

Most Immediate/Important Circular  
No.4(24)/2005-RI Cell  
Government of India  
Ministry of Steel  
(RI Cell)

Dated the 20<sup>th</sup> February, 2006

OFFICE MEMORANDUM

Subject:- Implementation of Right to Information Act, 2005 in the Ministry of Steel – Instructions of Central Information Commission regarding handling requests received from public/staff directly by Officers/ Divisions/ Units/ Sections in the Ministry of Steel.

The undersigned is directed to state that Central Information Commission vide its letter No.14/3/2005-CIC dated 10<sup>th</sup> February, 2006 has issued, inter-alia, the following instructions:

*"In case a person writes directly to the Head of Department/Office enclosing the required fee, it should be ensured that the application reaches the proper PIO under intimation to the applicant".*

2. All Officers/Divisions/Units/Sections including Pay and Accounts Office (Secretariat) are therefore advised that in case they receive any request for information under Right to Information Act, 2005 directly from a requester, they should immediately transfer the request to the undersigned, **within two days from the date of receipt** so that the requisite information can be furnished to the requester within the prescribed time limit under the RTI Act, 2005. In case of non-adherence of this instruction, the concerned Officer/ Divisions/Units/Section will be held responsible.

3. This issues with the approval of Joint Secretary

  
(Vijayalakshmi N.)  
Deputy Secretary & Public Information Officer  
Tel. No.23063739