

AV-8389
M. Lib. I. Sc. (First Semester) Examination, 2015-16
Information Science and Knowledge Management

Paper: First
Time Allowed: Three Hours
Maximum Marks: 70

Model Answer

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Section- 'A'

(i) Information is stimuli that has meaning in some context for its receiver. When information is entered into and stored in a computer, it is generally referred to as data. After processing (such as formatting and printing), output data can again be perceived as information.

(ii) Information Science is concerned with the body of knowledge relating to the origin, storage, retrieval, transmission and utilization of information.

(iii) The various communication of channels are grouped into three main groups:

- i. formal,
- ii. informal
- iii. and unofficial.

(vi) An expert system is a computer system that emulates the decision-making ability of a human expert.

(v) economic growth, citizen engagement and job creation

(vi) Information management(IM) concerns managing organization's information resources to improve the performance of the organization. whereas knowledge management (KM)concerns the processes of creating acquiring, capturing, sharing and using knowledge to enable learning in organizations.

(vii) intellectual property is also an asset which can be bought, sold, exchanged or gratuitously given away. Owners of intellectual property also have the right to prevent the unauthorized use or sale of their property.

(viii) censorship is the suppression of speech, public communication or other information which may be considered objectionable, harmful, sensitive, politically incorrect or

inconvenient as determined by governments, media outlets, authorities or other groups or institutions.

(ix) The information industry or information industries are industries that are information intensive in one way or the other. It is considered one of the most important economic sectors for a variety of reasons.

(x) Artificial Intelligence.

Section –‘B’

Answer -2

Knowledge

Knowledge: The word “knowledge” means an assured belief or that which is known. It is the information read, heard or seen and understood. It is an organized set of statements of facts or ideas – presenting a reasoned judgment or an experimental result which is transmitted to others through some communication medium in some systematic form. When information is stored in mind, it constitutes knowledge, particularly when relationships are established between items of information.

The Webster’s New International Dictionary of English language defines knowledge as, “Familiarity gained by actual experience, practical skill, technical acquaintance”. It has also been defined by Webster as “Acquaintance with fact; the state of being aware of something or of possessing information; hence scope of information”.

When man knows the entities (things or concepts), knowledge is established. As man knew more and more about entities knowledge grew. In order that knowledge already gathered is not lost from the scope of posterity it must exist in recorded and stored format. Due to the comparatively larger age of human, living of three generations in a family within society, ability to reason and analyse and ability to transfer the accumulated knowledge to its posterity increase his/her stock of knowledge.

Knowledge is the ability of an actor to respond to a body of facts and principles accumulated over a period of time. The quality of knowledge depends on the properties of the agent. Knowledge can be viewed in terms of the following

- i) Knowledge is the structure or organization of information including the relationship among items of information.
- ii) Knowledge is created and modified by new information.
- iii) When information is applied by people it becomes knowledge.
- iv) Knowledge is universally regarded as a much wider concept than information, both in the everyday world and within the specialty theory and practice.

Further, knowledge is individual to each person and does not depend upon humans to exist; when it exists apart from information it can only be useful if it becomes a commodity or a resource.

Knowledge can only reside in an organic brain. As soon as it is objectified outside of a biological organism it becomes disembodied information, capable of entering production similar to a manufactured product or commodity. Some of the characteristics of knowledge are

- i) It is dynamic, ever growing and continuing.
- ii) It is contained in the subjective realm.

- iii) It is structured, coherent and often of enduring significance.
- vi) It is a stock, largely resulting from the flow, inputs of information.
- v) It is the basis for action.

Answer -3.

Bertram Brookes Fundamental Equation of Information Science:

$$K[S] + \Delta I = K[S + \Delta S]$$

In other words, what we know is augmented by selective acquisition of new **information**, resulting in "what we know" changing. One of the key features to Brookes' equation is that changes to information (ΔI) are received by the **knowledge structure** only in relation to the existing **knowledge** contained by the **knowledge structure**. To put it another way, the equation says, "whatever 'goes' in depends on what is already there." (Todd, Back to Our Beginnings: Information Utilization, Bertram Brookes and the Fundamental Equation of Information Science, *citing* Brookes himself, p. 857).

