

# **THE RIGHT TO INFORMATION ACT, 2005**

## **A User's Guide**



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## CONTENT

1.	A User's Guide.....	01-19
	Objectives of Right to Information Act.....	01
	Why a Legal Framework Necessary? .....	01
	Definition of Public Authority.....	01
	Appropriate Government.....	01
	Competent Authority.....	02
	Information Commission.....	02
	Public Information Officer.....	02
	Assistant Public Information Officer.....	02
	Definition of "Information" .....	02
	Definition of "Record".....	03
	Definition of "Right to Information" .....	03
	Definition of "Third Party" .....	03
	"Dissemination" of Information .....	03
	Citizens' Right to Information.....	03
	Obligations of a Public Authority.....	04
	Maintenance of Records.....	04
	Computerisation of Records.....	04
	Proactive Disclosure of Information.....	04
	Provide Information Suo Motto, Disseminate Widely .....	05
	Designate Information Officers.....	05
	Make Information Accessible to PIOs .....	05
	Transfer Mis-directed Requests .....	06
	Obligations of Public Information Officers.....	06
	Obligations of Assistant Public Information Officers.....	06
	Obligations of Officer whose Assistance is Sought .....	06
	Request for Information.....	06
	Disposal of Request .....	07
	Form of Access to Information.....	08
	Exemptions from Disclosure.....	08
	Public Interest Over-riding.....	09
	Information upto 20 Years.....	09
	Protection of Copyright .....	09
	Access to Part of Record.....	10
	Third Party Information .....	10
	Central Information Commission.....	11
	State Information Commission.....	12
	Powers and Functions of Information Commission.....	12

Appeal .....	13
First Appeal.....	13
Second Appeal.....	14
Onus of Proof.....	14
Decision of Commission.....	14
Imposition of Penalty.....	15
Disciplinary Action.....	15
Action in Good Faith.....	15
Overriding Effect of Act .....	16
Bar of Jurisdiction of Courts.....	16
Non-applicability to Certain Organisations.....	16
Report of Information Commission.....	16
Obligations of Ministries & Departments .....	17
Promoting Conformity to Act.....	17
Educational Programmes.....	18
Guide for Citizens.....	18
Notification of Rules.....	19
Power to Remove Difficulties.....	19
Intelligence and Security Organisations.....	19
established by the Central Government	
exempted from Right to Information Act 2005	
2. Frequently Asked Questions.....	20-25
3. The Right to Information Act, 2005.....	26-48
4. Haryana Government Rules.....	49-56

## A USER'S GUIDE

### **Objectives of Right to Information Act**

[Preamble]

- set out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority;
- provide for the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

### **Why a Legal Framework Necessary?**

[Preamble]

- facilitate right to information leading to an informed citizenry and transparency of information which are vital to the functioning of democracy as established by the Constitution of India and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;
- harmonise conflicting interests in practice involved in revelation of information and other public interests such as efficient operations of government, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information while preserving the paramountcy of the democratic ideal.

### **Definition of Public Authority**

[Preliminary]

- any authority or body or institution of self-government established or constituted —
  - (a) by or under the Constitution;
  - (b) by any other law made by Parliament;
  - (c) by any other law made by State Legislature;
  - (d) by notification issued or order made by the appropriate Government; and includes any—
- (i) body owned, controlled or substantially financed;  
(ii) non-Government organisation substantially financed, directly or indirectly by funds by the appropriate Government.

### **Appropriate Government**

[Preliminary]

- in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—

- (i) by the Central Government or the Union territory administration, the Central Government;
- (ii) by the State Government, the State Government.

## **Competent Authority**

[Preliminary]

- the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
- the Chief Justice of India in the case of the Supreme Court;
- the Chief Justice of the High Court in the case of a High Court;
- the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
- the administrator appointed under article 239 of the Constitution.

## **Information Commission**

[Preliminary]

- Central Information Commission or State Information Commission constituted under the Act, as the case may be.

## **Public Information Officer (PIO)**

[Preliminary]

- Central Public Information Officer including Central Assistant Public Information Officer designated under the Act or State Public Information Officer including State Assistant Information Officer designated under the Act, as the case may be.

## **Assistant Public Information Officer**

[Preliminary]

- Central Assistant Public Information Officer or State Assistant Public Information Officer designated under the Act, as the case may be.

## **Definition of "Information"**

[Preliminary]

- any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

## **Definition of "Record"**

[Preliminary]

- any document, manuscript and file;
- any microfilm, microfiche and facsimile copy of a document;
- any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- any other material produced by a computer or any other device.

## **Definition of "Right to Information"**

[Preliminary]

- right to information accessible under the Right to Information Act 2005 which is held by or under the control of any public authority and includes the right to—
  - (i) inspection of work, documents, records;
  - (ii) taking notes, extracts or certified copies of documents or records;
  - (iii) taking certified samples of material;
  - (iv) obtaining 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.

## **Definition of "Third Party"**

[Preliminary]

- a person other than the citizen making a request for information and includes a public authority.

## **"Dissemination" of Information**

[Section 4(3) & (4)]

- making known or communicated information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

## **Citizens' Right to Information**

[Section 3]

- all citizens shall have right to information subject to the provisions of the Right to Information Act 2005 – to be referred to as the Act in this guide.

## **Obligations of a Public Authority**

[Section 4]

### **(1) Maintenance of Records**

[Section 4 (1)a]

- maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under the Act;

### **(2) Computerisation of Records**

[Section 4 (1) a]

- ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

### **(3) Proactive Disclosure of Information**

[Section 4 (1) b, c & d]

- publish within 120 days from the enactment of the Right to Information Act —
  - (i) the particulars of its organisation, functions and duties;
  - (ii) the powers and duties of its officers and employees;
  - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
  - (iv) the norms set by it for the discharge of its functions;
  - (v) the rules, regulations, instructions, manuals and records, held by it 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 it 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 its policy or implementation thereof;
  - (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part 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 its officers and employees;
  - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
  - (xi) the budget allocated to each of its 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 it;
- (xiv) details in respect of the information, available to or held by it, 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;
- update the publications (i) to (xvii) every year;
- publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- provide reasons for administrative or quasi-judicial decisions to affected persons.

