

RIGHT TO INFORMATION ACT (2005)



**Ministry of Environment & Forests
Government of India
CGO Complex, Paryavaran Bhavan
Lodi Road
New Delhi 110003
Tel:2436-2064**

STANDARDIZED PROCEDURES:

I. For Applications received from Applicant in person at IFC:

A. Receipt Procedure (by IFC):

1. Issue Acknowledgement
2. Enter into Applications Register
3. Submit application and photocopy of day's Applications Register entries to SO (RTI), GC Division. (by 3.00 pm same day)
4. Submit Fees paid to DDO (by 3.00 pm same day)

B. Fee Deposit Procedure (by DDO):

1. Deposit fees received in Bank and inform PAO.

C. Distribution Procedure (by SO (RTI) in GC):

1. Confirm assignment of Applications to PIOs (JC (GC) to determine in case of doubt)
2. Distribute Applications to PIOs (by 4.00 pm same day)

D. Response Procedure (by PIO):

1. Locate Record.
2. Determine Admissibility of request for copy of Record/Request for Inspection of Record.
3. Determine Copying Fee/Inspection Fee.

E. Notification Procedure (by PIO):

1. Inform Applicant in by Registered Post/e-mail (latter to be used if provided by Applicant) in standard Notification Letter (2 copies to IFC) format regarding:
 - (i) Whether request is accepted/refused. In case of refusal, to furnish precise provision in RTI 2005 under which refused.
 - (ii) In case accepted, the amount of copying/Inspection fee to be deposited, how, and to whom.
 - (iii) Specify date/time for Inspection of Record (if admissible) at IFC after consulting Applicant on Telephone/e-mail, if provided.

F. Transmission of Copying/Inspection Fee (by IFC):

1. Submit Fees paid as per the rates prescribed in Rules dt. 16.9.05 by DOPT to DDO (by 3.00 pm same day)
2. Inform PIO.

G. Copying Record/Sending to IFC (by PIO):

1. Prepare photocopies as requested and paid for.
2. Send photocopies to IFC.
3. Send staff with Record to IFC on date/time for Inspection, if requested and Admissible.

H. Record Inspection (by IFC):

1. Facilitate Inspection of Record by Applicant in the presence of PIOs staff.
2. Allow 1 hour for Inspection of Record by Applicant, Record not to be taken out by Applicant. Inspection to be done personally by Applicant only.
3. On completion of Inspection, note the fact in Inspections Register, and take signature of Applicant. In the event of applicant refusing to sign, the inspection register after inspection of record, the incharge, IFC, the staff member deputed by the PIO and a third independent witness will record and verify the fact of refusal on part of applicant to sign the inspection register.
4. In case Applicant does not show up within 30 minutes of scheduled time, record the fact in Inspections Register, and request staff to return the Record.

I. Transmit Record to Applicant (by IFC):

1. Hand over copy of Record to Applicant and obtain his/her signature on the 3 copies of the Information Letter. In the event of applicant refusing to sign, the inspection register after inspection of record, the incharge, IFC, the staff member deputed by the PIO and a third independent witness will record and verify the fact of refusal on part of applicant to sign the inspection register.
2. Return 1 copy of Information Letter with signature of Applicant to PIO, retain second copy in IFC, give third copy to applicant, and close case.

II. For Applications submitted by Registered Post or e-mail:**A. Receipt Procedure (by SO (RTI) in GC):**

1. Issue Acknowledgement
2. Enter into Applications Register
3. Fee to be deposited by DD or Bankers cheque by Registered Post
4. Submit Fees paid by applicant to DDO (by 3.00 pm same day)

B. Distribution Procedure (by SO (RTI) in GC):

1. Confirm assignment of Applications to PIOs (JC (GC) to determine in case of doubt).
2. Distribute Applications to PIOs (by 4.00 pm same day)

C. Fee Deposit Procedure (by DDO):

1. Deposit fees received in Bank and inform PAO.

D. Response Procedure (by PIO):

1. Locate Record.
2. Determine Admissibility of request for copy of Record/Request for Inspection of Record.
3. Determine Copying Fee/Inspection Fee.

E. Notification Procedure (by PIO):

1. Inform Applicant in by Registered Post/e-mail (latter to be used if provided by Applicant) in standard Notification Letter (2 copies to IFC) format regarding:
 - i. Whether request is accepted/refused. In case of refusal, to furnish precise provision in RTI 2005 under which refused.
 - ii. In case request is accepted, the amount of copying/Inspection fee to be deposited, and by which date, how, and to whom.
 - iii. Specify date/time for Inspection of Record (if admissible) at IFC after consulting Applicant on Telephone/e-mail, if provided.

F. Transmission of Copying/Inspection Fee (by SO(RTI)):

1. Submit Fees paid to as per the rates prescribed in Rules dt. 16.9.05 by DOPT to DDO (by 3.00 pm same day)
2. Inform PIO.

G. Copying Record/Sending to IFC for Inspection by Applicant (by PIO):

1. Prepare photocopies as requested and paid for.
2. Send staff with Record to IFC on date/time for Inspection, if requested and allowable.

