



## **ABSTRACT**

Acts – The Right to Information Act, 2005 – Commercial Taxes and Registration Department – Procedure to be followed by Public Information Officers in disposal of application received under the Right to Information Act – Instructions – Issued.

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### **Commercial Taxes and Registration [OP-1] Department**

**G.O. (Ms.) No.59**

**Dated 26.02.2007**

Read :

G.O. (Ms) No.107, Commercial Taxes and Registration (OP1) Department, dated 19.10.2005.

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### **ORDER:**

In the reference read above, orders have been issued appointing the Deputy Secretary to Government (OP) of this Department as State Public Information Officer under section 5 (1) of the Right to Information Act, Commercial Taxes and Registration Department, Secretariat. The act contains various provisions to be followed by the Public Information Officers in discharge of their responsibilities under the Act. In addition to these provisions contained in the Act, the following instructions are supplemented, so that Public Information Officers follow a uniform procedure and practice.

1. All applications received under the Act by the Public Information Officer should be entered in a register namely "Register of application received by the Public Information Officer under the Right to Information Act" as in the format No. Commercial Taxes and Registration Department / RT 1/1.
2. Separate Serial No. should be assigned to the applications received every year under the Act. For example, the first application received during the year 2006 should be assigned Sl. No.1/RT1/2006 and so on.
3. (a) As soon as the application along with the prescribed fee, is received, and the information required therein relates to Commercial Taxes and Registration Department an

acknowledgement as prescribed in the format No. Commercial Taxes and Registration Department / RTI / II should be issued.

- (b) If such application is received either without the prescribed fee or without proper evidence for exemption under "Below Poverty Line", the Public Information Officer without sending the acknowledgement mentioned in item 3 (a) above, should inform the applicant in the prescribed format No. of Commercial Taxes and Registration Department / RTI / III about the defect in the application with request to resubmit the application after rectifying the defects. The applicant should also be informed that the time prescribed in the Act will have to be reckoned only from the date of resubmission of the application without any defect.
- 4.
  - (a) The fee received under the Act should be remitted to the following head of account as soon as it is received by the Public Information Officer.

"0075.00 Miscellaneous General Services – 800 Other receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005" (D.P.C. 0075.00 800 BK 0006)
  - (b) The details of fee received and remitted must be maintained in a separate register as per the prescribed format No. Commercial Taxes and Registration Department / RTI / IV.
- 5.
  - (a) If the application received with or without the prescribed fee relates to any other department, the Public Information Officer in the prescribed format No. of Commercial Taxes and Registration Department / RTI / V shall transfer the said application to the Public Information Officer of the department concerned immediately by Registered or Speed Post or by Special Messenger within the stipulated period of five days from the date of receipt of the application.
  - (b) After such transfer, the applicant should be informed in the prescribed format No. Commercial Taxes and Registration Department / RTI / VI about the details of such transfer, indicating the name of the department to which the application has been transferred and the details of Public Information Officer to whom the applicant should contact, for further correspondence.
- 6. Wherever information required from other officers, the Public Information Officer should send a request to the officers concerned in the prescribed Format No. Commercial Taxes and Registration Department / RTI / VII.

7. When the information by the applicant is ready, the applicant should be asked in the prescribed format No. Commercial Taxes and Registration Department / RTI / VIII to remit the further fee required, as per the Rules for furnishing the information, in the format requested.
8. If the application is received the applicant should be informed in the prescribed format No. Commercial Taxes and Registration Department / RTI / IX about the reasons for such rejection of the application, the period within which an appeal against such rejection may be preferred and the particulars of the appellate authority.
9. All correspondence relating to an application received under RTI Act should be made in the "Register of application received by the Public Information Officer under the Right to Information Act". When done with, the connected file dealing with the application should be closed as G.O. (D) in the Secretariat. The nature of disposal of each application should also be entered in the above register.
10. The Public Information Officer shall submit a quarterly return to the appellate authority regarding the details of applications received etc. as per the format of Commercial Taxes and Registration Department / RTI / X.

(BY ORDER OF THE GOVERNOR)

**M. DEVARAJ**  
**SECRETARY TO GOVERNMENT.**

To  
The Public Information Officer / Appellate Authority /  
Assistant Public Information Officer,  
Commercial Taxes and Registration Department, Chennai-9.  
All Heads of Departments under the control of Commercial Taxes and  
Registration Department. (For issue of necessary instructions in this regard)  
All Departments of Secretariat, Chennai-9.

