

धनाजी नाना चौधरी विद्या प्रबोधिनी संचालित  
**लोकसेवक मधुकरराव चौधरी**  
**समाजकार्य महाविद्यालय, जळगांव**  
शंकरराव नगर, तळेले कॉलनी जवळ, जुना खेडी रोड,  
जळगाव-४२५००९ (महाराष्ट्र).



Dhanaji Nana Chaudhari Vidya Prabodhini Sanchalit  
**Loksevak Madhukarrao Chaudhari**  
**College of Social Work, Jalgaon**

Shankarrao Nagar, Near Talele Colony,  
Old Khedi Road, **Jalgaon** (M.S.) 425001

प्राचार्य  
डॉ. राकेश पितांबर चौधरी  
बी.एस्सी., एम.एस.डब्ल्यू., पीएच.डी. (सेट)

**PRINCIPAL**  
**Dr. Rakesh P. Chaudhari**  
B.Sc., M.S.W., Ph.D. (SET)

NAAC Accredited 'A' Grade (CGPA 3.02), An ISO 9001 : 2015 Certified Institution

Ph.: (0257) 2221302. e-mail : cswjal@gmail.com, Website : www.lmccsw.edu.in

Ref. No.

Date : 24 / JUL / 2023

## Statutory Declaration under Section 4(1) (B) of Right to Information Act-2005

The particulars of its organization, function and duties of the organization

Sr.No.	Title	Details
01	Name of Society	Dhanaji Nana Chaudhari Vidya Prabodhini Sanchalit
02	Name of the Institution	Loksevak Madhaukarrao Chaudhari College of Social Work Jalgaon
03	Address	78/5, Shankarrao Nagar, old Khedi Road, Jalgaon
04	Website	<a href="http://www.lmccsw.edu.in">www.lmccsw.edu.in</a>
05	Email	<a href="mailto:cswjal@gmail.com">cswjal@gmail.com</a>
06	Contact Number	0257-2221302
07	Approval and Affiliation	<ul style="list-style-type: none"><li>• Grand –in –Aid College</li><li>• Approval by UGC under 2(f) &amp; 12B of UGC Act,</li><li>• Affiliated to University of KBC NMU Jalgaon</li></ul>
08	Head of the Institution	Prin. Dr. Rakesh Pitambar Chaudhari
09	Working Hours	<ul style="list-style-type: none"><li>• College office : 10.00am to 5.00 pm,</li><li>• Class time : 10.30am to 03.30 pm</li><li>• Library Hours : 09.00am to 5.00 pm</li></ul>

धनाजी नाना चौधरी विद्या प्रबोधिनी संचालित  
**लोकसेवक मधुकरराव चौधरी**  
**समाजकार्य महाविद्यालय, जळगांव**

शंकरराव नगर, तळेले कॉलनी जवळ, जुना खेडी रोड,  
जळगाव-४२५००९ (महाराष्ट्र).

प्राचार्य  
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बी.एस्सी., एम.एस.डब्ल्यू., पीएच.डी. (सेट)



Dhanaji Nana Chaudhari Vidya Prabodhini Sanchalit  
**Loksevak Madhukarrao Chaudhari**  
**College of Social Work, Jalgaon**

Shankarrao Nagar, Near Talele Colony,  
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Ref. No.

Date : / / 202

10	Holidays	<ul style="list-style-type: none"><li>The College shall remain closed on Sunday and Public Holydays as declared by the KBC NMU Jalgaon / Government of Maharashtra.</li></ul>
11	Programmes Offered (UG) Programmes Offered (PG)	<ul style="list-style-type: none"><li>Bachelor of Social Work (BSW)</li><li>Master of Social Work (MSW)</li></ul>
12	Information Officer	<ul style="list-style-type: none"><li>Mr. Dhananjay Ramkrishana Mahajan Office Superintendent. Loksevak Madhukarrao Chaudhari College of Social Work Jalgaon .</li></ul>
13	Appellate Officer	<ul style="list-style-type: none"><li>Dr. Rakesh Pitambar Chaudhari, Principal, Loksevak Madhukarrao Chaudhari College of Social Work Jalgaon .</li></ul>

RTI Act 2005 Link : <http://righttoinformation.gov.in/rti-act.pdf>



RAKESH  
PITAMBAR  
CHAUDHARI

Digitally signed by RAKESH PITAMBAR CHAUDHARI  
DN: c=IN, postalCode=425001, st=MAHARASHTRA,  
street=PL OT N 12, JALGAON/JAL COLONY NEAR VARSHA  
COLONY 425001, o=Loksevak Madhukarrao Chaudhari,  
serialNumber=1e76e0d0df8c72e2e9541e04031d44037,  
4da664897f59a202b6bb20f3ba,  
pseudoym=64402023053163549039,  
2.5.4.20-d12ce19b493798e6e4ddee15ce610589c2e0599fa2,  
dc83557f6e69e92623a21,  
email=RAKESH.PC12@GMAIL.COM, cn=RAKESH PITAMBAR  
CHAUDHARI  
Date: 2023.07.24 13:10:02 +05'30'

**Dr. RAKESH P. CHAUDHARI**  
PRINCIPAL  
Loksevak Madhukarrao Chaudhari  
College of Social Work, Jalgaon

कलम 2 (ज) नमुना  
सार्वजनिक प्राधिकरणाची खातेनिहाय यादी कलम 2(ज) माहितीचा अधिनियम, 2005 नुसार  
खात्याचे नाव  
( कलम 2 (ज) क/ख/ग/घ नुसार )

अ.क्र.	सार्वजनिक प्राधिकरणाची निर्मिती कारकानुसार विभागणी	सार्वजनिक प्राधिकरणाचे नाव	ठिकाण/संपूर्ण पत्ता
1	संबंधित राज्य वा केंद्र शासनाच्या परिपत्रकाने वा आदेशाने निर्मिती	धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग )	78/5 , शंकरराव नगर, जुना खेडी रोड, जळगांव

