conferencing dak.
- As and when direction are received making arrangement of meeting video conferencing between Ld. Judges of District Courts and Hon'ble High Court or with Id. Judges of other District Courts in Delhi.
- Replies of letters/circulars related to this branch in time.

Working Structure of Mediation Centre, Dwarka Courts (S-W)

Sr. Judicial Asstt/Branch Incharge:-

- Allocation of mediation files daily to 10 different mediators through Judge Incharge.
- Monitoring work of all the staff posted in Mediation Centre.
- Maintain attendance register and leave record of mediators and staff posted in Mediation Centre.
- Daily updation of files.
- Monitoring the litigants.
- Checking/verifying the bills raised for payment to the advocate mediators.
- Sending the files pertaining to settled matters to the respective referral courts immediately.
- Issuance of request letters to the referral courts.
- Managing work of the advocate mediators and giving dates to the parties when the mediators are on leave.

Sr. Personal Asstt:-

- Typing daily order sheets of the matters listed for hearing by the mediators.
- Daily recording (typing/dictation) of mediation settlements of 10 different mediators.
- Miscellaneous work assigned by Ld. Judge Incharge as communications are to be frequently given to Hon'ble Delhi High Court Mediation Monitoring Committee and Mediation Centre, Tis Hazari.

Judicial Assistant:-

- Receiving of fresh files from Courts/CAW and making entries in the fresh file receiving register.
- Preparation of fresh files for mediation and date wise entries made into the computer.
- Updation of date wise cause list (daily peshi files) and sending details to the server.
- Preparation of the case files for sending to the court concerned after disposal of the proceedings by the various mediators.

Jr. Judicial Assistant:-

- Issuance of notices to the various parties in the mediation proceedings.
- Daily updation of the registers i.e. institution/disposal/dak register required to be maintained in the office of Dwarka Mediation Centre.
- Verifying the information from Court concerned regarding next date of hearing (NDOH) and updation of the files.
- Daily updation on the computer regarding institution and disposal of matters listed for the day after files are received back from the mediators after the proceedings.
- Updation of data entries in the mediation software.

Jr. Judl. Assistant:-

- To attend the reception and the visitors/litigants referred by various courts to Dwarka Mediation Centre and apprising the parties about their mediator room, facilities available at

Dwarka Mediation Centre, directing the parties to waiting rooms/meeting rooms while mediation proceedings are held by the Ld. Mediators.

Jr. Judicial Assistant:-

- To attend the helpdesk as well as reception area of the mediation centre by making telephonic calls to the litigants about their dates of hearings and also attending to the telephone calls of the mediating parties as well as ld. Advocate mediators and informing the branch Incharge about the leave/absence of any mediator/party during the mediation proceedings.

Orderly:-

- Attached with ld. Judge Incharge, Mediation Centre.
- Helps in calling party names during mediation proceedings and directions passed by the ld. Judge Incharge.
- Making the parties wait in the meeting rooms while mediation sessions are conducted by the ld Judge Incharge.

Dak Peons:-

- Sending/collection of files from mediators/branch incharge/mediation office. Monitoring the litigants and attending to the directions by 9/10 mediators regarding calling the parties, taking the small children of mediating parties to the Children room.
- Issue and collection of daks from office to mediation centre.

Working Structure of Digitization Cell, Dwarka Courts (S-W)

Sr. Judicial Assistant/Branch Incharge:-

- To look after the work of digitization cell as incharge and do the work of official whosoever is on leave.

Judicial Assistants (03):-

- All the computer related work.
- To receive the files from the different courts and make their entries in the relevant registers. To receive the pages of all the files of mediation before scanning.
- To untagged the files and to remove staples pins for scanning.
- To tagged the files after scanned by scanner.
- To check all the scanned files page wise i.e. paging and proper scanning.
- To crop and edit the scanned files (TIFF files).
- To prepare PDF files from TIFF files.
- To prepare bookmarking of scanned files (PDF).
- To make PDF files searchable.
- To digitally signed the PDF files.
- To prepare CD/DVDs of the scanned files.
- To send convicted judicial files in Cds to jail inmates.
- To prepare daily work done report.
- To prepare monthly progress report from daily work done report.
- To send external hard disk time to time at the interval of fortnight for uploading the scanned data on the server of Hon'ble High Court of Delhi through R&I branch.
- To maintain the register of handing over the files to concerned Ahlmad of the courts after taking their signature.
- To take back up of the scanned data in external hard disk for preservation purpose.
- To check and send verification of bills reports.
- To send replies to various circulars received.
- To rectify the software in case of any default happened in scanning system.

Working Structure of R&I Dwarka Courts (S-W)

Sr. Judicial Assistant/Branch Incharge:-

- Receive dak, entry in concerned registers, reply different letters/circulars/quarries and co-ordinate between staff, District Courts staff, High Courts, other Courts and Govt./Private Organizations, supervision of the work of the branch.

Judl. Assistant/Jr. Judl. Assistant (03):-

- Receive dak, entry in concerned registers and reply different letters/circulars/quarries and co-ordinate between staff, District Courts staff, High Courts, other Courts and Govt./Private Organizations, as and when required.

Orderly(04):-

- Distribute the dak of the branch with in the District and other Districts including High Courts, Supreme Court and Govt/Private Organizations.

Working Structure of Litigation Branch Dwarka Courts (S-W)

Sr. Judl. Assistant/Branch Incharge:-

- Looking after the work of branch as branch Incharge, getting all the notings signed by Ld. Officer Incharge and Id. District & Sessions Judge (S-W), New Delhi attending the meetings. Attending proceedings at Hon'ble High Court of Delhi and Supreme Court, other work as may be received from time to time.

Judicial Assistant:-

- Receiving of the dak, making entries in dak receive register, institution register, making separate files for each complaint physically and in computer, noting drafting is done, files are put up before the Branch Incharge, AO(J), Ld OIC and Ld. D&SJ (SW).
- Receiving of advance copies of the writ petitions, making correspondence with the Govt. of NCT of Delhi for the appointment of Govt. Counsel to represent this office before the Hon'ble High Court of Delhi on the dates fixed.
- Keeping the track record of the dates fixed in the matters and making liasion with the Ld. Govt. Counsel is also done by this branch .
- Taking out the ordersheets of respective cases and making note of the same and to comply the directions given in the ordersheet is also the work of this branch.
- Receiving, verification and payment of bill(s) of Govt. Counsel for the writ petition.
- Other miscellaneous work as arise from time to time.

Working Structure of Vigilance Branch Dwarka Courts (S-W)

Sr. Judicial Assistant/Branch Incharge:-

- Looking after the work of Branch as Branch Incharge, getting all the notings signed by Ld. OIC and Ld. Principal District & Sessions Judge, New Delhi, attending the meetings. Organising the meeting of Vigilance Committee at Dwarka Courts, New Delhi. Other work as may be received from time to time.

Judicial Assistant:-

- Receiving of Dak, making entries in Dak received register, institution registers, making separate files for each complaint physically and in computer, noting drafting is done, files are put up before the Branch Incharge, Sr. AO(J), Ld. OIC and Ld. Principal District & Sessions Judge (SW) and Ld. Vigilance Committee.
- Assisting the Branch Incharge in organizing meeting of Ld. Vigilance Committee, Dwarka Courts, Delhi from time to time, preparation of minutes, getting them signed from the respective Judicial Officers and the compliance thereof.
- Providing vigilance clearance report in response to various letters, is also done by this branch.
- Sometimes officials are required to visit the Office of the Ld. Principal District & Sessions Judge (HQs), Delhi.
- Other miscellaneous work that arise from time to time.

Working Structure of RTI Branch Dwarka Courts (S-W)

Sr. Judicial Assistant/Branch Incharge:-

- Looking after all activities in the Branch as Branch Incharge/ Record Officer, maintaining records. Preparing and submitting Quarterly Statement to the Central Information Commission, preparing and submitting Annual Report to the Central Information Commission.

