

No.1/12/2008-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

North Block, New Delhi  
Dated the 23<sup>rd</sup> June, 2008

To

The Chief Secretaries of all  
the States/UTs (except the State of J&K)

**Subject : Initiatives for effective implementation of the RTI Act, 2005.**

Sir,

I am directed to say that it is the responsibility of the Central Government and the Governments of all the States/UTs to implement the provisions of the Right to Information Act, 2005 effectively. Some of the States have taken innovative steps in fulfillment of their responsibility. One of such States is the State of Andhra Pradesh. That State has taken following steps in the matter:

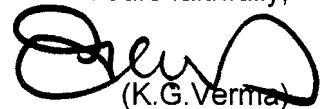
- i. It has introduced an elaborate system of compiling of RTI data from various public authorities in the State through an MIS developed by it in consultation with the Centre for Good Governance, Hyderabad. This enables the State Information Commission to prepare its Annual Report as mandated under Section 25 of the Act. Simultaneously, the system facilitates the State Government to monitor the implementation of the Act.
- ii. There is a high level Monitoring Committee on RTI matters in the State, headed by the Chief Secretary, which meets once in a quarter.
- iii. The Government of Andhra Pradesh and the State Information Commission had organized a Mass Awareness Programme last year throughout the State. The result manifested itself in the form of increase in the number of RTI applications in the State. The following initiatives were taken for awareness generation in the State :
  - a. preparation of slides for exhibition in cinema theatres and beaming of strips on TV channels;
  - b. preparation of short films for telecasting on TV/cinema theatres;
  - c. preparation of lessons on RTI for incorporation in school syllabi;
  - d. display of information on boards and presentation of templates for rural areas;
  - e. preparation of e-learning module on RTI under the technical support by the Centre for Good Governance, Hyderabad.

3. You are requested to take similar actions/measures in your State, so as to ensure effective implementation of the provisions of the Act. Copies of the following documents are enclosed for your ready reference:

....2/-

- i. Order No.253 dated 12.1.2007 issued by the Govt. of Andhra Pradesh nominating all the District Collectors as Coordinating Officers and District Revenue Officers (DROs) as Nodal Officers for effective and timely implementation of the RTI Act, 2005;
- ii. Order No.6488 dated 20.11.2006 directing all the Departments of the Secretariat to issue suitable instructions to all the Heads of Departments and Public Authorities under their control to maintain information relating to RTI in prescribed registers and for timely submission of the information to the State Information Commission for preparation of Annual Report. (Copies of the format of Registers and related reports are annexed with the Order);
- iii. Order No.6412 dated 15.11.2006 of the State Government constituting high level Monitoring Committee;
- iv. Model lessons to be introduced in the Environmental Science of Class 5<sup>th</sup> .

Yours faithfully,



(K.G. Verma)

Director

Tel : 23092158

Right to Information Act, 2005, (Commenced on 12.10.2005)  
Report for the period from October, 2005 to 31<sup>st</sup> December, 2006-All the  
Collectors and DROs nominated as Coordinating Officers and Nodal Officers  
respectively-Orders-Issued.

**GENERAL ADMINISTRATION (COORDINATION, GPM&AR) DEPARTMENT**

**G.O.Rt.No. 253**

**Dated: 12.1.2007**

**Read the following:-**

1. G.O.Rt.No. 6488, General Administration (Coordn.,GPM&AR) Department, dt. 20.11.2006.
2. The Chief Information Commissioner, A.P. Information Commission, Hyderabad, D.O.Lr.No. 1160/APIC/2006, Dt. 11.1.2007.

\*\*\*\*\*

**ORDER:**

Government in the G.O. read above, issued orders prescribing the procedure as envisaged in the Annexure to the order and requested all the Departments of Secretariat to issue suitable instructions to all the Heads of Departments and public authorities under their control to maintain the Registers at Public Information Officer level and 1<sup>st</sup> appellate authority level respectively. It was also requested in the same G.O. to furnish the information in the prescribed proforma to the respective Officers duly indicating the dates on it. The reports should be submitted at each level so as to enable the A.P. Information Commission to prepare its Annual Report and place the same before the State Legislature in the Budget Session 2007 as per the time schedule laid down.

