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PUBLIC WORKS DEPARTMENT

FROM
Er.P.S. Mohammed Ali Jinnah.B.E.
Chief Engineer Buildings. PWD
Chepauk, Chennai-5.

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All Superintending Engineers, PWD, and Executive Engineers of Building Organisation.	

Letter NO: AEE/T10(B)/53178/06/Dt. 5.10.06

Sir,

Sub:- The Right to Information Act 2005
procedure to be followed by public
information officers in the disposal of
application received under the Right
information Act-instructions-issued.

Ref:- Govt, PWD G.O.(Ms)NO.174/
public works(11)Dept/Dt.22.9.06.

Copy of G.O. cited in the reference is Communicated to
all Superintending Engineers and Executive Engineers of
Buildings Organisation for necessary action. They are request-
-ted to adhere the instructions, and maintain the Registers
and formats as prescribed in the G.O. promptly.

The receipt of the letter along with GO shall be
acknowledged.

Encl:- 1 Copy of G.O.

Handwritten signature and date: 13/11/2006

For Chief Engineer(Buildings)

- Copy to Joint Chief Engineer (Building) & Deputy Chief Engineer (Building) Chennai-5
- Copy to Accountant Officer I & II Office of the Chief Engineer (Building) Chennai-5
- Copy to All Assistant Executive Engineer of Technical section, o/o the Chief Engineer (Building) Chennai-5
- Copy to All Section Superintendants of Chief Engineer (Builds) Chennai-5.
- Copy to Stock file.
- Spare copy to file.

GOVERNMENT OF TAMIL NADU
ABSTRACT

Acts - The Right to Information Act, 2005-procedure to be followed by Public Information Officers in the disposal of application received under the Right to Information Act-
Instructions - Issued.

Public works(II) Department

G.O.Ms.No.174

Dated:22.9.2005

Read:

1. G.O.Ms.No.259, Public Works(OP-1) Department, Dated 21.10.2005
2. G.O.Ms.No.116, Public Works(PO-1) Department, Dated 3.8.2005.

ORDER:

In the reference read above orders have been issued appointing Public Information Officer and the Appellate Authority under section 5(1) of the Right to Information Act, 2005 in the Public Works Department, Secretariat. The Act contains various provisions to be followed by the Public Information Officers in the discharge of their responsibilities under the Act. In addition to these provisions contained in the Act, the following instructions are supplemented, so that the Public Information Officers may follow a uniform procedure and practice.

1. All applications received under the Act by the Public Information Officer should be entered in a register namely "Register of application received by the Public Information Officer under Right to Information Act" in the format No. PWD/RT/I.

2. Separate Serial no should be assigned to the applications received every year under the Act. For example the first application received during the year 2005 should be assigned Sl.No.1/RT/2005 and so on.

3. As soon as the application along with the prescribed is received, and the information required therein related to Public Works Department, an acknowledgment as prescribed in the format No. PWD/RT/II should be issued.

b) If such application is received either without the prescribed fee or without proper evidence for exemption under "Below Poverty Line", the public Information Officer without sending the acknowledgement mentioned in item 3(a) above, should inform the applicant in the prescribed format No.PWD/RT/III, about the defect in the application with a request to resubmit the application after rectifying the defects. The applicant should also be informed that the time prescribed in the Act will have to be reckoned only from the date of resubmission of the application without any defect.

4) a. The fee received under the act should be remitted to the following bank account as soon as it is received by the public Information Officer.

"0075.00 Miscellaneous General Services-800 Other receipts-BK. Collection of fees under Tamil Nadu Right to Information(fees) Rules 2005" (D.P.C.0075.00 300 BK 0006)

b) The details of fee received and remitted must be maintained in a separate register as per the prescribed format No.PWD/RT/IV.

5. (a) If the application received with or without the prescribed fee relates to any other department, the public Information Officer in the prescribed format No.PWD/RT/V shall transfer the said application to the public Information Officer of the department concerned immediately by Registered or Speed post or by Special Messenger with in the stipulated period of five days from the date of receipt of the application.

b) After such transfer, the applicant should be informed in the prescribed format No. PWD/RT/VI about the details of such a transfer, indicating the name of the department to which the application has been transferred and the details of public information officer to whom the applicant should contact for further correspondence.

6. whenever information is required from other officers, the public information officer should send a request to the officers concerned in the prescribed format No.PWD/RT/VII.