Sr. Judicial Assistant:-

- Receipt and institution of RTI applications. Circulation of RTI Applications to the concerned Courts/ Branches, Supplying final reply of applications to the applicants, the Indian Postal Orders received as fees or charges under RTI Act. Depositing cash and Indian Postal Orders in treasury through Cash Branch, Dwarka Courts, Delhi.
- Keeping a record of Challans, maintaining postal stamps registers for the purpose of sending reply to the applicant by speed post/ordinary post and all the works related to postal. Institution/ Dealing applications under RTI Act under the direction and supervision of the Public Information Officer/ Branch Incharge. Maintaining of Institution Register/ disposal of RTI Applications and other related miscellaneous works. Also appears before CIC as and when required.

Working Structure of Record Room Criminal Branch Dwarka Courts (S-W)

Sr. Judicial Assistant/Branch Incharge:-

- Assist to consign the files and over all supervisions and miscellaneous work.

Sr. Judicial Assistant :-

- Consignment clerk (all police stations Mahila Courts etc.)miscellaneous work.

Judicial Assistant/Jr. Judl. Assistant(04)

- Consignment clerk (all police stations Mahila Courts etc.), miscellaneous work.
- Consignment clerk (138 N.I. Act), miscellaneous work.
- Mauza clerk of M.M. Courts (concerned to all police station and 04 Mahila Courts and miscellaneous work.
- Mauza clerk of 138 N.I. Act and miscellaneous work.

Working Structure of Record Room (Sessions and Labour Court, Administration Branch), Dwarka Courts (S-W)

Sr. Judicial Assistant/Branch Incharge:-

- Supervision work of all the officials of the branch.

Judicial Assistant:-

- Consignment work and manage of all the decided files.
- To dispatch files to Hon'ble Supreme Court of India, High Court of Delhi and copying agency branch.
- Send the files on robkar to the other District Courts.
- To provide files for inspection to the counsels/parties.
- To maintain dak register/file inspection register/CA register etc.
- Checking of decided files received from the different courts.
- Make entry of decided files in General register and in Goshwara register.
- Consignment work and manage of all the decided files.
- To despatch files to Hon'ble Supreme Court of India, High Court of Delhi and copying agency branch.
- Send the files on robkar to the other District Courts.
- Checking of decided files received from the other branches.
- Make entry of decided files in general register and in goshwara register.
- To provide files for inspection to counsels/parties.
- To maintain dak register/file inspection register/CA register.

Working Structure of Judicial Library.

Judicial Assistant/Librarian/PRO:-

- Marking of newspaper, paste cutting of newspaper.
- Entry work in computer and manual, maintaining all the books record.
- Supply relevant judgments after searching from website and software SSC, AIR
- Maintaining work of all judicial and non judicial books.
- Carry books from Tis Hazari Courts to Dwarka Courts.
- Mark number of the books of library.
- Distribution work of all the journal, Apex, DLT, MACJ, RLR, RCR and AIR to the different courts. Also sent all the said journal, Apex, DLT and AIRs annually after collecting the same from all the Courts. Missing part of any of the said books were brought from the company concerned and sent for binding for further distribution in the Courts.
- Maintain library with judicial and non judicial books.
- PRO work.
- Receive call from various Doctors' from all over the Delhi, in respect of enquiry related to judicial officers and to attend the courts and informed the same in concerned court.

Jr. Judicial Assistant:-

- Marking of newspaper, paste cutting of newspaper.
- Issue books and receive back.
- Maintain the work of newspapers and magazines.
- Also done work of entry in the register and date wise maintaining of newspapers.

Book Binder:-

- All the binding work of the books.

Working Structure of Office of Chief Metropolitan Magistrate

Judicial Assistant:-

- Preparation of all duty rosters on monthly basis or as per requirements (regular/traffic/evening court).
- Making order sheets of transfer files/transfer applications on daily basis.
- Receive monthly/quarterly statements from Ld. M.M.s
- Issuance of circular regarding meetings.
- Transfer applications and transfer cases record maintain.
- Prepare the order sheet for marking of applications U/s. 164 Cr.P.C.
- To maintain leave records of All ld. M.M.s
- Receiving circulars/letters from other Districts/Hon'ble High Court of Delhi.
- Receiving of production warrants/notice/bailable warrants from other States/complaints/sealed envelope etc.
- Reply of all queries raised by ld. CMM (HQ), THC, Delhi.
- Receive notices from ld. CMM, THC (HQ) and get them execute by concerned SHO.
- Arrangements of meetings with Ld. MMs/SHOs.
- Supervision of arrangements of meetings.

Jr. Judicial Assisant:-

- Receive letters/orders of Hon'ble High Courts, maintain the register and despatch to concerned Ld.M.M.s.
- Dak entry in receive and dispatch registers for all letters, circulars, leave intimation in miscellaneous registers.
- Issue work in the transfer applications.
- Receiving of files/cases from Ld. Sessions Courts/Magisterial Courts and other District also.
- Receiving of files of JJB.
- Maintain dak registers.

Orderly:-

- Assist the Ld. CMM and branch incharge.

Working Structure of Computer Branch

Judicial Assistant (02)

- Maintaining the stock register.
- Issue and receive computer articles.
- Check and reply the e-mail concerned to computer store.
- Noting and drafting relating to computer store.
- Maintaining the dak registers/circulars/leave record of all the staff of computer branch.
- Updation of website of Dwarka District Courts.
- Technical part over Gem Portal.
- Maintaining the complaint register.
- Bill payment of lease line and router bill payments.
- Trouble shooting of hardware and software in the absence of all the engineers and staff.

Jr. Judicial Assistant (3):-

- The official is having Administrative control over server of South-West District and CIS 3.1 software as he has been nominated as District System Administrator.
- Dealing with all training programmes related to CIS software.
- Operating of NIC CIS 3.1 in day-to-day court's work.
- Troubleshooting
- Computer /Printer/CIS Database related problems and Internet, lease lines, related issues received from the Users.
- Switching on the LCT TV.
- Backup of all data and maintenance of database server.
- To prepare Quarterly Report(55 column).
- To reply Questionnaires of Supreme Court of India.
- Installation and queries related of JustIS app.
- Troubleshooting related to Digital Signature Keys.
- Maintaining yearly Budget File.
- Noting and Drafting.
- Taking backup of Database in the Evening duty at Server Room.
- Trouble Shooting of hardware and software in the absence of all the engineers and staff.

- Back up control over server of South-West District and CIS 3.1 software as she has been nominated as System Administrator.
- Maintaining LAN connectivity in the Dwarka District Complex.
- Dealing with all training programmes related to CIS software.
- Operating of NIC CIS 3.1 in day-to-day court's work.
- Troubleshooting of Computer / Printer/CIS Database related problems and Internet lease lines related issues received from the Users.Backup of all data and maintenance of database server.
- To prepare Quarterly Report(55 column).
- To reply Questionnaires of Supreme Court of India.
- Switching on e-kiosk Machine and TV installed on Ground Floor.
- Noting and Drafting.
- Troubleshooting of hardware and software in the absence of all the engineers and staff.
- Maintaining Bio-metric attendance System as well as files.
- Maintaining and making of Digital Signature Certificate of Judicial Officers.
- Updation of Website of Dwarka District Courts.
- Handling Queries regarding Layers Software.
- Checking of official email and reply the same after taking reply from the concerned staff of person.
- Troubleshooting of hardware and software in the absence of all the engineers and staff.

Working Structure of Telephone Exchange

Senior Judicial Assistant (01)

Junior Judicial Assistant(01)

- To reply, requesting inquiries and to provide them information through intercom.
- To facilitate General Public phone calls and other officials phone received from South West District as well as from Hon'ble Supreme Court, High Court and from other District Court also.
- To provide servicing of all other outgoing calls received from South-West District and also from other Districts.
- To take request and complaints regarding repair installation, uninstallation and replace or relocation/ shifting of New Telephone Line or Old Telephone Line or Telephone instrument etc. and direct the lineman to sort out the trouble.
- To make Monthly statement, maintain records of telephone calls through computer software and annually in a register and maintain a safe custody record for unused lines and sent request letter to Ld. DDO to keep those lines in custody and a direction also send to the Incharge, MTNL for the same. To provide copies of all courts and staff members regarding all the extension which are working in South-West District.

Working Structure of Facilitation Centre

Senior Judicial Assistant/Branch Incharge:-

- Supervision and allocation work.

