Most Immediate/Important Circular

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

Dated the 20th 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 10th 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

Deputy Secretary & Public Information Officer
Tel. No.23063739