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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I. P. ESTATE, NEW DELHI

No. F.13/8/05-AR/ 8217-8331/c

Dated: 14/08/08

OFFICE ORDER

Attention is drawn to extract of Section-4 (a) of the RTI Act 2005, reproduced here below:-

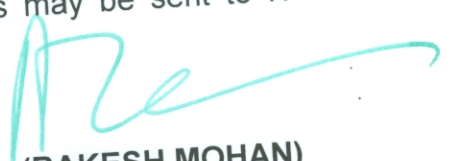
"Maintain all its (each Department) records duly catalogued and indexed in a manner and form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated."

2. This provision of the Act requires the Public Authorities to take action to ensure that the records are computerized within a reasonable time period and connected through a country wide network. This is a statutory provision and calls for urgent action. Since more than 2 years and 8 months have passed, it is time that due note is taken of this aspect and action initiated in right earnest.
3. Though the departments must have been attending to this aspect, it needs to be prioritized. Most of the departments/organizations have been provided computers and other facilities and hence they should be in a position to computerize the records, in a time bound manner. An analysis of the RTI applications received so far indicates that nearly 30% of the applicants are asking for copies of Office Orders/Circulars/Recruitment Rules/Regulations etc. In case these documents had been placed on the website, the organization/department could have reduced a major proportion of its workload under the RTI and facilitated access to information in a hassle free manner.
4. The following action needs to be taken:-
 - a.) All existing Acts, Rules Regulations, Office Orders, Circulars etc. should be placed on the website of the respective department/organization. This can be done by scanning all such documents and uploading them on the website. Where such documents are already available as soft copies, the same may be uploaded.
 - b.) In order to reduce paper work within the organization, suitable mechanism may be devised to correspond within the organization through Inter-Net system, as far as possible.

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- c.) The work related to Diary, Despatch, File movements etc. could be computerized, as is being done in the Delhi Secretariat.
 - d.) The existing files available in the departments, that need to be retained beyond 5 years, need to be scanned and kept in the form of soft copy. This will help in weeding out paper files, since substitutes will be available in the form of scanned files.
 - e.) The Department should send their Circulars/Orders, O.M. etc. to other departments, through Inter-Net system.
 - f.) The department/organization which receives applications/requests for provision of various services from citizens, should graduate to asking for online submission of applications and requests. They should get necessary software developed accordingly, to facilitate the system in a time bound manner.
 - g.) The documents/applications which already have a provision for submission through online system, should be given due publicity so that citizens can avail of the facility.
 - h.) The departments which have not yet developed their websites may get it done within the next two months and take necessary action for computerization of records and placing maximum information on the website.
 - i.) The departments which have developed their websites may update the same at regular intervals.

5. Heads of the Department are requested to take steps in line with the above to ensure computerization of records and facilitate moving towards a paperless regime. In case of requirement of additional computers and/or facilities in the form of hardware, software etc., proposals may be sent to IT Department.


(RAKESH MOHAN)
PRINCIPAL SECRETARY (AR)

To:

- 1. All Principal Secretaries/ Secretaries/HODs of Govt. of NCT of Delhi
- 2. All HODs of Local Bodies/Autonomous/Undertakings of GNCTD

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Copy to:

- 1. Principal Secretary to L.G./C.M.
- 2. Secretaries to Ministers
- 3. Staff Officer to Chief Secretary


(RAKESH MOHAN)
PRINCIPAL SECRETARY (AR)