

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, महरौली मार्ग
नई दिल्ली-110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD
NEW DELHI-110 016



Telegram : Sciencetech
दूरभाष/Tel : 26962819, 26567373,
26562134, 26562122 (EPBAX)
फैक्स/Fax : 26569908, 26864570,
26863847, 26862418

No. F-12013/2/2008-CDN

Dated : 16.12.2008

To,

1. The Director (Admn.) & Central Public Information Officer
Survey of India,
Block No. 37, Head Quarter,
Dehradun -248 001(Uttranchal)
(Attn. Shri Vipin Chandra)
2. The Research Officer & Central Public Information Officer,
NATMO,
CGO Complex, 7th Floor, Salt Lake, Kolkata - 700 064
(Attn. Dr. (Mrs.) Sandhya Bhadury)
3. The Under Secretary & Central Public Information Officer,
Technology Development Board (TDB),
Vishwakarma Bhawan, New Mehrauli Road,
New Delhi - 110 016
(Attn. Shri N. B. Mani)
4. All the CPIOs in Autonomous Bodies / Institutions under DST.

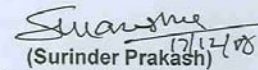
Subject : Payment of fee under the RTI Act by demand draft/bankers cheque/Indian Postal Order.

Sir,

I am directed to forward herewith a copy of the O.M. No. F.10/9/2008-IR, dated 05.12.2008 received from the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) on the above mentioned subject for compliance.

Yours faithfully,

Encl. : As above


(Surinder Prakash)

Section Officer & Assistant Central Public Information Officer
Telephone No. 2659 0259

Copy with a copy of O.M. referred to above forwarded to PPS to Secretary, DST, PS to JS (A), PS to JS (F), All Head of Division/All Directors/All Deputy Secretaries/Sh. M. R. Kulkarni, Member Secretary, PIT/All Under Secretaries/All Sections in DST.

D/o Scientific & Technol. Research

No.F.10/9/2008-IR
Government of India
Ministry of Personnel, PG and Pension
Department of Personnel & Training

North Block, New Delhi
Dated: the 5th December, 2008

OFFICE MEMORANDUM

Subject: Payment of fee under the RTI Act by demand draft/bankers cheque/Indian Postal Order.

The undersigned is directed to say that the Right to Information (Regulation of Fee and Cost) Rules, 2005 provide that a person seeking information under the RTI Act, 2005 can make payment of fee for obtaining information by cash or demand draft or banker's cheque or Indian postal order. According to the rules the demand draft/banker's cheque /IPO should be payable to the Accounts Officer of the concerned public authority. It was brought to the notice of this Department that some public authorities did not accept demand drafts/banker's cheques/Indian Postal Orders drawn in the name of their Accounts Officer and insisted that these should be drawn in the name of Drawing and Disbursing Officer or the Under Secretary or the Section Officer etc. This Department vide OM No.1/2/2007-IR dated 23rd March, 2007 issued instructions that the demand drafts/banker's cheques/IPOs made payable to the Accounts Officers of the public authority should not be denied. In spite of the provisions in the rules and instructions of this Department, some public authorities still refuse to accept demand drafts/banker's cheques /IPOs drawn in the name of the Accounts Officer of the public authority.

2. Refusal to accept an application on the ground that the demand draft/banker's cheque/IPO submitted by the applicant has been drawn in the name of the Accounts Officer may amount to refusal to accept the application. It may result into imposition of penalty by the Central Information Commission on the concerned Central Public Information Officer under Section 20 of the Act. All the public authorities should, therefore, ensure that payment of fee by demand draft/banker's cheque/IPO made payable to the Accounts Officer of the public authority is not denied.

