

Chapter-18 (Manual-17)

Other Useful Information:

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 '

Right to Information Act 2005

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 printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.[S.2(j)]

Information means any material in any form records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, datamaterial 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 -Section 2(f)

Related to seeking information:

Application to be submitted in writing or electronically, prescribed fee, to Public Information Officer (PIO)/Asstt. Public Information Officer(Asstt. PIO)

Information to be provided within 30 days. 48 hours where life or liberty is involved. 35 days where request is given to Asst. PIO, 40 days where third party is involved and 45 days for human rights violation information from listed security/ intelligence agencies.

Time taken for calculation and intimation of fees excluded from the time frame.

No action on application for 30 days is a deemed refusal.

No fee for delayed response

Application form:**Application for Information:**

To
The Public Information Officer,
Gauhati Medical College, Guwahati-32

1. Name of the Applicant:

2. Address:

3. Particulars of Information (in brief):

- a. Subject/area:
- b. Category of document, if published:
- c. Specific period for which the information is required:
- d. The language in which it is required:
- e. To be posted or will be collected:
- f. Application fee accompanied: Yes/No

Place:

Signature

Date:

Fee: As stated under Chapter-I (Introduction)

Central Information Commission(CIC)

What can I complain about?

- ☞ The Central Information Commission is an autonomous body set up to inquire into complaints received from citizens
- ☞ You can complain that you have been refused access to information. You can also complain about how the public authority has handled your request, for instance;
 - + failure to respond to your request within 30 working days (or failure to explain why an extension to the 45 days is needed)
 - + failure to give you proper advice and help within the stipulated time
 - + failure to give information in the form in which you asked for it
 - + failure to properly explain reasons for refusing your request, for instance if the public authority believes that giving you information would harm a criminal investigation.

What information does the CIC need?

To deal with complaint promptly, send the following details to CIC:

name and address of the appellant; name and address of the Central Public Information Officer against the decision of whom the appeal is preferred; particulars of the order including number, if any, against which the appeal is preferred; brief facts leading to the appeal. If the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Central Public Information Officer to whom the application was submitted, prayer or relief sought; grounds for the prayer or relief; verification by the appellant; and any other information which the Commission may deem necessary for deciding the appeal

RTI Act 2005 - Access

- Universal Access – especially to the Poor
- Fee at a reasonable level – though quantum not specified. No fee for BPL.
- Assistant Public Information Officers at sub-district levels to facilitate filing of applications/appeals
- No need to specify reason for seeking information or other personal details
 - Provision to reduce oral requests into writing
 - Provision to provide all required assistance, including to disabled persons.
 - Information to be provided in local languages
 - Provision for damages
 - Open only to citizens of India.