

No.24011/34/2005-GC
Government of India
Ministry of Environment and Forests

Paryavaran Bhavan,
CGO Complex, Lodhi Road,
New Delhi-110003.

Dated the 16th June, 2006

Circular

The GC Division had circulated the draft Process Flow Sheets (PFS) for comments from the officers of JS level and above to facilitate handling of applications received under RTI Act, 2005 vide communication No.24011/34/2005-GC dated 21st April, 2006 before adopting them for use.

2. The PFS have been reviewed in the light of feedback received on the subject. The following revised PFS and related documents are circulated herewith for appropriate use:

- (a) Application Form
- (b) Standardised Procedures (for applications received from applicant in person at IFC) at I
- (c) Standardised Procedures (for applications received from applicant by registered post or e-mail) at II
- (d) Notification letter for copies of records for applications submitted at IFC at IA.
- (e) Notification letter for inspection of records for applications submitted by registered post/e-mail at IB.
- (f) Notification letter for copies of records for applications submitted by registered post/e-mail IIA.
- (g) Notification letter for inspection of records for applications submitted at IFC at IIB.
- (h) Formats of various registers:
 - (i) Register of applications received by IFC at A.
 - (ii) Register of applications received by SO(RTI), GC Division at B.
 - (iii) PFS for Case 1, i.e. application given in person at IFC.
 - (iv) PFS for Case 2, i.e. application received by Post/e-mail by SO(RTI), GC Division.

(Veena Upadhyaya)
Joint Secretary (CS-I & NAEB)

All JSs/IGs/Advisors/CE(CCU)/DIGs/Directors

Copy is also endorsed for kind information to :

1. AS &FA/Addl. Secretaries/Addl. DGs
2. DGF&SS
3. Secy (E&F)
4. PS to MEF
5. PS to MOS

(Veena Upadhyaya)
Joint Secretary (CS-I & NAEB)