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

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To

All Pr. Secretaries/Secretaries/HODs Govt. of NCT of Delhi Delhi/New Delhi

All Heads of Autonomous / Local Bodies, Undertakings Delhi/New Delhi

Sub: Shortcomings in preparation of 17 manuals.

Sir/Madam.

As you are aware all the public authorities are required to prepare and upload 17 manuals to disseminate pro-active information under section 4 of the Right to Information Act, 2005. This exercise was required to be completed by 12th October, 2005. A number of departments have still not placed the information on the website, which violates the mandatory provisions.

An analysis of the manuals prepared by some of the departments and uploaded on the website has been got conducted through an independence agency. The findings of these agencies reveal that most of the departments have not put the required information in the respective manuals. Only 20% of the information has been given, by and large, and rest of the information has not been compiled and placed on the website in accordance with the templates circulated by this department. This will give half-baked information to the citizens, which may result in bringing bad name to the government.

I had personally explained the requirement of each and every manual to the senior officers during 4 workshops conducted by me in this regard but still it appears that the information has not been compiled according to the requirements.

All the Heads of Department are requested to kindly review the contents of each and every manual to be placed on the website, at their personal level, to ensure that the contents of these manuals are in accordance with the templates circulated. Specific attention needs to be paid to the following manuals, which are most important from the citizens point of view: -

- (i) Manual-1: the particulars of its organization, functions and duties;
- (ii) Manual 2: the powers and duties of its officers and employees;
- (iii) Manual 3: the procedure followed in the decision making process, including channels supervision and accountability;
- (iv) Manual 4: the norms set by it for the discharge of its functions;
- (v) Manual 9: a directory of its officers and employees;
- (vi) Manual 15: the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (vii) Manual 16: the names, designations and other particulars of Public Information Officers;

The following other manuals also need to be prepared meticulously and placed on the website: -

- (i) Manual 5: the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (ii) Manual 6: a statement of the categories of documents that are held by it or under its control;

- (iii) Manual 7: the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (iv) Manual 8: a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (v) Manual 10: the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (vi) Manual 11: the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:
- (vii) Manual 12: the manner of execution of subsidy program, including the amounts allocated and the details of beneficiaries of such program;
- (viii) Manual 13: particulars of recipients of concessions, permits or authorizations granted by it;
 - (ix) Manual 14: details in respect of the information, available to or held by it, reduced in an electronic form;
 - (x) Manual 17: such other information as may be prescribed.

The Chief Secretary is likely to review the position of these manuals in the second-third week of November, 2005. It is accordingly, requested that needful may please be got done urgently.

Yours faithfully,

(PRAKASH KUMAR) SECRETARY (AR)