कलम 2 (ज) नमुना  
भरीव प्रमाणात शासकिय अर्थसहाय्य मिळत असलेल्या सार्वजनिक प्राधिकरणांची  
यादी  
खात्याचे नाव -  
( कलम 2 (ज) (ख) (एक) (दोन) नुसार

अ.क्र.	सार्वजनिक प्राधिकरणाची निर्मिती कारकानुसार विभागणी	सार्वजनिक प्राधिकरणाचे नाव	ठिकाण/संपूर्ण पत्ता
1	भरीव प्रमाणात अर्थ सहाय्य केलेली अशासकिय संस्था	धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग )	78/5 , शंकरराव नगर, जुना खेडी रोड, जळगांव

कलम 4 (1) (ख) (एक)

धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणाच्या कामांचा आणि कर्तव्यांचा तपशील

1	सार्वजनिक प्राधिकरणाचे नांव	धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) 78/5 , शंकरराव नगर, जुना खेडी रोड, जळगांव
2	संपुर्ण पत्ता	78/5 , शंकरराव नगर, जुना खेडी रोड, जळगांव
3	कार्यालय प्रमुख	प्राचार्य डॉ.राकेश पितांबर चौधरी ( अनुदानित विभाग, जळगांव )
4	कोणत्या खात्याच्या अधिनस्त हे कार्यालय आहे ?	सामाजिक न्याय विभाग, समाज कल्याण विभाग, महाराष्ट्र राज्य, मुंबई.
5	कामाचा अहवाल कोणत्या कार्यालयाकडे सादर केला जातो ?	1. मा.सहाय्यक आयुक्त, समाज कल्याण जळगांव 2. कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगांव
6	कार्यक्षेत्र : भौगोलिक	धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव
7	अंगीकृत व्रत ( Mission ) ( * )	युवापिढीला सशक्त व निकोप लोकशाहीचे आधारस्तंभ म्हणून घडवितांना त्यांच्या प्रादेशिक, राष्ट्रीय व वैश्विक जाणीवा जोपासत निर्लेपवृत्तीने सामाजिक-सांस्कृतिक आणि आर्थिक बदल घडविण्यासाठी ही संस्था कटिबद्ध आहे.
8	ध्येय/धोरण ( Vision ) ( ** )	युवापिढीची लोकशाही मूल्यांवरील श्रद्धा अधिक बळकट करून त्यांच्यातील विज्ञानाधिष्ठित स्थानिक आणि वैश्विक जाणीवा अधिक समृद्ध करित त्यांची व्यक्तिमत्त्वे विकसित करणे आणि त्यांना सामाजिक-सांस्कृतिक बदलांचे अग्रदूत बनविणे.
9	साध्य	महाविद्यालयातुन उत्तीर्ण झालेले विद्यार्थी समाजात जाऊन समाजाभिमुख कार्य करून समाजामध्ये आपल्या कार्याचा वेगळा ठसा उमटवितात.
10	प्रत्यक्ष कार्य	समाजातील विविध सामाजिक समस्यांना वाच्या फोडून त्यांनी घेतलेल्या समाजकार्याच्या शिक्षणाच्या माध्यमातुन त्या समस्यांचे निराकरण संबंधीत प्राधिकरणाकडे जाऊन करतात आणि समाजाला न्याय मिळवून देतात.
11	जनतेला देत असलेल्या सेवांचा तपशील	अध्यापना व्यतिरिक्त 1. आपत्तकालीन परिस्थितीमध्ये मदतीचा हात देणे. 2. सामाजिक ज्वलंत समस्यांचे निराकरणासाठी प्रयत्न करणे. 3. शिक्षणापासुन वंचीत असलेल्या मुलांना शिक्षणासाठी प्रोत्साहित करणे. 4. सामाजिक न्याय विभागाच्या विविध योजनाची माहिती तळागाळापर्यंत पोहचविणे . 5. समाजाच्या निरोगी आयुष्यासाठी योगाचे वर्ग चालविण्यास प्रोत्साहित करणे. 6. संशोधनासाठी ग्रंथालय उपलब्ध करून दिले जाते.
12	स्थावर मालमत्ता ( येथे तुमच्या प्राधिकरणाची जमीन, इमारत आणि अन्य स्थावर मालमत्तेचा तपशील द्यावा )	धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव यांच्याकडे पाहण्यासाठी उपलब्ध

13	प्राधिकरणाच्या संरचनेचा तक्ता (वंशवृक्षाचा तक्ता जसा असतो तसा तक्ता काढून, प्रत्येक पातळीवरील कार्यकक्षा व संपर्काच्या पत्त्याशी त्याची जोड घालून दाखवावी )	<p>धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव</p> <p>अध्यक्ष</p> <p>उपाध्यक्ष      सचिव      सदस्य</p> <p>प्राचार्य</p> <p>प्राध्यापक</p> <p>कार्यालय अधिक्षक      लेखापाल</p> <p>लिपीक      माळी      वाहन चालक      पहारेकरी      शिपाई</p>
14	कार्यालयाचे वेळ व दूरध्वनी क्रमांक ( सर्व दूरध्वनी क्रमांक, फॅक्स क्रमांक, ई-मेल आणि कार्यालयीन कालानंतर संपर्काचा तातडीचा क्रमांक असेल तर तोही क्रमांक द्यावा. )	<p>कार्यालयाची वेळ - सकाळी 10 ते संध्याकाळी 5</p> <p>दूरध्वनी क्रमांक -0257-2221302</p> <p><a href="mailto:Email-cswjal@gmail.com">Email-cswjal@gmail.com</a></p>
15	साप्ताहिक सुटी आणि विशेष सेवांचा कालावधी	रविवारी साप्ताहिक सुटी असते. परंतु आपत्तकालीन परिस्थितीमध्ये कार्यालयाचे कामकाज सुरु ठेवण्यात येते.

विशेष सुचना : - ( \* ) ( \*\* ) हा भाग मंत्रालय पातळीवरील प्रशासकीय खात्यांना लागू राहिल.