Brookes equation belongs to the "cognitive perspective" camp. Thank goodness for all of us, Brookes did not necessarily mean for his equation to be mathematically sound (he left the terms of his equation undefined). Brookes also wrote many different variations of the equation (sometimes replacing the "=" with a "->"), but the general gist of the equation remains - it is an expression of what happens in a person's mind when new information is introduced to a person, and that person (or that person's mind) chooses to acquire the information into his/her current knowledge structure.

The difference between "knowledge" and "information":

"Knowledge is structured integrated information and information is fragmented knowledge." (Brookes, as cited in Todd, Back to Our Beginnings, p. 861).

- Brookes broke knowledge down into two parts:
 - External knowledge - public & social knowledge
 - Internal knowledge - private & cognitive knowledge
- Brookes saw information as a subset of knowledge - "Any bit of information in a knowledge structure is related cognitively through the structure to all other bits in the structure." (Todd, Back to Our Beginnings, p. 861).

Answer -4.

National Information Policy

1. Introduction: Policy may be stated to be a statement of guideline for a course of action. Policy becomes an instrument seeking to concretise or legalise a system design or a plan.

2. Information Policy: Information policy deals with issues relating to content of document that carry all forms of information, institutional and organization mechanism to collect, store, process, disseminate and make them available to a variety of users according to their information need. The national information policy is a statement of guideline, committing the government and the people to a definite course of action relating to the above process. According to UNISIST main working document, a national information policy is a set of decision taken by a government through appropriate laws and regulations to orient the

harmonious development of information transfer activities in order to satisfy the information need of the country. A national policy need provision of necessary means / instrument (financial, personnel, institutional) for concrete implementation.

3. Need for a National Information Policy: National information policy is needed to achieve a progressive upliftment in the socio economic development of the country through the provision of information and its effective use. The needs of national information policy is felt due to the following reasons-

a) Information is Power: Possession of information is a key factor to remain competitive in the modern world. It is powerful resource. It can convert natural product into useful product. So to take advantage of this resource for recurring maximum benefit to all section of society a national information policy is needed.

b) Diverse Participants in information transfer activities: A variety of individual organization involved in generation, dissemination, transfer, communication and distribution of information. There are also several users of information. To overcome the barrier of information flow, to fulfill the need of the user, to coordinate all the participants in information cycle, whatever it may be, an organized system is needed.

c) Avoid Wastage: No organization can collect all the materials, published or otherwise produce. So, it is necessary to create structured link between them to avoid duplication and wastage of effort and resources.

d) Information is Commodity: In almost all countries national governments are the major investor in information sector. Information dissemination is governed by the fact of recovery of investments in research, gathering, processes and storage cost. As such each country should evolve a national policy of its own.

4. Aims and Objectives of a National Information Policy: An information policy at national level in each country is a must for formulating basic rules and regulation and directions for establishing and maintaining a consistent framework to meet the developmental, educational and cultural needs of the persons of any country. The basic objectives of an information policy statement is to provide guidelines for the design and development of an integrated and versatile National Information System with the following specific aims-

- i. To improve the existing information facilities.
- ii. To develop information culture in the country.
- iii. standardize information activities.
- iv. To facilitate better decision making.
- v. To minimize confusion.
- vi. To promote the storage and use of national and foreign resources of information.
- vii. To intensify bibliographic control of all indigenous record.
- viii. To coordinate the activities of various units.
- ix. To encourage cooperation in the user of information internationally.
- x. To develop manpower to conserve time in training personnel.

5. Issues for a Policy Statement: Policy statements are to be formulated at the institutional level – regional, state, national and international level. Whatever may be the level at which

the policy has to be formulated, it should comprehend a set of basic issues. Some of these are illustrated below.

5.1 Users their identification and information need: The information organization at various levels should provide for carrying out user studies as an inbuilt function. Further there is a need to establish a centre for user studies which will conduct field studies, group behavior studies, user studies, etc so that information activities are well directed on demand criteria.

5.2 Resource Development: The resource development can be of document resources, institutional resources, and human resources.

a) Document (Information) Resources: A comprehensive collection of documentary information sources whether primary, secondary or tertiary does not matter should be built within the country. No matter where the resource but they should be accessible and available to all types of information users, irrespective of their location.

b) Institutional Resources: A national Information Policy should link up all types of institutional resources i.e. libraries, documentation centres, information centres, etc. It should also offer guidelines for the design and development of need based information institution.

c) Human Resource Development: Planning for education and training in Information Science and Technology to be given utmost attention so that a high quality manpower at all levels in adequate quantity and with a variety of skills is constantly made available to take care of ever increasing complex of information institution and system. There should also scope for continuous education, training of trainers, scholarship, etc.

