

CIRCULAR NO. 7/2006

Sub: Right to Information Act 2005 – Implementation regarding

Ref: 1. Right to Information Act 2005 (Central Act No. 22 of 2005)

2. G.O. (Rt) No.8026/05/GAD dated 19.10.2005

3. Proceedings of the Registrar of Co-operative Societies No. G(1) 40332/2005 dated 11.11.2005

The Right to Information Act 2005 (Central Act No 22 of 2005) came into existence with effect from 21.6.2005. As per sub-section (1) of section 5 of the said Act, the Registrar of Co-operative Societies has issued orders designating public Information Officers/Assistant Public Information Officers at various levels in this department as per the reference 3<sup>rd</sup> cited. Government have fixed the rate of fees to be levied from the public for the purpose, as per the reference second cited. The following further guidelines are issued for the proper discharge of duties by the public Information Officers/Assistant Public Information Officers, as the case may be.

1. Every public has the right to access any “Information” as defined under Sub Section (f) of section 2 of the said Act.
2. The public Information Officer/Assistant Information Officer, as the case may be, are bound to give the required “Information” to the applicant with the time limit stipulated under S: 7 of the said Act, except those “Information” specified under S: 8, 21, 22, 23 and 24 of the said Act.
3. If the required “Information” is not given within the time limit or refuses to entertain any request or application for “Information” or give incorrect “Information” shall be liable to be punished as per S: 20 of the said Act.
4. The Information Officer or Assistant Information Officer may seek the assistance of any officer equal to or below his rank as he or she

considers it necessary for the proper discharge of his duties as provided under Sub-Section (4), (5) of 3:5 of the said Act.

5. The application or request for “Information” shall be entertained by the Public Information Officer or the Assistant Public Information Officer, as the case may be on receipt of the application fee (It is Rs.10 at percent) in form No. TR.5 and the “Information” shall be supplied to the applicant after having received the additional fee in form No.TR-5, as specified in the Government Order 2<sup>nd</sup> cited and the total amount so collected shall be remitted to the treasury in the head of a account specified in the Government Order 2<sup>nd</sup> cited. The receipt and the remittance of such amounts shall be entered in the common cash book maintained in the offices and shall be produced for audit etc. The public may be allowed, if they so desire, to remit the required fee in any treasury and to produce the original chellan along with the application.
6. Separate files shall be opened for each such application. A register shall be maintained in each section/office in the prescribed proform such as tapal I number Name of applicant/s, Natue of information required, Date of application, Date of receipt of appolication, Details of fees remitted with receipt number and date, Date of “Information” supplied, signature of the receipt with date, signature of the Informat Officer with date etc. The Information Officers concerned shall ensure that such register is properly and promptly written up.
7. If the application for “Information” is rejected under sub-section (1) of S:7, the procedure prescribed under S:8 of the said Act shall be followed.
8. A copy of the Said Act and the Government order in the reference Ist and 2<sup>nd</sup> cited respectively are hereby communicated along with this circular and it is strictly instructed that the copy of the said Act and the Government order shall be kept in the office always and shall be included in the stock Register of Registeres and Books and in cases where the present Information Officers are transferred, promoted or retired, the Said Act and the Government order referred shall be handed over to the relieving officer/officer taking charge and they should be produced for inspection by Superior Officers of this office.

9. As far as the office of the Registrar is concerned, any application/request submitted either by post, electronic media or directly, the public Information Officer (Joint Registrar Vigilance) or the Assistant Public Information Officer (Deputy Registrar Administration) shall entertain them and shall be referred to the section, to which the subject matter or information relates, and the Section Superintendents/Assistant Registrars/Section heads, as the case may be, shall expeditiously take necessary steps, by seeking the assistance of this subordinate, for the speedy disposal and to give information to the applicant within the time limit stipulated under S:7 of the Act. The required “Information” from the concerned sections, signed by the Section heads, shall be presented to the Public Information Officer or Assistant Public Information Officer who shall countersign the same before giving it to the public. The Information Officers concerned shall attest the Register as specified in para 6 above before delivery of information to the public.
10. All other guidelines specified in para 1 to 8 shall also be applicable to Information Officers as the case may be, and all section heads/superintendents in this office.
11. A separate Tapal Register assigning Tapal number shall be maintained in the tapal section of the office of Registrar of Co-operative Societies which shall contain Tapal number, Name and place of applicant, section to which the application referred to, signature and name of officer receiving the application with date etc.

Sd/-

V.REGHUNATH

REGISTRAR OF CO-OPERATIVE SOCIETIES

IN CHARGE

TO

1. P.A. to Registrar of Co-operative Societies
2. All Additional Registrars in this office

3. All Joint Registrars in this office
4. Deputy Registrar (Administration) in this office
5. Deputy Registrar (Administration) Office of the Joint Registrar of Co-operative Societies (General) all Districts.
6. Joint Registrar (General) in all Districts
7. Joint Registrar (Audit) in all Districts
8. Assistant Registrar (Audit) Office of the Joint Registrar of Co-operative Societies (Audit), all Districts
9. Assistant Registrar (General), all circles (62)
10. Assistant Registrar (Audit), all Circles (62)
11. All sections in this office

Copy to:

1. Sahakarana Veedhi
2. Circular book
3. Stock file
4. Spare

Forwarded

For Registrar of Co-operative Societies.