

No.1/58/Home/2005/Vol.I/4569
UT Administration of Daman & Diu
Department of Personnel &
Administrative Reforms,
Secretariat, Daman.

Dated : March 29, 2012

C I R C U L A R

Attention of all Head of Offices is drawn towards provision of Section 4 of the Right to Information Act, 2005, which mandatorily stipulates various obligations on the part of Public Authority/Head of Offices, as under :-

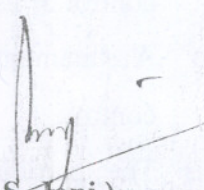
1. Record management and improvement of record management.
2. Suo-motu publication of 17 manuals in Official Gazette :
 - i) The particulars of its organisation, functions and duties;
 - ii) The powers and duties of its officers and employees;
 - iii) The procedure followed in the decision making process, 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 or used by its employees for discharging its functions;
 - vi) A statement of the categories of 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 implementation thereof;
 - 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 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 amounts allocated and the details of beneficiaries of such programmes;
 - xiii) Particulars of recipients of concessions, permits or authorisations 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 hours 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;
3. Publishing of relevant facts while formulating important policies or announcing decisions which affect public in general.
 4. Provide reasons for its administrative or quasi-judicial decisions to affected persons.

It shall be the constant endeavour of every Public Authority/Head of Office to take steps in accordance with the requirement of RTI Act, to provide as much information, suo-motu to the public at regular intervals, **through various means of communication, including internet (Departmental website), so that the public has minimum resort to the use of RTI Act to obtain information.**

In view of above, all Head of Offices are directed to comply with the obligation specified under Section 4 of the RTI Act, 2005. All Head of Offices are directed to send a compliance report by 30.4.2012.

This issues with the approval of the Competent Authority.


(P. S. Jani)
 Joint Secretary (Personnel)

To,
All Head of Offices in Daman & Diu and DNH for necessary action.

Copy to :-

1. The Staff Officer to Administrator, Secretariat, Daman.
2. The Development Commissioner, Secretariat, Daman.
3. The Finance Secretary, Secretariat, Daman.
4. The Managing Director, OI DC, Daman.
5. The Secretary (Education), Secretariat, Daman.
6. The Chief Conservator of Forests, Secretariat, Daman.
7. The Dy. Inspector General of Police, Daman.
8. The Collector, Daman / Diu / DNH.
9. The Dy. Secretary (Per), DNH, Silvassa to circulate to all Head of Offices in DNH.
10. The Dy. Collector, Diu to circulate to all Head of Offices in Diu.
11. The DIO, NIC, Daman for uploading on website.