कलम 4 (1) (ख) (दोन) नमुना 'क'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) अधिकारी व कर्मचारी यांचा अधिकार कक्ष

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अ.क्र	अधिकार पद	फौजदारी अधिकार	संबंधित कायदा/नियम /आदेश/राजपत्र	शेरा (असल्यास )
1.	निंरक	निंरक	निंरक	निंरक

सुचना : प्रत्येक सार्वजनिक प्राधिकरणातील अधिका-यांना/ कर्मचा-यांना वरील सर्व अधिकार असतीलच असे नाही.

उदा- काही निवडक सार्वजनिक प्राधिकरणांच न्यायिक किंवा अर्धन्यायिक किंवा फौजदारी स्वरुपाचे अधिकार आहेत.

कलम 4 (1) (ख) (दोन) नमुना 'क'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणातील अधिकारी व कर्मचारी यांचा अधिकार कक्ष घ

अ.क्र	अधिकार पद	अर्धन्यायिक अधिकार	संबंधित कायदा/नियम /आदेश/राजपत्र	शेरा (असल्यास)
1.	निंरक	निंरक	निंरक	निंरक

सुचना : प्रत्येक सार्वजनिक प्राधिकरणातील अधिका-यांना/ कर्मचा-यांना वरील सर्व अधिकार असतीलच असे नाही.

उदा- काही निवडक सार्वजनिक प्राधिकरणांच न्यायिक किंवा अर्धन्यायिक किंवा फौजदारी स्वरुपाचे अधिकार आहेत.

कलम 4 (1) (ख) (दोन) नमुना 'क'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
( अनुदानित विभाग ) अधिकारी व कर्मचारी यांचा अधिकार कक्ष

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अ.क्र	अधिकार पद	अधिकार पद	न्यायिक अधिकार	संबंधित कायदा/नियम /आदेश/राजपत्र	शेरा (असल्यास)
1.	निंरक	निंरक	निंरक	निंरक	निंरक

सुचना : प्रत्येक सार्वजनिक प्राधिकरणातील अधिका-यांना/ कर्मचा-यांना वरील सर्व अधिकार असतीलच असे नाही.  
उदा- काही निवडक सार्वजनिक प्राधिकरणांच न्यायिक किंवा अर्धन्यायिक किंवा फौजदारी स्वरूपाचे अधिकार आहेत.

कलम 4 (1) (ख) (दोन) नमुना 'ख'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
या सार्वजनिक प्राधिकरणातील अधिकारी व कर्मचारी यांची कर्तव्ये

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अ.क्र	अधिकार पद	आर्थिक कर्तव्ये	संबंधित कायदा/नियम /आदेश/राजपत्र	शेरा (असल्यास)
1.	प्राचार्य	1. महाविद्यालयास प्राप्त होणा-या निधीचा योग्य विनियोग करणे. 2. महाविद्यालयात आवश्यक यंत्र सामुग्रींची खरेदी करणे. 3. वार्षिक आर्थिक धोरण आखून त्याप्रमाणे कार्यवाही करणे. 4. वार्षिक बजेट तयार करणे.	महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम 2016 अन्वये	

\* विशेष सुचना : महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम -2016 ( अनुदानित विभाग ) यांचेकडे पहाण्यासाठी उपलब्ध आहे.

कलम 4 (1) (ख) (दोन) नमुना 'ख'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
या सार्वजनिक प्राधिकरणातील अधिकारी व कर्मचारी यांची कर्तव्ये

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अ.क्र	अधिकार पद	आर्थिक कर्तव्ये	संबंधित कायदा/नियम /आदेश/राजपत्र	शेरा (असल्यास)
1.	प्राचार्य	1. महाविद्यालयाचे दैनंदिन कामकाज पहाणे. 2. शासन निर्णयांची अंमलबजावणी करणे. 3. विद्यापीठ अनुदान आयोगाच्या निर्देशानुसार कामकाज करणे. 4. विद्यापीठाच्या निर्देशानुसार कामकाज करणे 5. शासन/विद्यापीठ अनुदान आयोग/विद्यापीठ इ. मागणी केल्यानुसार माहिती पुरविणे. 6. विद्यार्थ्यांच्या संबंधित कामकाजाची आखणी करून त्यानुसार कार्यवाही करणेसाठी निर्देश देणे . 7. आपल्या निर्देशानुसार कार्यवाहीची अंमलबजावणी बाबत आढावा घेणे. 8. शासन/विद्यापीठ/विद्यापीठ अनुदान आयोग यांचे कामकाजाबाबत संस्थेशी समन्वय करणे.	महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम 2016 अन्वये	
2.	उपप्राचार्य	1. शासनाच्या निर्णयांची पर्यवेक्षक यांचे सहाय्याने अंमलबजावणी करणे.	महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम 2016 अन्वये	
3.	कार्यालय अधिक्षक	1. महाविद्यालयाचे कार्यालयाचे दैनंदिन कामकाज पहाणे. 2. शासन/विद्यापीठ अनुदान आयोग/ विद्यापीठ/ प्राचार्य यांचे निर्देशांची अंमलबजावणी करणेसाठी कार्यालयीन कर्मचा-यांना सूचना, मार्गदर्शन करणे. 3. कामकाजाबाबतील निर्देशाची / सूचनांची अंमलबजावणीबाबतचा आढावा घेणे. 4. शासन / विद्यापीठ अनुदान आयोग/ विद्यापीठ यांच्या मागणीनुसार महाविद्यालयाची माहिती पुरविणे.	स्टॅण्डर्ड कोड - 1984	

\* विशेष सूचना : महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम -2016 ( अनुदानित विभाग ) यांचेकडे पहाण्यासाठी उपलब्ध आहे.