Judicial Assistant (03):-

- Second Branch Incharge in the absence of Branch Incharge.
- All dispatch and issue work regarding Bail and receive Chargesheets, Cancellation and Untrace.
- Reply of enquiry (s) to the advocates, litigants and public.
- Maintain the leave record of the officials.
- Receiving of all kind of bank and financial institution u/s 138 NI Act.
- Receiving of case property and kalandra of M.M. Courts,
- Reply of enquiry to the advocates, litigants and public.
- Maintaining circulars and orders which are received in this branch from time to time.
- Reply of enquiry to the advocates, litigants and public.
- E-court fee locking.

Junior Judicial Assistant(05)

- All dispatch and issue work regarding bail.
- E-court fee locking.
- Preparation of bail statement, bail bunch and consignment.
- Reply of enquiry(s) to the advocates, litigants and public.
- Receiving of applications of case property of sessions courts, all kind of transfer applications of Civil, Sessions and Caveat.
- Receiving of all types of Sessions Committal Cases, fresh Criminal Revision, Appeal, Electricity and Case Property.
- Reply of enquiry to the advocates, litigants and public.
- E-court fee locking.
- Receiving of all type of Criminal Complaints.
- Receiving of the transfer application.
- Reply of enquiry to the advocates, litigants and public.
- Receiving of all type of fresh Civil Cases, Miscellaneous Applications, MACT and Civil Appeal.
- Enquiry to the advocates, litigants and public.
- Receiving of caveat of ADJ.

राजभाषा हिंदी अनुभाग
दक्षिण-पश्चिम जिला, द्वारका न्यायालय, नई दिल्ली

1. सुश्री मंजू बिंद्रा, वरिष्ठ प्रशासनिक अधिकारी (न्यायिक)
2. श्री विनीत कुमार, समन्वयक
3. श्री संसार सिंह , कनिष्ठ न्यायिक सहायक

राजभाषा हिंदी अनुभाग , दक्षिण -पश्चिम जिला के कार्य -स्वरूप का विवरण

1. माननीय जिला एवं सत्र न्यायधीश (दक्षिण - पश्चिम) के आदेशानुसार व् केंद्रीय हिंदी कार्यान्वयन समिति, जिला न्यायालय, दिल्ली, के नियंत्रण में दिनांक 28/07/2017 को राजभाषा हिंदी अनुभाग, दक्षिण- पश्चिम जिला की स्थापना हुई | स्थापना के बाद से ही यह अनुभाग राजभाषा हिंदी के प्रचार प्रसार व् प्रयोग को बढ़ावा देने का कार्य करती रही है |
2. राजभाषा हिंदी अनुभाग, दक्षिण - पश्चिम जिले में अनुवाद (अंग्रेजी से हिंदी व् हिंदी से अंग्रेजी) से सम्बन्धी कार्यों में सहायता प्रदान करना
3. द्वारका न्यायालय परिसर में राजभाषा हिंदी के प्रचार-प्रसार व् प्रयोग को बढ़ावा देने हेतु व् द्वारका न्यायालय में तैनात कर्मचारियों को राजभाषा हिंदी में सक्षम बनाने हेतु समय-समय पर हिंदी टंकण प्रशिक्षण का आयोजन करना |
4. केंद्रीय हिंदी कार्यान्वयन समिति, जिला न्यायालय, दिल्ली, से प्राप्त परिपत्रों /आदेशों को दक्षिण -पश्चिम जिले में स्थापित न्यायालयों तथा शाखाओं को वितरित करवाना |
5. द्वारका न्यायालय में तैनात चतुर्थ श्रेणी (अब तृतीये श्रेणी) के कर्मचारियों से सम्बंधित समस्त प्रशासनिक कार्य हिंदी भाषा में ही निष्पादन |
6. द्वारका न्यायालय परिसर में राजभाषा हिंदी के प्रचार -प्रसार व् प्रयोग को जिले में तैनात कर्मचारियों के बीच हिंदी भाषा के प्रयोग को प्रतिस्पर्धी बनाने हेतु राजभाषा हिंदी अनुभाग प्रतिवर्ष विविध हिंदी प्रतियोगिताओं का आयोजन |

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SW)
DWARKA COURTS, NEW DELHI**

In pursuance of the provisions of sub-section (1 & 2) of section 5 of the Right to Information Act, 2005, (22 of 2005), read with rules 2 ('F' & 'G') of Delhi District Courts, (Right to Information) Rules, 2008, Sh. Ajay Mehrol, Sr. A.O., is hereby designated as Public Information Officer and Sh. Amit Saxena, AAO, as APIO for District Courts Dwarka, New Delhi, with immediate effect.

**Sd/-
(MANOJ JAIN)
Principal District & Sessions Judge (SW)
Dwarka Courts, New Delhi**

No. 26551-671/RTI/DWK/2022

Dated:15/10/2022

Copy Forwarded for information & necessary action:-

- 1.The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
- 2.Office of the Ld. District & Sessions Judges of all Districts Courts, Delhi.
3. All the Judicial Officers at Dwarka Courts.
- 4.The Secretary (AR) Administrative Reforms Department.
- 5.Web Site Committee (Hindi & English), Tis Hazari Courts, Delhi.
- 6.All the Sr. A.O.s (J)/A.O.s (J)/Branch In-charges, Dwarka Courts.
- 7.Branch Incharge, R&I Branch, Dwarka Courts to upload the same on LAYERS software.

**Sd/-
Principal District & Sessions Judge (SW)
Dwarka Courts, New Delhi**

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (S-W)
DWARKA COURTS: NEW DELHI DWARKA**

ORDER

In super-session of earlier Order No. 11891-11940/DJ/DWK/2017 dated 18/05/2017 of this office, Ms. Kiran Gupta, ADJ-01, South-West District, is hereby designated as Transparency Officer under RTI Act, for Dwarka District Court with immediate effect.

Sd/-

(Manoj Jain)

Principal District & Sessions Judge, South-West,
Dwarka Courts, New Delhi

No. 24629-678/DJ/RTI/DWK/2022

Dated: 21/09/2022

Copy forwarded for information to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judges, Tis Hazari Courts, Delhi.
3. The Principal District & Sessions Judges, South-East, West, North-West, East, Shahdara, North-East, New Delhi, North and South Districts, Delhi.
4. The Judicial Officers concerned South-West District, Dwarka.
5. The Secretary (AR), A.R. Department, 7th Level, C Wing, Delhi Secretariat, GNCTD.
7. All the Sr. A.O.(J)/Branch Incharges, District Courts, Dwarka.
8. PS in the Principal District & Sessions Judges' Secretariat, Dwarka Courts.
9. Web Site Committee (Hindi & English), Tis Hazari Courts.
9. The Care Taking Branch, Dwarka Courts.

Sd/-

Principal District & Sessions Judge, South-West,
Dwarka Courts, New Delhi

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (S-W)
DWARKA DISTRICT COURTS**

ORDER

In supersession of earlier order No. 21478-493/RTI/DWK/2022 dated 12.08.2022, Sh. Sanjay Kumar, SJA, is hereby designated as Record Officer, District Courts, Dwarka under the provision of RTI Act, 2005, with immediate effect.

Sd/-
(Manoj Jain)
Principal District & Sessions Judge (S-W)
Dwarka Courts, New Delhi.

No. 24598-628/RTI/DWK/2022

Dated: 21/09/2022

Copy forwarded for information to :-

1. The Ld. Principal District & Sessions Judge (HQ), THC, Delhi.
2. The Ld. Principal District & Sessions Judges, Delhi, New Delhi.
3. All the PIOs, of District Court Complexes, Delhi, New Delhi.
4. The Sr. A.O.(J)/Branch Incharges, District Courts, Dwarka.
5. Reader/PS to the undersigned.
6. The Branch Incharge, Computer Branch to upload the said order on the website.
7. The Branch Incharge, R&I for Layers.
8. Web-Site Committee (English-Hindi), Tis Hazari Courts, New Delhi.

Sd/-
Principal District & Sessions Judge (S-W)
Dwarka Courts, New Delhi.

HIGH COURT OF DELHI : New Delhi
NOTIFICATION

No.162/ Rules/DHC

Dated : 06.05.2009

In exercise of the power conferred by sub-section (1) of Section 28 of the Right to information Act, 2005, read with Article 235 of the Constitution of India and all other enabling provisions, the High Court of Delhi hereby makes, in respect of the courts subordinate to it, following Rules:

CHAPTER I
General

1. Short title and commencement— (a) These Rules may be called the Delhi District Courts (Right to Information) Rules, 2008.

