

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT

7th Level, C-Wing, Delhi Secretariat, New Delhi

<http://www.ar.delhigovt.nic.in>

2772/AR/12
10/10/12

No. F.13/2/07-AR/Pt. file/ 11489-11648/C

Dated : 03/10/12

48/106/12

To,

1. All the Pr. Secretaries/Secretaries/Heads of Departments, Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi.

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Dir. of Inq. & Tech. Education
Diary No. 6253
05 OCT 2012
Muni Maya Ram
T. V. Tower,

Subject: Security of Official Information & Documents.

Sir/madam,

I am directed to forward a copy of letter No. 46013/3/2007-O&M dt. 13th July 2012 alongwith its enclosures received from Joint Secretary, Ministry of Personnel, PG & Pension, Deptt. of AR & PG, Govt. of India. The Govt. of India has made the following amendment in Para no. 116 of the Chapter XIII of the Central Secretariat Manual of Office Procedure as recommended by the 2nd Administrative Reforms Commission in its first report titled "Right to Information-Master key to Good Governance" :-

"Communication of Official Information: Every Government Servant shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act 2005. (Nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or for improper gains to a Government Servant or others)."

This is for your information and necessary action at your end.

Yours faithfully,

(Pankaj Joshi)

Deputy Director (AR)

Telephone no. : 23392620

Encl. : as above.

Supdt. (AR)

No. F.13/2/07-AR/Pt. file/

Dated :

Copy to Sh. P. K. Jha, Joint Secretary, Ministry of Personnel, Public Grievances & Pension, Department of Administrative Reforms & Public Grievances, Govt. of India w.r.t letter no. 46013/3/2007-O&M dt. 13.7.2012.

(Pankaj Joshi)

Deputy Director (AR)

Telephone no. : 23392620

787/AR/12
15/10/12

18/10/12
AR

42/c
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No.46013/3/2007-D&M
Government of India
Ministry of personnel, Public Grievances & Pension
Department of Administrative Reforms & Public Grievances

10/c

5th floor, Sardar Patel Bhawan,
Parliament Street, New Delhi.
Dated 13th July 2012

Chief Secy
Govt. of NCT of Delhi
26 JUL 2012

Delhi Secretariat
R & I Br.
Govt. of NCT of Delhi

26 JUL 2012

Dy. No. PD/2012/24903

To
Shri Rakesh Mehta, IAS
Chief Secretary
Govt of NCT Delhi,
Delhi Secretariat, I.P. Estate,
New Delhi- 110002

Subject: Security of Official Information & Documents.

I am directed to say that the 2nd Administrative Reforms Commission in its 1st Report titled "Right to Information - Master Key to Good Governance" had recommended that the Para 116 of the Chapter XIII of the Central Secretariat Manual of Office Procedure be amended and reworded as follows:

"Communication of Official Information: Every Government Servant shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act 2005. (Nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or for improper gains to a Government Servant or others)."

2. Commission had also recommended that the State Governments may also be advised to carry out similar amendments in their Manuals, if such provisions exist therein.

3. Keeping in view the above recommendations of the 2nd Administrative Commission, the Department of Administrative Reforms & Public Grievances, Government of India had written to the all the State/UT Governments vide O.M. No.46013/3/2007 dated 28.5.2008 to take suitable necessary action in the matter (Copy enclosed).

4. It is requested that action taken in the matter may kindly be intimated to this Department on priority.

Yours faithfully,

(P.K. Jha)
Joint Secretary

Pr. Secy (AR)
26/7

2402/AR
27/7/12

Adv (AR)

As per record the letter dt-28.5.2008 has not been rec'd in this office

30/7/12
Surpat (m) 30/7/12
sh. baidya 30/7/12

संख्या/No.: 46013/3/2007-O&M
भारत सरकार / GOVERNMENT OF INDIA

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS

प्रशासनिक सुधार और लोक शिकायत विभाग
DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES

सरदार पटेल भवन, संसद मार्ग, नई दिल्ली-110001
SARDAR PATEL BHAVAN, SANSAD MARG, NEW DELHI-110001

Dated: 28.05.2008

OFFICE MEMORANDUM

Sub: Security of Official Information & Documents.

The Department of Administrative Reforms & Public Grievances in the Ministry of Personnel, Public Grievances & Pensions, as a nodal Government agency is charged with the responsibility of prescribing procedures for Secretariat work. These find embodiment in the Central Secretariat Manual of Office Procedure (CSMOP).

2. Chapter XIII of the MOP deals with Security of Official Information & Documents. Para 116 of this chapter is reproduced below:-

116.	Unauthorized communication of official information: - Unless authorized by general or specific orders, no official will communicate to another official or a non-official, any information or documents(s) (including electronic document(s) which has come into his possession in the course of his official duties.
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3. It would be recalled that the Government of India appointed the 2nd Administrative Reforms Commission on 31st August 2005. This Commission has already submitted its first report on Right to Information Act. In this report the Commission has made a recommendation that this Para may be amended as follows:

contd...2/-

108/c
99/c

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108/L

6.	The Manual of Office Procedure (Para 3.2.3)
6. (a)	Para 116 of the Manual of Office Procedure needs to be reworded as follows:
	"Communication of Official Information: Every Government Servant shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act. (Nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or for improper gains to a Government Servant or others)."

done

4. The Commission also recommended that the State Governments may be advised to carry out similar amendments in their Manuals, if such provisions exist therein.

5. Consequent upon the recommendation of the ARC, the Government of India has amended the Para 116 accordingly vide order dated 10.5.2008 (copy attached)

6. Accordingly all the State Governments are requested to examine the matter and take suitable necessary action under intimation to this Department.

(S.K. Gupta)
Deputy Secretary
Tele : 2336 2325

Chief Secretaries of all State Govts/UTs