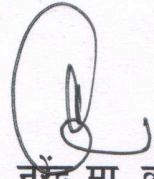


सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र. १६६/२०१५

या परिपत्रकाद्वारे सर्व संबंधितांना कळविण्यात येते की, सामान्य प्रशासन विभाग, महाराष्ट्र शासन, मंत्रालय, मुंबई यांनी त्यांचेकडील क्रमांक संकीर्ण-२०१३/प्र.क्र.५७/१५/का.सहा, दिनांक १८/०४/२०१५ रोजीच्या पत्रान्वये माहितीचा अधिकार अधिनियम, २००५ अन्वये माहिती पुरविताना राज्य माहिती अधिकारी तसेच प्रथम अपिलीय अधिकारी यांनी पाळावयाच्या मार्गदर्शक तत्वांसंदर्भात केंद्रशासनाच्या Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training या विभागाने त्यांच्या क्रमांक एफ.नं. १/३२/२०१३-आय.आर, अन्वये दिनांक १७ फेब्रुवारी, २०१५ रोजी निर्गमित केलेले परिपत्रक सर्व मंत्रालयीन प्रशासकीय विभागांनी त्यांच्या अधिपत्याखालील सर्व प्रादेशिक विभागांमधील जन माहिती अधिकारी व प्रथम अपिलीय अधिकारी यांच्या निर्देशनास आणणेबाबत कळविले आहे. सदरचे परिपत्रक माहितीस्तव व योग्य त्या कार्यवाहीस्तव यासोबत जोडण्यात आले आहे.


(डॉ. नरेंद्र मा. कडू)
कुलसचिव

गणेशखिंड, पुणे - ४११ ००७.

जा.क्र. - मा.अ./२०१५/२०२४.

दिनांक - २८/७/२०१५.

सोबत :- वरीलप्रमाणे शासन परिपत्रक.

प्रत माहिती व योग्य त्या कार्यवाहीसाठी :-

- १) सर्व विभागप्रमुख, शैक्षणिक विभाग, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे - ४११ ००७.
- २) सर्व शाखाप्रमुख, प्रशासकीय शाखा, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे - ४११ ००७.
- ३) सर्व प्राचार्य/संचालक, पुणे विद्यापीठ संलग्नित सर्व महाविद्यालये/मान्यताप्राप्त संस्था.

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F. NO. 1/22/2013-IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training.

North Block, New Delhi
Dated the 17th February 2015.

OFFICE MEMORANDUM

Subject:-Guidelines for Public Information Officers/First Appellate Authorities for supply of information and disposal of first appeal respectively- reiteration of-

Section 26 of the RTI Act requires the Government to compile 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 the Act. Further, it requires the Government to update the guide at regular intervals. Accordingly a Guide on the Act was published online on 28-11-2013 to help all the stake-holders viz. information seekers in getting information, public information officers in dealing with the RTI applications, first appellate authorities in taking cogent decisions on appeals and the public authorities in implementing various provisions of the Act in right earnest.

2. The Public Information Officers/First Appellate Authorities should keep in mind the salient features of the guidelines in supply of information to the information seeker and disposal of first appeal respectively, so that information seekers may not resort to filing of second appeals before the Information Commissions. The relevant salient features of the guidelines a.e reiterated below for consideration of the Public Information Officers/First Appellate Authorities:

Supply of Information by the Public Information Officer

- 1) The answering Public Information Officer should check whether information sought or a part thereof is exempt from disclosure Under Section 8 or Section 9 of the Act. Request in respect of the part of the application which is so exempt may be rejected and rest of the information should be provided immediately or after receipt of additional fees, as the case may be.
- 2) Where a request for information is rejected, the Public Information Officer should 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 authority to whom an appeal can be made.
- 3) If additional fee is required to be paid by the applicant as provided in the Fee and Cost Rules, the Public Information Officer should inform the applicant.

