

F.No.10/1/2013-IR
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(IR Section)

New Delhi, the 11th November 2014

Subject : Report of the Committee to evolve model format for RTI replies

This Department has constituted a committee to evolve model format for RTI replies, comprising representatives of Department of Personnel & Training, Ministry of Home Affairs and Central Information Commission. The report submitted by the committee is attached for information, before issue of guidelines in this regard.



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Report of the Committee to evolve model format for RTI replies


The Committee constituted vide DoPT O.M. No. 10/1/2013-IR dated 16th October, 2014 to evolve a model format for giving information under the RTI Act, held its meeting on 29th October, 2014 at 11:30 a.m. After examining in detail the provisions of the RTI Act and the existing practice generally followed by the CPIOs in replying to RTI applications, the Committee has made the following observations:

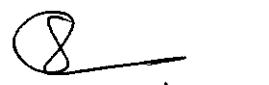
- I. There is neither any provision in the RTI Act or RTI Rules for a model/standard format of RTI application nor any provision for a model/standard format for reply to the RTI applications.
- II. Presently, neither any standard practice nor any standard format is being used by the CPIOs in reply to the RTI applications.

In view of the above observations, the Committee has made the following recommendations:

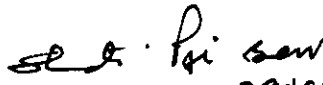
- a) There should not be a model/standard format for reply to the RTI application, as there is no such provision in the RTI Act or the RTI rules.
- b) Moreover, keeping in view that there is no standard format for RTI applications, there could not be a standard format for their reply.
- c) However, the following points can be uniformly adopted by the CPIOs while replying to the RTI applications:
 - i. The name, designation, official telephone no. and email I.D. of the CPIOs should be clearly mentioned.
 - ii. In case the information requested for is denied, reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
 - iii. In case the information pertains to other public authority and the application is transferred under section 6 (3) of the RTI Act, details of the public authority to whom the application is transferred should be given.
 - iv. In the concluding para of the reply, there should be clearly mentioned that the First Appeal, if any, against the reply of the CPIO may be made to the First Appellate Authority within 30 days of receipt of reply of CPIO.
 - v. The name, designation, address, official telephone no. and e-mail I.D. of the First Appellate Authority should also be clearly mentioned.



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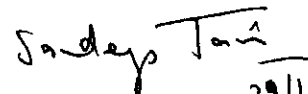

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- vi. Wherever the applicant has requested for certified copies of the documents or records, the CPIO should certify the documents or records by putting a seal of his name, designation and signing with date. Above the seal, the remarks that "documents/records provided under the RTI Act" should be endorsed.


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