



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान  
तेजपुर: असम: पिन: 784001

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**

(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)

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No. LGB/Estt/RTI/1605/Vol-II/Pt.I/2020/4368

Dated: 07/08/2024

### OFFICE ORDER

#### 1. PREAMBLE AND BACKGROUND

- 1.1 The Right to Information Act, 2005 (hereinafter referred to as "the Act") mandates every public authority to provide information to any citizen making a request thereunder, within the time limits prescribed therein. LGBRIMH, being an autonomous body under the Ministry of Health & Family Welfare, Government of India, is a public authority within the meaning of Section 2(h) of the Act and is accordingly bound by all provisions thereof.
- 1.2 Section 7(1) of the Act requires disposal of RTI applications within 30 days of receipt. Section 7(1) proviso mandates disposal within 48 hours where information sought concerns the life or liberty of any person. Section 6(3) requires transfer of misdirected applications within 5 days. These are mandatory statutory timelines and non-compliance thereof constitutes a default within the meaning of the Act.
- 1.3 Section 20 of the Act empowers the Central Information Commission (CIC) to impose a penalty of Rs. 250/- per day (maximum Rs. 25,000/-) on a Central Public Information Officer (CPIO) for, inter alia, failing to supply information within the time specified, and also to recommend disciplinary action against the officer responsible. In addition, the Commission may award compensation to the complainant.
- 1.4 Experience of RTI administration at this Institute has brought to light that delays often occur on account of: (i) tardy internal movement of RTI applications to sections/departments holding the relevant records; (ii) delayed furnishing of information by section/department record holders to the CPIO; and (iii) inadequate tracking and monitoring of pending RTI matters. Such delays expose the CPIO and the Institute to adverse findings and financial penalties under the Act.
- 1.5 In view of the foregoing, and with a view to ensuring strict compliance with statutory timelines, fixing accountability for delays, and institutionalizing a robust mechanism for RTI administration at LGBRIMH, it has been decided by the Competent Authority to issue the following Office Order laying down standardized procedures and timelines.

## 2. PRESCRIBED RTI TIMELINES

2.1 The statutory and regulatory timelines applicable to RTI matters at LGBRIMH are as set out in the table below. All officers and staff are directed to strictly adhere to these timelines:

Sl.	Nature of Matter / RTI Stage	Prescribed Timeline	Relevant Provision
1.	Normal RTI Application — supply of information or rejection with reasons	<b>30 days from receipt</b>	Section 7(1), RTI Act, 2005
2.	Transfer of RTI application to concerned public authority under Section 6(3)	<b>Within 5 days of receipt</b>	Section 6(3), RTI Act, 2005
3.	Information concerning life or liberty of a person	<b>Within 48 hours of receipt</b>	Proviso to Section 7(1), RTI Act, 2005
4.	Third-party consultation cases where information relates to third party	<b>Maximum 40 days (30 days + 10 days for third-party notice/response)</b>	Section 11, RTI Act, 2005
5.	Information relating to organisations exempt u/s 24 but involving allegations of corruption or human rights violations	<b>Within 45 days with approval of the designated authority</b>	Section 24 read with proviso, RTI Act, 2005
6.	First Appeal by applicant dissatisfied with CPIO response or non-response	<b>First Appellate Authority to receive and decide within 30 days from expiry of CPIO response period / date of CPIO order</b>	Section 19(1), RTI Act, 2005
7.	Disposal of First Appeal by First Appellate Authority	<b>Within 30 days; extendable to maximum 45 days for reasons to be recorded in writing</b>	Section 19(6), RTI Act, 2005
8.	Supply of information /	<b>Period between</b>	Section 7(3),

	documents after communication of fees / additional fees to applicant	<b>despatch of fee intimation and actual payment by applicant to be excluded from prescribed period</b>	RTI Act, 2005
9.	Suo motu disclosure under Section 4 of the Act	<b>Periodically updated; not later than annually as a minimum or whenever material change occurs</b>	Section 4(1)(b), RTI Act, 2005 read with DoPT F.No.1/6/2011-IR dt. 15.04.2013
10.	Complaint to CIC (where CPIO has not received application, not replied, refused, charged excess fee, provided misleading information)	<b>CIC may decide at any time; CPIO to respond within time stipulated by Commission in notice</b>	Section 18, RTI Act, 2005

### 3. RESPONSIBILITIES OF OFFICERS AND STAFF

#### 3.1 Public Information Officer (PIO):

- The PIO is the primary officer responsible for receiving RTI applications, managing their movement, coordinating with sections, and despatching responses within statutory timelines.
- The PIO shall maintain and personally verify the RTI Movement Register and digital tracking records at all times.
- The PIO shall, within 2 working days of receipt of each RTI application, identify the concerned section(s), endorse copies of the application with a covering note, and send it with a prescribed internal deadline noted thereon.
- The PIO shall issue reminders to defaulting sections on Day 5 (if inputs not received by Day 5 of internal deadline) and escalate to Director/MS on Day 6.
- The PIO shall maintain a monthly RTI Status Report to be submitted to the Director by the 5th of every month.
- The PIO shall, with the assistance of the Web Cell, ensure that proactive disclosures under Section 4(1)(b) are updated on the official website at least once annually and whenever material changes occur.

### 3.2 Assistant Public Information Officer (APIO):

- The APIO shall receive RTI applications and appeals at the Institute level, issue acknowledgements on the date of receipt, and transmit all applications and appeals to the CPIO on the same day or the next working day.
- The APIO shall maintain a despatch-receipt register for all RTI applications/appeals and fee instruments received.
- The APIO shall not hold applications or appeals for any reason. Delay in transmission to CPIO shall be treated as a lapse attributable to the APIO.

### 4. GENERAL DIRECTIONS

- All instructions, circular orders, or informal practices inconsistent with this Office Order shall stand superseded to the extent of inconsistency.
- Any difficulty in implementation of this Order or any circumstance not covered herein shall be referred to the Director whose decision shall be final.
- This Office Order shall be reviewed and updated, if necessary, upon any amendment to the RTI Act, 2005 or issuance of fresh guidelines by the Department of Personnel & Training (DoPT), Government of India or the Central Information Commission.
- All sections and departments shall prominently display a copy of this Order on their notice boards and section registers for ready reference by all concerned.

This order issues with the approval of the Director, LGBRIMH.

(Dr. H. Dutta)  
OSD, Deputy Director

Copy to:

1. Person Concerned
2. Office Copy