Copy to:-

All Officers / All Sections, Commercial Taxes and Registration Department,  
Chennai-9.  
State Information Officer,  
No.89 Dr. Alagappa Road,  
Krishna Vilas,  
Purasawakkam,  
Chennai-84.  
SF / SC

// Forwarded / By order //

**SECTION OFFICER.**

**FORMAT NO.CT & R / RTI / I**

**FORM OF REGISTER TO BE MAINTAINED FOR REGISTERING THE APPLICATIONS RECEIVED UNDER THE RIGHT TO INFORMATION ACT.**

Sl. No.	Name and address of the applicant	Date of receipt	Information required in brief	Whether exemption claimed under BPL	Details of fee received
(1)	(2)	(3)	(4)	(5)	(6)

Correspondence made with other officers	Details of replies received from other officers	Nature of final disposal
(7)	(8)	(9)

**FORMAT NO. CT & R / RTI / II**

**FORM OF ACKNOWLEDGEMENT TO BE SENT TO THE APPLICANT**

**LETTER NO.**

**DATED**

From  
Thiru / Tmt.  
Public Information Officer,  
Department of

\_\_\_\_\_

To

\_\_\_\_\_

\_\_\_\_\_

(Here address of the applicant to be indicated)

Sir / Madam,

**SUB :** \_\_\_\_\_  
(Here subject of the application in brief to be indicated)

**REF :** Your application No. \_\_\_\_\_ Dated  
**-oOo-**

I am directed to acknowledge the receipt of your application cited along with the fee of Rs. \_\_\_\_\_ /- sent by you in Demand Draft / Cheque / Cash / Treasury receipt.

**FORMAT NO. CT & R / TRI / III**

**FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE  
DEFECTS TO BE RECTIFIED.  
BY REGISTERED OR SPEED POST**

**LETTER NO.**

**DATED**

From  
Thiru / Tmt.  
Public Information Officer,  
Department of  
\_\_\_\_\_

To  
\_\_\_\_\_  
\_\_\_\_\_  
(Here address of the applicant to be indicated)

Sir / Madam,

**SUB :** \_\_\_\_\_  
(Here subject of the application in brief to be indicated)

**REF :** Your application No. \_\_\_\_\_ Dated \_\_\_\_\_  
**-oOo-**

I am in receipt of your application cited. The application is returned to you for the following reasons:-

(i) The prescribed fee has not been remitted by you in the prescribed form.

(or)

The evidence required as per G.O. Ms. No.1138, Public (Estt. & LEG) Department, dated 14.11.05 for obtaining exemption from payment of fees has not been enclosed.

(ii) \_\_\_\_\_  
(Here any other defect to be indicated)

2. I am to request you to resubmit your application, after rectifying the above defect. I am also to inform you that the time prescribed in the RTI Act for furnishing the required information will have to be reckoned only from the date of resubmission of the application without any defect.

**FORMAT NO.CT & R / RTI / IV**

**FORM OF REGISTER TO BE MAINTAINED FOR INDICATING THE  
DETAILS OF FEE AND REMITTANCE**

Sl. No.	Name and address of the applicant and the registration No.	Amount of fee received	No. and date of chalan in which the fee has been remitted	Amount of further fee received	No. and date of chalan in which the further fee has been remitted.
(1)	(2)	(3)	(4)	(5)	(6)

**FORMAT NO. CT & R. / RTI / V**

**FORM OF LETTER IN WHICH THE APPLICATION RELATING TO OTHER  
DEPARTMENT HAS TO BE TRANSFERRED. BY REGISTERED OR SPEED  
POST OR BY SPECIAL MESSENGER.**

**LETTER NO.**

**DATED**

From  
Thiru / Tmt.  
Public Information Officer,  
Department of  
\_\_\_\_\_

To  
Thiru / Tmt.  
Public Information Officer,  
Department of  
\_\_\_\_\_

Sir / Madam,

**SUB :** \_\_\_\_\_  
(Here subject of the application in brief to be indicated)

**REF :** From Thiru / Tmt. \_\_\_\_\_  
application Dated \_\_\_\_\_

**-oOo-**

I am directed to state that one Thiru / Tmt. \_\_\_\_\_ in his /  
her application cited has requested to furnish the following information under the  
provisions of the Right to Information Act, 2005.

" \_\_\_\_\_ "  
(Here indicate the information required in brief)

2. As the information required relates to your Department, the above application,  
with / without the fee received in original is transferred to you for taking further action  
under the provisions of the Right to Information Act.

3. Please acknowledge the receipt of this letter.

Y.F.

