

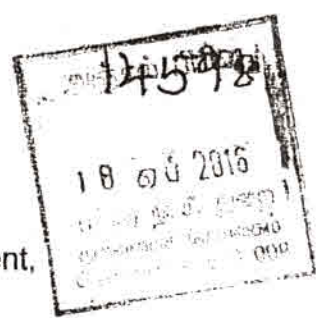


RIGHT TO INFORMATION ACT-2005

TAMILNADU INFORMATION COMMISSION
No.2, Thiyagaraya Salai, Teynampet, Chennai 600 018.

Letter No.7584/Admn.I/2016,Dated.04.04.2016.

From
Thiru S. Ashok Kumar,
Secretary.



To
The Principal Secretary to Government,
Personnel and Administrative Reforms (AR.3) Department,
Secretariat, Chennai-9. (w.e)

Sir,

Sub: RTI Act 2015-Maintenance of Registers under RTI
Act – Recommended.

The task of monitoring the implementation of Provisions of RTI Act,2005 has been entrusted to the State Information Commission under section 25(1) of the Act which requires the Commission to prepare a report every year, which is to be laid in the State Legislature by the Government . Section 25(2) of the Act requires that each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information required by the Information Commission to prepare the Annual Report and comply with the requirements concerning the furnishing of that Information and keeping of records for the purposes of this section.

2. The Commission finds that there is no prescribed Register for recording receipt and disposal of petitions and appeals under RTI. In the absence of such Registers, correct figures cannot be furnished by the PIO's or Appellate Authorities to the Department or Ministry concerned which is expected to consolidate the figures. The Commission finds it fit to recommend that uniform maintenance of Registers on RTI Application / Appeals is necessary.

3. The Commission, therefore recommends under Section 19(8)(iv) of the RTI Act, 2005, for maintenance of the following Registers by all the Public authorities:-

Sl.No.	Name of the Register	To be maintained by whom	Periodicity of Abstracts to be drawn
1.	RTI Petition Register	PIO	Monthly/ Annual
2.	Register of payment of Fees and Charges under RTI (Fees) Rules	PIO	Monthly/ Annual
3.	Register of First Appeals	First Appellate Authority	Monthly/ Annual
4.	Register of Penalty and Disciplinary Action	Head of the Department	Annual
5.	Register of Compensation	Head of the department	Annual

4. It is requested that the Government may consider this and issue suitable instructions to all the Public Authorities for the maintenance of such Registers.

5. The following guidelines may be intimated to all concerned about maintenance of these Registers.

(I) . RTI Petition Register :

- (a) It should be maintained by every PIO. ✓
- (b) In col. 15, the no. of requests (items of information sought) must be mentioned. Eg. If an RTI petitioner asks for 8 items of information, the figure 8 must be noted in col.15:-
- (c) The no. of requests rejected must be indicated in cols. 16 to 29. Eg. If out of 8 items requested, 2 were rejected under 8(1)(g) and 3 under 8(1)(j), the figures 2 and 3 respectively must be entered in col.22 and 25.
- (d) Cases pending at the beginning of the year should be entered in the beginning of the Register.
- (e) Monthly abstract must be drawn at the end of every month.
- (f) Cumulative annual abstract must be drawn as on 31st December.

II. Register of payment of charges under RTI (Fees) Rules :

- (a) Only charges collected for supply of documents or for inspection will be shown.
- (b) Entries will be made as and when charges are received.
- (c) Application fees @ Rs.10/- per application will not be entered in this Register/
This will find place in col.12 of RTI Petition Register.
- (d) Monthly Abstract : In col.3, the amount of application fees paid by applicants will be entered by totalling col.12 of RTI Petition Register for the month.
- (e) Details of charges paid should also be entered in col.30 and 31 of RTI Petition Register.

III. Register of First Appeals :

- (a) This should be maintained by every Appellate Authority who is authorized to deal with first appeals u/s 19(1) of RTI Act.
- (b) Appeals pending at the beginning of the year should be entered in the beginning of the Register.
- (c) A monthly abstract should be drawn.