7. when the information required by the applicant is ready, the applicant should be asked in the prescribed format No.PWD/RT/VIII to remit the further fee if required, as per the Rules for furnishing the information, in the format requested.

8. If the application is rejected the applicant should be informed in the prescribed format No.PWD/RT/IX about the reasons for such rejection of the application, the period within which an appeal against such rejection may be preferred and the particulars of the appellate Authority.

9) All correspondence relating to an application received under RTI Act should be made in the "Register of applications received by the public Information Officer under the Right to Information Act". When done with, the connected file dealing with the application should be closed as G.O.(D) in the Secretariat and D.O's in the subordinate offices. The nature of disposal of each application should also be entered in the above register.

10) The public Information Officer shall submit a quarterly return to the appellate authority regarding the details of applications received etc, as per the Format No.PWD/RTI/IX.

//BY ORDER OF THE GOVERNOR//

To

The Chief Engineer (Buildings) public works
Department, Chennai-5.

//True Copy//

13/11/2014
For Chief Engineer (Buildings)

13.11.

FORM OF REGISTER TO BE MAINTAINED FOR REGISTERING THE APPLICATIONS

RECEIVED UNDER THE RIGHT TO INFORMATION ACT

Sl-No.	Name and address of the applicant	Date of receipt	Information required in brief	whether exemption claimed under BPL	Details of fee received.
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(1)

(2)

(3)

(4)

(5)

(6)

Correspondence made with other Officers

(7)

Details of replies received from other Officers

(8)

Nature of final disposal

(9)

FORMAT NO. PWD/RT/II

FORM OF ACKNOWLEDGEMENT TO BE SENT TO THE APPLICANT

LETTER NO. _____

DATED _____

From

Thiru/Tmt.
Public Information Officer,
Department of

To

(Here address of the applicant to
be indicated).

Sir/Madam

Sub -----

(Here subject of the application in brief
to be indicated)

Ref: Your application No. _____

Dated. _____

I am directed to acknowledge the receipt of your application
cited along with the fee of Rs. _____ /- sent by you in
Demand Draft/Cheque/Cash/Treasury receipt.

100

FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE
DEFECTS TO BE RECTIFIED
BY REGISTERED OR SPEED POST.

LETTER NO: _____

DATED. _____

FROM

Thiru/Tmt,
Public Information Officer
Department of

To _____

(Here address of the applicant
to be indicated)

Sir/Madam,

Sub: _____

(Here subject of the application in brief
to be indicated)

Ref:- Your application No. _____

Dated. _____

I am in receipt of your application cited. The application is returned to you for the following reasons:-

i) The prescribed fee has not been remitted by you in the prescribed form.

(or)

The evidence required as per G.O.Ms.No.1136, public(E & LEG) Department dated 14-11-05 for obtaining exemption from payment of food has not been enclosed.

ii) _____

(Here any other defect to be indicted.)

2. I am to request you to resubmit your application after rectifying the above defect. I am also to inform you that the time prescribed in the RTI Act for furnishing the required information will have to be reckoned only from the date of submission of the application without any defect.

FORMAT NO. PWD/RTI/IV

FORM OF REGISTER TO BE MAINTAINED FOR INDICATING THE
DETAILS OF FEE AND REMITTANCE.

Sl.No.	Name and address of the applicant and the registration No.	Amount of fee received	No. and date of chalan in which the fee has been remitted.	Amount of further fee received	No. and date of chalan in which the further fee has been remitted.
(1)	(2)	(3)	(4)	(5)	(6)

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FORMAT NO. PWD/RTI/V

FORM OF LETTER IN WHICH THE APPLICATION RELATING TO OTHER DEPARTMENT HAS TO BE TRANSFERRED

BY REGISTERED OR SPEED POST OR BY SPECIAL MESSENGER.

LETTER NO.

DATED.

FROM
Thiru/Tmt.
public Information Officer
Department of

To
Thiru/Tmt.
public Information Officer,
Department of

Sir/Madam,

Sub-----

(Here subject of the application in brief to be indicated)

Ref:- From Thiru/Tmt-----
application dated-----

I am directed to state that the Thiru/Tmt-----
in his /her application cited has requested to furnish the following
information under the provisions of the Right to information Act
2005.

"-----"
(Here indicate the information required in brief)

2. As the information required relates to your Department the
above application with/without the fee received in original is
transferred to you for taking further action under the provisions
of the Right to information Act.

