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18/2/13

3. Central Information Commission/State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers/Desks/Sections, DOP&T and Department of Pension & Pensioners Welfare.

Copy to :- Chief Secretaries of All the States/UTs

 FAX.: [0542]-236-8903 Tel: [0542]-236-8903; 230-7271; 670-1675, 1700 Website: www.bhu.ac.in



बनारस हिन्दू विश्वविद्यालय
 कुलसचिव कार्यालय प्रशासन
 सूचना का अधिकार प्रकोष्ठ
 वाराणसी 221005

BANARAS HINDU UNIVERSITY
OFFICE OF THE REGISTRAR (ADMINISTRATION)
RIGHT TO INFORMATION CELL
VARANASI - 221005



(Established by Parliament by Notification No. 225 of 1916) RTI ACT MATTER

No. AB/D.R.(Admin.-Teaching)/RTI Cell/N.O./A-1/ 10759 14th February, 2013

The Directors of Institutes,
 The Deans of Faculties,
 The Heads of Departments/Office/Units,
 The Principals of Colleges/Schools,
 The Coordinators/Administrative Wardens/Wardens of Hostels,
 All the Deputy Registrars/Assistant Registrars,
 Banaras Hindu University.

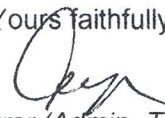
Subject: Office Memorandum issued by DoPT regarding "**Timely intimation about payment of additional fee under RTI Act, 2005**".

Sir/Madam,

A copy of the Office Memorandum no.12/31/2013-IR dated 11.02.2013 of Ministry of Personnel Public Grievances and Pensions, Department of Personnel & Training, Govt of India, New Delhi, is printed overleaf, for information.

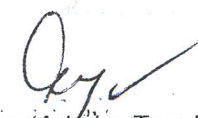
Yours faithfully,

Encl: As above [Overleaf]


 Dy. Registrar (Admin.-Teaching) &
 C. A. P. I. O.
 14th February, 2013

No. AB/D.R.(Admin.-Teaching)/RTI Cell/N.O./A-1/ 10762
 Copy forwarded for information & necessary action to the following :

1. The Deputy Registrar & Secretary to the Vice-Chancellor, BHU.
2. The P.S.to the Registrar, BHU.
3. The Web Master, Computer Center, BHU.
 {for placing it on Internal Website of the University}.


 Dy. Registrar (Admin.-Teaching) &
 C. A. P. I. O.

RSY
 18/2/13

F. No.12/31/2013-IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi - 110001

Dated : 11.2.2013

OFFICE MEMORANDUM

Subject: Timely intimation about payment of additional fee under RTI Act 2005.

It has been brought to the notice of the Central Information Commission that some CPIOs inform the information seeker about the additional fee under sub section 7(3) of the RTI Act at the fag end of the thirty days period prescribed for providing the information under sub-section 7(1) of the RTI Act.

2. The Central Information Commission in one of its orders has mentioned that while there cannot be any hard and fast rule about when exactly the intimation about the photocopying charges should be conveyed to the information seeker, it is implied in the prescribed time limit that the demand for the photocopying charges must be made soon after the RTI application is received so that the information seeker has time to deposit the fees and receive the information within the prescribed thirty days period. If the information sought is not voluminous or is not dispersed over a large number of files, computation of the photocopying charges should not be a time consuming task. As soon as the RTI application is received, the holder of the information should decide about how much information to disclose and then calculate the photocopying charges so that the CPIO can immediately write to the information seeker demanding such fees.

3. This may be brought to the notice of all concerned for compliance.


11/2/13
(Sandeep Jain)
Deputy Secretary

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission, Lok Sabha Sectt, Rajya Sabha Secretariat, Cabinet Secretariat, Central Vigilance Commission, President's Secretariat, Vice-President's Secretariat, Prime Minister's Office, Planning Commission, Election Commission.