H. Record Inspection (by IFC):

1. Facilitate Inspection of Record by Applicant in the presence of PIOs staff.
2. Allow 1 hour for Inspection of Record by Applicant Inspection to be done personally by Applicant, or representative (one person only) authorized in writing by Applicant. Record not to be taken out of IFC or photocopied or tampered with by Applicant/Representative.
3. On completion of Inspection, note the fact in Inspections Register, and take signature of Applicant/Representative. In the event of applicant refusing to sign, the inspection register after inspection of record, the incharge, IFC, the staff member deputed by the PIO and a third independent witness will record and verify the fact of refusal on part of applicant to sign the inspection register.
4. In case Applicant/Representative does not show up within 30 minutes of scheduled time, record the fact in Inspections Register, and request staff to return the Record.

I. Transmit Record to Applicant (by PIO):

1. Send photocopy of Record to Applicant by Registered Post AD with Information Letter (3 copies of Information Letter in all to be prepared).
2. Send second copy of Information Letter to SO (RTI) in GC; retain third copy with PIO.
3. Attach AD on receipt to the third copy of Information Letter, and close case.

**Ministry of Environment & Forests
Government of India**

Right to Information Act 2005:

IA. Notification Letter for Copies of Records for Applications submitted at IFC:

Date:

Dear

Kindly refer to your Application to this Ministry dated _____
requesting Copies of Records as follows:

2. (Strike out if not applicable) Your request has been accepted. You are requested to deposit the following amount as Copying Fee to the Information and Facilitation Counter at Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi, during 0930 am to 3.00 pm on working days:

Amount: Rs _____

The amount may be deposited by one of the following means:

i. Bank draft on a scheduled Bank in favour of Ministry of Environment & Forests, Government of India.

ii. In cash.

3. (Strike out if not applicable) It is regretted that your request cannot be accepted under the following provision(s) of the Right to Information Act, 2005:

i.

ii.

iii.

iv.

Yours faithfully

Principal Information Officer
_____ Division, MoEF

To: (Applicant)

**Ministry of Environment & Forests
Government of India**

Right to Information Act 2005:

IB. Notification Letter for Inspection of Records for Applications submitted by Registered Post/e-mail:

Date:

Dear

Kindly refer to your Application to this Ministry dated _____ requesting Copies of Records as follows:

2. (Strike out if not applicable) Your request has been accepted. The date/time for your Inspection (in person or by representative authorized by you in writing) is: Date: _____ Time: _____

You are requested to deposit the following amount as Copying Fee at least 3 working days prior to the Inspection:

Amount: Rs _____

The amount may be deposited by one of the following means:

- i. Bank draft on a scheduled Bank in favour of Ministry of Environment & Forests, Government of India to be sent by Registered Post to the undersigned
- ii. In cash at Information and Facilitation Counter at Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi, during 0930 am to 3.00 pm on working days:
3. (Strike out if not applicable) It is regretted that your request cannot be accepted under the following provision(s) of the Right to Information Act, 2005:

- i.
- ii.
- iii.
- iv.

Yours faithfully

Principal Information Officer
_____ Division, MoEF

To: (Applicant)

**Ministry of Environment & Forests
Government of India**

Right to Information Act 2005:

IIA. Notification Letter for Copies of Records for Applications submitted by
Registered Post/e-mail:

Date:

Dear

Kindly refer to your Application to this Ministry dated _____
requesting Copies of Records as follows:

2. (Strike out if not applicable) Your request has been accepted. You are
requested to deposit the following amount as Copying Fee:

Amount: Rs _____

The amount may be deposited by one of the following means:

i. Bank draft on a scheduled Bank in favour of Ministry of Environment &
Forests, Government of India to be sent by Registered Post to the undersigned

ii. In cash to Information and Facilitation Counter at Paryavaran Bhavan,
CGO Complex, Lodi Road, New Delhi, during 0930 am to 3.00 pm on working
days:

3. (Strike out if not applicable) It is regretted that your request cannot be
accepted under the following provision(s) of the Right to Information Act, 2005:

- i.
- ii.
- iii.
- iv.

Yours faithfully

Principal Information Officer

Division, MoEF

To: (Applicant)

**Ministry of Environment & Forests
Government of India**

Right to Information Act 2005:

IIB. Notification Letter for Inspection of Records for Applications submitted at IFC:

Date:

Dear

Kindly refer to your Application to this Ministry dated _____
requesting Inspection of Records as follows:

2. (Strike out if not applicable) Your request has been accepted. The date/time for your Inspection (or by your representative authorized by you in writing) is: Date: _____ Time: _____

You are requested to deposit the following amount as Copying Fee to the Information and Facilitation Counter at Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi, during 0930 am to 3.00 pm on working days, at least 3 working days prior to the date of Inspection:

Amount: Rs _____

The amount may be deposited by one of the following means:

i. Bank draft on a scheduled Bank in favour of Ministry of Environment & Forests, Government of India.

ii. In cash.

3. (Strike out if not applicable) It is regretted that your request cannot be accepted under the following provision(s) of the Right to Information Act, 2005:

- i.
- ii.
- iii.
- iv.

Yours faithfully

Principal Information Officer
_____ Division, MoEF

To: (Applicant)