(b) They shall come into force from the date of publication in the Official Gazette.

2. Definitions — In the rules, unless the context otherwise requires —

(a) 'Act' means the Right to Information Act, 2005;

(b) 'Section' means section of the Act;

(c) 'Court' means Courts subordinate to the High Court of Delhi, including Motor Accident Tribunals, Industrial Tribunals and Labour Courts;

(d) 'High Court' means High Court of Delhi;

(e) 'District Judge' means the District Judge of Delhi;

(f) 'Public Information Officer', means an officer so designated under sub-section(1) of section 5 of the Act, and includes an officer designated as 'Link Officer' under said sub-section to work in the absence of the 'Public Information Officer' by the District Judge who shall not be below the rank of a Superintendent;

(g) 'Assistant Public Information Officer' means an officer so designated under sub-section (2) of section 5 of the Act and includes an officer designated as 'Link Officer' under said sub-section to work in the absence of 'Assistant Public Information Officer' by the District Judge who shall not be below the rank of a Superintendent;

(h) 'First Appellate Authority' means an officer so designated to hear appeals under sub-section(1) and sub-section (2) of section 19 of the Act and includes an officer designated as 'Link Appellate Authority' under said sub-section to work in the absence of 'First Appellate Authority';

(i) 'Form' means Forms appended with these rules;

(j) All other words and expressions used herein but not defined and defined in the Act shall have the same meaning as assigned to them in the Act.

3. Endeavour to publish information suo motu- The District Judge shall make constant endeavour to provide as much information as possible in accordance with the requirement of sub-section (1) (b) of section 4 of the Act, to the public at regular intervals through various means at his disposal including Internet.

CHAPTER II
Filing of application, payment of fees and instructions

4. Application for seeking information - (a) A person desirous of seeking information under sub section (1) of section 6 of the Act, shall submit an application in writing or through the electronic means in English or Hindi in Form A, accompanied by an application fee of rupees ten by way of cash against a proper receipt or by bank draft or banker's cheque, or an Indian postal order payable to the District Judge. A receipt in Form B shall be given to the applicant of having submitted the application.

(b) A register in Form C shall be maintained called Information Register to register and keep the record of the applications filed under sub-section (1) of section 6 of the Act.

(c) For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against a proper receipt or by a demand draft or bankers cheque or Indian postal order payable to the District Judge at the following rates : —

(i) rupees two for each page; and

(ii) for the inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour or fraction thereof.

(d) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against a proper receipt or by demand draft or banker's cheque or Indian postal order payable to the District Judge at the following rates : —

(i) for information provided in diskette or floppy- rupees fifteen per diskette or floppy with rupees two for each page scanned and stored in the diskette or the floppy; and

(ii) for information provided in printed form - at the price fixed for such publication or rupees two per page of photocopy for extract from the publication.

(e) The information for payment to be made under sub-rule (c) and (d), if necessary, shall be sent to the applicant in Form D, asking the applicant to make the payment within fifteen days of the receipt of the intimation failing which the application shall be rejected.

(f) The application submitted in electronic form shall be digitally signed by the applicant. It shall be sent at the designated electronic mail address of the Public Information Officer. An application so sent shall not be considered till the time prescribed fee has been paid in the manner stated in sub-rule (a). The applicant shall take the steps for depositing the fee within seven days of sending the application in the electronic form. In case, the applicant fails to deposit the fee within this time, it will be considered as if no such application has been filed.

(g) No applicant who belongs to 'below poverty line' category shall be required to pay any fee for seeking any information. He shall, however, be required to file with his application some record which may suggest that he or she belongs to this category.

(h) No applicant who requires information concerning life and liberty of any person shall be required to pay fee for seeking information. He shall, however, be required to state clearly the purpose of the information with brief explanation of the same.

(i) The applicant, if he or she so desires, may be allowed to deposit fee in advance, to be deposited under sub-rule (c) and (d) subject to being adjusted at the time of delivering the

information.

(j) An applicant desirous of information being supplied by post, shall file adequately pre-stamped envelope for sending the information by registered post / speed post.

(k) Where the applicant fails to turn up for collecting the information on the appointed day, the same shall be kept pending for another fifteen days. After fifteen days the information shall not be supplied to the applicant unless he or she submits a fresh application with the requisite fees in accordance with sub-rule (a) and paying the fee as charged under sub-rule (c) and sub-rule (d), if any, in case the fee has not been deposited in advance in accordance with sub-rule (i).

(l) In the event of failure to put in a fresh application or pay the charges referred to in sub-rule (k) action shall be taken under Rule 6 to recover the balance due, if any, against the applicant.

(m) For every information sought a separate application shall be made except where the informations sought are consequential or related to one another.

5. Information relating to third party: (a) Where an applicant files an application relating to information referred to in Section 8 (j) of the Act, which may constitute unwarranted invasion of the privacy of an individual, he shall clearly state the reasons justifying the disclosure of information in the larger public interest and shall also produce such other documents or material, if any, which may justify such a disclosure.

(b) Where the Public Information Officer or the Assistant Public Information Officer intends to send a notice to the third party under sub-section (1) of section 11 of the Act, he or she, shall within five working days of the filing of the application send the same in Form E, inviting the third party to make a representation orally or in writing against the proposed disclosure of the information within ten days from the date of the receipt of the notice, by speed post in a pre-stamped envelope furnished by applicant within two working days after being informed that the information asked for is intended to be disclosed to him, accompanied by the copy of the Application and the documents or material, if any, produced in support of the application. In case, the applicant fails to furnish the pre-stamped envelope within the prescribed time unless extended by another two working days by the Public Information Officer and Asst. Public Information Officer, as the case may be, the applicant shall be deemed to be not interested in the prosecution of the application and the same shall be dismissed.

(c) Where the Public Information Officer or the Assistant Public Information Officer has made a decision under sub-section 3 of section 11 of the Act, as to whether or not to disclose the information or record or part thereof shall give in writing the notice of his or her decision to the third party, in Form F informing inter-alia that the said party has a right to prefer an appeal under sub-section (2) of section 19 of the Act against the decision.

6. Account of the fee deposited : A separate income account shall be kept by the Public Information Officer of the fee received under these rules, in the Form G. After the close of every month he shall prepare or get a statement prepared showing the applications in which the fee or part of the fee remains to be realized. The statement shall be checked and signed by the Public Information Officer and submitted to the Collector through the District Judge for recovery of fees as land revenue.

7. Exemption from disclosure of information: The Public Information Officer or the Assistant Public Information Officer may not provide the information to the applicant on the following grounds:

- (i) The information asked for is covered by sections 8, 9, 11 or 24 of the Act.
- (ii) The information asked for relates to Delhi Judicial Service or Delhi Higher Judicial Service and it has no jurisdiction to provide such an information to the applicant.
- (iii) The information relates to the confidentiality of any examination or selection process conducted by the office of the District Judge for the appointment of ministerial staff.
- (iv) The information amounts to intrusion in the judicial work of any court.
- (v) The information amounts to overreaching a decision of any judicial body which was authorized to provide the information but has declined to do so.
- (vi) The information to be sought relates to a judicial proceeding, or judicial functions or the matters incidental or ancillary thereto.
- (vii) The information is non-existent and will be necessary to create it for supplying it to the applicant.
- (viii) The information sought amounts to seeking "opinion" or "advice", which does not form part of any record.
- (ix) The information amounts to analyzing the information for the applicant which does not form part of any existing record.
- (x) The information asked for is not by a citizen but by an Alien or a Company registered under the Company Registration Act or any other body corporate including a non-government organization except where the information has been asked for by any of the office bearers of these organizations in their individual capacity as the citizens of India.
- (xi) The application of the applicant may be dismissed if the name and the address provided by the applicant are found to be not correct.
- (xii) The information asked for relates to a vigilance enquiry, except for the final result of the enquiry.
- (xiii) Any other reason which may justify not providing the information to the applicant.