#### **(4) Provide Information Suo Motto, Disseminate Widely**

[Section 4 (2), (3) & (4)]

- constantly endeavour to take steps in accordance with proactive disclosure requirements to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of the Right to Information Act to obtain information;
- disseminate information in accordance with proactive disclosure requirements widely and in such form and manner which is easily accessible to the public, subject to taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area.

#### **(5) Designate Public Information Officers**

[Section 5 (1) & (2)]

- designate, within 100 days of the enactment of the Act, as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under the Act;
- designate an officer, within 100 days of the enactment of the Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be.

#### **(6) Make Information Accessible to PIOs**

[Section 4 (4)]

- make information easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public



Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

### **(7) Transfer Mis-directed Requests**

[Section 6 (3)]

- transfer application requesting for an information (i) which is held by another public authority; or (ii) the subject matter of which is more closely connected with the functions of another public authority in full or part as may be appropriate to that other public authority within 5 days of receipt, informing the applicant immediately about such transfer.

### **Obligations of Public Information Officers**

[Section 5(3) & (4), 6(1) & 7(1)]

- deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information, taking the assistance of any other officer, if considered necessary by him or her for the proper discharge of duties;
- render all reasonable assistance, where request for information cannot be made in writing, to the person making the request orally to reduce the same into writing;
- dispose request for information under the Act either providing the information requested on payment of prescribed fee or rejecting the request for reasons to be specified within the time period stipulated under the Act.

### **Obligations of Assistant Public Information Officers**

[Section 5 (2)]

- receive applications for information or appeals under the Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or appellate officer or the Central Information Commission or the State Information Commission, as the case may be.

### **Obligations of Officer whose Assistance is Sought**

[Section 5 (5)]

- render all assistance to the Public Information Officer who sought his or her assistance;
- to be treated as a Public Information Officer for the purposes of any contravention of the provisions of the Act.

### **Request for Information**

[Section 6 (1) & (2)]

- to be in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made;

- oral request to be reduced to writing with assistance sought from Public Information Officer, where such request cannot be made in writing;
- to specify the particulars of the information being sought by the applicant;
- to be accompanied by fee as prescribed under the rules;
- to be made to the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority or given to the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be;
- applicant not to be required to give reason for requesting the information or any other personal details except those that may be necessary for the purpose of contacting.

## **Disposal of Request**

[Section 7 (1) to (8)]

- request for information shall be disposed by the Public Information Officer within 30 days of receipt in general cases and within 48 hours of receipt in cases where the information sought for concerns the life or liberty of a person, subject to that a period of 5 days shall be added in computing the response time where an application for information is given by an Assistant Information Officer;
- request to be deemed to have been refused by the Public Information Officer, if decision on the request for information is not given within the period specified as above;
- where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Public Information Officer shall send an intimation to the person making the request, giving (a) the details of further fees representing the cost of providing the information as determined by him or her, together with the calculations made to arrive at the amount in accordance with fee prescribed, requesting him/her to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of 30 days and (b) information concerning the right of the person making request with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms;
- where access to the record or a part thereof is required to be provided under the Act and the person to whom access is to be provided is sensorily disabled, the Public Information Officer shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.
- where access to information is to be provided in the printed or in any electronic format, the applicant shall pay the fee prescribed;
- no fee shall be charged from the persons who are of below poverty line as may be determined by the Government;

- the person making request for information shall be provided the information free of charge where a public authority fails to comply with the stipulated time limits;
- before taking any decision to provide information, the Public Information Officer shall take into consideration the representation made by a third party;
- where a request has been rejected, the Public Information Officer shall communicate to the person making the request —
  - (i) the reasons for such rejection;
  - (ii) the period within which an appeal against such rejection may be preferred; and
  - (iii) the particulars of the appellate authority.

### **Form of Access to Information**

[Section 7 (9)]

- information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

### **Exemptions from Disclosure**

[Section 8 (1)]

- information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
- information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
- information received in confidence from foreign Government;
- information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- information which would impede the process of investigation or apprehension or prosecution of offenders;
- cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers provided that:

- (a) the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over;
- (b) those matters which come under the exemptions specified shall not be disclosed;
- information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:  
provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

### **Public Interest Over-riding**

[Section 8 (2)]

- notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible under Section 8(1) of the Right to Information Act, a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

### **Information upto 20 Years**

[Section 8 (3)]

- subject to exemptions relating to information linked to sovereignty, integrity and security matters, breach of privilege of Parliament or the State Legislature and cabinet papers, any information relating to any occurrence, event or matter which has taken place, occurred or happened 20 years before the date on which any request is made shall be provided to any person making a request under the Act:  
provided that where any question arises as to the date from which the period of 20 years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in the Act.

### **Protection of Copyright**

[Section 9]

- a Public Information Officer may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

## **Access to Part of Record**

[Section 10]

- where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under the Act and which can reasonably be severed from any part that contains exempt information;
- where access is granted to a part of the record the Public Information Officer shall give a notice to the applicant, informing—
  - (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
  - (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
  - (c) the name and designation of the person giving the decision;
  - (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
  - (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the appellate officer or the Information Commission, time limit, process and any other form of access.

