

No. 5/52/2016-1AR  
Government of Haryana  
Chief Secretary's Office  
Administrative Reforms Department

Dated Chandigarh the, 15<sup>th</sup> December, 2020

To

- (i) All the Administrative Secretaries to Govt., Haryana.
- (ii) All the Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
- (iv) All the Divisional Commissioners in Haryana.
- (v) All the Registrars of University in Haryana.

Subject :- Implementation of pro-active disclosure under Section-4 of RTI Act, 2005-Issue of guidelines regarding.

Sir/Madam,

I am directed to refer to this Department letter No. 5/4/2002-1AR, 04.02.2019 on the subject cited above, vide which it was conveyed that for implementation of Section-4 of RTI Act, 2005 the following steps needs to be taken by each public authority to address the issue :-

- (i) Public Authorities should make the obligations mentioned in section 4, an integral part of their organizational functioning.
- (ii) Annual Administrative reports, various annual returns, critical information/charts of the Departments alongwith date wise replies given to the important questions of Vidhan Sabha and Parliament alongwith note for pads may be put up on the websites of the public authorities.
- (iii) A dedicated senior officer preferably of the level of Additional Director must be designated to implement the provisions of Section 4 of the Act.
- (iv) A comprehensive pro-active monitoring and enforcement mechanism needs to be set up to ensure compliance of Section 4 of the Act. Administrative Secretary of each department must comprehensively audit the implementation of Section 4 in each public authority under his control twice every year in the month of January and July and submit the reports of your office with a copy to the Commission. Their observations and orders must be put on the websites of the public authorities.
- (v) Enough resources should be made available to the field officers for computerization and up keep of record.
- (vi) To take immediate steps for maintaining all its records duly catalogued and indexed in manner and form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated.

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2. In addition to the above, it has also been decided that, all the public authorities ~~to~~ submit an annual report in compliance with clause (b) of sub section 1 of section 4 of the Act in the beginning of each calendar year i.e. in the Second week of January to the State Information Commission.

3. These instructions may be brought the notice of all officers/officials for strict compliance. Non-compliance of these instructions will be viewed seriously by the Government.

Yours faithfully,

*o/c* *Santosh*  
(Santosh Kumari) 15/12/2020

Under Secretary, Administrative Reforms,  
for Chief Secretary to Govt., Haryana  
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Endst. No. 5/52/2016-1AR,

Dated Chandigarh, the 15<sup>th</sup> December, 2020.

A copy is forwarded to the Secretary, State Information Commission, Haryana, SCO No. 70-71, Sector-8-C, Chandigarh w.r.t. their letters No. 12968, 12971-12985//SCIC/2020/3-IA, dated 17.11.2020 for information.

*o/c* *Santosh*  
(Santosh Kumari) 15/12/2020

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