



GOVERNMENT OF JAMMU AND KASHMIR,
GENERAL ADMINISTRATION DEPARTMENT,
Civil Secretariat, Srinagar.

Subject: Format for giving information to applicants under the Right to Information Act, 2009- issue of guidelines regarding.

Reference: No. SIC/CO/Adm/2015/473-75 dated 10-12-2015 from SIC.

Circular No. 36 -GAD of 2017
Dated: 25 .07.2017

It has been observed that different public authorities are providing information to RTI applicants in different formats in the absence of any standard format for providing information.

In order to provide the information as per a standard format which has also been adopted by Department of Personnel & Trainings, Government of India, the reply/information should essentially contain the following information:-

- i) RTI application number, date and date of its receipt by the Public Authority.
- ii) The name, designation, official telephone number and e-mail ID of the PIO.
- iii) In case the information requested for is denied, detailed reasons for denial quoting the relevant sections of the RTI Act should be clearly mentioned.
- iv) In case the information pertains to the another authority and the application is transferred under Section 6(3) of the RTI Act, details of the Public Authority to whom the application is transferred should be given.
- v) In the concluding para of the reply, it should be clearly mentioned that the First Appeal, if any, against the reply of the Public Information Officer (PIO) may be made to the First Appellate Authority within 30 days of receipt of reply of PIO.
- vi) The name, designation, address, official telephone number, e-mail ID of the First Appellate Authority should also be clearly mentioned.
- vii) In case the applicant has requested for certified copies of the documents or records, the PIO should endorse on the document "True copy of the document/record supplied under RTI Act" sign the document with date, above, a seal containing the name of the

Officer, PIO and name of the Public Authority, as enumerated below:

True copy of the documents/record supplied under RTI Act
Sd/- Date Name of the Officer, Public Information Officer Name of the Public Authority

- viii) In case the documents to be certified and supplied are large in number, information on the RTI application should be supplied by a designated PIO but the certification of the document(s), if need be, could be done by a junior Gazetted Officer.

The Jammu and Kashmir State Information Commission has also requested that the instructions be issued to all the departments of the Government to bring uniformity in the format for providing information/reply to the applicant(s) under the Right to Information Act, 2009.

It is therefore, impressed upon all the Administrative Secretaries to bring these instructions into the notice of the First Appellate Authorities (FAAs) and Public Information Officers (PIOs) of their own departments as well as the respective departments under their control for furnishing the information/reply to the applicant(s) under Right to Information Act, 2009.

Sd/-
(Khurshid Ahmad) IAS,
Commissioner/Secretary to the Government.

No. GAD(Adm)308/2015-V

Dated: 25.07.2017.

Copy to the:-

1. Vice Chairman/Director General, IMPA. J&K.
2. Financial Commissioner (Revenue).
3. All Principal Secretaries.
4. Director General of Police, J&K.
5. All Commissioner/Secretaries.
6. Divisional Commissioner, Jammu/ Kashmir.
7. All Deputy Commissioners.
8. All Managing Directors.
9. All Heads of the Departments.
10. Secretary, J&K State Information Commission.
11. Director, Archives, Archaeology and Museums, J&K.
12. Secretary, J&K PSC/Vigilance Organization /J&K SSB.
13. Private Secretary to the Chief Secretary.
14. Private Secretary to the Commissioner/Secretary to the Government, GAD.
15. Circular file/Stock file/ GAD website.

(Inteeaz Kacho),
Deputy Secretary to the Government

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