

C I R C U L A R

**By Speed Post
RTI MATTER
MOST IMMEDIATE
TIME BOUND**

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF N.C.T. OF DELHI
GLNS COMPLEX : DELHI GATE : DELHI-110002
(RTI CELL)**

F.No.14/RTI Cell/Sec.-4/DSW/2010/ 20431-459

Dated: 05 JAN 2011

- Sub. : 1. Implementation of Sec.4 of RTI Act – Directions to Public Authorities u/s19(8)(a) of RTI Act, 2005.**
2. Roles of PIO and Transparency Officer, Level and Job Chart of Transparency Officer.

Ref. : No.F.13/6/10-AR/13116-13275/C dated 16-12-2010.

Sir/Madam,

Please find enclosed a copy of above letter on the subject cited above received from Principal Secretary (AR). The undersigned is hereby directed to inform :

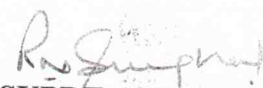
1. all the PIOs to nominate one officer in their branch as Record Officer who will ensure cataloging and indexing of records. This exercise shall be completed by all the PIOs latest by 15-05-2011 and a compliance report on this content shall be submitted to the undersigned by 16-05-2011.
2. that the Programmer, Computer Cell is hereby nominated as our Nodal Officer who shall complete updating of portal latest by 15-03-2011.
3. the Sr. Supdt.-I (Admn.) is declared as Transparency Officer who will perform the assigned duties of the Transparency Officer in the department.

This is for your information and further necessary action at your end.

Encl. :

Copy of the letter No.F.13/6/10-AR/13116-13275/C dated 16-12-2010.
as above and its enclosures.

Yours faithfully,


APIO/SUPDT. (RTI CELL)

F.No.14/RTI Cell/Sec.-4/DSW/2010/ 20431-459

Dated : 05 JAN 2011

Copy for information and necessary action to :

1. PA to Director, DSW for information.
2. First Appellate Authority/Addl. Director. (Admn.), DSW.
3. PIO/Sr. Account Officer, DSW, GLNS Complex, Delhi Gate, New Delhi-110002.
4. PIO/DD (Estate), DSW, GLNS Complex, Delhi Gate, New Delhi-110002.
5. PIO/DD (FAS), DSW, GLNS Complex, Delhi Gate, New Delhi-110002
6. PIO/SS (Admn.-I), DSW, GLNS Complex, Delhi Gate, New Delhi-110002
7. PIO/SS (Admn.-II), DSW, GLNS Complex, Delhi Gate, New Delhi-110002
8. PIO/SS (CT & P), DSW, GLNS Complex, Delhi Gate, New Delhi-110002
9. PIO/SS (Social Security & Public Pvt.), DSW, GLNS Complex, Delhi Gate.
10. PIO/SS (Vig.), DSW, GLNS Complex, Delhi Gate, New Delhi-110002.
11. PIO/DD (Social Defence/SS), DSW, GLNS Complex, Delhi Gate, N. Delhi-2.
12. PIO/DD (Planning), GLNS Complex, Delhi Gate, New Delhi-110002.
13. PIO/DD (Institution), DSW, GLNS Complex, Delhi Gate, New Delhi-110002.
14. PIO/AD (Disabilities), DSW, GLNS Complex, Delhi Gate, New Delhi-110002.
15. PIO/AD (Litigation), DSW, GLNS Complex, Delhi Gate, New Delhi-110002.
16. PIO/Project Officer (RGO), 1, Canning Lane, K.G. Marg, New Delhi-110001.
17. PIO/HOO (Rehabilitation Services), Shankar Market, Connaught Place, N.D.-1.
18. PIO/DO (North), ICDS OPffice, Super Bazar, Gulabi Bagh, New Delhi.
19. PIO/DO (East), Work Center for Women, 10 Block, Geeta Colony, Delhi.
20. PIO/DO (West), Jail Road, Nirmal Chhaya Complex, Hari Nagar, Delhi.
21. PIO/DO (South), VCH, Kasturba Niketan, Lajpat Nagar-II, Delhi.
22. PIO/DO (NW-I), NPS Building, Near Vishram Chowk, Sec.-4, Rohini, Delhi-85.
23. PIO/DO (NW-II), NPS Bldg., Near Vishram Chowk, Sec.-4, Rohini, Delhi-85..
24. PIO/DO (New Delhi), 1, Canning Lane, K.G. Marg, New Delhi-110001.
25. PIO/DO (South West), Udyog Sadan, Qutub Institutional Area, Delhi.
26. PIO/DD (Central), GLNS Complex, Delhi Gate, New Delhi-110002
27. PIO/DO (North East), Sanskar Ashram, Dilshad Garden, Delhi.
28. The Programmer, Computer Cell, DSW, GLNS Complex, Delhi Gate, ND-2.