## **Third Party Information**

[Section 11]

- where a Public Information Officer intends to disclose any information or record, or part thereof on a request made under the Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Public Information Officer shall, within 5 days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Public Information Officer intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:  
provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party;
- where a notice is served by the Public Information Officer to a third party in respect of any information or record or part thereof, the third party shall, within 10 days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure;

- the Public Information Officer, shall, within 40 days after receipt of the request, if the third party has been given an opportunity to make representation, make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party and such notice shall include a statement that the third party is entitled to prefer an appeal under Section 19 against the decision of the Public Information Officer;

## **Central Information Commission**

[Section 12]

- shall consist of (a) the Chief Information Commissioner and (b) such number of Central Information Commissioners, not exceeding 10, as may be deemed necessary;
- to function as an autonomous body exercising the powers conferred on, and performing the functions assigned to it under the Act;
- the Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—
  - (i) the Prime Minister, who shall be the Chairperson of the committee;
  - (ii) the Leader of Opposition in the Lok Sabha; and
  - (iii) a Union Cabinet Minister to be nominated by the Prime Minister;
- the general superintendence, direction and management of the affairs of the Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners;
- the Chief Information Commissioner and every Information Commissioner shall hold office for a term of five years from the date of entering upon office or till attaining the age of 65 years whichever is earlier;
- the Chief Information Commissioner or any Information Commissioner shall be removed from office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed;
- the Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under the Act and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of the Act shall be such as may be prescribed.

## **State Information Commission**

[Section 15]

- shall consist of (a) the State Chief Information Commissioner, and (b) such number of State Information Commissioners, not exceeding 10, as may be deemed necessary.
- to function as an autonomous body exercising the powers conferred on, and performing the functions assigned to under the Act;
- the State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—
  - (i) the Chief Minister, who shall be the Chairperson of the committee;
  - (ii) the Leader of Opposition in the Legislative Assembly; and
  - (iii) a Cabinet Minister to be nominated by the Chief Minister;
- the general superintendence, direction and management of the affairs of the Commission shall vest in the State Chief Information Commissioner who shall be assisted by the Information Commissioners;
- the State Chief Information Commissioner and every State Information Commissioner shall hold office for a term of five years from the date of entering upon office or till attaining the age of 65 years whichever is earlier;
- the Chief Information Commissioner or any Information Commissioner shall be removed from office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.
- the State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under the Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

## **Powers and Functions of Information Commission**

[Section 18]

- shall receive and inquire into a complaint from any person —
  - (a) who has been unable to submit a request to a Public Information Officer either by reason that no such officer has been appointed under this Act, or because the Assistant Public Information Officer has refused to accept his or her application for information or appeal under the Act for forwarding the same to the Public Information Officer or appellate officer or the Information Commission;

- (b) who has been refused access to any information requested under the Act;
- (c) who has not been given a response to a request for information or access to information within the time limit specified under the Act;
- (d) who has been required to pay an amount of fee which he or she considers unreasonable;
- (e) who believes that he or she has been given incomplete, misleading or false information under the Act; and
- (f) in respect of any other matter relating to requesting or obtaining access to records under the Act;
- may initiate an inquiry in respect of complaint, if satisfied that there are reasonable grounds to inquire into the matter;
- shall, while inquiring into complaint, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—
  - (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
  - (b) requiring the discovery and inspection of documents;
  - (c) receiving evidence on affidavit;
  - (d) requisitioning any public record or copies thereof from any court or office;
  - (e) issuing summons for examination of witnesses or documents; and
  - (f) any other matter which may be prescribed.
- may, during the inquiry of any complaint under the Act, examine any record to which the Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be.

## **Appeal**

[Section 19]

### **First Appeal**

[Section 19(1), (2) & (6)]

- any person who, does not receive a decision on request for information within the stipulated time or is aggrieved by a decision of the Public Information Officer may within 30 days from the expiry of such period or from the receipt of such a decision prefer an appeal to the designated appellate officer, senior in rank to the Public Information Officer, provided that such officer may admit the appeal after the expiry of the period of 30 days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time;
- where an appeal is preferred against an order made by a Public Information Officer to disclose third party information, the appeal by the



concerned third party shall be made within 30 days from the date of the order.

- the appeal shall be disposed of within 30 days of the receipt of the appeal or within such extended period not exceeding a total of 45 days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

## **Second Appeal**

[Section 19(3)]

- a second appeal against the decision of the appellate officer shall lie within 90 days from the date on which the decision should have been made or was actually received, with the Information Commission provided that the Information Commission may admit the appeal after the expiry of the period of 90 days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time;
- if the decision of the Public Information Officer against which an appeal is preferred relates to information of a third party, the Information Commission shall give a reasonable opportunity of being heard to that third party;

## **Onus of Proof**

[Section 19(5)]

- in any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Public Information Officer who denied the request.

## **Decision of Commission**

[Section 19(7), (8), (9) & (10)]

- Commission to decide appeal in accordance with the prescribed procedure and its decision shall be binding;
- in its decision, the Information Commission has the power to—
  - (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of the Act, including—
    - (i) by providing access to information, if so requested, in a particular form;
    - (ii) by appointing a Public Information Officer;
    - (iii) by publishing certain information or categories of information;
    - (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
    - (v) by enhancing the provision of training on the right to information for its officials;
    - (vi) by providing it with an annual report in compliance with clause (b) of subsection (1) of section 4;

- (b) require the public authority to compensate the complainant for any loss or other detriment suffered;
- (c) impose any of the penalties provided under the Act;
- (d) reject the application.
- the Information Commission shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

### **Imposition of Penalty**

[Section 20 (1)]

- where the Information Commission, at the time of deciding any complaint or appeal is of the opinion that the Public Information Officer, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of Rs.250 each day till application is received or information is furnished subject to the total amount of such penalty not exceeding Rs.25,000;
- the Public Information Officer shall be given a reasonable opportunity of being heard by the Commission before any penalty is imposed on him or her;
- the burden of proving that a Public Information Officer acted reasonably and diligently shall be on himself or herself;

### **Disciplinary Action**

[Section 20 (2)]

- where the Information Commission, at the time of deciding any complaint or appeal is of the opinion that the Public Information Officer, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Information Officer under the service rules applicable to him or her.

