

## **CENTRAL INFORMATION COMMISSION**

Block No. IV, 5<sup>th</sup> Floor  
Old JNU Campus,  
New Delhi – 110067

Date : 20/6/2006

### **CIRCULAR No. 1**

The Commission has been receiving complaints and appeals under Section 18 and 19 of the Right to Information Act, 2005 respectively. Appellants/ complainants have been submitting these in a single copy. Due to limited resources of the Commission, it has been found difficult to photocopy them in a large number for sending them to the respondents as well as to the Information Commissioners and Chief Information Commissioner. The Commission has decided that all appellants and complainants may be requested to submit 5 copies of their complaints/appeals before it is taken up for enquiry or hearing. Chief Information Commissioner exercising powers conferred under Section 12 (4) of the Right to Information Act, 2005 has approved that upon receiving complaint/appeal, within three days, if complainant/appellant has not submitted adequate number of copies, he/she may be requested to file 5 copies of complaints/appeals or deposit photocopying fees as per RTI Fee and Cost Rules before these are taken up further for necessary action in the Commission. Although inadequate number of copies will not in itself warrant rejection. In case, these are not received in four weeks of receipt, the case may be taken up for further processing in the Commission. Data Entry Operators may use telephone/email for contacting appellant/complainant and make a request for sending five copies of their complaints/appeals to the Commission.

**( P. K. Gera )**

**Joint Secretary & Registrar**

1. For information of general public.
2. PPS to Information Commissioners.
3. PPS to Secretary.
4. All staff members of CIC.
5. Circular File