R. Singh
PIO/SUPDT. (RTI CELL)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI - 2.
<http://ar.delhigovt.nic.in>

No.F.13/6/10-AR/

13116-13275/c

Dated: 16.12.2010

All Principal Secretaries / Secretaries / HODs of GNCTD

All Heads of Local Bodies / Autonomous Bodies / Undertakings / Institutions under Govt. of Delhi.

- Sub: 1. Implementation of Section 4 of RTI Act - Directions to Public Authorities u/s 19(8)(a) of RTI Act, 2005.
2. Roles of Public Information Officer and Transparency Officer, Level and Job Chart of Transparency Officer.

Sir / Madam,

Please find enclosed a copy of the instructions issued by the Central Information Commission vide No. CIC/AT/D/10/000111, dated 15.11.2010 and 9.12.2010, downloaded from the official website of Central Information Commission at www.cic.gov.in on the subject mentioned above.

2. By virtue of the powers vested in the Central Information Commission vide Section 19(8)(a) of RTI Act, 2005, it has been directed that the obligations set out in Section 4 of RTI Act, 2005 be discharged by all public authorities as per the time limits set out against each activity-

(a) **Record Management**- As per provisions of Section 4(1)(a) of RTI Act, 2005 all the records should be catalogued and indexed. The Commission has directed that this should be completed within six months, i.e. latest by 15th May, 2011. In this regard, your attention is also invited to the provisions of "Public Records Act, 1993", which stipulates designating a Record Officer in each Department, who should undertake all such activity. It is suggested that a "Record Officer" may also be nominated as per provisions of this Act, so that he / she can attend to Record Management.

(b) **Publish 17 manuals**- As per provisions of Section 4(1)(b) of RTI Act, 2005 all Public Authorities should have implemented these obligations within 120 days of the coming into force of the RTI Act, 2005 on 15th June, 2005. The Commission has observed that since the action in this regard has been rather tardy, it has been directed that these actions shall be completed by all public authorities within a period of 120 days from the date of issue of this order, i.e. latest by 15th March, 2011 and shall be uploaded on a portal to be set up exclusively for this purpose by the CIC.

(c) **Designation of Transparency Officer**: The CIC has further directed that each public authority shall designate one of their senior officers as "TRANSPARENCY OFFICER", whose task it will be to oversee the implementation of Section 4 obligations by public authorities, to be the interface for the CIC regarding its progress, help promote congenial conditions for positive and timely response to RTI requests by PIOs, deemed PIOs and to be a contact point for the public in all RTI related matters. The Transparency Officers will have to be designated by each Public Authority within 30 days of the issue of the order and communicated to the Commission by all public authorities latest by 9th January, 2011.

3. All the Head of Departments are requested to ensure strict compliance of these orders to avoid penal action and inconvenience to the citizens.

Yours faithfully,

(ARVIND RAY)

PRINCIPAL SECRETARY (AR)

Tel: 23392240

Dated: 16.12.2010

Encl: As above.

No.F.13/6/10-AR/

13116-13275/c

Copy for information and necessary action to:-

1. Principal Secretary to Lt. Governor, Raj Niwas, Delhi - 110054.
2. Principal Secretary to Chief Minister, 3rd Level, Delhi Secretariat, New Delhi - 110002.
3. OSD to Chief Secretary, 5th Level, A Wing, Delhi Secretariat, New Delhi - 110002.
4. The Joint Secretary (Law) and Additional Registrar, Central Information Commission, August Kranti Bhawan, New Delhi - 110066.

(ARVIND RAY)

PRINCIPAL SECRETARY (AR)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI - 2.

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Arvind Ray

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