2. In the D.O. letter read above, the Chief Information Commissioner, A.P. Information Commission, Hyderabad has submitted proposals to nominate the Collectors as Coordinating Officers and the DROs as Nodal Officers for effective implementation of the Right to Information Act, 2005.

3. Government have carefully considered the matter and agreed with the views of the Chief Information Commissioner, as contained in the D.O. Letter 2<sup>nd</sup> read above, to designate the Collector as Coordinating Officer and the DRO as Nodal Officer in each District for speedy transmission of information from District level Officers to the concerned Heads of Departments, to facilitate effective implementation of the Right to Information Act, 2005.

4. Government accordingly hereby nominate all the District Collectors as Coordinating Officers and DROs as Nodal Officers for effective and timely implementation of the Right to Information Act, 2005.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**J. HARINARAYAN  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the District Collectors  
All the Departments of Secretariat  
All the Heads of Departments

P.T.O

5  
The Secretary,  
AP Information Commission,  
HACA Bhavan,  
Opp. Public Gardens,  
Hyderabad.

Copy to:

All Special Chief Secretaries/Pr. Secretaries/Secretaries.  
SF/SC

//FORWARDED:: BY ORDER//

**Assistant Secretary to Government**

**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

Right to information Act,2005 (Central Act 22 of 2005) – Preparation of Annual Report by the AP. Information Commission under Section 25 of the RTI Act,2005 – Furnishing of Information by the public authorities – Revised formats – Prescribed – Orders Issued.

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**GENERAL ADMINISTRATION (COORDINATION.,GPM&AR) DEPARTMENT**

**G.O.Rt.No.6488**

**Dt.20-11-2006**

**Read the following:-**

- 1.Govt. Circular Memo.No.15890/I&PR-II/A1/06-13,Dt.05.10.2006.
- 2.Govt. D.O. Lr.No. 74487/ Coordn. GPM&AR / 2006-6, Dt.17.10.2006.
- 3.Govt.D.O.Letter.No.62565/Coordn.,GPM&AR/2006-10,Dt:17- 10-2006
- 4.From A.P.Information Commission, OSD& Secy.(FAC) Lr.No.1160 / APIC /06,Dt.26.10.2006.

\*\*\*\*\*

**ORDER:**

1. Under Section 25(1) of the RTI Act, 2005 the State Information Commission at the end of each year shall prepare a report on the implementation of the provisions of this Act.
2. Under Section 25(4) a copy of the report of State Information Commission shall be laid before the House of State Legislature.
3. Under Section 25(2) each Department shall, in relation to the Public Authorities within their jurisdiction, collect and provide information to the State Information Commission.
4. During the Secretaries Meeting and High Level Committee Meeting held on 11.10.2006, it was decided to furnish the information to the Commission for preparation of Annual Report by the Public Authorities/ Departments from 12<sup>th</sup> October, 2005 to 31.12.2006 by 31<sup>st</sup> January,2007 and also decided to rationalise the number of Registers and Reports while revising the existing proforma Registers and Reports already communicated to the Departments of Secretariat , through the reference 1<sup>st</sup> read above so as to enable them to prepare and furnish the requisite information expeditiously.
5. Accordingly, Government in supercession of the circular Memo first read above hereby prescribe the procedure as envisaged in the annexure-I and prescribe the revised proforma Registers-I & II and Proforma Reports A,B,C & D as Annexure – II & III to this order.

P.T.O

6. All the departments of Secretariat are directed to issue suitable instructions to all the Heads of Departments and Public authorities under their control to maintain Register-I & II at PIO level and 1<sup>st</sup> Appellate Authority level respectively. They shall also furnish the information in the prescribed proformas to the respective officers, while indicating the dates on which the reports should be submitted at each level so as to enable the AP Information Commission for preparation of Annual Report and placing the same before the State Legislature in the Budget Session, 2007, as per the time schedule.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**J. HARINARAYAN  
CHIEF SECRETARY TO GOVERNMENT**

To  
All Departments of Secretariat (10 Copies)  
All Spl.C.Ss/Prl.Secys./Secys. to Govt.,

**Copy to:**

All the Heads of Departments,  
All the District Collectors,  
The Secretary, A.P. Information Commission,  
HACA Bhavan, Nampally, Hyderabad.