8. Instruction for deciding the application filed for seeking information: The Public Information Officer or the Assistant Public Information officer should, as far as possible, follow the following instruction:

- (i) The right to information is a valuable right granted to a citizen, therefore, granting the information is the rule and its rejection an exception.
- (ii) Where ever there is a doubt as to whether the information should be supplied to the applicant or not, it should be supplied to applicant.
- (iii) The application should not be rejected merely because it does not conform to the Form prescribed if it is otherwise possible to clearly understand what information is being asked for.
- (iv) If the application is found to be vague or it is not possible to make out as to what is being asked for by the applicant, the Public Information Officer or the Assistant

Public Information Officer may extend help to the applicant, in re-framing the information asked for.

- (v) Where the information asked for relates to a voluminous record and the applicant desires to be supplied with copies of the part of the record, the applicant may be allowed to inspect the record to point out the documents the copies of which he would like to be supplied.
- (vi) Where the applicant is sensorily disabled or illiterate, the Public Information Officer or the Assistant Public Information Officer shall provide assistance to enable access to information, including the assistance to reduce the application in writing and to inspect the record.
- (vii) The Public Information Officer or the Assistant Public Information Officer, shall always keep in mind, while dealing with an application relating to courts that Section 4(1)(d) of the Act does not apply to judicial proceedings conducted by a court or a tribunal as it refers to only administrative and quasi-judicial decisions.
- (viii) Where the application is being declined for the reason stated in Rule 7(iii), the confidentiality shall be decided by the District Judge whose decision shall be final in the matter.
- (ix) Where the Public Information Officer or the Assistant Public Information Officer intends to disclose the personal information relating to a third party, he or she will not do so without following the procedure laid down in Section 11 of the Act. It will, however, not be necessary to do so in case the information is intended to be declined.
- (x) Where the Public Information Officer or the Assistant Public Information Officer intends to decline the information on the ground of it being covered by section 8(1)(d) of the Act, he or she shall do so only with the approval of the District Judge.
- (xi) Where the Public Information Officer or the Assistant Public Information Officer, intends to disclose the information covered by Section 8(1)(e) of the Act, he or she shall not do so without the permission of the High Court.
- (xii) Where the Public Information Officer or the Assistant Public Information Officer intends to disclose the information under section 8(2) of the Act, he or she shall do so only with the permission of the District Judge.
- (xiii) Where the part of the information asked for is vague or it is difficult to make out from it, what is being asked for or it cannot be provided for the reasons stated in rule 4 or part of the information is such which can be supplied, the Public Information Officer or the Assistant Public Information Officer shall supply part of the information which can be supplied.
- (xiv) Where the information asked for is readily available on the website of the Delhi District Court or in any book or in any other printed form, the Public Information Officer or the Assistant Public officer shall inform the applicant of the source where this information is available and supply him copy or copies of the same only when specifically asked for.
- (xv) The Public information Officer or the Assistant Public Information Officer shall provide information in the form in which it is sought unless it would disproportionately divert the resources of the District Court or would be detrimental to the safety or preservation of the record in question.
- (xvi) Where the information is supplied as the copies of the record, the same shall be paginated, stamped and signed by the Public Information Officer or the Assistant Public Information Officer on each page, as the case may be.

9. Instruction to the applicants: The applicants approaching the Public Information Officer or Assistant Public Information Officer, as far as possible, follow the following instructions:

- (i) The application should clearly state the information desired to be supplied by the Public Information Officer or the Assistant Public Information Officer.
- (ii) In one application information asked for should be limited to one subject matter for which it would be possible to provide the information from one set of record.
- (iii) The information asked for should, as far as possible, be precise and brief so as to enable the Public Information Officer or the Assistant Public Information Officer to process the information expeditiously.
- (iv) In the application filed, avoid using foul or defamatory language or including extraneous matter having no bearing on the information sought.
- (v) Although the applicant is not bound to inform as to the reason for which the information is being asked for but providing such an information voluntarily, may help in identifying information asked for and result in providing the information expeditiously.
- (vi) Do not ask too many informations in one application, unless it is necessary to do so.
- (vii) Do not ask for information in the shape of opinions or advises, unless they have been part of any record.
- (viii) Do not expect the Public Information officer or the Assistant Public Information Officer to provide information on the basis of hypothetical questions.
- (ix) Do not expect the Public Information Officer or the Assistant Public Information Officer will create an information and supply it.
- (x) Do not expect the Public Information Officer or the Assistant Public Information Officer to analyze facts and provide the information unless such an analysis is a part of any record.
- (xi) No information can be provided relating to any judicial proceeding under this Act.
- (xii) An individual is welcome to file as many applications as he or she may desire but care should be taken that they are not aimed at causing harassment to any one.
- (xiii) Name and address are required to be stated correctly. If it is found that the name and address given in the application are not correct, it may result in the dismissal of the application.
- (xiv) If the applicant is an employee of the office of the District and Sessions Judge office and aim of his seeking the information is linked with the redressal of any of his grievances, it would be appropriate for him to approach the concerned authority first before seeking information under the Act.

10. Communication of order on the application: The Public Information Officer or the Assistant Public Information Officer shall communicate the order of rejection of the application of providing the information or its disclosure to the applicant in Form H and I, as the case may be.

CHAPTER IV

Appeals to First Appellate Authority

11. Appeal to the First Appellate Authority: (a) An appeal preferred by any person under sub-section(1) or an appeal preferred by a third party under sub-section (2) of section 19 of the Act, shall be accompanied by a fee of rupees fifty, except where the applicant belongs to 'below poverty line' category or the information asked for concerns life or liberty of any person, by way of cash against a proper receipt or by bank draft or bankers cheque or an Indian postal order payable to the District Judge and it shall contain the following:

- (i) Name and address of the appellant;
- (ii) particulars of the order including number, if any, against which the appeal is preferred ;
- (iii) brief facts leading to the appeal;
- (iv) grounds of appeal;
- (v) relief claimed; and
- (vi) any other information which the First Appellate Authority may require to be filed before hearing the appeal.

(b) **Documents to accompany appeal:** Every appeal made to the First Appellate Authority shall be accompanied by following documents :

- (i) Self -attested copies of the orders or documents of the Public Information Officer or of the Assistant Public Information Officer against which the appeal is being preferred; and
- (ii) copies of documents relied upon and referred to by the appellant in the appeal.

12. Register of Appeals: A Register of appeals shall be maintained by the office of the First Appellate Authority in Form J and following details shall be entered in it:-

- (i) Registration No.
- (ii) Name and particulars of applicant/appellant.
- (iii) Name and particulars of respondent/non-applicant.
- (iv) Details of the order of Public Information Officer/Asst. Public Information Officer against which appeal is preferred.
- (v) Date of order.
- (vi) Decision.
- (vii) Remarks.

13. Powers of First Appellate Authority: (a) Any order passed by the First Appellate Authority shall be binding on the appellant as well as on the Public Information Officer or the Assistant Public Information Officer subject to it being set aside, varied or modified in second appeal filed under sub-section (3) of section 19 of the Act.

(b) The First Appellate Authority may by its orders set aside, vary or modify the orders of the Public Information Officer or the Assistant Public Information Officer and in doing so the First Appellate Authority shall have power to :

- (i) go into not only the manner in which the decision was made also the merits of the decision;

- (ii) pass orders as to the payment of the fee and the charges to be paid for receiving the information;
- (iii) direct the information to be supplied in a particular form;
- (iv) dismiss the appeal; or
- (v) pass any other orders or directions as may be necessary and considered appropriate in the given circumstances of the case.

**CHAPTER V
Miscellaneous**

14. Reasons for decisions : The Public Information Officer or the Assistant Public Information Officer or the First Appellate Authority, shall give reasons for declining the request of the Applicant of providing information or taking any decision as to the fees or the charges against the Applicant.

15. Duty to supply the information: (a) Every officer or the employee of the District and Sessions Judge's office, who is called upon to supply the information, shall do so as expeditiously and accurately in accordance with the record without concealing or withholding any information.

(b) In case of his or her failing to supply the information in time or it being inaccurate or false, without any reasonable explanation, the District Judge, on being informed by the Public Information Officer or Assistant Public Information Officer, may proceed to take disciplinary action against such an officer or employee under sub-rule (1)(ii) of Rule 3 of Central Civil Services (conduct) Rules, 1964.

