

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.R3/RTI Act(Gen)/2013-HRD

Office of the VC & MDs,
Bus Bhavan, Hyderabad,

CIRCULAR No.PD-01/2014, DATED: 17.01.2014.

Sub: **RTI Act 2005:-** Implementation of Right to Information Act-2005 in APSRTC - Re-designation of Assistant Public Information Officers (APIOs), Public Information Officers (PIOs) and Appellate Authorities in APSRTC under the Act - Instructions issued - Regarding.

- Ref: 1).Circular No.37/2005, dated.06.08.2005.
2).Circular No.PD-15/2006, dated.24.04.06.
3).Circular No.PD-32/2006, dated.05.08.2006.
4).Notification No.PD-02/08, dated.21.02.2008.
5).Notification No.PD-03/08, dated.12.03.2008.
6).Notification No.PD-04/2009, dated.19.03.2009.
7).This Office Ir.No.R5/RTI(1)/2011-HRD, Dated.30.09.2011.
8).This Office Ir.No.R3/RTI Act-2005(Gen)/2013-HRD. Dated.08.03.2013.

As per the provisions of the RTI Act-2005 section 4(1)(b) every organization shall designate Assistant Public Information Officer(APIOs), Public Information Officer(PIOs) and Appellate authorities in the organization. As such instructions have been issued from time to time designating officials at various Offices/levels in the organization as APIOs, PIOs and Appellate authorities under RTI Act.

Based on experiences, problems encountered during the course of implementation of the RTI Act and suggestions received from the field authorities, it is decided to re-designate the officials as APIOs, PIOs and Appellate Authorities under RTI Act in various Offices/Units in APSRTC.

After careful examination of the matter, it is hereby ordered for nomination of appropriate authorities/Officials as APIOs, PIOs and Appellate authorities under RTI Act at all the Depots, Regional Manager Offices, Executive Director (Zones) Offices, Non Operational Units(NOUs) and different Departments at Head Office and Head Office Units(viz., APSRTC Hospital/ Tarnaka, Transport Academy/Hakimpet and BBW & Printing Press/Miyapur) as shown at the ANNEXURE enclosed to this Circular.

Further, the following instructions are also issued for effective and smooth implementation of provisions of RTI Act-2005. The Assistant Public Information Officers(APIOs), Public Information Officers(PIOs) & Appellate Authorities and all other Officers are advised to follow the instructions as under:-

- (i) The Notice Boards containing the Names and Designations of Assistant Public Information Officers (APIOs), Public Information Officers (PIOs) and Appellate Authorities may be updated and to be displayed at each Unit / Office as shown at ANNEXURE, by the respective Unit Officers.
- (ii) The Registers-I & II have to be maintained by the Public Information Officers and Appellate authorities in the prescribed proforma under the RTI Act. The Registers may be updated regularly and be produced as and when required to the inspecting Officials as well as to the A.P. Information Commission during personal hearings while representing the RTI Act cases.

Register-I pertains to Applications received and disposed of under RTI Act by PIO and the same is to be maintained by the PIO.

Register-II pertains to First Appeals to be maintained by the 1st Appellate Authority.

The PIOs and Appellate Authorities are already aware of the formats in which Register-I and II are to be maintained. However, for the benefit of APIOs, PIOs and Appellate authorities copies of the same are annexed to this Circular.

- (iii) The Assistant Public Information Officers (APIOs) and Public Information Officers (PIOs) are instructed to ensure timely disposal of RTI Applications as per the RTI Act.
- (iv) The Assistant Public Information Officers (APIOs) and Public Information Officers (PIOs) while furnishing the information to the applicant, the information so prepared may be brought to the notice of Unit Officer concerned, before furnishing the information to the applicant.
- (v) The Personnel Officers, Dy. Chief Personnel Managers and Regional Managers shall inspect the RTI Act Registers (Register-I & II) during the periodical inspection of the Depots/Units to ensure proper implementation of RTI Act.
- (vi) The status and progress of timely disposal of applications under RTI shall be reviewed by the Regional Manager, Executive Directors during the periodical review meetings.
- (vii) Every PIO and Appellate authority shall submit a Quarterly periodical and Annual periodical showing the status of applications received and disposed of under the RTI Act. The PIOs and Appellate Authorities are already aware of the formats in which the quarterly periodical is to be submitted. However for the benefit of APIOs, PIOs and Appellate authorities copies of the same are annexed to this circular.

The Personnel Officers are responsible for consolidating the information of the depots and Regional Manager's Office under their jurisdiction and forwarding the same to the Dy.CPM of Zone. The Dy.CPMs of the Zone are responsible for consolidating the information of all the PIOs and Appellate authorities of all the Regions, ED (Zone) office & non operating units (NOUs) of Zones and transmitting the same to Dy.CPM (Rect) at Head Office. Similarly, the PIOs and AAs of Bus Bhayan and other Head Office Units are responsible for forwarding the respective Quarterly periodical to Dy.CPM (Recruitment) for consolidation. The consolidated periodical information shall be submitted at end of every quarter to the Recruitment section at Head Office, Hyderabad before 5th of the succeeding month.

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- (viii) Proper maintenance of records as per section 4 (1)(a) of Right to Information Act shall be ensured by all the Officers.
- (ix) All the Authorities concerned are advised to update the information on the Official Website of APSRTC (www.apsrtc.gov.in) in coordination with Dy.CPM(Rect) and Chief Engineer (IT) and have to update the data of all the 17 items as per Section 4(1)(b) of the Act.
- (x) The Chief Manager(EE) and all the Principals of ZSTCs/ Transport are advised to chalk out Training programmes to train the APIOs, PIOs and Appellate Authorities on the important provisions of RTI Act-2005 and for its effective implementation. Especially it should be ensured to impart adequate training for newly appointed APIOs, PIOs and Appellate Authorities.
- (xi) The Unit Officers are authorised to purchase books/material on RTI Act and keep them in Office for ready reference of APIOs, PIOs and Appellate Authorities.
- (xii) All the Regional Managers, Head of the Departments and Executive Directors, to take necessary action for effective implementation of RTI Act in the Units under their respective administrative control.

All the Officers of APSRTC and APIOs, PIOs and Appellate authorities appointed under RTI Act are advised to bestow their personal attention in the matter and ensure that the provisions of the RTI Act-2005 are implemented properly and see that no room is given for complaints from any quarter.

These instructions will come into force with immediate effect.

Encl: ANNEXURES

Copy to All Officers of the Corporation

VICE CHAIRMAN &
MANAGING DIRECTOR