**//FORWARDED :: BY ORDER//**

**Assistant Secretary to Government**

## **ANNEXURE-I**

### **REGISTER-I**

Each PIO shall maintain Register-I for recording status of requests received from persons seeking information u/s 6(1) of the RTI Act. It should also contain the number of requests received, disposed, rejected and pending along with the amount collected towards application fee and charges for providing information etc., (proforma enclosed)

### **REGISTER-II**

Each 1<sup>st</sup> Appellate Authority shall maintain Register-II for recording status of appeals filed before him with regard to the date of receipt, the PIO against whose decision appeal was filed and their disposals by the first appellate authority etc., (proforma enclosed)

### **PROFORMA REPORT:**

For the preparation of Annual Report, the information has to be collected from State Public Information Officers (PIOs) at the field level and transmit upto Secretariat Level. In order to facilitate, the collection and transmission of information four stages have been identified as shown below and a common proforma for furnishing information at all stages has been prescribed:

- |  |                  |
|--|------------------|
| (1) State Public Information Officer (PIO) | : (Proforma – A) |
| (2) District Officer (DO)                  | : (Proforma – B) |
| (3) Head of the Department (HOD)           | : (Proforma – C) |
| (4) Secretariat Department                 | : (Proforma – D) |

### **1. STATE PUBLIC INFORMATION OFFICER :**

Each State Public Information Officer (PIO) shall prepare information in the **Proforma - A** (Proforma enclosed), from the particulars maintained in the Register-I and submit to District Officer of his Department at the end of each month.

## **2. DISTRICT OFFICER :**

Each District Officer shall collect information from all the PIOs working under his control and consolidate the information of the District in the **Proformas – B** (enclosed) after including his own office information and submit to the Head of the Department (HOD). The PIOs of Zonal/ Regional Offices located in the District shall submit their reports directly to their respective Heads of the Department and they need not be included in the District information.

## **3. HEAD OF THE DEPARTMENT :**

Each Head of the Department will collect the information from all the District Officers of all Districts and Zonal/Regional Offices and prepare a consolidated statement after including his Dept.'s information in the **Proforma - C** (enclosed) and submit to the concerned Secretariat Department.

## **4. SECRETARIAT DEPARTMENT :**

Each Secretariat Department will collect the information from all the Heads of Departments and other units under their control, such as Universities, Corporations etc., and prepare a consolidated statement in the **Proforma - D** (enclosed) including the information of the Secretariat Dept. and submit to Andhra Pradesh Information Commission (APIC). Autonomous Bodies like Corporations, Commissions, Universities etc. shall directly submit their information of their PIOs' to the respective Secretariat Department.

The following schedule has been prescribed for obtaining/collecting information by the Departments of the Secretariat and submit to the Andhra Pradesh Information Commission.

<b><u>REPORT FOR THE PERIOD</u></b>	<b><u>Last Date For Submission</u></b>
12 <sup>th</sup> October,2005 to 31 <sup>st</sup> October,2006	21.11.2006
November,2006	21.12.2006
December,2006	31.01.2007







**ANNEXURE-III (Proforma-A)****REPORT TO BE PREPARED BY P.I.O AND TO SUBMIT TO DIST. OFFICER**

CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_

NAME OF THE DEPARTMENT:

S. No	Name & Address of the PIO	Total No. of applications pending as on end of the last Month	Total No. of Applications received during the Month	Total (Cols. 3+ 4)	Total No. of Applications Disposed during the Month	Total No. of Applications pending (Cols. 5 - 6)	Out of cases Disposed shown in Col.6, Information furnished	Out of cases Disposed shown in Col.6, Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9

Out of cases disposed shown in Col.No.(6), Cases rejected under Sections														Amount of Total Application Fee and Charges collected for furnishing information	Any other information	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24			other
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

SIGNATURE :  
NAME OF THE OFFICER:  
DESIGNATION:  
TELEPHONE NO.:

- Note: 1. This Consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.  
2. Each District Officer will collect information from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.  
3. Each HOD will collect information from their District Level Officers, Zonal/Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.  
4. Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to the Andhra Pradesh Information Commission.