In order to promote exchange of experience, conference, seminar, workshop, etc should be organized. Adequate facility for research and development, innovation, etc. should be built up. A national information system is expected to give a proper direction to all the above issues.

d) Material and Monetary Requirements: A national information policy is expected to provide a matching scale of investment to all the existing information institution, without which the information sector will be found deficient to provide the expected support to national development effort. It should also provide the clear-cut guideline about the question like is the service to be provided are free or subsidized or on actual cost or profit oriented.

5.3 Utilization of New Technologies: A national information policy should be indicative of the thrust required to be given to the application of modern information technology which involve computer, telecommunication, reprographics and micrographics and of the need to create and develop facilities thereof. Otherwise the whole structure shall soon handicapped to have access to world information.

5.4 Organizational Structure: The national information system may be centralized or decentralized but if possible decentralization should be introduced. The system may be of in three levels – local information unit – operating to meet the immediate requirement of their affiliating institutions, sectoral information centre – devoted to discipline / mission / problem and national information centre for performing national level task.

5.5 Information Product and Services: A national information policy should have proper guideline related to-

- i) Increased control of locally generated information through bibliographic control, national indexing and abstracting services relating to indigenous information, etc.
- ii) Establishing databases on indigenous information such as ongoing and completed research project.
- iii) Development of information analysis centre in sector and subsector for evaluate, assess and repackage information.
- iv) Providing residual services which are left out by individual information unit but are required to be given to the user eg. Document delivery service (DDS), translation services, etc.
- v) Acquiring costly foreign databases for offering services both in online and offline mode. Provision of a centralized effort and outline a strategy, scope of other services relating to foreign information, etc.
- vi) Establishing feedback mechanism and evaluation of the service and products.

5.6 Standardization: Standardization contribute to overall economy of cost, time and effort, and uniformity in national information plan only can be achieve through some standardization of techniques, method and procedures, hardware, software and services and so on. So that exchangeability of information is facilitated in the national network.

5.7 International Cooperation: National information system should maintain international cooperation in the information field to exchange information between countries.

5.8 Public and Private Initiatives: The information industry, mostly a private enterprise is highly market oriented and takes care of the exact needs of consumers. Information broker, consultant, intermediaries, software and hardware manufacturer, database producer, publisher of secondary services and products of information analysis and similar other makes up the information industry. So a national information policy may also undertake the importance of the role of private sector in information activities. It can be done through user training and by some other similar method.

6. Process of Policy Formulation: The process of policy formulation has the following steps-

- i) Formation of a committee
- ii) Preparation of a plan of action
- iii) Identification of existing formal and informal policies
- iv) Analysis of existing policies
- v) Recommendation of the new and revised policies

- vi) Preparation of a policy manual
- vii) Publicity, execution and evaluation
- viii) Finalization of the policy
- ix) Periodic revision of the policy

National Information Policy in India: In India the national policy on library and information system and services was formulated by the Raja Rammohun Roy Library Foundation (RRRLF) and also by Indian Library Association (ILA). The department of culture, Government of India set up a committee on National Policy on Library and Information System (CONPOLIS) on 7th October, 1985 under the chairmanship of Prof. D. P. Chattopadhyaya, chairman RRRLF. The final report was submitted to the government in 1986.

a) Empowered Committee: The department of culture, GOI appointed an Empowered Committee in November, 1986 again under the chairmanship of Prof. D. P. Chattopadhyaya to lay down the programme of action for the implementation of the recommendations made in policy statement. The Empowered Committee submitted its report in April, 1988.

b) Working Group: A working group was formed under the chairmanship of Ms. Komal Anand (Jt. Secretary to the Government of India, Department of Culture) to go through carefully each decision of the Empowered Committee and indicate how best to implement them. The president of ILA was a member of this group.

The working group discussed the whole matter in four sittings between July – September, 1992 and submitted its suggestions in December, 1992. These have since been accepted by the government for implementation.

Answer-5

Introduction :

Management Information System (MIS) Planning, particularly the decision making part of it, and controlling, have come to depend increasingly on information and data. It is the function of the Management Information System (MIS) to collect and transmit all relevant data pertaining to operations as well as information on managerial applications. In recent years, MIS function has become a part of the Electronic Data Processing (EDP) department.

