

File No. 3-01/2015-RC  
Government of India  
Ministry of Environment & Forest & Climate Change  
(RTI-Cell)  
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Indira Paryavaran Bhavan  
Aliganj, JorBagh Road,  
New Delhi 110003  
Dated: 29<sup>th</sup> March, 2016

**Office Memorandum**

**Subject:** Quarterly RTI Returns 2015-16 – Regarding.

The undersigned is directed to enclose a copy of CIC's letter No. 19/1/2014 –CIC-MoRe dated 10<sup>th</sup> March, 2016 on the subject mentioned above which is self- explanatory. As brought out in the CIC's letter, quarterly returns of the RTI applications and appeals during the year 2015-16 are to be submitted to the CIC by 15<sup>th</sup> April, 2016. Non-submission of the Returns to the CIC which is a mandatory requirement under the RTI Act, 2005, will be violation of the provisions of the Act. Since the Returns from most of the CPIOs/FAAs have not been received in the RTI Cell in time for the earlier 3 quarters of the year in spite of repeated reminders, the same could not be filed with CIC so far.

2 Therefore, at this juncture, you are requested to submit the quarterly returns of all the 4 quarter of the year 2015-16 to the RTI Cell by 5<sup>th</sup> of April, 2016 so that a consolidated report could be submitted to the CIC in time. (A copy of the quarterly Return proforma is again enclosed for ready reference).

3 Also other Public Authorities including Regional/ Subordinate/ Autonomous organisations working under this Ministry are required to submit their quarterly returns for all the 4 quarters of 2015-16 directly to the CIC website (as indicated in the enclosed CIC's letter dated 10.03.2016) under intimation to this office by 11<sup>th</sup> of April, 2016 positively.

Encl: As above.



(M.K. Prabhat)

Under Secretary & Nodal CPIO

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To,

- 1 All CPIOs/FAAs of this Ministry.
- 2 All Subordinate/ Regional offices and Autonomous organisations under the administrative control of this Ministry.

Copy to:

PS to JS (Admn & RTI)