

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय

SECRETARIAT

Port Blair, Dated the 30th March, 2007

CIRCULAR

Under Right to Information Act, 2005 often, complaints have received that the Public Information Officers / Assistant Public Information Officers are asking the persons seeking informations under "Right to information Act, 2005" to apply in prescribed proforma. In this connection all concerned are informed that under "Right to Information Act, 2005" no where the application form has been prescribed. The Govt. of India Department of Personnel & Training, O.M. No. 1/4/2006-IR, dated 21-2-2006 in para 6 has clarified as under :-

"The Right to Information Act, 2005 does not provide for any formal application form for acquiring access to information. The Act also states that request for information can be sought 'in writing or through electronic means.....' therefore, application for information on plain paper are also to be received and replied within the prescribed time limit."

Therefore, all concerned are informed that applications submitted in plain papers seeking information under "Right to Information Act, 2005" should be entertained and application under any proforma should not be insisted. A copy of Govt. of India OM No. 1/4/2006-IR dated 21/02/2006 is also enclosed.

Encl :- A/A

Elsy John
30-3-07

(ELSY JOHN)

Asst. Secy. (AR & Trg.)/
Nodal Officer (RTI)

Copy to:-

1. Sr. P.S. to Lt. Governor, A & N Islands for kind information of Lt. Governor.
2. Sr. P.S. to Chief Secretary, A & N Administration for kind information of the Chief Secretary.
3. All PS/PAs to the Commissioners / Secretaries / Special Secretaries, A & N Administration for kind information of the Commissioners / Secretaries / Special Secretaries.
4. All Heads of Departments, A & N Administration with the request kindly to intimate the above position to the PIOs / APIOs, under the respective department.
5. All Deputy Secretaries /Assistant Secretaries, A & N Administration for information.

Elsy John
30-3-07

Asst. Secy. (AR & Trg.)/
Nodal Officer (RTI)

Elsy John
30-3-07

4. While observing the above change in procedure, the Purchase Committee / Competent Authority may also keep in view the provisions of Rule 144 of the GFRs, 2005, that reads as under:—

“Rule 144. Reserved Items: The Central Government, through administrative instructions, has reserved all items of hand-spun and hand-woven textiles (Khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and / or the notified handlooms units of ACASH (Association of Corporations and Apex Societies of Handlooms). The Central Government has also reserved some items for purchase from registered Small Scale Industrial Units. The Central Departments or Ministries are to make their purchases for such reserved goods and items from such units as per the instructions issued by the Central Government in this regard.”

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G.I., Dept. of Per. & Trg., O.M. No. 1/4/2006-IR, dated 21-2-2006

Right to Information Act, 2005

The undersigned is directed to say that the Central Information Commission, on the basis of suggestions and complaints received from members of public, has desired that the following steps should be taken by Ministries / Departments regarding the Right to Information Act, 2005 within individual jurisdiction:—

1. The PIOs, APIOs and Appellate Authorities are placed in all public authorities set up from Ministry's / Department's budget or under administrative control of Ministry / Department, if they are not already there.
2. Furnishing to the Central Information Commission the details of nodal officer appointed for implementation of the Act and the complete list of PIOs / APIOs and the Appellate Authorities along with their contact details, namely addresses, phone numbers, e-mail addresses and fax numbers.
3. Steps be taken to enable people to file their applications by post. To make this easy, awareness should be generated through print and electronic media regarding the name of the bank account into which the demand draft or bankers cheque should be accepted. The particulars of these bank accounts should be furnished to the Central Information Commission.
4. Some Ministries / Departments have appointed several Public Information Officers having different jurisdictions. In such case, a clarification may be issued to the effect that

application can be received by any PIO whose duty it would be to direct it to the PIO concerned under intimation to the applicant.

5. In case a person writes directly to the Head of Department / Office enclosing the required fee, it should be ensured that application reaches the proper PIO under intimation to the Applicant.
6. The Right to Information Act, 2005 does not provide for any formal application form for acquiring access to information. The Act also states that request for information can be sought 'in writing or through electronic means' therefore, application for information on plain paper are also to be received and replied within the prescribed time limit.
7. Section 6 (2) of the Right to Information Act, 2005 states that no person seeking information shall be required to give any reason for his request. Therefore, necessary orders may be issued to all the officials in the Ministries / Departments / Public Authorities to comply with the directives of the Act and not to ask unnecessary questions from complainants / applicants.

It is requested that action on the above points may be taken at the earliest and a compliance report sent to the Central Information Commission by 24-2-2006.

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G.I., Dept. of Posts, Lr. No. 79-8/2004-FS (Vol. II), dated 10-3-2006

Senior Citizen Savings Scheme (SCSS)-2004 — Nomination through Power of Attorney

The undersigned has been directed to forward herewith a copy of clarification issued by Ministry of Finance, vide Letter No. F. No. 15/8/2005/NS-II, dated 2-3-2006 on the above subject.

2. It is requested that the contents of this SB Order may be circulated to all concerned for information, guidance and necessary action.

ENCLOSURE

I am directed to refer to your letter No. DGBA.CDD/15.15.001/H 7232/2005-06, dated 6-12-2005 on the above-mentioned subject. The matter has been considered in this Department in consultation with Ministry of Law and it is clarified that a person holding Power of Attorney cannot sign for the nominee in the Nomination Form.

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