Management Information System :

Management Information Systems (MIS) A system designed to use all" data collected by an organisation to provide management with the information needed for decision making.

Management Perspectives MIS deals with two distinct types of information:

- (a) transaction processing and
- (b) management information.

The former covers almost the entire range of corporate activities - from inventory to finance, budget, engineering, production, and marketing through research and development. The mass of data to be handled is enormous and endogenous in nature. On the other hand, the scope of management information is extensive and includes information from outside the enterprise in addition to transaction processing. Library management does call for data and information, relating to the various operations and environment to enable sound decision making. For more details on .

Section 'C'

Answer 6:-

Introduction :

Information science



Information science is an interdisciplinary field primarily concerned with the analysis, collection, classification, manipulation, storage, retrieval, movement, dissemination, and protection of information. Practitioners within the field study the application and usage of knowledge in organizations, along with the interaction between people, organizations and any existing information systems, with the aim of creating, replacing, improving, or understanding information systems. Information science is often (mistakenly) considered a branch of computer science; however, it predates computer science and is actually a broad, interdisciplinary field, incorporating not only aspects of computer science, but often diverse fields such as archival science, cognitive science, commerce, communications, law, library science, museology, management, mathematics, philosophy, public policy, and the social sciences.

Definitions of information science

An early definition of Information science (going back to 1968, the year when the *American Documentation Institute* renamed itself as the *American Society for Information Science and Technology*) states:

"Information science is that discipline that investigates the properties and behavior of information, the forces governing the flow of information, and the means of processing information for optimum accessibility and usability. It is concerned with that body of knowledge relating to the origination, collection, organization, storage, retrieval, interpretation, transmission, transformation, and utilization of information. This includes the investigation of information representations in both natural and artificial systems, the use of codes for efficient message transmission, and the study of information processing devices and techniques such as computers and their programming systems. It is an interdisciplinary science derived from and related to such fields as mathematics, logic, linguistics, psychology, computer technology, operations research, the graphic arts, communications, library science, management, and other similar fields. It has both a pure science component, which inquires

into the subject without regard to its application, and an applied science component, which develops services and products."

Objectives :

1. It should provide the major role of information science.
2. Specify the components of an information system .
3. What information sciences are to be provided and how.
4. What result are expected of a specific service
5. What are the roles and responsibilities of the information professionals.
6. What special skill are needed in planning and execution of a services .
7. What are the role ,responsibilities of the users vis-avis the information sciences administrative staff.
8. Must help in the establishment of performance goals and determined the priorities and in providing information services

Information Science and related disciplines

It is an interdisciplinary body of knowledge

Facts of information science

- a) Generation and growth of information in different environments .
- b) Collection,Storage ,Organizing and processing of information to facilitate access and use .
- c) Diffusion ,diffusion and transfer of information in different user environment .
- d) Use ,abuse and impact on individuals and groups .
- e) Design ,development and management of information systems and services :Manual and machine .
- f) Social, economic, political and legal literature of information systems .
- g) Education and research information .with suitable example :

1. **Philosophy** – Socrates 5th century B.C – Sophoi
2. **Logic**- Gatering or reasoning –Athens 5th century B.C.
Aristotelian logic
Ultimate return of reality
3. **Linguistics** – Study of languages .it is important in information processing like Indexing etc.Bibliography transliteration ,translation abstracting
4. **Computer Science** – ever increasing pace .
5. **Operation research** –application of scientific method ,techniques and tools to complete problem.
6. **Artificial Intelligence (AI)**- 1956 Dartmouth College
7. **Psychology** – A science that has primary references to human being acting alone and in groups or science of minds.

8. **Management Science** –Planning organising etc.Management aims at achieving a set goal .the goal is ser with purpose .
9. **Communication** - theory
10. **Mathematices** –Science dealing with quantity ,term,management etc by concept and models .
11. **Staticles method**
12. **Economices**
13. **Sociology**
14. **Law**
15. **Education**
16. **Public Administretion**

Conclision: Information science should not be confused with information theory or library science. Information theory is the study of a particular mathematical concept of information. Information science as an academic discipline is often taught in combination with Library science as Library and Information Science. Library science as such is a field related to the dissemination of information throughlibraries making use of the principles of information science. Information science deals with all the processes and techniques pertaining to the information life cycle, including capture, generation, packaging, dissemination, transformation, refining, repackaging, usage, storage, communication, protection, presentation etc. in any possible manner.

