

**(RTI/PGMS DIVISION)**

No. DSIIDC/DM/RTI/2021-22/136

Dated: 14.12.2021


**Subject: Appointment of Record Office of DSIIDC as per provision of Section 4 (1)(a) of RTI Act 2005.**

This has reference letter no. F.13/10/2021/AR/5770 dated 08.11.2021 issued by Addl. Chief Secretary, Govt. NCT of Delhi, Administrative Reforms Department, Delhi Secretariat, I.P. Estate, New Delhi in respect of Record Management as per provision of Section 4 (1)(a) of RTI Act 2005. The Competent Authority has appointed you as "**Record Officer**" of DSIIDC as per provision of Section 4 (1)(a) of RTI Act 2005 for the purpose to attend the Record Management. It is to inform you that all the records should be Catalogued and Indexed as per the provision of "Public Record Act 1993".

You are, therefore, requested to take necessary action as per enclosed directions at point no (a) i.e. Record Management. Action taken report may be provided to the undersigned at the earliest please so as to compilation report may be submitted to the Administrative Reforms Department, Delhi Secretariat, I.P. Estate, New Delhi.

This issue with the prior approval of the Competent Authority.

Encl: As above.

  
(S.S. Meena)  
D.M. (RTI/PGMS)

To,

Sh. Vikas Gupta,  
DM(Record Room),  
DSIIDC.

Copy to:

1. Director (Finance) – (for kind information please).
- ✓ 2. Manager (IT) – (for uploading on DSIIDC website).

283/CD/LN  
17/12/21

e/9

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
ADMINISTRATIVE REFORMS DEPARTMENT,  
7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI  
Email : [arupdate@nic.in](mailto:arupdate@nic.in)

No. F.13/10/2021/AR/5770

Dated :- 08/10/2021

To

All Principal Secretaries/Secretaries/HODs of GNCT of Delhi.

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

- Sub:-
1. Non-compliance of Section 4(1) of RTI Act 2005.
  2. Role of Public Information Officer and Transparency Officer, Level and Job Chart of Transparency Officer.
  3. Updating of RTI website of Delhi Government.

Sir/Madam,

Your kind attention is invited to Section 4(1)(b) of the RTI Act 2005 under which it is mandatory to publish 17 manuals on the website of the department concerned. It has been observed from the website of Delhi Government that many Departments of Govt. of NCT of Delhi has not yet complied or updated the requisite 17 manuals with the mandatory provisions under the said Act despite the several instructions issued by this Department from time to time.

By virtue of the powers vested in the Central Information Commission vide Section 19(8) 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. But it has been observed that many departments has not complied/updated the said information. Further, your attention is also invited to the provisions of "Public Record Act, 1993". Which stipulates designation of 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.

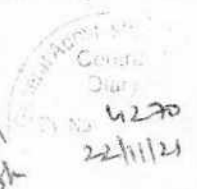
137/DM/RTI (4)  
22/11/21

Dis (P)  
Jany  
16/11/21



1162  
12/11/21

10/11/21  
MCR 15  
20/11/21  
Mishra



- 4/5
- (vi) The name, designation, address, official telephone number and e-mail ID of the First Appellate Authority should also be clearly mentioned.

Further, it is pertinent to mention here that the benefits of proper implementation of the provisions of Section 4 are numerous. Most importantly, it is inextricably linked to the decrease in the number of RTI applications made to a particular Public Authority and consequently, it will reduce the pressure faced by a Public Information Officer.

All the Heads of Departments are requested to ensure strict compliance on the instructions/orders issued by CIC/DoPT as state above.

This may be given TOP PRIORITY and an action taken report may please be sent to this Department latest by 15<sup>th</sup> November, 2021.

Yours faithfully,



3/11/2021

(RAAJIV YADUVANSHI)  
ADDL. CHIEF SECRETARY (AR)