कलम 4 (1) (ख) (दोन) नमुना 'ख'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणातील अधिकारी व कर्मचारी यांची कर्तव्ये

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अ.क्र	अधिकार पद	फौजदारी अधिकार	संबंधित कायदा/नियम /आदेश/राजपत्र	शेरा (असल्यास)
1.	निंरक	निंरक	निंरक	निंरक

कलम 4 (1) (ख) (दोन) नमुना 'ख'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणातील अधिकारी व कर्मचारी यांची कर्तव्ये

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अ.क्र	अधिकार पद	अर्धन्यायिक कर्तव्ये	संबंधित कायदा/नियम /आदेश/राजपत्र	शेरा (असल्यास)
1.	निंरक	निंरक	निंरक	निंरक

कलम 4 (1) (ख) (दोन) नमुना 'ख'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणातील अधिकारी व कर्मचारी यांची कर्तव्ये

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अ.क्र	अधिकार पद	न्यायिक कर्तव्ये	संबंधित कायदा/नियम /आदेश/राजपत्र	शेरा (असल्यास)
1.	निंरक	निंरक	निंरक	निंरक

कलम 4 (1) (ख) ( तीन )

कलम 4 (1) (ख) (दोन) नमुना 'ख'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणात  
कोणताही निर्णय घेतांना पाळली जाणारी निर्णय प्रक्रियेची आणि त्यावरील देखरेखी पध्दत आणि सोपविलेले  
व्यक्तिगत उत्तरदायित्व

1.	कामाचे नाव	या संदर्भातील माहिती महाविद्यालयाच्या कार्यालयात उपलब्ध आहे.
2.	संबंधित तरतूद	
3.	संबंधित अधिनियम	
4.	नियम	
5.	शासन निर्णय	
6.	परिपत्रक क्रमांक	
7.	कार्यालयीन आदेश	

अ.क्र.	कामाचे स्वरूप	कामाचे टप्पे	अपेक्षित कालावधी	प्रत्येक कामाबाबत आणि प्रत्येक टप्पावर कर्मचा-यांची व अधिका-यांची भूमिका आणि जबाबदारी	शेरा (असल्यास)

\* विशेष सूचना : महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम -2016 **मुख्यालपीक** , धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव महाविद्यालय ( अनुदानित विभाग )यांचेकडे पहाण्यासाठी उपलब्ध आहे.

कलम 4 (1) (ख) ( चार ) नमुना 'क'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
महाविद्यालय ( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणात होणा-या  
कामासंबंधी सर्वसामान्यपणे ठरविलेली भौतिक व आर्थिक  
उद्दिष्टे संस्था पातळीवर ठरविलेले मासिक/त्रैमासिक /अर्धवार्षिक अथवा वार्षिक उद्दिष्टे

अ.क्र.	अधिकार पद	काम	भौतिक उद्दिष्टे (एकांकात)	आर्थिक उद्दिष्टे	कालावधी	शेरा (असल्यास)
	निरंक	निरंक	निरंक	निरंक	निरंक	निरंक

कलम 4 (1) (पाच) नमुना 'क'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणात होणा-या कामासंबंधी सर्वसामान्यपणे आखलेले नियम

अ.क्र.	विषय	संबंधित शासकिय निर्णय / कार्यालयीन आदेश /नियम/राजपत्र वगैरेंचा क्रमांक व तारीख	शेरा (असल्यास)
1	महाविद्यालयीन दैनंदिन कामकाज	1. महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम 2016 अन्वये 2. शासनाकडून वेळोवेळी प्राप्त होणा-या परिपत्रकानुसार 3. विद्यापीठाकडून वेळोवेळी प्राप्त होणा-या परिपत्रकानुसार	
2	परीक्षेची कामे	विद्यापीठाचे वेळोवेळी प्राप्त होणा-या परिपत्रकानुसार	

\* विशेष सूचना : महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम -2016 **मुख्यलिपीक** , धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव महाविद्यालय ( अनुदानित विभाग )यांचेकडे पहाण्यासाठी उपलब्ध आहे.

कलम 4 (1) (क) ( सहा )

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणात उपलब्ध असलेल्या कागदपत्रांची यादी

अ.क्र.	विषय	दस्तऐवज/नस्ती/ नोंदवही यापैकी कोणत्या प्रकारात उपलब्ध	नस्ती क्र/ नोंदवही क्र.	तपशील	किती काळापर्यंत ही माहिती सांभाळून ठेवली जाते.
1	अकॉंटची कागदपत्रे	व्हाऊचर	-	-	कायम स्वरुपी सांभाळली जाते
	अकॉंटची कागदपत्रे	कॅशबुक	-	-	
	अकॉंटची कागदपत्रे	लेजर	-	-	
2	प्रवेश अर्ज	फाईल	-	-	पाच वर्षांपर्यंत
3	शिष्यवृत्ती अर्ज	फाईल	-	-	
4	दैनंदिन पत्र व्यवहार	फाईल	-	-	
5	सेवापुस्तिका	पुस्तिका	-	-	सेवा समाप्तीच्या काळापर्यंत
6	लिक्वींग /ट्रान्सफर सर्टिफिकेट	बाईडींग फाईल	-	-	कायम
7	विद्यार्थी रजिस्टर	रजिस्टर	-	-	कायम

कलम 4 (1) (ख) ( सात )

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणात कोणताही धोरणात्मक निर्णय घेण्यापूर्वी किंवा त्याची कार्यालयात अंमलबजावणी करण्यापूर्वी जनतेशी अथवा जनतेच्या प्रतिनिधीशी चर्चा करण्याबाबत अस्तित्वात असलेल्या व्यवस्थेचा तपशील