Answer 7.

Introduction :

Knowledge and information are not static but rather they are moving within the organizations in various ways. A way to separate knowledge management (KM) and information management (IM) is to identify the processes or the stages involved in both areas. Strictly speaking, IM focuses on "plans and activities that must be performed in order to check the records of an organization" [1]. For Wilson [2, 203-210], IM is the management of informational resources of an organization also involving the management of information technology. Choo [3] proposed a process model of IM. Presented as a cycle Choo's IM model involves five basic steps: identifying information needs, acquisition of information, organization and storage of information, distribution of information and its use. Each step requires planning, organization, coordination and control of a number of activities supported by information technology. According to Choo, IM is the key to knowledge creation and their use in organizations, and should lead to the so-called "intelligent organization". Although his opinion is not recent, Cronin [4] considers that the IM initiatives focus on the control of systematically recorded information and less on the use of these records.

The differences between IM and KM will be analyzed according to five different dimensions:

1. The interaction between information and knowledge;
2. Fields of application, approaches and measurement systems;
- 3.Organizational learning and KM;
4. General concepts of KM;

5. Protecting intellectual capital from the perspective of IM and KM.

Defining Information and Knowledge :

In order to fully understand the differences between IM and KM, it is important to review basic definitions of information and knowledge. There has been no shortage of authors providing their own definitions of these terms. Thus, in this paper, we will not present our own definitions, but rather discuss the management implications of definitions provided by some leading authors. In general, the definitions of information tend to be far more uniform and less complex than the definitions of knowledge. Information is usually defined as: 9 “Organized data” (Saint-Onge, 2002); 9 “Data endowed with relevance and purpose” (Drucker, 2001); 9 “Interpreted data” (Probst et alii, 2002). These definitions are similar to many others that point to the fact that information includes human participation in the purposeful organization of raw data. Defining knowledge, however, is a much more complex task. One way to tackle this task is to go back to the roots of the Greek word episteme, which means absolute truth. That seems broad enough to include many subsequent definitions. What is absolute truth and how to reach it, however, have been questions plaguing many generations of philosophers since Aristotle and Plato. We will not discuss all the perspectives that many great thinkers have offered since then, but highlight that two main views have been put forth about how we learn and acquire knowledge: empiricism and rationalism (Gordon, 2002). The interplay between authors coming from these two camps offer us the current more accepted understanding about knowledge. Namely, knowledge can only reside in one’s mind and is the result of human experience and reflection based on a set of beliefs that are at the same time individual and collective

. Information and IM:

- Focus on data and information
- Deal with unstructured and structured facts and figures.
- Benefit greatly from technology, since the information being conveyed is already codified and in an easily transferrable form.
- Focus on organizing, analyzing, and retrieving - again due to the codified nature of the information.
- Is largely about know-what, i.e. it offers a fact that you can then use to help create useful knowledge, but in itself that
- fact does not convey a course of action (e.g. sales of product x are up 25% last quarter).
- Is easy to copy - due to its codified and easily transferrable nature.

Knowledge and KM:

- Focus on knowledge, understanding, and wisdom
- Deal with both codified and uncoded knowledge. Uncoded knowledge - the most valuable type of knowledge - is found in the minds of practitioners and is unarticulated, context-based, and experience-based.
- Technology is useful, but KM's focus is on people and processes. The most valuable knowledge cannot effectively be (directly) transferred with technology, it must be passed on directly from person to person.
- Focus on locating, understanding, enabling, and encouraging - by creating environments, cultures, processes, etc. where knowledge is shared and created.
- Is largely about know-how, know-why, and know-who

- Is hard to copy - at least regarding the tacit elements. The connection to experience and context makes tacit knowledge extremely difficult to copy. This is why universities cannot produce seasoned practitioners - there are some things (the most important things) that you simply cannot teach from a textbook (or other codified source of information/explicit knowledge). These are learnt in the field and understood on an intuitive level. You cannot easily copy or even understand this intuition without the right experience, context, etc. - and it is this intuition that represents the most valuable organizational knowledge.

