

No. 5/10/2015-1AR
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
DEPARTMENT OF ADMINISTRATIVE REFORMS

To

1. All Administrative Secretaries to Govt. Haryana
2. All Heads of Departments, Commissioner Ambala, Hisar, Rohtak and Gurgaon Divisions.
3. The Registrar, Punjab & Haryana High Court, Chandigarh
4. All the Deputy Commissioners in Haryana State
5. Managing Directors/Chief Administrator of all the Boards/Corporations in Haryana State.
6. The Registrar of All the Universities in Haryana State.

Dated Chandigarh the, 18th May, 2016

Subject: - Proceedings of the workshop on RTI and Suo Motu disclosures u/s 4(1)b held on 06.04.2016 at Haryana Niwas, Chandigarh..

Sir/Madam,

I am directed to invite your attention to the workshop held on 06.04.2016 under the chairmanship of Chief Secretary to Govt. Haryana, which was attended by all Administrative Secretaries to Govt. Haryana, all Head of Departments and other senior officers on the subject cited above and to inform that the proceedings of the workshop have been uploaded on the website of Chief Secretary, Haryana i.e. <http://csharyana.gov.in>. In brief the objective of the workshop was to make everybody aware of the importance of Suo Motu disclosure under RTI and also emphasize about our duties and responsibilities for ensuring proper uploading of information on office website and timely updation of information u/s 4(1)b of the RTI Act. It was emphasised that necessary action has to be taken on the following points:-

1. The Nodal Officer for website of the department/corporation should make sure that all the information required to be placed in public domain as per Section 4 of the RTI Act has already been placed on the website and information is continuously updated on a regular basis. In case this is not being done, the same should be completed at the earliest and a certificate to this effect should be given by HOD to this Department within week positively. This will decrease the number of applications.
2. The information (Name, Designation and contact details) about the SPIO and First Appellant Authority both at headquarter and in the field must be prominently displayed on the website of the department and on the notice board in the front of O/o SPIO and Appellant Authority.
3. Head of Department, Nodal Officers will ensure that the applications received under RTI are being disposed off in time by sending the desired information to the applicant, so that number of appeals in the Commission could be decreased.

You are, therefore, requested to ensure immediate compliance of above decisions.

Yours faithfully,

Subhash Chander
Superintendent AR

for Chief Secretary to Govt. Haryana

Endst. No. 5/10/2015-1AR

Dated Chandigarh the, 18th May, 2016

A copy is forwarded to the Incharge, NIC, Haryana, 9th Floor, Haryana Civil Secretariat Chandigarh with the request to put this information on the website (csharyana.nic.in) of Administrative Reforms Department.

Sd
Superintendent AR

for Chief Secretary to Govt. Haryana