अ.क्र.	कोणत्याही विषयांसंबंधी सल्ला मसलत	व्यवस्थेची कार्यपध्दती	संबंधीत शासकीय निर्णय /कार्यालयीन आदेश/राजपत्र वगैरेचा क्र.व. तारीख	पुनर्विलोकनांचा काळ ( Periodicity)
1.	अंदाज पत्रक व वित्तीय विवरणपत्र तयार करणे	महाविद्यालय विकास समितीच्या सभेत संबंधित विषयावर सविस्तर चर्चा करून विषय मंजूर करणे.	महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम 2016	सातत्याने प्रक्रिया सुरु असते.
2	अध्यापकिय व इतर पदे निर्माण करणेसाठी व्यवस्थापनाला शिफारस करणे	-	-	-
3.	शिक्षणाचा कार्यक्रम ठरविणे व अंतर्गत मूल्यमापन करणे आणि महाविद्यालयातील अभ्यासाच्या प्रगती विषयी चर्चा करणे	महाविद्यालय विकास समितीच्या सभेत संबंधित विषयावर सविस्तर चर्चा करून विषय मंजूर करणे.	महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम 2016	सातत्याने प्रक्रिया सुरु असते.
4.	महाविद्यालयातील अध्यापनाचा दर्जा सुधारण्यासाठी व्यवस्थापनाकडे शिफारस करणे			
5.	महाविद्यालयाच्या अर्थसंकल्पामध्ये तरतूद न केलेल्या अशा नविन खर्चाचे प्रस्ताव तयार करणे			
6.	निरनिराळ्या वर्गाची प्रवेश क्षमता, अध्यापनाच्या कार्यभाराचा विचार करणे, महाविद्यालयाच्या अंतर्गत व्यवस्थापन व महाविद्यालयातील विद्यार्थ्यांची शिस्त यांच्या संबंधी अशा इतर बाबीं विषयी प्राचार्यांना सल्ला देणे.			
7.	कोणताही निरीक्षण अहवाल असल्यास त्यावर विचार करणे आणि त्यावर शिफारसी करणे.			
8.	स्थानिक चौकशी समितीचे कोणताही अहवाल असल्यास त्याच्यावर विचार करणे आणि त्यावर शिफारसी करणे.			
9.	व्यवस्थापनाकडून व विद्यापीठाकडून सोपविण्यात येतील अशी इतर कर्तव्ये पार पाडणे व अशा इतर अधिकारांचा वापर करणे.			

\* याबाबतची सविस्तर माहिती महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम 2016मध्ये दर्शविण्यात आलेली आहे.

कलम 4 (1) (ख) (आठ) नमुना 'क'

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणातील समित्या, परिषदा, अथवा मंडळाच्या बैठकीचे तपशील

अ.क्र.	समिती, मंडळ वा परिषदेचे नांव	समिती, मंडळ वा परिषदेचे संरचना	समिती, मंडळ वा परिषदेचा उद्देश	समिती, मंडळ वा परिषदेच्या बैठकीची वारंवारता	त्याबैठकीत उपस्थित राहण्याची जनतेस मूभा आहे का ?	त्या बैठकीचे इतिवृत्त जनतेस पहाण्यासाठी उपलब्ध आहे का ?	त्या बैठकीचे इतिवृत्त कोणाकडे उपलब्ध असते ?																		
1	महाविद्यालय विकास समिती	<table border="1"> <tr> <td>पदसिध्द अध्यक्ष</td> <td>01</td> </tr> <tr> <td>व्यवस्थापन सचिव</td> <td>01</td> </tr> <tr> <td>विभाग प्रमुख</td> <td>01</td> </tr> <tr> <td>शिक्षक प्रतिनिधी [ पैकी एक महिला]</td> <td>03</td> </tr> <tr> <td>शिक्षकेत्तर प्रतिनिधी</td> <td>01</td> </tr> <tr> <td>स्थानिक सदस्य [ शिक्षण, उद्योग, संशोधन व समाजसेवा पैकी एक माजी विद्यार्थी ]</td> <td>04</td> </tr> <tr> <td>अंतर्गत गुणवत्ता हमी समिती</td> <td>01</td> </tr> <tr> <td>विद्यार्थी परिषद सभापती व सचिव</td> <td>02</td> </tr> <tr> <td>प्रमुख -सदस्य सचिव</td> <td>01</td> </tr> </table>	पदसिध्द अध्यक्ष	01	व्यवस्थापन सचिव	01	विभाग प्रमुख	01	शिक्षक प्रतिनिधी [ पैकी एक महिला]	03	शिक्षकेत्तर प्रतिनिधी	01	स्थानिक सदस्य [ शिक्षण, उद्योग, संशोधन व समाजसेवा पैकी एक माजी विद्यार्थी ]	04	अंतर्गत गुणवत्ता हमी समिती	01	विद्यार्थी परिषद सभापती व सचिव	02	प्रमुख -सदस्य सचिव	01					महाविद्यालयस्तरावर पाहवयांस मिळेल
पदसिध्द अध्यक्ष	01																								
व्यवस्थापन सचिव	01																								
विभाग प्रमुख	01																								
शिक्षक प्रतिनिधी [ पैकी एक महिला]	03																								
शिक्षकेत्तर प्रतिनिधी	01																								
स्थानिक सदस्य [ शिक्षण, उद्योग, संशोधन व समाजसेवा पैकी एक माजी विद्यार्थी ]	04																								
अंतर्गत गुणवत्ता हमी समिती	01																								
विद्यार्थी परिषद सभापती व सचिव	02																								
प्रमुख -सदस्य सचिव	01																								

\* याबाबतची सविस्तर माहिती महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम 2016 अधिनियम क्र. 97 वर दर्शविण्यात आलेली आहे.

कलम 4 (1) (ख) (नऊ)

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणातील  
कार्यालयातील अधिका-यांचे व कर्मचा-यांची यादी

अ.क्र.	अधिकार पद	अधिकारी वा कर्मचा-याचे नांव	वर्ग	नोकरीवर रुजू झाल्याचा दिनांक	संपर्कासाठी दूरध्वनी / फॅक्स / ई - सेल
01	प्राचार्य	प्रा.डॉ.राकेश पितांबर चौधरी	प्रथम	17/01/2022	0257-2221302
02	कार्यालय अधिक्षक	श्री.धनंजय रामकृष्ण महाजन	तृतीय	20/6/1996	ईमेल - cswjal@gmail.com
03	ग्रंथपाल	प्रा.किशोर पंढरीनाथ भोळे	द्वितीय	01/8/2000	

इतर माहिती महाविद्यालयाच्या संकेत स्थळावर उपलब्ध आहे.

