

**No. F. 23015/2/2017 – MIC**  
**MIZORAM INFORMATION COMMISSION**  
**MIZORAM: AIZAWL**

*Dated Aizawl, the 22<sup>nd</sup> February 2021*

**OFFICE MEMORANDUM**

**Subject: Guidelines to be followed by all the public authorities with regard to RTI applications received and for timely updation of the details of DAAs, SPIOs and SAPIOs.**

The Government of Mizoram in collaboration with Mizoram Information Commission has been taking necessary steps for implementation of Mizoram RTI Online and in order to ensure smooth functioning of the portal, the following points are to be complied with by all the public authorities: -

1. Designation of DAAs, SPIOs and SAPIOs should be made by names of the officers and not by the posts they hold as responsibility for providing information lies with the officers so appointed.
2. (i) Appointment orders of DAAs, SPIOs and SAPIOs should include contact numbers, i.e. mobile numbers and email addresses of the officials and all such appointment orders should be made afresh by all the public authorities for the smooth implementation of the Mizoram RTI Online. The same should be submitted to Mizoram Information Commission at the earliest. Henceforth, this should be strictly adhered to by all the public authorities.  
(ii) When a designated DAA, SPIO or SAPIO moves on transfer, a replacement officer shall be appointed in his/her place before the officer hands over charge.
3. When on leave or tour, entrust other officer (in writing). For any applications received during the time, the entrusted officer shall act as SPIO or SAPIO as the case may be. If such arrangement is not done, the designated SPIO or SAPIO shall be held responsible for any delays in providing information.
4. An SPIO or SAPIO cannot refuse an RTI application.
5. Counting of time limit in providing information starts from the date of receipt of the application and not from the date when it was written.
6. Both working and non-working days (holiday) are counted within the time limits.
7. An SPIO is not required to wait for the time limit of 30 (thirty) days to complete for providing the information, if the information is readily available.
8. An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him/her.
9. If the request is for voluminous information, the applicant may be invited to inspect the required documents or files.

10. The SPIO is required to supply the 'material' in the form as held by the public authority and is not required to do research or deduce some conclusion from the 'material' and supply the 'conclusion' so deduced to the applicant.
11. Third party must be given a chance to make a representation before the SPIO within 10 (ten) days of receiving the notice.
12. Request for information shall be deemed to have been refused by the SPIO, if decision on the request for information is not given within the period specified which may invite penalty on the SPIO.

*This issues with the approval of the Chief Information Commissioner, Mizoram Information Commission on 22.02.2021.*


**Sd/-**  
**(LILY)**  
**Under Secretary/Acting Secretary**  
Mizoram Information Commission  
Mizoram: Aizawl

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**Dated Aizawl, the 22<sup>nd</sup> February 2021**

Copy to: -

1. All Heads of Administrative Departments,
2. All Heads of Departments,
3. Addl. Chief Secretary, General Administration Deptt.,
4. Deputy Commissioner, all Districts of Mizoram.
5. Vice Chairman, State Planning Board; Chairman MBSE;
6. Chairman, MPSC; Chairman, MYC; Chairman, Lok Ayuta; Chairman, State Election Commission;
7. Mayor, AMC;
8. Executive Secretary, LADC/MADC/CADC.
9. Managing Director, MKVIB, MIZOFED, ZIDCO, MCAB Ltd., MSSWAB, MSCU, MULCO.
10. Project Manager, ICT,
11. Guard File.

  
**Under Secretary**  
Mizoram Information Commission  
Mizoram: Aizawl