### **Action in Good Faith**

[Section 21]

- no suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under the Right to Information Act or any rule made thereunder.

## **Overriding Effect of Act**

[Section 22]

- the provisions of the Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than the Act.

## **Bar of Jurisdiction of Courts**

[Section 23]

- no court shall entertain any suit, application or other proceeding in respect of any order made under the Act and no such order shall be called in question otherwise than by way of an appeal under the Act.

## **Non-applicability to Certain Organisations**

[Section 24]

- the Act shall not apply to the intelligence and security organisations established by the Central Government shown at the end of this guide: provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded and further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and such information shall be provided within 45 days from the date of the receipt of request.
- the Act shall not apply to such intelligence and security organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify: provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded and further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and such information shall be provided within 45 days from the date of the receipt of request;
- Every notification issued as above shall be laid before the State Legislature.

## **Report of Information Commission**

[Section 25 (1), (3) & (4)]

- the Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of the Act during that year and forward a copy thereof to the appropriate Government;

- each report shall state in respect of the year to which the report relates,—
  - (a) the number of requests made to each public authority;
  - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of the Act under which these decisions were made and the number of times such provisions were invoked;
  - (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
  - (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
  - (e) the amount of charges collected by each public authority under this Act;
  - (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of the Act;
  - (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to the Act or other legislation or common law or any other matter relevant for operationalising the right to access information;
- the Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.

### **Obligations of Ministries & Departments**

[Section 25 (2)]

- each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required by the Commission to prepare its annual report and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes.

### **Promoting Conformity to Act**

[Section 25(5)]

- if it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of the Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

## **Educational Programmes**

[Section 26 (1)]

- the appropriate Government may, to the extent of availability of financial and other resources —
  - (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under the Act;
  - (b) encourage public authorities to participate in the development and organisation of such educational programmes and to undertake such programmes themselves;
  - (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and
  - (d) train Public Information Officers of public authorities and produce relevant training materials for use by the public authorities themselves – user guides on the Act and related matters.

## **User Guide for Citizens**

[Section 26 (2), (3) & (4)]

- the appropriate Government shall, within 18 months from the commencement of the Act, compile in its official language a guide containing such guidelines or information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in the Act.
- the appropriate Government shall, if necessary, update and publish guidelines at regular intervals which shall, in particular include—
  - (a) the objects of the Act;
  - (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Public Information Officer of every public authority;
  - (c) the manner and the form in which request for access to an information shall be made to a Public Information Officer;
  - (d) the assistance available from and the duties of the Public Information Officer of a public authority under the Act;
  - (e) the assistance available from the Information Commission;
  - (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by the Act including the manner of filing an appeal to the Commission;
  - (g) the provisions providing for the voluntary disclosure of categories of records in accordance with Section 4 of the Act;
  - (h) the notices regarding fees to be paid in relation to requests for access to an information; and
  - (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with the Act.

## **Notification of Rules**

[Sections 27, 28 & 29]

- the appropriate Government/competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of the Act;
- rules made by the appropriate Government shall, as soon as possible, be placed before the appropriate Legislature.

## **Power to Remove Difficulties**

[Section 30]

- if any difficulty arises in giving effect to the provisions of the Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of the Act as appear to it to be necessary or expedient for removal of the difficulty: provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of the Act and every order so made shall, as soon as may be after it is made, be laid before each House of Parliament.

## **Intelligence and Security Organisations established by the Central Government exempted from Right to Information Act 2005**

1. Intelligence Bureau.
2. Research and Analysis Wing of the Cabinet Secretariat.
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
7. Aviation Research Centre.
8. Special Frontier Force.
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
15. Special Service Bureau
16. Special Branch (CID), Andaman and Nicobar.
17. The Crime Branch-C.I.D.-CB, Dadra and Nagar Haveli.
18. Special Branch, Lakshadweep Police.

## FREQUENTLY ASKED QUESTIONS

### 1. Objectives

The "Right to Information Act" was passed by Government of India in June, 2005 with the following objectives:

- (i) to provide for setting out practical regime of right to information for citizens to secure access to information under the control of public authorities;
- (ii) to promote transparency and accountability in the working of every public authority;
- (iii) to set up Central Information Commission and State Information Commission and for matters connected therewith;
- (iv) to contain corruption and to hold governments and their instrumentalities accountable to the governed;
- (v) to harmonise revelation of information with public interests, including efficient operations of the governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitized information.

### 2. When did it come into force?

This Central Act came into force on the 12<sup>th</sup> October, 2005 (120<sup>th</sup> day of its enactment on 15<sup>th</sup> June, 2005). Some provisions were made operational and enforceable with immediate effect, viz. obligations of public authorities; designation of Public Information Officers and Assistant Public Information Officers; constitution of Central Information Commission; Constitution of State Information Commission; non-applicability of the Act to Intelligence and Security Organizations; and power to make rules to carry out the provisions of the Act.

Different States (except J&K), as also the central government were supposed to frame rules regarding cost to be charged for accepting applications filed under RTI Act, fees for filing appeals, formats for applications/ appeal & reports, validity of e-transactions, etc. State of Haryana accordingly framed its sets of rules with prescribed formats, fees, etc in October 2005.

### 3. Who is covered?

The Right to Information Act extends to the whole of India, except for the State of Jammu and Kashmir.

### 4. What does information mean?

Information means any material in any form, including records, documents, memos, emails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data materials held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

### 5. What does Right to Information mean?

It includes the right to;

- i) Inspect works, documents records;
- ii) take notes, extracts or certified copies of documents or records;
- iii) take certified samples of material;
- iv) obtain information in form of print outs, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print outs.

### 6. Officers and their obligations

- a) What are the obligations of Public Authority?
- b) What does a "Public Authority" mean?
- c) Who are Public Information Officers (PIOs)?
- d) What are the duties of PIO?