16. Preservation of the record: (a) All records relating to the application filed for seeking information and the appeals filed under the provisions of the Act, shall be preserved in accordance with the table given below:

TABLE

S. No.	Nature of the Record	Period for which the record is to be preserved
1	All applications under section 6 of the Act and all proceedings and papers related thereto, wherein the information has been supplied.	Six months
2	All applications under section 6 of the Act and all proceedings and papers related thereto, wherein the information has not been supplied or partially supplied.	One year
3	All appeals under section 19(1) and 19(2) of the Act, which have been allowed.	Six months
4	All appeals which have been disallowed or partially allowed.	One year
5	All Registers maintained in respect of application filed under section 6 of the Act and the appeals filed under section 19 (1) of the Act.	Three years
6	Annual Returns.	Ten years

(b) Notwithstanding anything in sub-rule (a) the record of an application filed under section 6 of the Act shall be preserved till the time any appeal preferred under section 19(1) or 19(2) of the Act has been concluded and the directions given, if any, by the Appellate Authority has been carried out.

(c) Notwithstanding anything stated in sub-rule (a) the record of an appeal filed under section 19(1) or 19(2) of the Act, shall be preserved till the appeal preferred, if any, against it under section 19(3) has been concluded and the direction given, if any, in such an appeal has been carried out.

(d) Notwithstanding anything stated in sub-rule (a), sub-rule (b) and sub-rule (c), the District Judge may in his discretion direct any record to be preserved for a period longer than stated above.

(e) The destruction of the record should be carried out under the supervision of the Public Information Officer or any other officer instructed to supervise the destruction.

(f) The waste paper should be sold in the open market along with the other waste paper generated in the office of the District and Sessions Judge. It shall not be necessary to keep a separate account of the sale of the waste paper so generated.

17. Annual Returns: (a) As soon as practicable after the end of each year, the Public Relation Officer, shall prepare a report on the implementation of the provision of the Act during that year and forward a copy thereof to the Central Information Commission in Form K.

(b) Each report shall state in respect of the year to which the report relates:

(i) the total number of requests received during the year;

(ii) decisions where applications for information were rejected;

(iii) number of cases where disciplinary action was taken against any officer/employee for not supplying the information;

(iv) number of times various provisions were invoked while rejecting request such as section (1), section 9, section 11, section 24 of the Act or for other reasons.

Explanation: An application where partial information has been supplied shall be counted as an application which has been allowed.

(v) amount of fee collected, additional fee and any other charges and amount of penalties imposed and recovered.

18. Powers of the Public Information officer to lay down instruction: The Public Information Officer shall lay down such instruction as may be necessary for observing the hours for the filing of applications, inspection of record or the manner in which the inspection is to be made or such other matters relating to the convenience of the applicants, with the prior permission of the District Judge.

19. Power of the District Judge to issue instructions and directions : The District Judge shall have the power to issue, from time to time, such instructions or directions or pass orders as may be necessary for the implementation of these rules, the provisions of the Act, the rules framed thereunder by the Central Govt, the direction or instruction given by the Govt. of National Capital Territory of Delhi, Central Govt., Central Information Commission, State Information Commission or the High Court.

20. Powers of the High Court to call for the reports and pass orders for the removal of difficulties: The High court shall have the power to call for the report on any of the subject matter covered by these rules and the provisions of the Act and to pass such orders or give such instructions as appear to be necessary or expedient for the removal of any difficulty, arising in giving effect to these rules and the provisions of the Act.

FORM A

Application for information under Section 6 (1) of the Act
[Rule 4 (a)]

Application. No.....
(for official use)

To

The Public Information Officer/Assistant Public Information Officer

1. Name of the applicant:
2. Father's/Husband's name:
3. Permanent address:
4. Address at which information is required to be sent :
5. Form in which the information is required :
(State if the information is required in the form of copies of documents/ information is required in diskette or floppy / copies of the extracts from any publication.)
6. How would you like the information to be sent:
(State if you will collect the information yourself or through any of your representative or would like it to be sent by Fax or E-mail, if so, give the Fax number or the e -mail address. If you want the information to be sent by registered post or speed post, file the self-addressed prepaid envelope.)
7. Do you belong to BPL category?
(If yes, give the details of the proof being submitted and also self - attested copy of the same. It may be noted, if required, the applicant can be asked to produce the original of the same at any time considered necessary.)
8. E-mail address (if any):
9. Mobile number (if any):
10. Land line number (if any):
11. If the information required concerns life and liberty of a person, give details:
12. The purpose for which the information is required :
(Although the furnishing of this information is not mandatory, the same may be furnished as it may be of use in retrieving the required information.)
13. The name and address of the third party :
(where the information sought relates to a third party)
14. Department from which the information is required:
15. Particulars of the information requested for :
(The information(s) requested for should relate to only one subject matter, retrievable from one set of records. If the space found is not adequate a separate sheet may be used. The number of sheets, if any, being attached with this form, be mentioned here.)

16. Any other information which may be useful in the expeditious disposal of the application.

Place _____ Signatures with full name and address of the applicant

Date _____

FOR OFFICE USE

DETAILS OF THE FEE REMITTED

Mode of remittance	Amount	Cash Receipt No./ Draft or Banker's Cheque No./ IPO No. *	Date of Remission
		Receipt No: Name of Bank and Branch: Number of the Bank Draft/ Banker's Cheque: Branch of the Post Office: Number of the IPO: * Strike out which ever is not applicable.	

FORM – B

Acknowledgment of the Application submitted in Form A
[See Rule 4(a)]

Application No.....

Dated.....

1. Received an application in Form A from Shri/Ms.....
Resident of under Section of the
Right to Information Act, 2005.
2. The information is proposed to be given normally within fifteen days and in any case
within thirty days from the date of receipt of application and in case it is found that the
information asked for cannot be supplied the rejection letter shall be issued stating reason
thereof.
3. The applicant is advised to contact the undersigned on..... from to
..... PM.
4. The applicant shall have to deposit the balance fee, if any, with the Public Information
Officer/Asst. Public Information Officer before collecting the information.
5. For the attention of the applicant rules 4 (k) and 6 are being reproduced here as under:

“4(k) Where the applicant fails to turn up for collecting the information on the
appointed day, the same shall be kept pending for another fifteen days. After fifteen
days the information shall not be supplied to the applicant unless he or she submits a
fresh application with the requisite fees in accordance with sub-rule (a) and paying the
fee as charged under sub-rule (c) and sub-rule (d), if any, in case the fee has not been
deposited in advance in accordance with sub-rule (i).”

“6. Account of the fee deposited : A separate income account shall be kept by the
Public Information Officer of the fee received under these rules, in the Form G. After
the close of every month he shall prepare or get a statement prepared showing the
applications in which the fee or part of the fee remains to be realized. The statement
shall be checked and signed by the Public Information Officer and submitted to the
Collector through the District Judge for recovery of fees as land revenue.”

Place: Signature with full name and Stamp of the Public Information
Officer/Assistant Public Information Officer
Date: E-mail
Web-site
Telephone No.

FORM – C

Format for the Information Register
[See Rule 4(b)]

Registration No. of application	Date of receipt of application	Fee affixed on application	Fee to be charged under sub-section (1) of Section 7/ sub-section (5) of Section 7	Name and address of applicant	Date of first appearance of the applicant after the submission of the application
1	2	3	4	5	6

Brief description of the desired information	Date of dispatch of application to the concerned department (s)	Date of receipt of information from the concerned department	Date of disposal of application	Decision/Note of Public Information Officer/Asst. Public Information Officer on the application
7	8	9	10	11

Date of supplying/dispatch of information	Applicant or his representative's signatures where the information is supplied by hand*	Order of First Appeal, if any	Order of Second Appeal, if any	Remarks
12	13	14	15	16

*Mention the postal receipt No. when the information is sent by post.

Mention Fax No./E-mail address of the applicant as well as of the office of the District Judge, from where the Fax/E-mail has been sent along with the date, when the information is sent by Fax/E-mail.

FORM D

Information for Payment
[See Rule 4(e)]

From

(Name and Designation of the Public Information Officer)

To

(Name of the applicant &
Address)

Sir,

Please refer to your application bearing number -----
dated _____ addressed to the undersigned. I am to inform you that the following
amount towards the fee for providing information may be deposited to enable the undersigned to
furnish the said information.

