

RTI MATTER
MOST IMMEDIATE

No.A.43020/2(i)/2006-RTI(Pt.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

New Delhi, Dated 13th June , 2006.

ORDER

With a view to avoid difficulties faced by the citizens seeking information under the Right to Information Act, 2005 at the time of submission of application, it has been decided to create a 'single window facility' for accepting applications and fee under the Act. Accordingly, it has been decided that the Facilitation Centres of MHA, at North Block and Lok Nayak Bhawan will receive the application and fees under the RTI Act, 2005 and issue receipts to the applicants against cash payment/Bankers cheque/Demand Draft/Indian Postal Order who approaches these Centres for obtaining information under the Act. One Dealing Asstt.(Shri Mukesh Kumar) has also been posted at the reception counter in Jaisalmer House, to receive the applications under the RTI Act, 2005. The applications received in a day will be deposited in the RTI Section (Room No.81-D, North Block) and the fees collected in the Cash-I Section (Room No.1, North Block)at the end of the day.

2. The timing of receipt of the applications under the RTI Act, 2005 shall, on all working days, be as under:

Facilitation Centre, North Block	10.00A.M. to 5.00 P.M.
Facilitation Centre Lok Nayak Bhawan and	10.00 A.M. to 4.30 P.M.

Reception Counter Jaisalmer House	10.00 A.M. to 4.30 P.M.
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3. However, Such of the applicants who insist on meeting the Central Public Information Officers in person instead of depositing their applications with the Facilitation Centers would be provided necessary help and guidance by the officer in-charge of Facilitation Centre/dealing hand on duty.

4. Under Secretary (RTI) is hereby designated as Assistant Central Public Information Officer in terms of Section 5(2) of RTI Act, 2005, who will be responsible for forwarding the applications under the Act received at the Facilitation Centres, North Block, Lok Nayak Bhawan and Reception Counter, Jaisalmer House, to the concerned CPIOs/Public Authorities.
5. **This issues with the approval of Home Secretary.**

(S.K. BHATNAGAR)
DEPUTY SECRETARY (A&P)
Tele. No. 23092035

Copy to:

1. Deptt. of Personnel & Trg., IR Section, North Block, New Delhi w.r.t. their D.O.No.11/11/2006-IR dated 18.4.2006.
2. Shri V.K. Gupta, US, Incharge of Facilitation Centre(North Block) and Co-ordinating Officer, Public Grievance, North Block, MHA.
3. Shri Praveen Kumar, SO(WZ) & Incharge Facilitation Centre, Lok Nayak Bhawan, MHA.
4. Cash-I Section, MHA. It is requested that a receipt Book for the purpose may be made available to the concerned Dealing Assistant, at the Facilitation Centre/Reception Counter.
5. Ad.III Section, MHA. It is requested that seating arrangement for Shri Mukesh Kumar, UDC may be made for facilitating the receipts of application under the Act at the Reception Office, Jaisalmer House.
6. Shri Mukesh Kumar, UDC, RTI Section, MHA.
7. Shri Y.K. Gupta, UDC, Facilitation Centre, LNB, MHA.
8. Shri Rajesh Kumar Ner, LDC, Facilitation Centre, North Block, MHA
9. PSs to HM/MOS(G)/MOS(J)/MOS(R)
- 10.Sr.PPS to HS
- 11.PPS to Secretary (BM).
- 12.PS to SS(IS)
- 13.PS to AS&FA(H)/AS(CS)/AS(BM).
- 14.All Officers /Sections/Desks in MHA (including DoL and D/o. Justice).

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