#### a) What are the obligations of Public Authority?

**To provide/disclose/make available openly:-**

- i) the particulars of its organization, functions and duties;
- ii) the powers and duties of its officers and employees;
- iii) the procedure followed in its decision-making process, including channels of supervision and accountability;
- iv) the norms set by it for the discharge of its functions;  
the rules, regulations, instructions, manuals and records used by its employees for discharging its functions;
- vi) a statement of the categories of the documents held by it 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 policy or implementation thereof;
- viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes of such meetings are accessible to the public;



- ix) a directory of its officers and employees;
- x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi) the budget allocated to each of its 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 and beneficiaries of such programmes;
- xii) particulars of recipients of concessions, permits or authorizations granted by it;
- xiv) details of the information available to, or held by it, 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.

**b) What does a 'Public Authority' mean?**

It means any authority or body or institution of self-government established or constituted:

- By or under the Constitution;
- By any other law made by Parliament;
- By any other law made by State Legislature;
- By notification issued or order made by the appropriate Government and includes any

- i. Body owned, controlled or substantially financed
- ii. Non-government organization substantially financed directly or indirectly by the appropriate Government.

**c) Who are Public Information Officers (PIOs)?**

PIOs are officers designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information under the Act. Any officer, whose assistance has been sought by the PIO for the proper discharge of his or her duties, shall render all assistance and for the purpose of contraventions of the provisions of this Act, such other officer can be treated as a PIO.

Administrative Reforms Department, Government of Haryana is the nodal/administrative department for coordinating all activities in accordance with the provisions of the Right to Information Act, 2005. As per its instructions, all the government departments have notified their PIOs, and Appellate Authorities.

To assist the PIOs government has also designated Assistant Public Information Officers (APIOs). Apart from officers of the department posted in State Secretariat

headquarter, field officers in the divisional HQ, districts and blocks level have also been designated as PIOs/APIOs.

In our State a large number of developmental activities, especially in human resource development, health, poverty alleviation programmes, infrastructure development, road building construction, industrial development, etc., are taking place for the benefit of common man. The developmental strategy for equitable and inclusive growth necessitates the need to leverage state's strength and core competence in such activities that harness our large talented human resource, fertile land, favourable weather, rich historical legacy, etc.

Usage of 'Right to Information' is expected to ensure transparency in observing procedures perhaps result in optimal utilisation of resources. In the process, it was felt necessary to integrate transparency and process reform to simplify regulations and procedures.

**d. What are the duties of PIO?**

- PIO shall deal with requests from persons seeking information and where the request cannot be made in writing, render reasonable assistance to the person to reduce the same in writing.
- If the information requested for is held by or its subject matter is closely connected with the function of another public authority, the PIO shall transfer, within 5 days, the request to that other public authority and inform the applicant immediately.
- PIO may seek the assistance of any other officer for the proper discharge of his/her duties.
- PIOs, on receipt of a request, shall as expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment of such fee as may be prescribed, or reject the request for any of the reasons specified in the rules, provided that where an application for information or appeal is given to a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response.

Where the information requested for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

If the PIO fails to give decision on the request within the period specified, he shall be deemed to have refused the request.

- Where a request has been rejected, the PIO shall communicate to the requester
  - i. the reasons for such rejection,
  - ii. the period within which an appeal against such rejection may be preferred, and
  - iii. the particulars of the Appellate Authority.

- PIO shall provide information in the form in which it is sought unless it would disproportionately divert the resources of the Public Authority or would be detrimental to the safety or preservation of the record in question.
- If allowing partial access, the PIO shall give a notice to the applicant, informing
  - a) that only part of the record requested, after severance of the record containing information, which is exempt from disclosure, is being provided;
  - b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
  - c) the name and designation of the person giving the decision
  - d) The details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
  - e) his or her 'rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided.
- If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration.
- Third party must be given a chance to make a representation before the PIO within 10 days from the date of receipt of such notice.

**7. What is not open to disclosure?**

That following is exempt from disclosure

- i) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence.
- ii) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- iii) information the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- iv) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- v) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
- vi) Information received in confidence from foreign Government;

- vii) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- viii) information which would impede the process of investigation or apprehension or prosecution of offenders;
- ix) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other Officers;
- x) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion on the privacy of the individual;
- xi) notwithstanding any of the exemptions listed above, -a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

**8. Is partial disclosure allowed?**

Only that part of the record, which does not contain any information which is exempt from disclosure and which can reasonably be severed from any part that contains exempt information, may be provided.

**9. Who is excluded?**

Central Intelligence and Security agencies specified in the Second Schedule like IB, R & A W, Directorate of Revenue Intelligence, Central Economic Intelligence Bureau, Directorate of Enforcement, Narcotics Control Bureau, Aviation Research Centre, Special Frontier Force, BSF, CRPF, ITBP, CISF, NSG, Assam Rifles, Special Service Bureau, Special Branch (CID) - Andaman and Nicobar, The Crime Branch-CID-CB, Dadra and Nagar Haveli and Special Branch, Lakshadweep Police. Agencies specified by the State Governments through a Notification will also be excluded. The exclusion, however, is not absolute and these organizations have an obligation to provide information pertaining to allegations of corruption and human rights violations.

**10. Monitoring and Reporting**

The Central and State Information Commission shall prepare annual reports and also formulate its recommendations to be forwarded to the appropriate governments, which will cause these reports to be tabled in the Parliament or the State assembly, as the case may be.

