No. Z.17025/18/2005- O&M (RTI)
Government of India
Directorate General of Health Services
(RTI Section)

Dated the 5thJanuary,2006 Nirman Bhawan, New Delhi.

## OFFICE MEMORANDUM

Sub: Right to Information Act 2005 - procedures to be adopted.

Under the Right to Information Act 2005, members of the public are éntitled to seek information from the Government Department after making the necessary payments in cash or through a DD in the name of the Accounts Officer. To improve the services available to the members of the public and for guidance of the various CPIOs, the following procedure for receipt and response to the queries received under the Act is put in place.

The SO (RTI) is designated as the Nodal Officer for Dte. G.H.S. under the RTI Act and is available in Room Number 649 A Wing, on phone PABX No.2797.

The queries received under the RTI Act can be received in three ways, each of which is described below :

 a). The queries under the RTI Act which are directly received by the concerned CPIO

Such queries should be directly processed by the concerned CPIO as per the provisions of the Act. A diary / cash book should be got maintained by all the CPIOs and the cash/DD should be entered in the same and deposited in the Government accounts through the Cash Section on the same day. A weekly report intimating the status of pendency (in the format enclosed as Annexure) in this regard may be sent to the RTI Section

 b). The queries under the RTI Act which are received by post in theC.R.I. Section

The C.R. Section should enter the queries in a separate register and forward the same to the concerned CPIO along with the payment appended to the query. In case the identity of the concerned CPIO/ Division cannot be clearly made out from the reading of the query, the same should be forwarded to the Nodal Officer designated under the RTI Act in the RTI Section for clarification. All queries under the Act may be forwarded in this

manner to the CPIOs/nodal officer, on the day of receipt itself. The CPIOs should then process the queries as per the process detailed in sub para (a) above.

c). The queries under the RTI Act which are received in person at the facilitation counter in the ministry.

,

Only such requests for information would be received at the facilitation counter where the accompanying fee is not in cash. If the accompanying fee is in cash, then the person making the request should be directed to the concerned CPIO or in case of any doubt to the Nodal Officer designated under the Act in the RTI Section. When the payment is not in cash, the officers at the facilitation counter should accept the request and give a receipt to the person concerned. The query, along with the instrument of payment should then be sent to the concerned CPIO for further action. In case of any doubt, the nodal officer designated under the Act in the RTI Section should be contacted.

This issues with the approval of Director General of Health Services.

(Ajay Aggarwala) Director(A&V)

Incharge, CR Section, Dte. G.H.S.
Incharge, Facilitation Centre, Ministry of Health & Family Welfare
Reception Officer, Gate No. 5, Nirman Bhavan
All Officers in the Dte. GHS.
All CPIOs in the Dte. G.H.S.
SO –Cash Section / SO(RTI Section),
S.O.Coordn., Ministry of Health & F.W.
Technical Director, NIC

NSD (RICE Proceedings)

O N M L

O N M L

O N M L

O N M L

DIGUIT TO INFORMATION AND AND		
RIGHT TO INFORMATION ACT 2005		
WEEKY REPORT FOR THE WEEK ENDING:		
1	Total Number of queries received from the	
	public till Friday of the preceding week	
	Total Number of queries received on transfer	
2	from other CPIOs till Friday of the preceding	
	week	
3	Total Number of queries disposed of till Friday	
	of the preceding week	
4	Total Number of queries transferred to other	
	CPIOs till Friday of the preceding week	
5	Total Number of queries pending as on Friday	
	of the preceding week	
Note: The total number should tally with the serial number		
in the register maintained for the queries.		
The queries received on transfer from other CPIOs should		
be counted as a fresh query and entered in the register		
The queries transferred to other CPIO should be counted		
as disposed of.		
The queries which are partially transferred to other CPIOs		
should continue to be shown as pending		

all sever single

Stanton

136

No. Z.17025/18/2005- O&M (RTI)
Government of India
Directorate General of Health Services
(RTI Section)

Dated the 16th January,2006 Nirman Bhawan, New Delhi.

## OFFICE MEMORANDUM

Sub:- Right to Information Act,2005-Procedures to be adopted.

In continuation of the O.M. of even number dated 5<sup>th</sup> January,2006 on the subject mentioned above, it is clarified that the drafts for application fee to be charged under the RTI Act,2005 for the information to be provided by the CPIOs of Directorate General of Health Services whose accounts are maintained by Pay & Accounts Office, DGHS are to be made in favour of PAO DGHS.

Cash as well as draft received is to be deposited with the Cash Section, DGHS in the Head of Account- RAT-0210- Medical and Public Health, 800-Other Receipts for RTI Act, 2005 under intimation to RTI Section.

(Ajay Äggarwala) Director (A&V)

1. All CPIOs in the DGHS.

2. All Sections/Desks/Cells in the DGHS.

Pay and Accounts Office, DGHS.

64. Cash Section, DGHS

5 M.S.O (RIC'PM)

7. CHEB

3 19/106

U