**ANNEXURE-III(Proforma-B)****REPORT TO BE PREPARED BY DISTRICT OFFICER AND TO SUBMIT TO H.O.D.****CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_****NAME OF THE DEPARTMENT:**

S. No	Name & Address of the PIO	Total No. of applications pending as on end of the last Month	Total No. of Applications received during the Month	Total (Col. 3+ Col.4)	Total No. of Applications Disposed during the Month	Total No. of Applications pending (Col.5-Col.6)	Out of cases Disposed shown in Col.6, Information furnished	Out of cases Disposed shown in Col.6, Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9

Out of cases disposed shown in Col.No.(6), Cases rejected under Sections														Amount of Total Application Fee and Charges collected for furnishing information	Any other information	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24			other
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

**SIGNATURE :**  
**NAME OF THE OFFICER:**  
**DESIGNATION:**  
**TELEPHONE NO.:**

- Note: 1. This Consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.  
2. Each District Officer will collect information from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.  
3. Each HOD will collect information from the their District Level Officers, Zonal/Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.  
4. Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to the Andhra Pradesh Information Commission.

**ANNEXURE-III(Proforma-C)****REPORT TO BE PREPARED AT H.O.D. AND TO SUBMIT TO SECRETARIAT DEPT.****CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_****DEPARTMENT:**

S. No	Name of the Districts & Regional / Zonal Offices & HOD	Total No. of PIOs in each District & Regional/ Zonal & HOD	Total No. of applications pending as on end of the last Month	Total No. of Applications received during the month	Total (Cols. 4+ 5)	Total No. of Applications Disposed during the month	Total No. of Applications pending (Cols. 6 – 7)	Out of cases Disposed shown in Col.7, Information furnished	Out of cases Disposed shown in Col.7, Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9	10

Out of cases disposed shown in Col.No.(7), Cases rejected under Sections														Amount of Total Application Fee and Charges collected for furnishing information	Any other information	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24			other
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

**SIGNATURE :**  
**NAME OF THE OFFICER:**  
**DESIGNATION:**  
**TELEPHONE NO.:**

- Note: 1. This Consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.  
2. Each District Officer will collect information from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.  
3. Each HOD will collect information from the their District Level Officers, Zonal/Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.  
4. Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to the Andhra Pradesh Information Commission.

**ANNEXURE-III(Proforma-D)****REPORT TO BE PREPARED BY SECRETARIAT DEPT. AND TO SUBMIT TO A.P.INFORMATION COMMISSION.****CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I. ACT  
PERIOD \_\_\_\_\_****DEPARTMENT:**

S. No	Name of the HOD & other Units	Total No. of PIOs in each HOD & other units	Total No. of applications pending as on end of the last Month	Total No. of Applications received during the month	Total (Cols. 4+ 5)	Total No. of Applications Disposed during the month	Total No. of Applications pending (Cols. 6 -7)	Out of cases Disposed shown in Col.7, Information furnished	Out of cases Disposed shown in Col.7, Deemed Refusals u/s 7(2) / 18(1)
1	2	3	4	5	6	7	8	9	10

Out of cases disposed shown in Col.No.(7), Cases rejected under Sections														Amount of Total Application Fee and Charges collected for furnishing information	Any other information	
6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)	8(1)(g)	8(1)(h)	8(1)(i)	8(1)(j)	9	11	24			other
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

SIGNATURE :

NAME OF THE OFFICER:

DESIGNATION:

TELEPHONE NO.:

Note:1.This Consolidated report to be prepared at the level of PIO and to submit to District Officer of his Dept.

2. Each District Officer will collect information from their PIOs under their control and prepare a consolidated statement including his department's information for submission to the HOD.