3. please acknowledge the receipt of this letter.

Copy to.

Thiru/Tmt-----

----- (Here address of the applicant to be indicated)

FORMAT NO. PWD./RTI/VI

FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE
TRANSFER OF HIS/HER APPLICATION
BY REGISTERED OR BY SPEED POST.

LETTER NO. _____

DATED _____

From
Thiru/Tmt,
Public Information Officer,
Department of _____

To _____

(Here address of the application
to be indicated)

Sir/Madam.

Sub:-----

(Here subject of the application in brief to be
indicated)

Ref:- Your application NO: _____

Dated. _____

I am to invite your attention to your application cited and
to state that as the subject matter of the information required
relates to -----Department. Your application with/
without the fee received has been transferred to that Department
in original. I am, therefore, to request you to contact Thiru/
Tmt. ----- P.I.O of that Department for further
correspondence.

Y.f

Copy to:-

Thiru/Tmt. _____
Public Information Officer,
Department of _____

FORMAT NO. PWD./RT/VII

FORM OF LETTER TO BE ADDRESSED TO OTHER OFFICERS FOR GETTING
INFORMATION UNDER THE ACT

LETTER NO.

DATED.

From
Thiru/Tmt,
public Information Officer,
Department of

To

(Here the details of the Officers from
whom the information is required shall
be indicated)

Sir/Madam,

Sub: _____
(Here subject of the application in brief to be
indicated)

Ref:- From Thiru/Tmt, _____ application dated _____

I am directed to state that the following is required to be
furnished to an applicant requiring information under the Right
to information Act.

" _____ "
(Here indicate the information required in brief)

2. I am, therefore, to request you to furnish the following
particulars immediately within one week without fail.

- i) _____
- ii) _____

(Here indicate the particulars required and the format in which
the Information is required)

FORMAT NO. P.W.D. /RTI/VIII

FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE
DETAILS OF FURTHER FEE TO BE REMITTED BY HIM/HER TO GET THE
FURTHER INFORMATION REQUIRED.

BY REGISTERED OR SPEED POST. &

LETTER NO. _____

DATED. _____

From
Thiru/Tmt,
Public Information Officer,
Department of

To

(Here the address of the applicant to be indicated)

Sir/Madam,

Sub: _____
(Here subject of the application in brief to be
indicated)

Ref:- Your application No. _____ dated _____

I am to invite attention to your application cited and to
request you to remit a further fee of Rs. _____ /- to
provide the following information required by you.

i) _____

ii) _____

(Here indicate the information and the format in which the
information is required by the individual)

FORMAT NO. PWD./RT/E.

FORM OF LETTER TO BE SENT TO THE APPLICANT INFORMING THE
REASONS ETC. FOR REJECTION OF THE APPLICATION
BY REGISTERED OR SPEED POST.

LETTER NO. _____

DATED. _____

From

Thiru/Tmt,
Public Information Officer,
Department of

To

(Here address of the applicant to be
indicated).

Sir/Madam,

Sub: _____

(Here subject of the application in brief to be
indicated)

Ref.: Your application No. _____

dated _____

I am directed to state that your application cited is ~~rejected~~
rejected for the following reasons.

(Here indicate the reasons for rejection)

2. I am also to state that you may prefer an appeal within
the stipulated period of thirty days to the following Appellate
Authority whose details are given below:-

(Here furnish the details of Appellate Authority)

Y. S.

FORM OF QUARTERLY RETURN TO BE SUBMITTED TO THE APPELLATE

AUTHORITY

LETTER NO.

DATED.

From
Thiru/Tmt,
Public Information Officer,
Department of

To
Thiru/Tmt. _____
Appellate Authority _____
Department of _____

Sir/Madam,

Sub: ACFs - This Right to Information Act, 2005-
Quarterly progress reports for the
~~quarter ended _____~~ Forwarded.

I am directed to send the quarterly return on the above sub-
ject in the prescribed format for the quarter ended _____

Sl.No.	No. of applications already received under the Act	No. of applications received during the quarter ended _____	Total No. of applications received under the Act.
1.	2.	3.	4.

No. of applications to which replies have been sent	Total No. of applications pending	Amount or fee received during the quarter ended _____	Total amount of fee received
5.	6.	7.	8.

/True copy/

13/11/2016
For Chief Engineer (Building)