Please make payment within a period of fifteen days from the date of receipt of this
intimation.

Fee:

Number of pages :

*Number photocopies of printed material:

*Number of diskettes/floppy:

*Number of documents scanned and stored in diskettes/floppy:

Place:

Signature with full name and Stamp of the Public Information
Officer/Assistant Public Information Officer

Date:

E-mail

Web-site

Telephone No.

*Strike out which is not applicable.

FORM – E

[See Section 8(j) and 11(a) of the Act]
[See Rule 5(b)]

From

(Name and address of the Public Information Officer/Asst. Public Information Officer)

To

(Name and address of the third party)

Sir,

The applicant (name of the applicant)----- has filed an application before the undersigned seeking disclosure of information which may amount to invasion of your privacy/breach of confidentiality, if the same is supplied to the applicant. The undersigned intends to make disclosure of the said information to the applicant. You are invited to make your submissions in writing or orally on -----at ----- . In case, you fail to appear on the said date and time, it will be presumed that you have nothing to say in the matter.

Place: Signature with full name and Stamp of the Public Information Officer/Assistant Public Information Officer
Date: E-mail
Web-site
Telephone No.

Encl:

- (1) Application
- (2)
- (3)

FORM – F

(Information to the third party under sub-section (3) of Section 11 of the Act)
[See Rule 5(c)]

From

(Name and address of the Public Information Officer/Asst. Public Information Officer)

To

(Name and Address of the third party)

Sir,

On an application filed by the applicant (name of the applicant)-----
under section 6(1) of the Act, the undersigned has passed the following orders under sub-section (3)
of section 11 of the Act: (Reproduce the operative part of the order).

You are entitled to prefer an appeal against the said order under section 19 of the Act
within thirty days from the date of the order. Copy of the order has also been enclosed.

Place: Signature with full name and Stamp of the Public Information
Officer/Assistant Public Information Officer
Date: E-mail
Web-site
Telephone No.

FORM – G

Register of the Account of the Fee Deposited
(See Rule 6)

Application No.	Name and address of the applicant	Date and the particulars of the fee deposited at the time of filing the application	Advance charges paid, if any, for supplying photocopies of documents /diskette/photocopies of printed material
1	2	3	4

Charges due to be paid, for supplying photocopies of documents /diskette/photocopies of printed material	Charges paid for supplying photocopies of documents /diskette/photocopies of printed material	Balance Charges remaining to be paid for supplying photocopies of documents /diskette/photocopies of printed material	Refund, if any	Remarks
5	6	7	8	9

FORM – H

Rejection Order
[See Rule 10]

No.....

Date.....

To,

Sir/Madam,

Please refer to your application No.dated..... addressed to
the undersigned regarding supply of information on

2. The information asked for cannot be supplied due to following reasons:-

(i)

(ii)

3. As per section 19 of the Right to Information Act, 2005, you may file an appeal to
the First Appellate Authority within thirty days of the issue of this order.

Place:

Signature with full name and Stamp of the Public Information
Officer/Assistant Public Information Officer

Date:

E-mail
Web-site
Telephone No.

FORM – I

Form of Supply of information to the applicant
[See Rule 10]

No.....

Date.....

To

Sir/Madam,

Please refer to your application No.dated..... addressed to the undersigned regarding supply of information on

2. The information asked for is enclosed for reference.*

3. The information has been partly allowed. The part of the information allowed to be disclosed is enclosed for reference. The remaining part of the information is not being supplied for the following reasons:*

(i)

(ii)

(iii)

4. The requested information does not fall within the jurisdiction of this Public Information Officer/Asst. Public Information Officer.

5. As per Section 19 of the Right to Information Act, 2005, you may file an appeal to the First Appellate Authority within thirty days of the issue of this order.

Place: Signature with full name and Stamp of the Public Information Officer/Assistant Public Information Officer

Date: E-mail
Web-site
Telephone No.

* Strike out whichever is not applicable.

FORM -J

Format of the Register for Registration of Appeal
(See Rule 12)

Registration Number of the Appeal	Registration Number of the application	Fee affixed on the Appeal	Name and particulars of applicant/appellant	Name and particulars of respondent/non-applicant
1	2	3	4	5

Details of the order of Public Information Officer/Asst. Public Information Officer against which appeal is preferred	Date of Order	Decision	Remark
6	7	8	9

FORM – K
(See Rule 12)

OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI

Proforma for Annual Return to Central Information Commission
(Under Section 25 of the Right to Information Act, 2005)

As on _____

Total no. of request received during the year	Decisions where applications for information rejected	No. of cases where disciplinary action taken against any officer

No. of times various provisions were invoked while rejecting request													
Relevant Section of RTI ACT 2005													
Section 8(1)										Other Sections			Other reasons
a	b	c	d	e	f	g	h	i	j	9	11	24	

Amount of Charges Collected (in Rs.)		
Fee amount	Additional fee & other charges	Penalties amount

By order of the Court,

Sd/-

(AJIT BHARIHOKE)
Registrar General



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं 25]

नई दिल्ली, मंगलवार, जून 21, 2005/ज्येष्ठ 31, 1927

No. 25]

NEW DELHI, TUESDAY, JUNE 21, 2005/JYAISTHA 31, 1927

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 21st June, 2005/Jyaistha 31, 1927 (Saka)

The following Act of Parliament received the assent of the President on the 15th June, 2005, and is hereby published for general information:—

THE RIGHT TO INFORMATION ACT, 2005 No. 22 of 2005

[15th June, 2005.]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

WHEREAS the Constitution of India has established democratic Republic;

AND WHEREAS democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

AND WHEREAS it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

NOW, THEREFORE, it is expedient to provide for furnishing certain information to citizens who desire to have it.

BE it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

CHAPTER I

Preliminary

1. (1) This Act may be called the Right to Information Act, 2005.

(2) It extends to the whole of India except the State of Jammu and Kashmir.

(3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.

2. In this Act, unless the context otherwise requires,—

(a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—

(i) by the Central Government or the Union territory administration, the Central Government;

(ii) by the State Government, the State Government;

(b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;

(c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;

(e) "competent authority" means—

(i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;

(ii) the Chief Justice of India in the case of the Supreme Court;

(iii) the Chief Justice of the High Court in the case of a High Court;

(iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;

(v) the administrator appointed under article 239 of the Constitution;

(f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form

Short title,
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t

Definitions.

and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

(g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;

(h) "public authority" means any authority or body or institution of self-government established or constituted—

- (a) by or under the Constitution;
- (b) by any other law made by Parliament;
- (c) by any other law made by State Legislature;
- (d) by notification issued or order made by the appropriate Government,

and includes any—

- (i) body owned, controlled or substantially financed;
- (ii) non-Government organisation substantially financed,

directly or indirectly by funds provided by the appropriate Government;

(i) "record" includes—

- (a) any document, manuscript and file;
- (b) any microfilm, microfiche and facsimile copy of a document;
- (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (d) any other material produced by a computer or any other device;

(j) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

(k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;

(l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

(m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(n) "third party" means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

Right to information and obligations of public authorities

3. Subject to the provisions of this Act, all citizens shall have the right to information.

Right to
information

4. (1) Every public authority shall—

- a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
- b) publish within one hundred and twenty days from the enactment of this Act,—
 - (i) the particulars of its organisation, functions and duties;
 - (ii) the powers and duties of its officers and employees;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (iv) the norms set by it for the discharge of its functions;
 - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) a statement of the categories of documents that are held by it or under its control;
 - (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
 - (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
 - (ix) a directory of its officers and employees;
 - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
 - (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
 - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
 - (xvi) the names, designations and other particulars of the Public Information Officers;
 - (xvii) such other information as may be prescribed; and thereafter update these publications every year;
- c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- d) provide reasons for its administrative or quasi-judicial

decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

5. (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

Designation
of Public
Information
Officers.

(2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

(3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.

(4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

(5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

6. (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

Request for
obtaining
information.

- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
- (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,

specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

(2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

(3) Where an application is made to a public authority requesting for an information,—

- (i) which is held by another public authority; or
- (ii) the subject matter of which is more closely connected with the functions of another public authority,

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

7. (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

(2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.

(3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—

- (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made

to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

- (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.

