

DATE

To,
State Public Information Officer
Office of Deputy Commissioner/Divisional Commissioner/District Collector/District
Magistrate
District XYZ
State XYZ
Tel:

Dear Sir/Madam,

I am a citizen of India. I am invoking the Right to Information Act 2005 (RTI Act) to collect the following information to conduct a research on the status of implementation of the RTI Act at the district level. You are requested to make Xerox copies of the following documents/information available and intimate the number of pages/amount payable. If the documents are too voluminous, I will depute my authorized representative for inspection at your office, who would select documents for requesting for copies.

Under Section 6 of the RTI Act, please provide me the following information:

1. Kindly intimate the names and contact addresses of all Public Information Officers and Assistant Public Information Officers appointed under the Right to Information Act 2005 by your Office and the public authorities in your District.
2.
 - (i) What action has been initiated by your Office and the public authorities in your District to provide due publicity for the name and contact addresses of the officers appointed under the RTI Act?
 - (ii) How is the public access to the Public Information Officer/ Assistant Public Information Officer being facilitated?

Kindly provide a copy of the relevant documents.

3. Has your Office issued comprehensive instructions regarding implementation of Section 4 of the RTI Act by concerned officers? If yes, kindly provide a copy of the relevant order?

4. Kindly provide a copy of instructions issued by your Office to implement Section 4 (1)(a) of the Act, regarding:

- (i) Maintenance of the records duly indexed and catalogued to facilitate public access
- (ii) Computerization of records, within reasonable time and subject to availability of resources
- (iii) Connection of computerized records through a network all over the country on different systems, so that access to records is facilitated.

(iv) If no action has been taken so far on implementing Section 4 (1) (a), kindly provide a copy of the records regarding implementation of above-mentioned aspects of the RTI Act, including:

- (a) Time bound action plan prepared by each public authority in your district and
- (b) Details of budget allocation earmarked for this purpose

5. Has your Office disclosed following information to the public to implement Section 4(b)(i) of the RTI Act, which includes:

- (i) The particulars of organisation, functions and duties
- (ii) The powers and duties of officers and employees;
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) The norms set for the discharge of functions;
- (v) The rules, regulations, instructions, manuals and records, held by the public authority or under its control or used by its employees for discharging its functions;
- (vi) A statement of the categories of documents that are held by the public authority or under its control;
- (vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of the public authority's policy or implementation thereof;
- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as part of the public authority or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) A directory of the public authority's officers and employees;
- (x) The monthly remuneration received by each of the public authority's officers and employees, including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of the public authority's agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concessions, permits or authorisations granted by the public authority;
- (xiv) Details in respect of the information, available to or held by the public authority, reduced in an electronic form;
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed and thereafter update these publications every year;

6. Kindly provide a copy of all records regarding measures taken by your Office to:

- (i) Publish all relevant facts while formulating important policies and

- (ii) Provide reasons for quasi-judicial decision to the affected persons? {Refer Section 4(c) and 4(d)}

7. Please provide a copy of all records regarding measures taken by your Office to:

- (i) Determine the information required by the public, which should be *suo motu* published at regular intervals, so that public has minimum resort to the use of RTI Act
(ii) Disseminate information widely and make it easily accessible to the public
(iii) Disclose information of public interest *suo motu* {Refer Sections 4(2) to 4(4)}

8. Has each public authority in your district issued comprehensive instructions regarding Section 4(1) (a), S. 4 (1) (b), S. 4 (1) (c), S. 4 (1) (d), S. 4 (2), S. 4 (3) and S. 4 (4) of the RTI Act for their implementation by concerned officers? If yes, kindly provide a copy of the relevant order(s)?

Initial request fee under Section 6(1): Rs. 10/- paid in Indian Postal Order is enclosed with this letter.

Thank you.

Sincerely,

NAME OF APPLICANT
ADDRESS OF APPLICANT

PLEASE NOTE: Applicants can file the RTI application on a plain piece of paper or in electronic form as well under Section 6 (1) in English, Hindi or the official language of the area. Under Section 6 (2), applicants do not have to state reason for filing the application. Payment can be made via cash/demand draft/cheque.