

(RTI/PGMS DIVISION)

No. DSIIDC/DM/RTI/2021-22/134

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).

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