कलम 4 (1) (ख) (दहा)

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव  
( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणातील  
अधिका-यांचे व कर्मचा-यांचे पगार व भत्ते

अ.क्र.	नाव	अधिकार पद	मूळ पगार	महागाई भत्ता	घरभाडे भत्ता	विशेष शहर भत्ता	विशेष भत्ता, प्रवास भत्ता व प्रकल्प भत्ता	एकुण रक्कम

सदर माहिती पगार पत्रकात असते.

कलम 4 (1) (ख) (अकरा)

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणासाठी दिनांक 01 एप्रिल 2000 ते 31 मार्च 2021 या काळातील मंजूर झालेल्या आणि खर्च झालेल्या रक्कमांचा तपशिल नमुना 'क' चालू वर्षासाठी

अ.क्र.	अंदाज पत्रकीय शिर्ष	मंजूर रक्कम	नियोजित वापर ( येथे क्षेत्रानुसार व कामानुसार स्वतंत्र पानावर माहिती भरावी	शेरा ( असल्यास )
			संस्थेच्या वार्षिक अहवालामध्ये नमूद केल्या प्रमाणे आहे.	

\* याबाबतची सविस्तर माहिती **लेखापाल**, धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) यांचेकडे उपलब्ध आहे.

कलम 4 (1) (ख) (अकरा)

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणासाठी दिनांक 01 एप्रिल 2000 ते 31 मार्च 2021 या काळातील मंजूर झालेल्या आणि खर्च झालेल्या रक्कमांचा तपशिल नमुना ' ख ' मागील वर्षासाठी

अ.क्र.	अंदाज पत्रकीय शिर्ष	मंजूर रक्कम	नियोजित वापर ( येथे क्षेत्रानुसार व कामानुसार स्वतंत्र पानावर माहिती भरावी	शेरा ( असल्यास )
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\* याबाबतची सविस्तर माहिती **लेखापाल**, धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) यांचेकडे उपलब्ध आहे.

कलम 4 (1) (ख) ( बारा ) नमुना ' क '

जळगांव येथील धनाजी नाना चौधरी विद्याप्रबोधिनी संचालित लोकसेवक मधुकरराव चौधरी समाजकार्य महाविद्यालय जळगांव ( अनुदानित विभाग ) या सार्वजनिक प्राधिकरणातील

अनुदान वाटपाची पध्दत

1	योजनेचे नाव	भारत सरकार शिष्यवृत्ती /फ्रिशिप
1	लाभ धारकांसाठी पात्रतेच्या अटी	1. विद्यार्थ्यांचे स्वतःचे जात प्रमाणपत्र आवश्यक 2. पालकाचे उत्तम अटीनुसार असावे.
2	लाभ मिळणेसाठी असलेल्या पूर्व अटी,	1. विद्यार्थ्यांनी यापूर्वी याच वर्गात शिकत असतांना शिष्यवृत्ती घेतलेली नसावी.
3	या योजनेचा लाभ घेण्यासाठी असलेली पध्दत	

# THE RIGHT TO INFORMATION ACT, 2005

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## ARRANGEMENT OF SECTIONS

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Last Updated: 17-5-2021

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2. Definitions.

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THE FIRST SCHEDULE.

THE SECOND SCHEDULE.

# THE RIGHT TO INFORMATION ACT, 2005

ACT NO. 22 OF 2005

[15th June, 2005.]

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

WHEREAS the Constitution of India has established democratic Republic;

AND WHEREAS democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

AND WHEREAS revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

AND WHEREAS it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

Now, THEREFORE, it is expedient to provide for furnishing certain information to citizens who desire to have it.

BE it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

## CHAPTER I

### PRELIMINARY

**1. Short title, extent and commencement.**—(1) This Act may be called the Right to Information Act, 2005.

(2) It extends to the whole of India<sup>1</sup>\*\*\*.

(3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.

**2. Definitions.**—In this Act, unless the context otherwise requires,—

(a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—

(i) by the Central Government or the Union territory administration, the Central Government;

(ii) by the State Government, the State Government;

(b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;

(c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;

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1. The words "except the State of Jammu and Kashmir" omitted by Act 34 of 2019, s. 95 and the Fifth Schedule (w.e.f. 31-10-2019).

(e) "competent authority" means—

(i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;

(ii) the Chief Justice of India in the case of the Supreme Court;

(iii) the Chief Justice of the High Court in the case of a High Court;

(iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;

(v) the administrator appointed under article 239 of the Constitution;

(f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

(g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;

(h) "public authority" means any authority or body or institution of self- government established or constituted—

(a) by or under the Constitution;

(b) by any other law made by Parliament;

(c) by any other law made by State Legislature;

(d) by notification issued or order made by the appropriate Government,

and includes any—

(i) body owned, controlled or substantially financed;

(ii) non-Government organisation substantially financed,

directly or indirectly by funds provided by the appropriate Government;

(i) "record" includes—

(a) any document, manuscript and file;

(b) any microfilm, microfiche and facsimile copy of a document;

(c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and

(d) any other material produced by a computer or any other device;

(j) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—

(i) inspection of work, documents, records;

(ii) taking notes, extracts or certified copies of documents or records;

(iii) taking certified samples of material;

(iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

(k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;

(l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

(m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(n) "third party" means a person other than the citizen making a request for information and includes a public authority.

## CHAPTER II

### RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

**3. Right to information.**—Subject to the provisions of this Act, all citizens shall have the right to information.

**4. Obligations of public authorities.**—(1) Every public authority shall—

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) publish within one hundred and twenty days from the enactment of this Act,—

(i) the particulars of its organisation, functions and duties;

(ii) the powers and duties of its officers and employees;

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

(iv) the norms set by it for the discharge of its functions;

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

(vi) a statement of the categories of documents that are held by it or under its control;

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

(ix) a directory of its officers and employees;

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

(xiii) particulars of recipients of concessions, permits or authorisations granted by it;

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

(xvi) the names, designations and other particulars of the Public Information Officers;

(xvii) such other information as may be prescribed;

and thereafter update these publications every year;

(c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;

(d) provide reasons for its administrative or quasi-judicial decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suomotu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

*Explanation.*—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

**5. Designation of Public Information Officers.**—(1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

(2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be:

Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.

