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RTI ACT 2005 Notes for AAO Exam

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus gave a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

PART I (ALL STAKE HOLDER)

Object of the Right to Information Act

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

What is Information

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

What is a Public Authority

A “public authority” is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government

4. The appeal made to the Central Information Commission should be accompanied by the following documents:
 - (i) self-attested copies of the orders or documents against which appeal is made;
 - (ii) copies of the documents relied upon by the appellant and referred to in the appeal; and
 - (iii) an index of the documents referred to in the app

Filing of Complaints

A person can **make a complaint to the Information Commission** if

1. The Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Public Information Officer or the appellate authority,; or
2. He has been refused access to any information requested by him under the RTI Act; or
3. He has not been given a response to a request for information within the time limit specified in the Act; or
4. He has been required to pay an amount of fee which he considers unreasonable; or
5. He believes that he has been given incomplete, misleading or false information.

PART II (PUBLIC INFORMATION OFFICER)

Maintenance and Computerisation of Records

Proper management of records is of utmost importance for effective implementation of the provisions of the Act. A public authority should, therefore, maintain all its records properly. It should ensure that the records are duly catalogued and indexed in such a manner and form that it may facilitate the right to information.

Suo Motu Disclosure

Section 4(1)(b) of the Act, in particular, requires every public authority to publish following sixteen categories of information:

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;