

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
2, Anusandhan Bhawan, Rafi, Marg, New Delhi-110001

Ref. : 46-9(1)/2015

date: 29.4.2015

Subject : Timely submission of reply to applications received under RTI ACT'05.


Kind attention is invited to the provisions contained in the Right to Information Act'2005 with specific reference to section 7(1) and to clause (3), (4) and (5) under section 5 which state as follows:

7(1) : ".....on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reason specified in section 8 and 9:"

5(5) : ".....Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purpose of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be."

The replies under RTI Act are thus time bound and since the information received from the various quarters for various queries made by the applicant is to be analysed and further attended by the Office of the PIO before sending to the applicant that requires sufficient time, it is imperative on the part of the DPIOs and any other officers whose reply has been sought, to send the replies to RTI Section at the earliest. In case the issues raised do not pertain to the DPIO or the HoD to whom the RTI application is marked, then the same may be returned immediately to RTI Cell with "Nil" information.

It is thus requested that the information may be sent to RTI Cell at the earliest in compliance of the aforementioned provisions to avoid any action as detailed under section 20 of the said Act.

  
(Madhur Prabhakar)  
(Section Officer)

Copy to :

- 1- Sh Sunil Kumar, US to DG, CSIR
- 2- PA to JS(Admin.), CSIR
- 3- PS to FA, CSIR
- 4- PS to CVO, CSIR
- 5- All DPIOs.
- 6- All Hods
- 7- IT Section for CSIR website.