The Interaction between Information and Knowledge

From a managerial perspective the essential difference between information and knowledge is the fact that information is more easily identified, organized and distributed. Knowledge, on the other hand, can not really be managed because it is in one's mind. Thus, KM is essentially limited to creating the right conditions for people to learn (using information and experimenting) and applying knowledge for the organization benefit. Applying knowledge can be translated into relevant information that is shared and used in new products and activities that create value. 65 This view of knowledge and KM can lead to well-known "spiral of knowledge creation", proposed by Nonaka and Takeuchi [10, 44]. Although most authors agree with the view presented by Nonaka and Takeuchi on how knowledge is created, must be emphasized that this does not explain clearly the difference between information and knowledge. In our opinion, the term "explicit knowledge" can be used almost as a synonym for the word "information". This could influence the specialists who study the contribution of both authors to think too much in terms of IM instead of KM.

Conclusions:

Knowledge as an asset or resource, unlike information or data, is not easily understood, classified, shared and measured. It is invisible, intangible and difficult to imitate. Expanding the knowledge base within an organization is not the same as expanding its information base. Nonetheless, there is a great deal of confusion among information management and knowledge management. If IM and KM are so different in terms of scope, depth and variables involved, why are the terms often misused? It is our opinion that the software sector should be partially to blame for this confusion. Indeed, the influence of the software industry on the adoption of many new management practices and techniques has not been studied enough. The confusion between IM and KM is, in our opinion, just one of the latest symptoms of a much deeper trend: how the software industry is helping to shape management practice, language and theory.

8.

Right to Information Act, 2005

The **Right to Information Act (RTI)** is an Act of the Parliament of India "*to provide for setting out the practical regime of right to information for citizens*" and replaces the erstwhile Freedom of information Act, 2002. The Act applies to all States and Union Territories of India except Jammu & Kashmir. Under the provisions of the Act, any citizen may request information from a "public authority" (a body of Government or "instrumentality of State") which is required to reply expeditiously or within thirty days. The Act also requires every

public authority to computerise their records for wide dissemination and to proactively certain categories of information so that the citizens need minimum recourse to request for information formally. This law was passed by Parliament on 15 June 2005 and came fully into force on 12 October 2005. The first application was given to a Pune police station. Information disclosure in India was restricted by the Official Secrets Act 1923 and various other special laws, which the new RTI Act relaxes. It codifies a fundamental right of citizens.

Freedom of Information Act 2002

The establishment of a national-level law for freedom of information proved to be a difficult task. The Central Government appointed a working group under H. D. Shourie and assigned it the task of drafting legislation. The Shourie draft, was the basis for the Freedom of Information Bill, 2000 which eventually became law under the Freedom of Information Act, 2002. This Act was severely criticised for permitting too many exemptions, not only under the standard grounds of national security and sovereignty, but also for requests that would involve "disproportionate diversion of the resources of a public authority". There was no upper limit on the charges that could be levied. There were no penalties. The Act was passed by Parliament, but was never notified, so it did not attain legal force.

State-level RTI Acts

The state-level RTI Acts were first successfully enacted by the state governments of Tamil Nadu (1997), [Goa](#) (1997), Rajasthan (2000), Delhi (2001), Maharashtra (2002), Assam(2002) , Madhya Pradesh (2003), Jammu and Kashmir (2004), Haryana (2005) and Andhra Pradesh(2005).

Scope

The Act covers the whole of India except Jammu and Kashmir, where J&K Right to Information Act is in force. It cover all constitutional authorities, including the executive, legislature and judiciary; any institution or body established or constituted by an act of Parliament or a state legislature. It is also defined in the Act that bodies or authorities established or constituted by order or notification of appropriate government including bodies "owned, controlled or substantially financed" by government, or non-Government organizations "substantially financed, directly or indirectly by funds" provided by the government are also covered in the Act.

Private bodies

Private bodies are not within the Act's ambit directly. In a decision of *Sarbjit roy vs Delhi Electricity Regulatory Commission*,^[1] the Central Information Commission also reaffirmed that privatised public utility companies are not applicable for RTI.

As per recent verdict, Private Bodies and NGOs as well come under the purview of RTI...