(3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.

(4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.

(5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.

**6. Request for obtaining information.**—(1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

(a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;

(b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be,

specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

(2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

(3) Where an application is made to a public authority requesting for an information,—

(i) which is held by another public authority; or

(ii) the subject matter of which is more closely connected with the functions of another public authority,

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

**7. Disposal of request.**—(1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

(2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.

(3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—

(a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

(b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.

(4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

(7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

(8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

(i) the reasons for such rejection;

(ii) the period within which an appeal against such rejection may be preferred; and

(iii) the particulars of the appellate authority.

(9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

**8. Exemption from disclosure of information.**—(1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—

(a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;

(b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;

(c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

(d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;

(e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;

(f) information received in confidence from foreign Government;

(g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;

(h) information which would impede the process of investigation or apprehension or prosecution of offenders;

(i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;

Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over:

Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

(j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

(2) Notwithstanding anything in the Official Secrets Act, 1923 (19 of 1923) nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

(3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

**9. Grounds for rejection to access in certain cases.**—Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

**10. Severability.**—(1) Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

(2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—

(a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;

(b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;

(c) the name and designation of the person giving the decision;

(d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and

(e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

**11. Third party information.**—(1) Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a



request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

(2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.

(3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.

(4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

### CHAPTER III

#### THE CENTRAL INFORMATION COMMISSION

**12. Constitution of Central Information Commission.**—(1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The Central Information Commission shall consist of—

(a) the Chief Information Commissioner; and

(b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—

(i) the Prime Minister, who shall be the Chairperson of the committee;

(ii) the Leader of Opposition in the Lok Sabha; and

(iii) a Union Cabinet Minister to be nominated by the Prime Minister.

*Explanation.*—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.

**13. Term of office and conditions of service.**—(1) The Chief Information Commissioner shall hold office <sup>1</sup>[for such term as may be prescribed by the Central Government] and shall not be eligible for reappointment:

Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every Information Commissioner shall hold office <sup>1</sup>[for such term as may be prescribed by the Central Government] or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:

Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:

Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.

(3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:

Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.

<sup>2</sup>[(5) The salaries and allowances payable to and other terms and conditions of service of the Chief Information Commissioner and the Information Commissioners shall be such as may be prescribed by the Central Government:

Provided that the salaries, allowances and other conditions of service of the Chief Information Commissioner or the Information Commissioners shall not be varied to their disadvantage after their appointment:

Provided further that the Chief Information Commissioner and the Information Commissioners appointed before the commencement of the Right to Information (Amendment) Act, 2019 shall continue to be governed by the provisions of this Act and the rules made thereunder as if the Right to Information (Amendment) Act, 2019 had not come into force.]

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1. Subs. by Act 24 of 2019, s. 2, for “for a term of five years from the date on which he enters upon his office” (w.e.f. 24-10-2019).

2. Subs. by, s. 2, *ibid.*, for sub-section (5) (w.e.f. 24-10-2019).

(6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to, and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

**14. Removal of Chief Information Commissioner or Information Commissioner.**—(1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.

(2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—

(a) is adjudged an insolvent; or

(b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or

(c) engages during his term of office in any paid employment outside the duties of his office; or

(d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or

(e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.

(4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

#### CHAPTER IV

##### THE STATE INFORMATION COMMISSION

**15. Constitution of State Information Commission.**—(1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the ..... (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.

(2) The State Information Commission shall consist of—

(a) the State Chief Information Commissioner, and

(b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.

(3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—

(i) the Chief Minister, who shall be the Chairperson of the committee;

- (ii) the Leader of Opposition in the Legislative Assembly; and
- (iii) a Cabinet Minister to be nominated by the Chief Minister.

*Explanation.*—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

(4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.

(5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.

(6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.

(7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

**16. Term of office and conditions of service.**—(1) The State Chief Information Commissioner shall hold office <sup>1</sup>[for such term as may be prescribed by the Central Government] and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every State Information Commissioner shall hold office <sup>1</sup>[for such term as may be prescribed by the Central Government] or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

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1. Subs. by Act 24 of 2019, s. 3. for. "for a term of five years from the date on which he enters upon his office"(w.e.f. 24-10-2019).

<sup>1</sup>[(5) The salaries and allowances payable to and other terms and conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall be such as may be prescribed by the Central Government:

Provided that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment:

Provided further that the State Chief Information Commissioner and the State Information Commissioners appointed before the commencement of the Right to Information (Amendment) Act, 2019 shall continue to be governed by the provisions of this Act and the rules made there under as if the Right to Information (Amendment) Act, 2019 had not come into force.]

(6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

**17. Removal of State Chief Information Commissioner or State Information Commissioner.—**

(1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.

(2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—

(a) is adjudged an insolvent; or

(b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or

(c) engages during his term of office in any paid employment outside the duties of his office; or

(d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or

(e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.

(4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

## CHAPTER V

### POWERS AND FUNCTIONS OF THE INFORMATION COMMISSIONS, APPEAL AND PENALTIES

**18. Powers and functions of Information Commissions.—**(1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—

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1. Subs. by Act 24 of 2019, s. 3, for sub-section (5), (w.e.f. 24-10-2019).

(a) who has been unable to submit a request to a Central Public Information Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;

(b) who has been refused access to any information requested under this Act;

(c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;

(d) who has been required to pay an amount of fee which he or she considers unreasonable;

(e) who believes that he or she has been given incomplete, misleading or false information under this Act; and

(f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

(2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.

