

DIRECTORATE OF ADMINISTRATION & H.R.
OFFICE OF THE COMMISSIONER FOR KVI
IRLA ROAD, VILE PARLE (WEST), MUMBAI-56.

No.Adm-II/RTIA/POL./2011-12/(359-A).

Date:02.09.2011.


C I R C U L A R

Sub: Guide on the Right to Information Act-2005

A 'Guide on the Right to Information Act-2005' issued vide O.M.No.1/4/2009-IR dated 5.10.2009 having updated guideline/information for Stake Holders, Public Authorities, Information Seekers, Public Information Officers and First Appellate Authorities on dealing with the cases of RTI Act-05 is available on the website of DOPT www.persmin.nic.in under link DOPT>OMs & Order>RTI.

All concerned are therefore advised to download the above 'Guide on RTI Act-05' from the said website for applying it while dealing with the cases of RTI Act-2005.

This is issued with the approval of CEO/Commissioner for KVI.


(G. Hussain) 5/9/2011

Director (Administration)

To

1. The Transparency Officer, OCKVI, Mumbai-56.
2. The First Appellate Authority, OCKVI, Mumbai-56.
3. All Heads of Offices of OCKVI in and outside Mumbai.
4. All CPIOs of OCKVI in and outside Mumbai.

Copy to:-

1. Commissioner's Secretariat
2. OSD, C.E.O. Cell.
3. A.O., F.A. Cell.
4. A.O., CVO Cell.
5. P.A. to Jt. CEO.
6. The Director (Publicity), OCKVI, Mumbai (in duplicate) for publication in the ensuing issue of Jagriti and for Media and PR cell.
7. The Hindi Officer, Hindi Cell, OCKVI, Mumbai with a request to issue Hindi version of this Circular.
8. The Grievances Officer, OCKVI, Mumbai.
9. The Public Relation Officer, OCKVI, Mumbai.
10. DIT for website.
11. Information Cell (Adm.-II)