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பாராளுமன்ற மறுசீரமைப்பு மற்றும் வெகுசன ஊடக அமைச்சு
MINISTRY OF PARLIAMENTARY REFORMS AND MASS MEDIA

Circular No : RTI/01/2016

.10.2016

To all Secretaries to Ministries / Chief Secretaries to Provincial Councils
and Heads of Departments

Implementation of Provisions of the Right to Information Act No 12 of 2016

As per above Act passed in the Parliament of Sri Lanka on 04th August, 2016, it is the responsibility of all Public Authorities to implement provisions of the Right to Information Act. Therefore, you are kindly informed to make aware all institutions under your purview and to issue relevant directives in the light of decisions arrived at the workshop for Secretaries to Ministries and Chief Secretaries to Provincial Councils in order to initiate preliminary activities in implementing the provisions of the Right to Information Act.

1. In terms of Section 23 of the Act, appointment of an Information Officer by every Public Authority

Accordingly, to nominate one or more Information Officers for your Ministry and each institution (including Provincial and District Institutions) coming under your purview. Second Level Executive Officer or Officers of the said institution should be selected as Information Officers. Since the Head of the Institution have to act as the Designated Officer in relation to appeals, Second Level Officers should be nominated as Information Officers. Accordingly, please make arrangements to submit details of the Information Officers nominated for all institutions coming under your purview prepared according to Annexe 1 to reach this Ministry on or before 31.10.2016.

2. Archiving and maintenance of information / records in prescribed formats

In terms of Section 7 (1) of the Right to Information Act, each Public Authority

- should prepare and maintain information / records of the institution according to a specific directory or an index;

"අසිද්දි මදුර", අංක 163, කිරුළපන මාවත, පොල්වෙත්තොඩ, කොළඹ 05. "எசிதீசி மெதுர்". இல. 163, கிருலப்பனை மாவத்தை, பொல்வேற்கொட. கொழும்பு 05.
"Asidisi Medura", No. 163, Kirulapone Mawatha, Polhengoda, Colombo 05, Sri Lanka.

පාර්ලිමේන්තු ප්‍රතිසංස්කරණ හා ජනමාධ්‍ය අමාත්‍යාංශය
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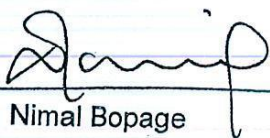
web site: www.media.gov.lk

- II. should identify information not to be revealed by the institution as per Section 5 of the Act;
- III. should display information, which could be revealed, to the public through their websites or interactive screens prior to requests made by the public for information.

3. Mid-year Reports to be issued by Public Authorities

- I. To arrange institutions to publish a Mid Year report in terms of Sub-sections (a) and (b) of Section 8 (2) containing the following;
 - Functions of the institution, organizational structure, role and functions of each post (Assignment of duties), details in relation to approved cadres, existing cadres and Schemes of Recruitment, all relevant Laws, Acts, Regulations, Guidelines, Manuals and reports of any other source, Annual Action Plan of the Institution, annual budgetary allocations / monetary powers assigned to each institution, budget details of special projects implemented, procedures to follow in obtaining public services, relevant documents, Gazettes and how to reach such sources, facilities provided by the institution for the public to obtain information and the names, designations and other details of officers appointed as Information Officers and the Designated Officer.
- II. As per Sub-sections (a) and (b) this information should be published in official languages and should be available in electronic formats. Public should be provided access to inspect information and in future copies of such information should be made available to public at a fee prescribed by the Commission.

This Ministry expects to make aware Heads of institutions and Information Officers on implementing provisions of this Act, therefore, you are kindly requested to submit details of Information Officers nominated for your institution and institutions coming under your purview as mentioned in 01 above to reach this Ministry on or before 31.10.2016.



Nimal Bopage
Secretary

Ministry of Parliamentary Reforms and Mass Media

Data Sheet of Information Officers

Ministry/Department :

Name of the Institution/Dept./Office	Name of the Information Officer	Designation	Office Address	Tel. No.

I appoint the above officer/officers as the information officer/officers of this Ministry/Dept./Institution.

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Signature, Name & Designation of Head of the Department

Rubber Stamp