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# THE RIGHT TO INFORMATION ACT, 2005

No. 22 of 2005

[15th June, 2005]

**An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.**

Whereas the Constitution of India has established democratic Republic;

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

And whereas revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

And whereas it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

Now, therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Be it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

## CHAPTER I

### Preliminary

- 1 (1) This Act may be called the Right to Information Act, 2005.
- (2) It extends to the whole of India except the State of Jammu and Kashmir.
- (3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.
- 2 In this Act, unless the context otherwise requires,—
  - (a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—
    - (i) by the Central Government or the Union territory administration, the

- Central Government;
- (ii) by the State Government, the State Government;
  - (b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;
  - (c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
  - (d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
  - (e) "competent authority" means—
    - (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
    - (ii) the Chief Justice of India in the case of the Supreme Court;
    - (iii) the Chief Justice of the High Court in the case of a High Court;
    - (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
    - (v) the administrator appointed under article 239 of the Constitution;
  - (f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;
  - (g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
  - (h) "public authority" means any authority or body or institution of self-government established or constituted—
    - (a) by or under the Constitution;
    - (b) by any other law made by Parliament;
    - (c) by any other law made by State Legislature;
    - (d) by notification issued or order made by the appropriate Government, and includes any—
      - (i) body owned, controlled or substantially financed;
      - (ii) non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;
  - (i) "record" includes—
    - (a) any document, manuscript and file;
    - (b) any microfilm, microfiche and facsimile copy of a document;
    - (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
    - (d) any other material produced by a computer or any other device;

- (j) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—
  - (i) inspection of work, documents, records;
  - (ii) taking notes, extracts or certified copies of documents or records;
  - (iii) taking certified samples of material;
  - (iv) obtaining 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;
- (k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;
- (l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;
- (m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (n) "third party" means a person other than the citizen making a request for information and includes a public authority.

## CHAPTER II

### Right to information and obligations of public authorities

- 3** Subject to the provisions of this Act, all citizens shall have the right to information.
- 4** (1) Every public authority shall—
  - (a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
  - (b) publish within one hundred and twenty days from the enactment of this Act,—
    - (i) the particulars of its organisation, functions and duties;
    - (ii) the powers and duties of its officers and employees;
    - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
    - (iv) the norms set by it for the discharge of its functions;
    - (v) the rules, regulations, instructions, manuals and records, held by it 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 it 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 its policy or implementation thereof;

- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part 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 its officers and employees;
  - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
  - (xi) the budget allocated to each of its 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 it;
  - (xiv) details in respect of the information, available to or held by it, 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;
- (c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- (d) provide reasons for its administrative or quasi-judicial decisions to affected persons.
- (2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.
- (3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.
- (4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information



to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

- 5 (1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.
- (2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

- (3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.
- (4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.
- (5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.
- 6 (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—
- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
- (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,
- specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central

Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

- (2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.
  - (3) Where an application is made to a public authority requesting for an information,—
    - (i) which is held by another public authority; or
    - (ii) the subject matter of which is more closely connected with the functions of another public authority, the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer: Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.
- 7 (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

- (2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.
- (3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—
  - (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;
  - (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.
- (4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is

sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

- (5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

- (6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

- (7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

- (8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

- (i) the reasons for such rejection;
- (ii) the period within which an appeal against such rejection may be preferred; and
- (iii) the particulars of the appellate authority.

- (9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

- 8** (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—

- (a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
- (b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- (c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- (d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- (e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants

the disclosure of such information;

- (f) information received in confidence from foreign Government;
- (g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- (h) information which would impede the process of investigation or apprehension or prosecution of offenders;
- (i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

- (j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

- (2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.
- (3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

**9** Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

**10 (1)** Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

- (2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer.

as the case may be, shall give a notice to the applicant, informing—

- (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
- (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
- (c) the name and designation of the person giving the decision;
- (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
- (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

- 11** (1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

- (2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
- (3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
- (4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

## CHAPTER III

### The Central Information Commission

- 12** (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The Central Information Commission shall consist of—
- (a) the Chief Information Commissioner; and
  - (b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—
- (i) the Prime Minister, who shall be the Chairperson of the committee;
  - (ii) the Leader of Opposition in the Lok Sabha; and
  - (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.
- (5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- (6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
- (7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.
- 13** (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

- (2) Every Information Commissioner shall hold office for a term of five years

from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

- (3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.
- (4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

- (5) The salaries and allowances payable to and other terms and conditions of service of —
  - (a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;
  - (b) an Information Commissioner shall be the same as that of an Election Commissioner:

Provided that if the Chief Information Commissioner or an Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their

appointment.

- (6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
- 14** (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.
- (3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—
- (a) is adjudged an insolvent; or
  - (b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
  - (c) engages during his term of office in any paid employment outside the duties of his office; or
  - (d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
  - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.
- (4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising there from otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehavior.

#### **CHAPTER IV**

##### **The State Information Commission**

- 15** (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the ..... (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The State Information Commission shall consist of—



- (a) the State Chief Information Commissioner, and
  - (b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—
- (i) the Chief Minister, who shall be the Chairperson of the committee;
  - (ii) the Leader of Opposition in the Legislative Assembly; and
  - (iii) a Cabinet Minister to be nominated by the Chief Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.
  - (5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
  - (6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
  - (7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.
- 16** (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:
- Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.
- (2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:
- Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

(5) The salaries and allowances payable to and other terms and conditions of service of—

(a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;

(b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

(6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

- 17 (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.
- (3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—
- (a) is adjudged an insolvent; or
  - (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
  - (c) engages during his term of office in any paid employment outside the duties of his office; or
  - (d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
  - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.
- (4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

## CHAPTER V

### **Powers and functions of the Information Commissions, appeal and penalties**

- 18 (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—
- (a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of

section 19 or the Central Information Commission or the State Information Commission, as the case may be;

- (b) who has been refused access to any information requested under this Act;
  - (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
  - (d) who has been required to pay an amount of fee which he or she considers unreasonable;
  - (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
  - (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.
- (2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.
- (3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—
- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
  - (b) requiring the discovery and inspection of documents;
  - (c) receiving evidence on affidavit;
  - (d) requisitioning any public record or copies thereof from any court or office;
  - (e) issuing summons for examination of witnesses or documents; and
  - (f) any other matter which may be prescribed.
- (4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.
- 19** (1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:
- Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- (2) Where an appeal is preferred against an order made by a Central Public

Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

- (3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

- (5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

- (6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

- (7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

- (8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—

- (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—

- (i) by providing access to information, if so requested, in a particular form;
- (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
- (iii) by publishing certain information or categories of information;
- (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
- (v) by enhancing the provision of training on the right to information for its officials;
- (vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

- (b) require the public authority to compensate the complainant for any loss or other detriment suffered;

- (c) impose any of the penalties provided under this Act;

- (d) reject the application.