- 4/14
- (ii) the details of further fees required to be paid;
 - (iii) the calculations made to arrive at the amount of fees asked for;
 - (iv) the fact that the applicant has a right to make appeal about the amount of fees so demanded;
 - (v) the particulars of the authority to whom such an appeal can be made; and
 - (v) the time limit within which the appeal can be made.

- 4) Though there is no hard and fast rule as to when exactly intimation about additional fees is to be given to the applicant, such intimation should be given soon after receipt of RTI application.

Disposal of Appeal by the First Appellate Authority

- 1) While disposing off first appeals, the first Appellate Authorities should act in a fair and judicious manner. It is very important that the order passed by the first appellate authority should be a detailed and speaking order, giving justification for the decision arrived at.
- 2) If an appellate authority while deciding an appeal comes to a conclusion that the appellant should be supplied information in addition to what has been supplied by the Public Information Officer, he may either (i) pass an order directing the Public Information Officer to give such information to the appellant; or (ii) he himself may give information to the appellant. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant immediately. It would, however, be better if the appellate authority chooses the second course of action and he himself furnishes the information alongwith the order passed by him in the matter.

(Sandeep Jain)
Director
Tel: 23092755

1. All the Ministries/Departments of the Government of India.
2. Union Public Service Commission/Lok Sabha Sect. Rajya Sabha Secretariat/ Cabinet Secretariat/Central Vigilance Commission/Presidents Secretariat/ Vice Presidents Secretariat/ Prime Ministers Office/Planning Commission/ Election Commission.
3. Central Information Commission/State Information Commissions,
4. Staff Selection Commission, CGO Complex, New Delhi,
5. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi.

Copy to the Chief Secretaries of all the States/UTs



माहितीचा अधिकार
Right to Information

७६२/३५-२
१६/५/१५

सामान्य प्रशासन विभाग
१९ वा मजला, नविन प्रशासकीय इमारत,
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालयासमोर, मुंबई-४०० ०३२.
दरधनी क्र. ०२२-२२०४९५४३

- 5 MAY 2015

क्र. संकीर्ण २०१३/प्र.क्र. ५७/१५ /का.सहा

प्रति,

सर्व सचिव/प्रधान सचिव/अप्पर मुख्य सचिव,
सर्व मंत्रालयीन विभाग, मंत्रालय, मुंबई.

दिनांक: १८.०४.२०१५.

उप्य व तय विभाग विद्या

कार्यालय: धरम - २

दिनांक: ५/५/२०१५

बाबत दरधनी

विषय:- माहितीचा अधिकार अधिनियम २००५ अन्वये माहिती पुरविताना राज्य माहिती अधिकारी तसेच प्रथम अपीलिय अधिकाऱ्याने पाळावयाची मार्गदर्शक तत्वे.

महोदय,

माहितीचा अधिकार अधिनियम २००५ अन्वये माहिती पुरविताना राज्य माहिती अधिकारी तसेच प्रथम अपीलिय अधिकाऱ्याने पाळावयाची मार्गदर्शक तत्वे केंद्र शासनाच्या Ministry Of Personnel, Public Grievances and Pensions Department pf Personal and Training विभागाने त्यांच्या क्र.F.No.1/32/2013-IR दि.१७.२.२०१५ च्या परिपत्रकान्वये निर्गमित केल्या आहेत. सदर परिपत्रकाची प्रत सोबत जोडली आहे.

२. सर्व मंत्रालयीन प्रशासकीय विभागांनी वरील बाब त्यांच्या अधिपत्याखालील सर्व प्रादेशिक विभाग प्रमुख/विभाग प्रमुख यांच्या निदर्शनास तात्काळ आणावी अशी विनंती आहे.

२१/५
पु.सि.ग.म.म.म.म.

प्रत - कार्यासन ६, संग्रहार्थ.
१३/५/१५

आपला

रंग

(र.व.गुरव)

शासनाचे उपरुचिव