



GOVERNMENT OF KERALA

General Administration (Co-ordination) Department

No. 5953/Cdn. 5/2009/GAD. Dated, Thiruvananthapuram, 9th March 2009.

CIRCULAR

Sub:— General Administration Department—Right to Information Act, 2005.—Non acceptance of applications/first appeal—Acknowledging Receipt of Applications—Complaints received—Strict Instructions Issued—regarding.

- Ref:*— 1. Circular No. 19754/AR13(2)/04/P&ARD, dated 1-1-2005.
2. Circular No. 7068/AR13(2)/05/P&ARD, dated 4-6-2005
3. Circular No. 168/AR13(2)/09/P&ARD, dated 12-1-2009.

10.0.2009 New Nida
It has come to the notice of Government that many public authorities have refused to accept applications/first appeals under RTI Act, 2005 submitted by citizens and that many public authorities refuse to acknowledge receipt of RTI Act applications/first appeals received by them. Government in P & ARD vide circulars referred to, has issued strict directions regarding the acknowledgement of receipt of any kind of applications received in Government Offices. Hence all the public authorities are liable to acknowledge receipt to the citizens as per the prevailing instructions. As per RTI Act 2005, non acceptance of an application for information under the Act, the officer responsible shall be liable to be penalized by the State Information Commission.

In the circumstances all the public authorities are directed to ensure acceptance and acknowledgement of the receipt of the applications/appeals filed under the Act as per the directions issued by the Government without fail.

K. J. MATHEW,

Chief Secretary to Government.

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries.
 The Secretary to Governor, Raj Bhavan, Thiruvananthapuram.
 All Heads of Departments/District Collectors.
 The Secretary, State Information Commission, Kerala, Punnem Road,
 Thiruvananthapuram.
 The Secretary, Kerala Legislature Secretariat, Thiruvananthapuram.
 All Public Sector Undertakings.
 All Autonomous Bodies.
 The Secretary, Kerala Public Service Commission, Thiruvananthapuram.
 The Advocate General, Ernakulam.
 The Registrar, Kerala/Cochin/Calicut/Mahatma Gandhi/Kannur University.
 The Registrar, Kerala Agriculture University, Mannuthi, Thrissur.
 The Registrar, Sree Sankaracharya Sanskrit University, Kalady, Aluva.
 The Secretary, KSEB, Thiruvananthapuram.
 The Secretary, KSRTC, Thiruvananthapuram.
 All Departments in the Secretariat including Law and Finance.
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Copy to:

The Secretary to Chief Minister/Special Secretary to Chief Minister.
 PS to Chief Minister.
 PS to Ministers.
 JS to Chief Secretary.
 PS to Leader of Opposition.
 PS to Speaker and Deputy Speaker.
 I & PRD (for giving wide publicity and uploading to Government website).