



Personal and Administrative
Reforms (AR.III) Department,
Secretariat, Chennai – 9.

Letter No.22286/ARIII/2007-1, dated 07.05.2007

From
Thiru T.S. Sridhar, I.A.S.,
Special Commissioner and Secretary to Government.

To
All Public Information Officers,
All the Departments of Secretariat, Chennai-9.

Sir

- Sub: Right to Information – Acknowledging the receipt of applications from the individuals seeking information under the Right to Information Act, 2005 – Instructions – Issued.
- Ref: The Letter received from Thiru M. Doraisamy, Pelamedu, Coimbatore, dated 25.4.2007.

I am directed to state that in certain cases some Public Information Officers of Departments are refusing to give acknowledgment for the receipt of application in person seeking information under Right to Information Act, 2005. I am, therefore, to request you to instruct all the Public Information Officers under your control to issue acknowledgement slip to the Petitioner (Copy of model format is enclosed) from the Public Information Officer.

Yours faithfully,
For Special Commissioner and Secretary to Government.

ACKNOWLEDGMENT SLIP

1. Name of the Petitioner and Address :
2. Addressed to whom : PIO/Designation of the
Public Information Officer.

Place:

Date:

Signature of the Official
(with seal of the Office)