(4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

(7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

(8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

- (i) the reasons for such rejection;
- (ii) the period within which an appeal against such rejection may be preferred; and
- (iii) the particulars of the appellate authority.

(9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

8. (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—

(a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;

(b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;

Exemption from disclosure of information.

(c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

(d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;

(e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;

(f) information received in confidence from foreign Government;

(g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;

(h) information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

19 of 1923.

(2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

Grounds for rejection to access in certain cases.

Severability

9. Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

10. (1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

(2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—

- (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
- (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
- (c) the name and designation of the person giving the decision;
- (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
- (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

Third party information.

11. (1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

(2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.

(3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in

writing the notice of his decision to the third party.

(4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

CHAPTER III

The Central Information Commission

12. (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

Constitution
of Central
Information
Commission

(2) The Central Information Commission shall consist of—

- (a) the Chief Information Commissioner; and
- (b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—

- (i) the Prime Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Lok Sabha; and
- (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

13. (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Term of office and conditions of service.

Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

(3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

(5) The salaries and allowances payable to and other terms and conditions of service of—

- (a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;
- (b) an Information Commissioner shall be the same as that of an Election Commissioner:

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their

disadvantage after their appointment.

(6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

14. (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.

Removal of Chief Information Commissioner or Information Commissioner.

(2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—

- (a) is adjudged an insolvent; or
- (b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
- (c) engages during his term of office in any paid employment outside the duties of his office; or
- (d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
- (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.

(4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

CHAPTER IV

The State Information Commission

15. (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

Constitution of State Information Commission.

(2) The State Information Commission shall consist of—

- (a) the State Chief Information Commissioner, and
- (b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—

- (i) the Chief Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Legislative Assembly; and
- (iii) a Cabinet Minister to be nominated by the Chief Minister

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

Term of office
and conditions
of service.

16. (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner,

shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

(5) The salaries and allowances payable to and other terms and conditions of service of—

- (a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;
- (b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner is, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

(6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

17. (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.

Removal of State
Chief Information
Commissioner or
State Information
Commissioner

(2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of

the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—

- (a) is adjudged an insolvent; or
- (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
- (c) engages during his term of office in any paid employment outside the duties of his office; or
- (d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
- (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.

(4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

Powers and
functions of
Information
Commissions.

CHAPTER V

Powers and functions of the Information Commissions, appeal and penalties

18. (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—

- (a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;
- (b) who has been refused access to any information requested under this Act;
- (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
- (d) who has been required to pay an amount of fee which he or she considers unreasonable;
- (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
- (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

(2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

(3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:— 5 of 1908

- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
- (b) requiring the discovery and inspection of documents;
- (c) receiving evidence on affidavit;
- (d) requisitioning any public record or copies thereof from any court or office;
- (e) issuing summons for examination of witnesses or documents; and
- (f) any other matter which may be prescribed.

(4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

Appeal

19. (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

(3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

(5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

(6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be

recorded in writing.

(7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

(8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—

(a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—

- (i) by providing access to information, if so requested, in a particular form;
- (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
- (iii) by publishing certain information or categories of information;
- (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
- (v) by enhancing the provision of training on the right to information for its officials;
- (vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

(b) require the public authority to compensate the complainant for any loss or other detriment suffered;

- (c) impose any of the penalties provided under this Act;
- (d) reject the application.

(9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

(10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

Penalties

20. (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case

may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

CHAPTER VI

Miscellaneous

Protection of
action taken in
good faith.

21. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.

Act to have
overriding
effect

22. The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

Bar of
jurisdiction of
courts

23. No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.

Act not to
apply to
certain
organisations

24. (1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.

(3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.

(4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(5) Every notification issued under sub-section (4) shall be laid before the State Legislature.

25. (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

Monitoring and Reporting

(2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

(3) Each report shall state in respect of the year to which the report relates,—

- (a) the number of requests made to each public authority;
- (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
- (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
- (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
- (e) the amount of charges collected by each public authority under this Act;
- (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
- (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

(4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.

(5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

26. (1) The appropriate Government may, to the extent of availability of financial and other resources,—

- (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;

Appropriate Government to prepare programmes

(b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;

(c) promote timely and effective dissemination of accurate information by public authorities about their activities; and

(d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.

(2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

(3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—

- (a) the objects of this Act;
- (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
- (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
- (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
- (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
- (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
- (g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
- (h) the notices regarding fees to be paid in relation to requests for access to an information; and
- (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.

(4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.

27. (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Power to make
rules by
appropriate
Government

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
- (b) the fee payable under sub-section (1) of section 6;
- (c) the fee payable under sub-sections (1) and (5) of section 7;
- (d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and

- sub-section (6) of section 16;
- (e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
- (f) any other matter which is required to be, or may be, prescribed.

28. (1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Power to make rules by competent authority.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
- (ii) the fee payable under sub-section (1) of section 6;
- (iii) the fee payable under sub-section (1) of section 7; and
- (iv) any other matter which is required to be, or may be, prescribed

29. (1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

Laying of rules.

(2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:

Power to remove difficulties.

Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.

(2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.

31. The Freedom of Information Act, 2002 is hereby repealed.

Repeal

5 of 2003

THE FIRST SCHEDULE

[See sections 13 (3) and 16(3)]

Form of oath or affirmation to be made by the Chief Information
Commissioner/the Information Commissioner/the State Chief Information
Commissioner/the State Information Commissioner

"I,, having been appointed Chief Information Commissioner
/Information Commissioner / State Chief Information Commissioner / State
Information Commissioner swear in the name of God
solemnly affirm

that I will bear true faith and allegiance to the Constitution of India as by
law established, that I will uphold the sovereignty and integrity of India,
that I will duly and faithfully and to the best of my ability, knowledge and
judgment perform the duties of my office without fear or favour, affection
or ill-will and that I will uphold the Constitution and the laws."

THE SECOND SCHEDULE

(See section 24)

Intelligence and security organisation established by the Central Government

1. Intelligence Bureau.
2. Research and Analysis Wing of the Cabinet Secretariat.
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
7. Aviation Research Centre.
8. Special Frontier Force.
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
15. Special Service Bureau
16. Special Branch (CID), Andaman and Nicobar.
17. The Crime Branch-C.I.D.-CB, Dadra and Nagar Haveli.
18. Special Branch, Lakshadweep Police.

T. K. VISWANATHAN,
Secy. to the Govt. of India.

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**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SW),
DWARKA COURTS: NEW DELHI**

ORDER

In supersession of the previous Order No. 3231-3250/RTI/DWK/2021 dated 04/02/2021 and pursuant to the provision of sub section (1) of Section 19 of the Right to Information Act, 2005 (22 of 2005) and Rule 2 (h) of Delhi District Courts (Right to Information) Rules 2008. I, being Principal District & Sessions Judge, South-West District, Dwarka Courts, New Delhi, hereby designate Sh. Sumit Dass, Ld. ADJ-04 as the "First Appellate Authority" and Sh. Vipin Kharb, Ld. ASJ-04, as the "Link First Appellate Authority" for Dwarka District Courts, New Delhi, under RTI Act, 2005 with immediate effect.

Sd/-

(Manoj Jain)

Principal District & Sessions Judge(SW)
Dwarka Courts, New Delhi

No. 9739-9851/RTI/DWK/2022

Delhi dated 26/04/2022

Copy Forwarded for information & necessary action:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
3. The Principal District & Sessions Judges, South-East, West, North-West, East, Shahdara, North-East, New Delhi, North and South Districts, Delhi.
4. The Judicial Officers Concerned, South-West District, Dwarka.
5. The Secretary (AR), Administrative Reforms Department, 7th Level, C-Wing, Delhi Secretariat, GNCT of Delhi.
6. Branch Incharge, Computer Branch, Dwarka Court to upload the same on official website.
7. All the Sr. A.O.(J)/AO(J) Branch Incharges, Dwarka Courts.
8. The Principal District & Sessions Judges' Secretariat, Dwarka Courts.
9. Web Site Committee (Hindi & English), Tis Hazari Courts.
10. The Care Taking Branch, Dwarka Courts.
11. Branch Incharge, R&I Branch, Dwarka Courts to upload the same on LAYERS software.

Sd/-

(Manoj Jain)

Principal District & Sessions Judge(SW)
Dwarka Courts, New Delhi