No.EP-49(1)/2003/Vol.II.  
Dated: 03.01.2006.

(Circular No.EP-49-2006-01)

Subject:-Right to Information Act (RTI) 2005 – Implementation thereof.


2. As per Section 25(2) of the Act, the Public Authorities are required to provide such information to the Central Information Commission (CIC), as may be called for by CIC for preparation of annual report on implementation of the Act. Though no reports/ formats have so far been prescribed by CIC or DOPT in this regard, yet it would be worthwhile to lay down appropriate instructions to effectively monitor the disposal of requests received under the Act.

3. With a view to ensure that the requests received under the Act are disposed of expeditiously as per the provisions of Act, the Heads of each offices in the Corporation will hold meetings regularly on every 10th, 20th and 30th/31st day of the month with their concerned Officers/CPIOs/CAPIOs and will monitor the position of the requests. The Heads of Offices may call a report in the format (enclosed) for the above purpose. If any of the above days happens to be a holiday, the meeting will be convened on the next working day. In case of Headquarters, the RTI Cell will monitor the position of such requests received in their Division.

Contd.2/-
4. A monthly report duly consolidated will be submitted by DOs/ROs to the ROs/ZOs in the above format by 5th of every month. The Zonal Offices will submit the monthly report duly consolidated, for Zone as a whole, in the above format by 7th of every month to the RTI Cell, Hqrs. In case, no request has been received in any of the offices, nil report is also required to be submitted.

5. The RTI Cell of Hqrs will consolidate the information received from various offices including from Hqrs. A consolidated information of the Corporation as a whole on the above format will be sent every month to the Ministry of Consumer Affairs, Food & Public Distribution, quoting reference of letter No.2/13/2005/ICT dated 12 December 05.

6. Strict compliance of above instructions may be ensured.

(M. L. NAGPAL)
GENERAL MANAGER (P&IR)
E-mail: mpir.fe@nic.in

Encl: As above:

Distribution:
(As per mailing list).

Copy to:
Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution
Krishi Bhavan
New Delhi.

Contd.2/
PERIODICAL REPORT ON REQUESTS RECEIVED UNDER RTI ACT

Report for the period

<table>
<thead>
<tr>
<th>Name of the Office</th>
<th>No. of Applications received</th>
<th>Amount of fee received</th>
<th>No. of Applications disposed</th>
<th>No. of Applications on which third party reference sought</th>
<th>No. of Applications pending</th>
<th>Remarks/Reasons for pendency</th>
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