- (9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

- (10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.
- 20** (1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:
- Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:
- Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.
- (2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

## **CHAPTER VI**

### **Miscellaneous**

- 21** No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.
- 22** The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.
- 23** No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.
- 24** (1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by

such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.
- (3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.
- (4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (5) Every notification issued under sub-section (4) shall be laid before the State Legislature.
- 25** (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.
- (2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.
  - (3) Each report shall state in respect of the year to which the report relates,—
    - (a) the number of requests made to each public authority;
    - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
    - (c) the number of appeals referred to the Central Information Commission or State Information Commission. as the case may be. for review. the

- nature of the appeals and the outcome of the appeals;
- (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
  - (e) the amount of charges collected by each public authority under this Act;
  - (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
  - (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.
- (4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.
- (5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.
- 26** (1) The appropriate Government may, to the extent of availability of financial and other resources,—
- (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;
  - (b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;
  - (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and
  - (d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.
- (2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.
- (3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—
- (a) the objects of this Act;
  - (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information



- Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;
- (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
  - (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
  - (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
  - (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
  - (g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
  - (h) the notices regarding fees to be paid in relation to requests for access to an information; and
  - (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.
- (4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.
- 27** (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
  - (b) the fee payable under sub-section (1) of section 6;
  - (c) the fee payable under sub-sections (1) and (5) of section 7;
  - (d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and sub-section (6) of section 16;
  - (e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
  - (f) any other matter which is required to be, or may be, prescribed.
- 28** (1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
  - (ii) the fee payable under sub-section (1) of section 6;
  - (iii) the fee payable under sub-section (1) of section 7; and

- (iv) any other matter which is required to be, or may be, prescribed.
- 29** (1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.
- (2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.
- 30** (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:  
Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.
- (2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.
- 31** The Freedom of Information Act, 2002 is hereby repealed.

#### **THE FIRST SCHEDULE**

**[See sections 13(3) and 16(3)]**

**Form of oath or affirmation to be made by the Chief Information Commissioner/the Information Commissioner/the State Chief Information Commissioner/the State Information Commissioner**

"I, ....., having been appointed Chief Information Commissioner/Information Commissioner/State Chief Information Commissioner/State Information Commissioner  
swear in the name of God  
solemnly affirm  
that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws."

## **THE SECOND SCHEDULE**

**(See section 24)**

Intelligence and security organisation established by the Central Government

1. Intelligence Bureau.
2. Research and Analysis Wing of the Cabinet Secretariat.
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
7. Aviation Research Centre.
8. Special Frontier Force.
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
15. Special Service Bureau.
16. Special Branch (CID), Andaman and Nicobar.
17. The Crime Branch-C.I.D.- CB, Dadra and Nagar Haveli.
18. Special Branch, Lakshadweep Police.

## HARYANA GOVERNMENT RULES

### Haryana Government Administrative Reforms Department Notification

The 28<sup>th</sup> October, 2005.

No. 5/4/2002 – 1AR In exercise of the powers conferred by sub-section (1) read with sub section (2) of section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Haryana hereby makes the following rules providing for information under the said Act, namely:-

#### 1. Short title and commencement.

- (1) These rules may be called the Haryana Right to Information Rules, 2005.
- (2) They shall come into force on the date of their publication in the official Gazette.

#### 2. Definitions.

- (1) In these rules, unless the context otherwise requires,
  - (a) "Act" means the Right to Information Act, 2005 (Central Act 22 of 2005).
  - (b) "Commission" means the Haryana Information Commission.
  - (c) "Form" means a form, appended to these rules.
  - (d) "section" means the section of the Act.
- (2) The words and expressions used in these rules, but not defined, shall have the same meanings as assigned to them in the Act.

#### 3. Application for obtaining information.

- (1) A person, who desires to obtain any information admissible under the Act, shall make an application in Form A to the State Public Information Officer/State Assistant Public Information Officer along with a fee as specified in rule 5 of these rules.

sections 2(m), 6 and 27

- (2) On the receipt of an application, made under sub-rule (1), the State Public Information Officer/State Assistant Public Information Officer shall give a receipt in token thereof to the applicant.

#### **4. Deposit of fee.**

- (1) The fee shall be deposited with the State Public Information Officer/State Assistant Public Information Officer either in cash against proper receipt or by treasury challan.
- (2) The amount of fee shall be credited to the receipt head/account number of the concerned public authority.
- (3) On receipt of an application, submitted under sub-rule (1) of rule 3, the State Public Information Officer/State Assistant Public Information Officer shall scrutinize the application and shall assess how much fee is required to be paid by the applicant for obtaining the information.
- (4) The fee assessed under sub-rule (3), shall be informed to the applicant by the State Public Information Officer/State Assistant Public Information Officer in Form B within a period of seven days from the receipt of application.
- (5) In case the applicant fails to deposit the requisite fee within a period of fifteen days after the issuance of the intimation given to him under sub-rule (4), it shall be construed that the applicant is no longer interested in obtaining the information, sought for, and his application shall be deemed to have been filed.

