



Government of Odisha

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**B.K. Patnaik**  
Chief Secretary, Odisha

No.RTI-21/13 3139 /CS (I&PR)  
Bhubaneswar, dated the 03 Feb., 2013

To

The Principal Secretaries/Commissioner-cum-Secretaries/Special Secretaries of Agriculture/Employment & Technical Education & Training/Health & Family Welfare/Higher Education/School & Mass Education/ST&SC Devt., Minorities & Backward Classes Welfare Department.

**Sub: Functioning of RTI Cell in all educational institutions round the year as per the calendar of the Government of Odisha-decision of Odisha Information Commission thereto in the S.A.No.1399/12.**

Madam/Sir,

It is observed that owing to vacations in all educational institutions the process of implementation of RTI remains affected and in several cases the RTI Applications return undelivered.

2. There is certainly an imperative need to differentiate the academic activities and the office administration in an academic institution. While the classes may be suspended during the vacations, the office is expected to function round the year as per the calendar of the State Government.

3. In the eyes of the law governing right to information, there is no vacation. All correspondences pertaining to RTI Act should be entertained round the year, and there should be strict adherence to the stipulations of time as per the Act. Any deviation in this regard is prone to be viewed seriously and delinquent officials are liable for punitive action by Odisha Information Commission.

4. Keeping this in view, all the educational institutions under your administrative control need to ensure proper functioning of the RTI Cells round the year as per the calendar of Government of Odisha.

5. You are, therefore, requested to pass appropriate directions to all educational institutions in this regard under intimation to the Nodal Department of Information and Public Relations.

This may strictly be adhered to.

Yours faithfully,

**Chief Secretary,  
Odisha**