3.Each HOD will collect information from the their District Level Officers, Zonal/Regional Offices if any, under their control and prepare a consolidated statement including HOD's information and submit to the Secretariat Department concerned.

4.Each Secretariat Department shall collect information from the HODs and other units under their control and prepare a consolidated statement including its department's information and provide the same to the Andhra Pradesh Information Commission.

**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

RTI Act,2005 – Constitution of a High Level Committee on coordinated implementation of the RTI Act,2005- Orders – issued.

**GENERAL ADMINISTRATION (COORDINATION..GPM&AR) DEPARTMENT**

**G.O.Rt.No.6412**

**Dt.15-11-2006**

**Read the following:-**

The Right to Information Act,2005(Central Act No.22 of 2005).

\*\*\*\*\*

**ORDER:**

The Right to Information Act,2005,provides 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.

2. In order to monitor the progress and resolve the issues, if any, arising out of the implementation of the RTI Act,2005, Government have decided to Constitute a High Level Committee(HLC) with the following composition.

- |   |     |                 |
|---|-----|-----------------|
| 1.Chief Secretary to Government                                   | ... | Chairman        |
| 2.Chief Information Commissioner<br>(A.P. Information Commission) | ... | Member          |
| 3.Chief Commissioner, Land Admn.                                  | ... | Member          |
| 4.Special Chief Secretary, Finance Dept.                          | ... | Member          |
| 5.Director General & I.G. of Police                               | ... | Member          |
| 6.Principal Secretary to Government;<br>GA (Coordn.,GPM&AR)Dept.  | ... | Member Convenor |
| 7. Secretary to Government, Law<br>(Legal Affairs) Department     | ... | Member          |
| 8.Director General & ED,<br>Centre for Good Governance            | ... | Member          |

3. The A.P. Information Commission shall provide the data on the pendency and any issues arising in connection with the implementation of the RTI Act,2005.

4. The Committee shall meet once in a quarter or as frequently as necessary. Based on the information furnished by the A.P. Information Commission, the Secretaries concerned will be invited as per the need for the meetings of High Level Committee.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**J. HARINARAYAN  
CHIEF SECRETARY TO GOVERNMENT**

To  
All the Members of the High Level Committee,  
All Spl.C.Ss/Pri.Secys./Secretaries to Govt.,  
All the Departments of Secretariat,(10 copies each)  
All the Heads of Departments,  
All District Collectors.

**Copy to:**

The P.S to Pri. Secretary to CM  
The P.S to C.S.  
The P.S to Pri.Secretary, GA(Coordn.,GPM&AR)

**//FORWARDED :: BY ORDER//**

**Assistant Secretary to Government**

## RIGHT TO INFORMATION

(Raju, Ravi and Aruna are playing in front of Ravi's house)

**Mother:** Ravi, why have you been playing here instead of going to the playground?

**Ravi:** Ma, a drain has been overflowing on to the playground and the smell is unbearable.

**Mother:** Then, you should have complained in the Panchayat Office, instead of playing here.

**Raju:** Aunty, my brother has already given a written complaint in the Panchayat Office five days ago.

**Aruna:** Aunty, will they look into our complaint?

**Mother:** Yes Aruna, ever since the Right to Information Act came fully into force on October 12, 2005, officers are looking into such complaints.

[Picture1: Children at their play and Ravi's mother talking to them]



**Aruna:** Aunty, what is "Right to Information"?

**Mother:** The **right to obtain information available with any Public Authority is Right to Information**. It includes the right to inspect work, documents, records and also taking certified samples of material.

**Raju:** Aunty, would you, please, tell us more about the 'Right to Information Act'?

**Mother:** Yes, gladly. This Act can be used to get information about the developmental activities of the Government, their expenditure, welfare schemes and services.

**Ravi:** Ma, what else can we know under this Act?

**Mother:** We can also access information regarding roads, electricity, services available at Primary Health Centres, quota sanctioned to Ration Shops etc.

**Raju:** Aunty, can we also ask for information related to our school?

**Mother:** Not only information related to your school, but you can also ask for information about land records, particulars of village developmental activities, old age pensions etc.