IV. Register of Penalty and Disciplinary Action:

- (a) This Register should be maintained by all Head of the Departments / Corporations/ Boards / Commissions, and also in Secretariat Departments.
- (b) Details should be entered as and when orders of State Information Commission are received about penalty and recommendation on disciplinary action.
- (c) Details of compliance should be entered as and when it happens.
- (d) Pending cases in which penalty has not been collected or disciplinary action has not been completed should be entered in the beginning of the Register.
- (e) An annual abstract should be maintained.

V. Register of Compensation:

- (a) This Register should be maintained by all Heads of the Departments / Corporations / Boards / Commissions, and also in Secretariat Departments.
- (b) Details should be entered as and when orders of State Information Commission are received about awarding of compensation.
- (c) Details of compliance should be entered as and when it happens.

Yours faithfully,


for Secretary.

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RTI Petition Register

Sl.No.	RTI Petition File No.	Date of petition	PIO from whom received, If received on transfer u/s 6(3)	Date of receipt from petitioner or u/s 6(3)	Name and Address of the petitioner	If transferred u/s 6(3)		If assistance sought from another officer u/s 5(4)			
						PIO to whom transferred	Date of transfer	Designation of officer whose assistance is sought	Date of letter seeking assistance	Date of receipt of reply	
1	2	3	4	5	6	7	8	9	10	11	

Amount (Rs.)	Mode (Cash, Postal Money Order, Court Fee stamp, DD, Banker's cheque)	Payment of fees	Date of disposal of petition	No. of requests to be answered	No. of requests rejected under Section													
					8(1) (a)	8(1) (b)	8(1) (c)	8(1) (d)	8(1) (e)	8(1) (f)	8(1) (g)	8(1) (h)	8(1) (i)	8(1) (j)	9	11	24	Other reasons
12		13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

(P.T.O)

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Charges		Date of supply of documents	Date of order on first appeal	Date of order on second appeal
Asked to be paid	Amount paid			
30	31	32	33	34

Monthly Abstracts- RTI Register				
No. of petitions				
Pending at the beginning of the month	Received during the month	Transferred u/s 6(3)	Disposed	Pending at the end of the month

Register of payment of charges under RTI (Fees) Rules (excluding application fees)

Date of payment	RTI ptn file No.	Charges to be paid (Rs.)	Charges paid (Rs.)	Mode of Payment	Date of supply of documents
1	2	3	4	5	6

Monthly Abstract of Fees and charges paid		
No. of cases in which charges were paid	Total charges paid (Rs.)	Amount of application fees received *
1	2	3

* This figure will be taken by totalling column 12 in RTI Petition Register

Register of First Appeals

First Appeals

Appeal File No	Date of appeal	Date of receipt of appeal	Name and address of the Appellant	Designation of PIO concerned	Date of disposal of appeal	Nature of disposal

Monthly Abstract for Appeals

Monthly Abstracts			
No. of appeals			
Pending at the beginning of the Month	Received during the month	Rejected	Disposed
			Pending at the end of the month

Register of Penalty / Disciplinary Action
u/s 20(1) / 20(2) of RTI Act

Sl. No.	Name and designation of officer	SIC Case No. and Date	Penalty Ordered	Penalty Paid	Date of Payment	Disciplinary Action Recommended	Nature of charge initiated (Minor / Major)	Date of charge	Nature of Disposal of charge	Date of final disposal	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Annual Abstract of Penalty / Disciplinary Action

Penalty Paid		Disciplinary Action - Nd. of officials against whom	
No. of officials	Amount paid	SIC recommended	Charges initiated
			Punishment awarded

151
17

Register of Compensation
Under Section 19(9)(b) of RTI Act

Sl.No.	SIC Case No.	Date of order	Amount of Compensation awarded	Name of Petitioner / Appellant	Amount paid	Date of payment	Remarks
1	2	3	4	5	6	7	8

Annual Abstract of Compensation under RTI Act

No. of cases in which compensation was	Total Amount of compensation	
	Ordered	Paid
Awarded		