



DIRECTORATE GENERAL OF HOME GUARDS & CIVIL DEFENCE

F No.51(2)/HG/CTI/ADM/2/2011/-

Dated:

C I R C U L A R

In accordance with section 4(1) of RTI Act-2005 all branch incharges are requested to ensure the following:

1. Catalogue records and index them for easy dissemination and disclosure.
2. Computerize records in a phased manner subject to availability of resources.
(The relevant photocopy attached)

The action taken report should be submitted to the undersigned by 20-05-2011.

(RAHUL SUDAN)
JSO(CTI)/
RECORD OFFICER

F No.51(2)/HG/CTI/ADM/2/2011/ 1384 - 1424

Dated: 09/5/11

1. PA to DGHG.
2. PA to CHG/CCTI/HOO.
3. All JSOs/OS/AAO
4. Training Incharge.
5. All District Incharge of Home Guards.
6. All Branch Incharge.
7. Notice Board.
8. IT Centre for web uploading.

(RAHUL SUDAN)
JSO(CTI)/
RECORD OFFICER

IT Centre