

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI
No.F. 13/4/05/AR Dated: 21-10-2005
To

All Principal Secretaries/Secretaries,
Heads of Department, Govt. of Delhi
Delhi/New Delhi.

<u>RTI</u> TIME BOUND
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All Heads of Autonomous Bodies/Local Bodies/
Undertakings, etc of Govt. of Delhi.

Subject: Preparation and uploading of 17 manuals on the web site of Delhi Government.

Sir/Madam,

I am to draw attention to section 4 of the Right to Information Act, 2005 and to say that the work relating to publication of 17 manuals has to be attended to by the **“Public Authority”** i.e. each department or agency. Accordingly each “Public Authority” (departments/autonomous bodies/agencies/bodies owned, controlled or substantially financed by government/NGOs substantially financed by government) is required to publish 17 manuals as prescribed under the Act. It has been observed that bigger organizations having large number of divisions/zones/districts/field units, are finding it difficult to prepare some of the manuals centrally. Therefore 17 manuals can be divided into two categories, one to be prepared centrally for the whole department where policy issues, powers, duties, norms, procedures followed in decision making etc. are to be recorded. The second category is such which can be efficiently prepared and maintained by field units/divisions etc.

Accordingly preparation of Manuals should be done in following manner: -

- A. All departments/agencies having no field units or branches or having only one PIO

All 17 Manuals	These should be prepared and uploaded by the PIOs who will also be declared as ‘RTI Monitoring Officer’.
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- B. Departments/Agencies having field units/branches/divisions (other than MCD/NDMC/DJB/DSIDC/DTTDC)

Manuals No. 1, 2, 3, 4, 5, 7, 8, 12, 14 and 16	These should be prepared centrally and uploaded by one of the senior most PIOs declared as ‘RTI Monitoring Officer’ by the HOD
Manual No. 6, 9, 10, 11, 13 and 15	These should be prepared by PIO of the field units. In case there are two or more PIO in a field office then one of them may be declared as RTI Monitoring Officer by the HOD.

C. MCD, NDMC, DJB, DSIDC, DTTDC .

All 17 Manuals	As they are having large number of independent departments, they may designate 'RTI Monitoring Officer' for each department separately who would be responsible for preparation, uploading and updating of 17 manuals.
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An illustrative list of departments having more than one PIO is attached.

All the heads of departments and organizations are requested to designate "RTI Monitoring Officer" and ensure that the 17 Manuals are prepared and uploaded on the website. The user ID and password has already been provided to PIOs. Names of 'RTI Monitoring Officer' may also be communicated to A.R. Department.

Yours faithfully,

Encl: as above

(Prakash Kumar)
Secretary (AR)