3. Contents of this OM may be brought to the notice of all concerned.



(K.G. Verma)
Director
Tel: 23092158

All the Ministries / Departments of the Government of India
Union Public Service Commission/ Lok Sabha Sectt./ Rajya Sabha Secretariat/
Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/

1100 / 15/12
15/12

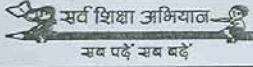
- Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission.
3. Central Information Commission/State Information Commissions.
 4. Staff Selection Commission, CGO Complex, New Delhi
 5. O/o the Comptroller&Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
 6. All officers/Desks/Sections, DOP&T and Department of Pension & Pensioners Welfare.

OFFICE MEMORANDUM

Copy to: Chief Secretaries of all the States/UTs.

[Faint circular stamp]

[Handwritten signature]



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विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
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No. F-12013/2/2008-CDN

Dated : 23.07.2008

To,

1. The Director (Admn.) & Central Public Information Officer
Survey of India,
Block No. 37, Head Quarter,
Dehradun -248 001(Uttranchal)
(Attn. Shri Vipin Chandra)
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Technology Development Board (TDB),
Vishwakarma Bhawan, New Mehrauli Road,
New Delhi - 110 016
(Attn. Shri N. B. Mani)
4. All the CPIOs in Autonomous Bodies / Institutions under DST.

Subject : Clarification regarding format in which the 'information' should be supplied under the RTI Act, 2005.

Sir,

I am directed to forward herewith a copy of the O.M. No. 11/2/2008-IR, dated 10.07.2008 received from the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) on the above mentioned subject for compliance.

Encl. : As above

Yours faithfully,

(N. K. GUPTA)

Under Secretary to the Government of India
Telephone No. 2659 0204

Copy with a copy of O.M. referred to above forwarded to PPS to Secretary, DST, PS to JS (A), PS to JS (F), All Head of Division/All Directors/All Deputy Secretaries/Sh. M. R. Kulkarni, Member Secretary, PIT/All Under Secretaries/All Sections in DST.

CDW

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No.11/2/2008-IR
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: the 10th July, 2008

OFFICE MEMORANDUM

Subject: Clarification regarding format in which the 'information' should be supplied under the RTI Act, 2005.

It has been observed that some people under the Right to Information Act, 2005 request the Public Information Officers (PIO) to cull out information from some document(s) and give such extracted information to them. In some cases, the applicants expect the PIO to give information in some particular proforma devised by them on the plea that sub-section (9) of Section 7 provides that an information shall ordinarily be provided in the form in which it is sought. It need be noted that the sub-section simply means that if the information is sought in the form of photocopy, it shall be provided in the form of photocopy and if it is sought in the form of a floppy, it shall be provided in that form subject to the conditions given in the Act etc. It does not mean that the PIO shall re-shape the information.

2. According to section 2(f) of the Act 'information' means 'any material in any form'. A citizen, under the Act, has a right to get 'material' from a public authority which is held by or under the control of that public authority. The right includes inspection of work, documents, records; taking notes, extracts or certified copies of documents or records; taking certified samples of material; taking information in the form of diskettes, floppies, tapes video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device. Careful reading of the definition of 'information' and 'right to information' makes it clear that a citizen has a right to get the material, inspect the material, take notes from the material, take extracts or certified copies of the material, take samples of the material, take the material in the form of diskettes etc. The PIO is required to supply such material to the citizen who seeks it. The Act, however, does not require the Public Information Officer to deduce some conclusion from the 'material' and supply the 'conclusion' so deduced to the applicant. The PIO is required to

24. No. 524/CDW-08
13/7/08

To me

CDW
23/7

10/11

supply the 'material' in the form as held by the public authority and is not required to do research on behalf of the citizen to deduce anything from the material and then supply it to him.

3. Contents of this OM may be brought to the notice of all concerned.



(K.G. Verma)
Director

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission/ Lok Sabha Sectt./ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission.
3. Central Information Commission/State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi
5. O/o the Comptroller&Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers / Desks / Sections, DOP&T and Department of Pension and Pensioners Welfare.

Copy to: Chief Secretaries of all the States/UTs.