

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**ADMINISTRATIVE REFORMS DEPARTMENT**  
**7<sup>TH</sup> LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI – 110 002**  
**<http://ar.delhigovt.nic.in>**

No.F.13/8/05/AR/10792 - 10941

Dated: 25.8.2005

To

All Principal Secretaries / Secretaries / HODs  
Government of NCT of Delhi

All Heads of Local Bodies

All Heads of Autonomous Bodies / Undertakings / Institutions substantially  
financed by Govt. of Delhi.

Sub: **The Right to Information Act, 2005 – Record Maintenance – regarding**

Sir / Madam,

The Right to Information Act, 2005 will come into force w.e.f. 12<sup>th</sup> October, 2005. As per Section 25(2) and (3) of Right to Information Act, 2005, each Department shall in relation to the Public Authorities within their jurisdiction shall collect compile and maintain record relating to the cases under this Act and provide the same to the State Information Commission for preparation of Annual Report to be placed before the State Legislature / Parliament. Therefore, all the Assistant State Public Information Officers, State Public Information Officers and First Appellate Authorities are required to maintain the record in proper form in the Registers and also submit of the same online as per programme to be prepared by the IT Department.

A format of the registers to be prepared immediately and maintained separately by the ASPIOs, SPIOs and First Appellate Authority is enclosed herewith for proper maintenance of records.

Yours faithfully,

Encl: **As above**

**( PRAKASH KUMAR )**  
**SECRETARY (AR)**

No.F. 13/8/05/AR/

Dated:

Copy for information to:-

1. Principal Secretary to Hon'ble Lt. Governor, Delhi
2. Special Secretary to Chief Minister, Delhi.
3. Secretary to Ministers, Govt. of Delhi.
4. OSD to Chief Secretary.

**( PRAKASH KUMAR )**  
**SECRETARY (AR)**

## Format of

### Register to be maintained by the State Public Information Officer Enter Life or Liberty cases in Red Ink for identification

ID No	Name and address of the applicant	Date and source through which application received		Particulars of fee / further fee paid. Write BPL in case of BPL applicants		
		Date of receipt	Direct/ASPIO/ other Public Authority	Amount	PO/DD/Cash receipt No/ Affixing stamps	Dated
1	2	3	4	5	6	7

Type of information asked for. Give gist in respective column						
Life or Liberty	Inspection of documents	Copies of documents	Sample of material	Information on other issues	Third party	Question in brief
8	9	10	11	12	13	14

Letter sent for deposit of further fee		Date of deposit of further fee and intimation to SPIO
Date	Amount	
15	16	17

Status of disposal of application									
Information fully supplied	Partly supplied	Transferred to other public authority		Rejected due to exemption under Section 8/9/24	No of days available for disposal	Date of disposal	No of days in which disposed	Gist of reply sent	Remarks
		Name of Public Authority	Date						
18	19	20	21	22	23	24	25	26	27

## Format of

### Register to be maintained by the State Assistant Public Information Officer Enter Life or Liberty cases in Red Ink for identification

S. No	Name and address of the applicant	Date of receipt of application / appeal	Nature of request		
			Application for information	Appeal	
				First	Second
1	2	3	4	5	6

Particulars of fee paid. Write BPL in case of BPL applicants			Public Authority/ Appellate Authority to which transferred	Date of transfer	Remarks
Amount	PO/DD/ Cash receipt No Affixing Stamps	Dated			
7	8	9	10	11	12

**Format of**

**Register to be maintained by the  
First Appellate Authority**

ID No	Name and address of the appellant	Date of receipt of appeal	Particulars of fee paid		
			Amount	PO/DD/Cash receipt No Affixing stamps	Dated
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Nature of Appeal					
Non acceptance of application	Non supply of information/ Deemed refusal	Delay in supply of information	Incomplete/ misleading/ false information	Un-reasonable demand of fee	Other matters. Please specify
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>

Date on which comments invited from SPIO/Notice given to third party	Dates fixed for hearing	Date of final decision		<u>Decision on Appeal</u>			<u>Remarks</u>
		Date	No of days taken in disposal	Allowed	Rejected	Gist of orders passed	
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>