

I/D No.PER.44/2007/Pt. I/364  
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Dated Shillong, the 27<sup>th</sup> October, 2015.

All Administrative Deptts. I/D

Subject : Format for giving information to the applicants under RTI Act- issue of guidelines regarding.

Please find enclosed herewith the O.M.No.10/1/2013-IR, dated 06.10.2015 received from the Deputy Secretary (IR), Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training which is self explanatory for favour of information and guidance.

(D. Rynjah )

PIO & Under Secretary to the Govt. of Meghalaya  
Personnel & A.R.(A) Department

Memo No.PER. 44/2007/Pt.I/364-A

Dated Shillong the 27<sup>th</sup> October, 2015.

Copy to :-

1. The Deputy Secretary (IR), Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, North Block, New Delhi-110001.
2. The State Informatics Officer, NIC, Shillong with a request to kindly place the contents of the O.M. in the Website.
3. The Joint Director, Meghalaya Administrative Training Institute, Shillong.

By Order etc,

PIO & Under Secretary to the Govt. of Meghalaya  
Personnel & A.R.(A) Department

FTS - No. 316 300/2015/MEGSC

NIC - MSU - SHILLONG
Dairy No. : 13/4
Date : 30/10/15
File No. : _____

FTS 150903  
North Block, New Delhi  
Dated 6<sup>th</sup> October, 2015

Per A  
20/10/15

Office Memorandum

P. O. Arora  
7/10/15

Subject: Format for giving information to the applicants under RTI Act- issue of guidelines regarding.

It has been observed that different public authorities provide information to RTI applicants in different formats. Though there cannot be a standard format for providing information, the reply should however essentially contain the following information:

- (i) RTI application number, date and date of its receipt in the public authority.
- (ii) The name, designation, official telephone number and email ID of the CPIO.
- (iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
- (iv) 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.
- (v) In the concluding para of the reply, it 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.
- (vi) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

2. In addition, wherever the applicant has requested for 'certified copies' of the documents or records, the CPIO should endorse on the document "True copy of the document/record supplied under RTI Act", sign the document with date, above a seal containing name of the officer, CPIO and name of public authority; as enumerated below:

True copy of the document/record supplied under RTI Act. Sd/- Date (Name of the Officer) CPIO (Name of the Public Authority)
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Further in case the documents to be certified and supplied is large in number, information on RTI application should be supplied by a designated PIO but the certification of the documents, if need be, could be done by an other junior gazetted officer.

3. This may be brought to the notice of all concerned.

Personnel & Adm. Reforms (A) Department  
Dy. No. F-151981/15  
Date 20/10/15  
Dealing Officer AR

@Arora  
(G. S. Arora)  
Deputy Secretary (IR)  
Tel. 23092755

1. All the Ministries / Departments of the Government of India.

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