Political parties

The Central Information Commission (CIC), consisting of Satyanand Mishra, M.L. Sharma and Annapurna Dixit, has held that the political parties are public authorities and are answerable to citizens under the RTI Act. The CIC, a quasi-judicial body, has said that six national parties - Congress, BJP, NCP, CPI(M), CPI and BSP and BJD - have been substantially funded indirectly by the Central Government and have the character of public authorities under the RTI Act as they perform public functions^{[2][3]} In August 2013 the

government introduced a Right To Information (Amendment) Bill which would remove political parties from the scope of the law.^[4] In September 2013 the Bill was deferred to the Winter Session of Parliament.^[5] In December 2013 the Standing Committee on Law and Personnel said in its report tabled in Parliament^[6]

"The committee considers the proposed amendment is a right step to address the issue once and for all. The committee, therefore, recommends for passing of the Bill."

Process

The RTI process involves reactive (as opposed to proactive) disclosure of information by the authorities. An RTI request initiates the process.

Each authority covered by the RTI Act must appoint their **Public Information Officer (PIO)**. Any person may submit a written request to the PIO for information. It is the PIO's obligation to provide information to citizens of India who request information under the Act. If the request pertains to another public authority (in whole or part), it is the PIO's responsibility to transfer/forward the concerned portions of the request to a PIO of the other authority within 5 working days. In addition, every public authority is required to designate **Assistant Public Information Officers (APIOs)** to receive RTI requests and appeals for forwarding to the PIOs of their public authority. The applicant is required to disclose his name and contact particulars but not any other reasons or justification for seeking information.

The **Central Information Commission (CIC)** acts upon complaints from those individuals who have not been able to submit information requests to a Central Public Information Officer or State Public Information Officer due to either the officer not having been appointed, or because the respective Central Assistant Public Information Officer or State Assistant Public Information Officer refused to receive the application for information.

The Act specifies time limits for replying to the request.

If the request has been made to the PIO, the reply is to be given within **30 days** of receipt.

If the request has been made to an APIO, the reply is to be given within **35 days** of receipt.

If the PIO transfers the request to another public authority (better concerned with the information requested), the time allowed to reply is **30 days** but computed from the day after it is received by the PIO of the transferee authority.

Information concerning corruption and Human Rights violations by scheduled Security agencies (those listed in the Second Schedule to the Act) is to be provided within **45 days** but with the prior approval of the Central Information Commission.

However, if life or liberty of any person is involved, the PIO is expected to reply within **48 hours**.

Since the information is to be paid for, the reply of the PIO is necessarily limited to either denying the request (in whole or part) and/or providing a computation of "further fees". The time between the reply of the PIO and the time taken to deposit the further fees for information is excluded from the time allowed. If information is not provided within this period, it is treated as deemed refusal. Refusal with or without reasons may be ground for appeal or complaint. Further, information not provided in the times prescribed is to be provided free of charge. Appeal processes are also defined.

Fees

A citizen who desires to seek some information from a public authority is required to send, along with the application, a demand draft or a bankers cheque or an Indian Postal Order of Rs.10/- (Rupees ten) payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the PIO as prescribed by the RTI ACT^[7]

Exclusions

Central Intelligence and Security agencies specified in the Second Schedule like IB, Directorate General of Income tax (Investigation), RAW, Central Bureau of Investigation (CBI), Directorate of Revenue Intelligence, Central Economic Intelligence Bureau, Directorate of Enforcement, Narcotics Control Bureau, Aviation Research Centre, Special Frontier Force, BSF, CRPF, ITBP, CISF, NSG, Assam Rifles, Special Service Bureau, Special Branch (CID), Andaman and Nicobar, The Crime Branch-CID-CB, Dadra and Nagar Haveli and Special Branch, Lakshadweep Police etc. will be excluded. Agencies specified by the State Governments through a Notification will also be excluded. The exclusion, however, is not absolute and these organizations have an obligation to provide information pertaining to allegations of corruption and human rights violations. Further, information relating to allegations of human rights violation could be given but only with the approval of the Central or State Information Commission.

Information Exclusions

The following is exempt from disclosure under section 8 of the Act:-

- i. Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, "strategic, scientific or economic" interests of the State, relation with foreign State or lead to incitement of an offense;
- ii. Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- iii. Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- iv. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- v. Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
- vi. Information received in confidence from foreign Government;
- vii. Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- viii. Information which would impede the process of investigation or apprehension or prosecution of offenders;

Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers; Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion

of the privacy of the individual (but it is also provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied by this exemption);Notwithstanding any of the exemptions listed above, a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests. However, this does not apply to disclosure of "trade or commercial secrets protected by law ".