

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
**N- 36, BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS, NEW DELHI- 110001**

**(PERSONNEL DIVISION)**

No. DSIIDC/RTI-Misc/2021-22

201

Dated: 25.07.2022

**CIRCULAR**

**Sub:- Publishing of 17 Manuals under Section 4(1)(b) of RTI Act, 2005 on the website of the DSIIDC.**

On the basis of instructions given by Additional Chief Secretary (AR), Administrative Reforms Department, GNCTD vide letter No. F.13/10/2021/AR/5770 dated 08.11.2021, publishing of 17 Manuals under Section 4(1)(b) of RTI Act, 2005 on the website of the DSIIDC is mandatory.

Accordingly, all concerned divisional heads are requested to provide the following information within 15 working days from the issue of this circular so that same may be uploaded / published on the website of the DSIIDC:

S.No	17 Manuals	Division concerned
(i)	The particulars of the organization functions and duties.	Company Secretary Cell
(ii)	The powers and duties of its officers and employees.	Company Secretary Cell
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	All Divisional Heads
(iv)	The norms set by it for the discharge of its functions.	All Divisional Heads
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	All Divisional Heads
(vi)	A statement of the categories of documents that are held by it or under its control.	Company Secretary Cell
(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 implementation thereof:	Pers. Division
(viii)	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 meeting are accessible for public.	Company Secretary Cell
(ix)	A directory of the officers and employees.	GAD
(x)	The monthly remuneration received by each of its officers and employees including the system of compensation and reports on disbursements made.	CAO (Head Quarter)
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made.	CAO (Head Quarter)
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	CM (Development Div.)
(xiii)	Particulars of recipients of concessions, permits or authorities granted by it.	CM (Development) REM, IEM & Relocation
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	IT Division

(xv)	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.	GAD	
(xvi)	The names, designations and other particulars of the Public Information Officers.	RTI Division	
(xvii)	Such other information as may be prescribed, and thereafter update these publication every year: (1) Publish all relevant facts while formulating important policies or announcing the decisions which affect public. (2) Provide reasons for its administrative or quasi judicial decisions to affected persons.	All Divisional Heads	

This issues with the approval of Competent Authority.

  
25/7/22  
(Sanjiv Kumar)  
Chief Manager(P)

✓ Website

**Copy to:-**

1. Company Secretary
2. All CEs
3. All CMs
4. All CAOs

**Copy for kind information to:-**

1. PS to MD
2. PS to ED