

Group: 'FOODCORP' कक्षा सं.: ए-एफसीआई एनडी ०११२५९२३२९३२४१ ००१९९९२३२९३२४३ Fax No.: HFCIND 00911123413241 00911123413103	खद्य निगम	 FOOD CORPORATION OF INDIA	मुख्यालय नई दिल्ली Head Quarters New Delhi
आरएसओ 9001 2000 प्रमाणित ISO 9001: 2000 CERTIFIED		४९३८७९-२२४९९८७२-२३४९९८७२ IR : 234926712221487223414688	

No.EP.49(2)/08-Vol.II

Dated: 31.03.2010

(Circular No. EP.25-2010-06)

Subject:- Maintenance of records in consonance with Section 4 of the Right to Information Act, 2005.

- Reference is invited to Circular No. EP.25-2005-23 dated 18.08.2005 and Circular No. EP.25-2006-18 dated 20.07.2006 regarding implementation of Right to Information Act, 2005.
- Section 4(1)(a) of the Right to Information Act, 2005 provides that every Public Authority shall maintain all its records duly catalogued and indexed in a manner and form which would facilitate right to information. The Food Corporation of India being public authority under the said Act, provisions of said section have to be complied. In this regard, Department of Personnel and Training has intimated that Central Information Commission in a case has highlighted failure in maintenance of record by public authorities resulting in supply of incomplete and misleading information. The Commission has also pointed out that such a default could qualify for payment of compensation to the complainant for any loss or other detriment suffered under Section 19(8)(b) of the Act. In this context, a copy of Department of Personnel and Training OM No.12/192/2009-IR dated 20th January 2010 is enclosed.
- In view of above, all the administrative authorities in the Corporation are requested to ensure that requirement under Section 4(a)(1) of the Act is met.

Anoop Kumar
(ANOOP KUMAR)
GENERAL MANAGER (P&IR)

Encl:- As above.

Distribution:-

As per mailing list.

3

No.12/192/2009-IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 20th January 2010

2010
16/12/10

OFFICE MEMORANDUM

Subject: Maintenance of records in consonance with Section 4 of the RTI Act

The Central Information Commission in a case has highlighted that the systematic failure in maintenance of records is resulting in supply of incomplete and misleading information and that such failure is due to the fact that the public authorities do not adhere to the mandate of Section 4(1)(a) of the RTI Act, which requires every public authority to maintain all its records duly catalogued and indexed in a manner and form which would facilitate the right to information. The Commission also pointed out that such a default could qualify for payment of compensation to the complainant. Section 19(8)(b) of the Act gives power to the Commission to require the concerned public authority to compensate the complainant for any loss or other detriment suffered.

2. Proper maintenance of records is vital for the success of the Right to Information Act but many public authorities have not paid due attention to the issue despite instructions issued by this Department. The undersigned is directed to request all the Ministries/Departments etc. to ensure that requirements of Section 4 of the Act in general and clause (a) of sub-section (1) thereof in particular are met by all the public authorities under them without any further delay.


(K.G. Verma)
Director
Tel. No.23092158

in Sahib
16/12/10
1/1
(107) To
1/10/10

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission/ Lok Sabha Sectt/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission / President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission / Election Commission
3. Central Information Commission/State Information Commission
4. Staff Selection Commission, CGO Complex, New Delhi
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers/Desks/Sections, Department of Personnel & Training, Department of AR & PG and Department of Pension & Pensioners Welfare.

R. Row
D. S.
17/1/10

Copy to: Chief Secretaries of all the States/UTs

1.1/10/10