

**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. 13/4/05/AR/8047-8196

Dated: 17.6.2005

To

**All Principal Secretaries / Secretaries / Head of Departments under  
GNCTD/ Autonomous Bodies / Undertakings and Local Bodies,**

Sub: Obligation of Public Authorities – Preparation of Manuals.

Sir / Madam,

This is to invite your attention to Section 4(i) of the Right to Information Bill, 2005 which has recently been passed by the Parliament and going to be an Act shortly. It lays down certain obligations of the Public Authorities regarding maintenance of record, publication of information about various aspects, within 120 days from the enactment of this Act.

2. The Secretary to Government of India, Ministry of Personnel, Public Grievances and Pensions had laid emphasis on taking advance preparatory action by all the Departments in this regard. The tasks to be completed prior to the commencement to the Act have been identified by them. It calls for preparation of the following 17 manuals: -

- (i) the particulars of its organization, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control;
- (vi) a statement of the categories of the documents that are held by it or under its control;
- (vii) 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 administration thereof;
- (viii) a statement of the board, 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;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) details in respect of the information available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working of a library or reading room, if maintained, for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed;  
and thereafter update these publications every year.

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3. All the Heads of Departments are therefore requested to assign this important aspect to a Task Committee to be constituted by them, which should do the needful in a time bound manner, so that there is no delay in the implementation of the Act.

4. A copy of the constitution of the Task Force set up by the Department may please be endorsed to this Department and the material prepared by the Committee should also be send to this Department. It is suggested that the above activities be got completed within one month.

Yours faithfully,

Sd/-

**( PRAKASH KUMAR )  
SECRETARY (AR)**