
(CIRCULAR NO. EP-25-2006-02)

Subject: Enactment of Right to Information Act, 2005.


2. It was emphasized that Section 4(b) of the Act casts an obligation upon each Public Authority to publish their requisite 17 Manuals and place them on the website well before 12th October, 2005 (the date on which Act came into force). As far as Headquarters is concerned, these Manuals have been hoisted on the FCI website. However, the response from the ZOs/ROs/DOs in this direction has not been encouraging as most of them have yet to confirm/send their compliance report.

3. The Central Information Commission (CIC), the apex body under the Act, has now desired to confirm whether obligations under Section 4(b) of the Act have been met by each Public Authority. The ZOs/ROs/DOs are, therefore, requested once again to take immediate action in this direction and report compliance to the immediate higher authority so that the Ministry could be informed accordingly. Any laxity in this regard will draw adverse criticism from the Ministry as well as the CIC.

4. Further, it is to be noted that once these Manuals are placed on website, the same should be updated regularly. It is the responsibility of every office to update their information relating to these 17 Manuals regularly. As far as Headquarters is concerned, all Heads of Divisions will depute responsible Officers/Officials to inter-act with the concerned Staff of Computer Division regularly to update information relating to these 17 Manuals, as also to furnish additional information, which will also meet the requirements of Section 4(2) of the Act ibid.
5. Section 4(2) of the Act provides that every public authority will take steps in accordance with clause(b) of sub-Section(1) to provide as much information suo motu to the Public at regular intervals through various means of communications including internet so that the public have minimum resort to the use of the Act to get information. The steps taken to comply with the provisions of Section 4(2) of the Act may also be indicated so that RTI Cell takes note thereof and passes it on to the Ministry in a consolidated report.

6. Strict and immediate compliance is requested.

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