(3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908 (5 of 1908), in respect of the following matters, namely:—

(a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;

(b) requiring the discovery and inspection of documents;

(c) receiving evidence on affidavit;

(d) requisitioning any public record or copies thereof from any court or office;

(e) issuing summons for examination of witnesses or documents; and

(f) any other matter which may be prescribed.

(4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

**19. Appeal.**—(1) Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

(3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:

Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

(4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.

(5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

(6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.

(7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.

(8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—

(a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—

(i) by providing access to information, if so requested, in a particular form;

(ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;

(iii) by publishing certain information or categories of information;

(iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;

(v) by enhancing the provision of training on the right to information for its officials;

(vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

(b) require the public authority to compensate the complainant for any loss or other detriment suffered;

(c) impose any of the penalties provided under this Act;

(d) reject the application.

(9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.

(10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.

**20. Penalties.**—(1) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall

impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.

(2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

## CHAPTER VI

### MISCELLANEOUS

**21. Protection of action taken in good faith.**—No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.

**22. Act to have overriding effect.**—The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923 (19 of 1923), and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

**23. Bar of jurisdiction of courts.**—No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.

**24. Act not to apply in certain organisations.**—(1) Nothing contained in this Act shall apply to the intelligence and security organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.

(3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.

(4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:



Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

(5) Every notification issued under sub-section (4) shall be laid before the State Legislature.

**25. Monitoring and reporting.**—(1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

(2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

(3) Each report shall state in respect of the year to which the report relates,—

(a) the number of requests made to each public authority;

(b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;

(c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;

(d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;

(e) the amount of charges collected by each public authority under this Act;

(f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;

(g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

(4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.

(5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

**26. Appropriate Government to prepare programmes.**—(1) The appropriate Government may, to the extent of availability of financial and other resources,—

(a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;

(b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;

(c) promote timely and effective dissemination of accurate information by public authorities about their activities; and

(d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.

(2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.

(3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—

(a) the objects of this Act;

(b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;

(c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;

(d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;

(e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;

(f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;

(g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;

(h) the notices regarding fees to be paid in relation to requests for access to an information; and

(i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.

(4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.

**27. Power to make rules by appropriate Government.**—(1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;

(b) the fee payable under sub-section (1) of section 6;

(c) the fee payable under sub-sections (1) and (5) of section 7;

<sup>1</sup>[(ca) the term of office of the Chief Information Commissioner and Information Commissioners under sub-sections (1) and (2) of section 13 and the State Chief Information Commissioner and State Information Commissioners under sub-sections (1) and (2) of section 16;

(cb) the salaries, allowances and other terms and conditions of service of the Chief Information Commissioner and the Information Commissioners under sub-section (5) of section 13 and the State Chief Information Commissioner and the State Information Commissioners under sub-section (5) of section 16;]

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1. Ins. by Act 24 of 2019, s. 4, (w.e.f. 24-10-2019).

(d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and sub-section (6) of section 16;

(e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and

(f) any other matter which is required to be, or may be, prescribed.

**28. Power to make rules by competent authority.**—(1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;

(ii) the fee payable under sub-section (1) of section 6;

(iii) the fee payable under sub-section (1) of section 7; and

(iv) any other matter which is required to be, or may be, prescribed.

**29. Laying of rules.**—(1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.

**30. Power to remove difficulties.**—(1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.

(2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.

**31. Repeal.**—The Freedom of Information Act, 2002 (5 of 2003) is hereby repealed.

THE FIRST SCHEDULE

[See sections 13 (3) and 16(3)]

FORM OF OATH OR AFFIRMATION TO BE MADE BY THE CHIEF INFORMATION COMMISSIONER THE  
INFORMATION COMMISSIONER/THE STATE CHIEF INFORMATION COMMISSIONER/THE STATE  
INFORMATION COMMISSIONER

"I, ..... having been appointed Chief Information Commissioner/Information  
Commissioner/State Chief Information Commissioner/State Information Commissioner  
swear in the name of God that I will bear true faith and allegiance to the

solemnly affirm

Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I  
will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my  
office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws."

## THE SECOND SCHEDULE

(See section 24)

### INTELLIGENCE AND SECURITY ORGANISATION ESTABLISHED BY THE CENTRAL GOVERNMENT

1. Intelligence Bureau.
- §[2. Research and Analysis Wing including its technical wing namely, the Aviation Research Centre of the Cabinet Secretariat.]
3. Directorate of Revenue Intelligence.
4. Central Economic Intelligence Bureau.
5. Directorate of Enforcement.
6. Narcotics Control Bureau.
- ¶[7.\* \* \* \* \*]
- §[8. Special Frontier Force.]
9. Border Security Force.
10. Central Reserve Police Force.
11. Indo-Tibetan Border Police.
12. Central Industrial Security Force.
13. National Security Guards.
14. Assam Rifles.
- ¶[15.Sashtra Seema Bal.]
- ¶[16. Directorate General of Income-tax (Investigation).]
- ¶[17. National Technical Research Organisation.]
- ¶[18. Financial Intelligence Unit, India.]
- ¶[19. Special Protection Group.
20. Defence Research and Development Organisation.
21. Border Road Development Board.
- ¶[ \* \* \* \* \*]
- ¶[22. National Security Council Secretariat.]
- ¶[23. Central Bureau of Investigation.]
- ¶[24. National investigation Agency.]
- ¶[25. National Intelligence Grid.]
- ¶[26. Strategic Forces Command.]

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1. Subs. by notification No. G.S.R. 347, dated 28-9-2005
  2. Subs. by notification No. G.S.R. 235(E) dated 27-3-2008
  3. Ins. by notification No. G.S.R. 347, dated 28-9-2005
  4. Omitted by G.S.R. 235(E) dated 27-3-2008
  5. Added by notification No.G.S.R. 726(E), dated 8-10-2008
  6. Added by notification No. G.S.R. 442(E), dated 9-6-2011
  7. Added by notification No. G.S.R. 673(E), dated 8-7-2016
  8. Subs. by notification No. G.S.R. 253, dated 4-5-2021
  9. Omitted by notification No. G.S.R. 253, dated 4-5-2021