**Aruna:** Aunty, the Act is really wonderful! How did you come to know about this Act?

**Mother:** I have come to know all this through the media. I read newspaper every day, listen to the radio and watch T.V.

**Raju:** Aunty, please tell us more about this Act.

**Mother:** Sure! Ours is a democratic country. Democracy is people's government. Government spends public money. Under this Act, public offices should provide information relating to their offices, voluntarily.

**Raju:** Aunty, why do you say that money spent by Government is public money?

**Mother:** You see, if you buy a pen, a part of the price paid goes to the government as tax. The amount we pay towards Property Tax, Water Tax etc, is spent by the Government on developmental works.

**Ravi:** Ma, will information be available in all public offices in our village?

**Mother:** Yes, it should be. It is the duty of the Public Authority to make the information available and we have a right to obtain this information.

**Aruna:** You said that we have a right to obtain information. But whom do we ask, aunty?

**Mother:** Good question! We can get information from the **Public Information Officer** of every public office.

**Raju:** Aunty, so we can find out the status of my brother's complaint about the drainage problem near the playground!

**Mother:** Oh yes, one can make an application to find out the action taken on the complaint. To obtain information is our right. Not just that, Raju, normally, information shall be provided to the applicant within 30 days. In case, information concerns the life or liberty of a person, it shall be provided within 48 hours.

**Aruna:** Aunty, what if information is not given in 30 days?

**Mother:** Then you can appeal to a higher official.

**Ravi:** Ma, will you please come along with us to the Panchayat Office to find out about the action taken on the complaint given by Raju's brother?

**Mother:** Sure. Get a sheet of paper. I'll help you write an application under the Right to Information Act.

[Children write as directed and they leave to meet the Village Secretary along with Ravi's mother].

**Raju, Ravi, Aruna and Mother:** Namasthe Sir!

**Village Secretary:** Namasthe Madam! (turning towards the children) What made you come here with your mother instead of going to school, children?

**[Picture 2: All greeting the Pachayat Secretary]**

**Raju, Ravi, Aruna and Mother:** We have come to meet you, Sir.

**Village Secretary:** What's the matter?

**Mother:** Sir, Raju's brother gave a written complaint in your office 5 days ago stating that the drain near the playground has been overflowing and spreading foul smell.

**Village Secretary:** The sanitary workers of our Panchayat are cleaning the drains every day.

**Raju:** No Sir. Nobody has cleaned the drain near the playground for several days.

**Aruna:** Sir, may I know whose duty is it to clean the drains and how frequently?

**Village Secretary:** Why do you need this information?

**Mother:** Sir, under the Right to Information Act, every citizen has a right to obtain information. Children! Give him the application.

**Village Secretary:** [Receives the application] OK. You can go, now.

**Children:** What about the receipt, Sir?

**Village Secretary:** Oh! You want a receipt. (Prepares the receipt) Here you are! I will get the drain cleaned immediately.

Children, you had asked for information. Well, sanitary workers of our Panchayat should clean the drain every day.

I will send you this information in writing.

**[Picture 3: Village Secretary giving the receipt]**

**Children:** Sir, it was good to meet you. We are pleased with your response.

**All the children raise the following slogans.**

*Right to Information – a statutory Right*

*Disclosing information – an obligation of the Government*

*Right to Information Act – related to all of us*

## ACTIVITIES

1. Write an application to your Village Secretary requesting him to supply the information about the funds allotted by the Government in this financial year towards the repairs of roads and drains of your village.
2. How many old age pensions have been sanctioned by the Government in your village? Prepare a table on the particulars of the beneficiaries of old-age pensions.

### Questions:

1. What is meant by Right to Information? When did it come fully into force?
2. What will you do if the information is not provided in a given period?
3. Identify a problem of your village and describe what you will do about it.

### Fill in the Blanks.

1. To get any information from a public office, we must request the \_\_\_\_\_ in that office.
2. When an application is given in an office to get some information, it is necessary to obtain a \_\_\_\_\_.
3. Information concerning life or liberty of a person has to be provided within a period of \_\_\_\_\_.

\* \* \*