#### **5. Quantum of fee.**

- (1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of Rs.50.
- (2) For providing an information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) Rs. 10 for each page in A-4 or A-3 size paper, created or copied; and
  - (b) if information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged.
- (3) For providing an information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) Rs.50 for providing information in a floppy;
  - (b) Rs.100 for providing information in diskette; and
  - (c) if information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information shall be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs.10 per page shall be charged.
- (4) No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is

made for a period of more than one hour, then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes, shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

**6. Procedure to be followed in deciding appeal.**

Before deciding an appeal, the Commission Shall,-- section 19(10)

- (a) serve notice to the concerned persons;
- (b) entertain any evidence in support of appeal, which may be oral or in writing form the concerned persons;
- (c) examine on oath or by having affidavits from the persons concerned;
- (d) persue or inspect the documents or any records or copies thereof;
- (e) inquire through the authorized officer the facts of an appeal or may require facts in detail, if it so deems appropriate, hear the State Public Information Officer or any other senior officer who had decided the first appeal, as the case may be; and
- (f) receive evidence on affidavits from the State Public Information Officer or any senior officer who had decided the first appeal or from any other person from whom the evidence may be deemed necessary.

**7. Mode of serving notice.**

The Commission may serve notice to the persons concerned in any of the following modes, namely :-- section 19(10)

- (a) by hand delivery(dasti) through process server; or
- (b) by registered post with acknowledgement due; or
- (c) by publication in the newspaper.

**8. Order by the Commission.**

- (1) The Commission shall make order in writing and pronounce the same in the presence of the concerned parties. section 19(10)
- (2) The party concerned may, obtain the copy of the order from the Commission.

Form A  
[See rule 3 (1)]

To

The State Public Information Officer/  
State Assistant Public Information Officer,  
(Name of the office with address)

1. Full name of the applicant:
2. Address:
3. Particulars of information required:-
  - (i) Subject matter of information\*
  - (ii) The period to which the information relates\*\*
  - (iii) Description of the information required\*\*\*
  - (iv) Whether information is required by post or in person  
(the actual postal charges shall be included in addition to the fees.)
  - (v) In case by post (Ordinary, Registered or Speed)

Place :

Signature of the Applicant.

Date:

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\* Broad category of the subject to be indicated (such as Grant/Government land/ Service matters/Licenses etc.)

\*\* Relevant period for which information is required to be indicated.

\*\*\* Specific details of the information are required to be indicated.

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**ACKNOWLEDGEMENT**

Received your application dated \_\_\_\_\_vide Diary  
No. \_\_\_\_\_ dated \_\_\_\_\_ .

(Signature)  
State Public Information Officer/  
State Assistant Public Information Officer

Name of the Department/Office

**Form B**  
[See rule 4 (4)]

From

State Public Information Officer/  
State Assistant Public Information Officer  
(Name of Department/Office)

To

Name and address of the applicant.

Sir,

Please refer to your application dated \_\_\_\_\_  
addressed to the undersigned requesting information regarding  
\_\_\_\_\_. The additional fee for supplying this information to you is  
Rs. \_\_\_\_\_.

2. You are hereby informed to pay the fee at this office either in  
cash or in a Government treasury through challan and send a copy of the  
challan to this office within a period of fifteen days and collect the information  
on \_\_\_\_\_.

3. The amount of fee shall be deposited in the receipt  
head/account No. (to be intimated to the applicant by the concerned  
department.)

**State Public Information Officer/  
State Assistant Public Information Officer.**

**S.C.CHOUHARY**  
Financial Commissioner and Principal Secretary  
to Government, Haryana,  
Administrative Reforms Department.



Annexure – C  
**Appeal under section 19 (3) of  
the Right to Information Act, 2005**

From

Applicant's Name and Address.

To

Name/Designation/Address of the appellate authority.

1. Full Address of the appellant
2. Address
3. Particulars of the Public Information Officer
4. Date of receipt of the order appealed against
5. Last date for filing the appeal
6. Particulars of Information: -
  - i) Nature and subject matter of the information required.
  - ii) Name of the Office or Department to which the information relates:
  - iii) The grounds for appeal

**Place :**

**Signature of the Appellant**

**Date:**

**HARYANA GOVERNMENT  
ADMINISTRATIVE REFORMS DEPARTMENT**

Notification  
The 29th December, 2005

No.5/4/2005-1AR. – In exercise of the powers conferred by subsection(4) of section 24 of the Right to Information Act, 2005 (Central Act 22 of 2005) the Governor of Haryana hereby specifies the intelligence and security organizations as mentioned in the schedule given below for the purpose of the said sub-section :-

**SCHEDULE**

- (I) State Criminal Investigation Department (C.I.D.); including the Crime Branch
- (ii) Haryana Armed Police;
- (iii) Security Organizations of Police;
- (iv) Haryana Police Telecommunication Organization;
- (v) India Reserve Battalion;
- (vi) Commando.

**S.C.CHOUDHARY**  
Financial Commissioner & Principal Secretary to  
Govt. Haryana, Administrative Reforms Department

(Extract from Haryana Government Gazette (Extra) dated 25<sup>th</sup> July , 2006

**HARYANA GOVERNMENT**  
**ADMINISTRATIVE REFORMS DEPARTMENT**

**Notification**

The 25<sup>th</sup> July, 2006

No. 5/4/2002-1AR—In exercise of the powers conferred by sub-section(1) read with sub-section 27 of the Right to Information Act 2005 (Central) Act 22 of 2005), the Government of Haryana hereby make following rules further to amend the Haryana Right to Information rules,2005, namely:-

1. These rules may be called the Haryana Right to Information (Amendment) Rules 2006
2. In the Haryana Right to Information Rules 2005, in rule 4 for sub rule (1), the following sub-rules substituted, namely:-

(1) The fee shall be deposited with the State Public Information Officer either in cash against proper receipt or by treasury challan or through Indian Postal Order / Draft

**PREM PRASHANT**

Chief Secretary to Govt. of Haryana  
Administrative Reforms Department