

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

No.F. 13/1/05/AR/7345 – 7595

Dated: 14.6.2005

To

1. All Head of Departments under GNCTD/ Autonomous Bodies / Undertakings and Local Bodies,
2. All Competent Authorities, already appointed under DRTI Act.

Sir / Madam,

As you are aware, the Parliament has also passed "The Right to Information Bill, 2004 (RTI Bill) which is going to be an Act shortly. A copy of "The Right to Information Bill, 2004 (RTI Bill) along with the copy of DO Letter of Secretary to Govt. of India (Personnel, Public Grievances and Pensions) dated 26<sup>th</sup> May, 2005 is enclosed. The Government of India's Act is applicable to all State Governments excluding J&K. It will come to force from the date of its enactment. The Bill specifically lays down a number of activities, which have to be performed in a time bound manner.

2. One of the activities relates to identification of the following officers for implementation of the new Act: -

- (a) Designation of the Public Information Officer,
- (b) Designation of the Assistant Public Information Officer,
- (c) Designation of the Appellate Authority (next to the Public Information Officer).

3. All HODs are requested to identify the officers who have to be designated for the above positions. It may be ensured that these are senior functionaries who can perform the functions effectively. The above information should be sent to us within 15 days, as per proforma placed at Annexure "A".

4. The Department should also take preparatory steps for implementation of Clause 4(i)(b) of RTI Bill under which 17 manuals are to be prepared within 120 days of notification of the Act.

5. The Department should also examine the need for amendment to the existing Acts / Rules etc. as per Section 22 of the RTI Bill, if any.

6. The Department should set up internal procedure for acceptance of applications, processing of applications, sending of replies, giving information to the public etc.

7. It should also finalize the internal procedure for first appeal to be filed with the next higher officer.

8. The new Act also empowers the Government to include any (i) body owned, controlled or substantially financed by the Government and (ii) non-Government organizations substantially financed, by notification issued or order made by the appropriate Authority. As such the institutions / organizations etc. which are presently not covered under DRTI Act, but need to be covered should also be identified and intimated to AR Department immediately.

9. The progress of implementation shall be reviewed by a Committee headed by the Chief Secretary, comprising of the following officers:-

- |                                      |   |                  |
|--------------------------------------|---|------------------|
| 1. Chief Secretary                   | - | Chairman         |
| 2. Principal Secretary (Finance)     | - | Member           |
| 3. Commissioner (MCD)                | - | Member           |
| 4. Divisional Commissioner           | - | Member           |
| 5. Secretary (L&J)                   | - | Member           |
| 6. Commissioner, Food and Supplies   | - | Member           |
| 7. Registrar, Co-operative Societies | - | Member           |
| 8. Secretary (AR)                    | - | Member Secretary |

10. A workshop to acquaint the senior officers about the new Act will be organised shortly. In this workshop also the status of implementation will be reviewed.

11. All HODs are requested to ensure that necessary preparatory steps are taken well in time.

Yours faithfully,

Sd/-

**( PRAKASH KUMAR )**  
**SECRETARY (AR/IT)**

No.F. 13/1/05/AR/7345 - 7595

Dated: 14.6.2005

Copy for information to:-

1. Principal Secretary to Hon'ble Lt. Governor, Delhi
2. Special Secretary to Chief Minister, Delhi.
3. Secretary to Ministers, Govt. of Delhi.
4. OSD to Chief Secretary.

Sd/-

**( PRAKASH KUMAR )**  
**SECRETARY (AR/IT)**