Copy to  
Thiru / Tmt. \_\_\_\_\_  
\_\_\_\_\_ (Here address of the applicant to be indicated)

**FORMAT NO. CT & R. / RTI / VI**

**FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE  
TRANSFER OF HIS/ HER APPLICATION.  
BY REGISTERED OR SPEED POST.**

**LETTER NO.**

**DATED**

From  
Thiru / Tmt.  
Public Information Officer,  
Department of \_\_\_\_\_  
\_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

**SUB :** \_\_\_\_\_  
(Here subject of the application in brief to be indicated)

**REF :** Your application No. \_\_\_\_\_ dated:  
**-oOo-**

I am to invite your attention in your application cited and too state that as the subject matter of the information required relates to \_\_\_\_\_ Department, your application with / without the fee received has been transferred to that Department in original. I am, therefore, to request you to contact Thiru/Tmt. \_\_\_\_\_ PIO of that Department for further correspondence.

Copy to  
Thiru / Tmt.  
Public Information Officer,  
Department of \_\_\_\_\_  
\_\_\_\_\_

**FORMAT NO. CT & R. / RTI / VII**

**FORM OF LETTER TO BE ADDRESSED TO OTHER OFFICERS FOR  
GETTING INFORMATION UNDER THE ACT.**

**LETTER NO.**

**DATED**

From  
Thiru / Tmt.  
Public Information Officer,  
Department of

\_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_

(Here the details of the Officers from whom the  
information is required shall be indicated)

Sir / Madam,

**SUB :** \_\_\_\_\_  
(Here subject of the application in brief to be indicated)

**REF :** From Thiru / Tmt. \_\_\_\_\_  
application Dated \_\_\_\_\_

**-oOo-**

I am directed to state that the following information is required to be furnished to  
an applicant requiring information under the Right to Information Act.

" \_\_\_\_\_ "  
(Here indicate the information required in brief)

2. I am therefore, to request you to furnish the following particulars immediately  
within one week without fail.

(i) \_\_\_\_\_  
(ii) \_\_\_\_\_

(Here indicate the particulars required and the format in which the information is  
required)

**FORMAT NO. CT & R / RTI / VIII**

**FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE  
DETAILS OF FURTHER FEE TO BE REMITTED BY HIM / HER TO GET THE  
FURTHER INFORMATION REQUIRED.**

**BY REGISTERED OR SPEED POST**

**LETTER NO.**

**DATED**

From  
Thiru / Tmt.  
Public Information Officer,  
Department of  
\_\_\_\_\_

To  
\_\_\_\_\_  
\_\_\_\_\_

(Here the address of the applicant to be indicated)

Sir / Madam,

**SUB :** \_\_\_\_\_  
(Here subject of the application in brief to be indicated)

**REF :** Your application No. \_\_\_\_\_  
Dated \_\_\_\_\_  
\_\_\_\_\_

**-oOo-**

I am to invite to your application cited and to request you to remit a further fee of  
Rs. \_\_\_\_\_ /- to provide the following information required by you.

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_

(Here indicate the information and the format in which the information is required by the individual)

**FORMAT NO. CT & R / TRI / IX**

**FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE  
REASONS ETC. FOR REJECTION OF THE APPLICATION**

**BY REGISTERED OR SPEED POST**

**LETTER NO.**

**DATED**

From  
Thiru / Tmt.  
Public Information Officer,  
Department of

\_\_\_\_\_

To

\_\_\_\_\_

\_\_\_\_\_ (Here the address of the applicant to be  
indicated)

Sir / Madam,

**SUB :**

\_\_\_\_\_ (Here subject of the application in brief to be indicated)

**REF :**

Your application No. \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_

**-oOo-**

I am directed to state that your application cited is rejected for the following reasons:

\_\_\_\_\_  
(Here indicate the reasons for rejection)

2. I am also to state that you may prefer an appeal within the stipulated period of thirty days to the following Appellate Authority whose details are given below:

\_\_\_\_\_

\_\_\_\_\_  
(Here furnish the details of Appellate Authority)

**FORMAT NO. CT & R / RTI / X**  
**FORM OF QUARTERLY RETURN TO BE SUBMITTED TO THE APPELLATE**  
**AUTHORITY**

From  
Thiru / Tmt.  
Public Information Officer,  
Department of  
\_\_\_\_\_

To  
Thiru / Tmt. \_\_\_\_\_  
Appellate Authority \_\_\_\_\_  
Department of \_\_\_\_\_

Sir / Madam,

**SUB :** ACTs – The Right to Information Act 2005 – Quarterly  
progress report for the Quarter ended \_\_\_\_\_ .

**-oOo-**

I am directed to send the quarterly return on the above subject in the prescribed  
format for the quarter ended \_\_\_\_\_

Sl. No.	No. of application already received under the Act	No. of application received during the quarter ended	Total No. of application received under the Act.
(1)	(2)	(3)	(4)

No. of application to which replies have been sent	Total No. of application pending	Amount of fee received during the quarter ended _____	Total amount of fee received
(5)	(6)	(7)	(8)

**M. DEVARAJ**  
**SECRETARY TO GOVERNMENT.**

/ True Copy /

**SECTION OFFICER.**