

5

DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI
ROOM NO.315-B, OFFICE OF THE SECRETARY, DJB: RTI CELL
VARUNALAYA PH-II, KAROL BAGH, NEW DELHI-05

No. DJB/RTI/Circulars/2016/ ~~6044~~ 6044

Dated: 22/11/16

Subject: - Regarding Office Memorandum F. No. 1/34/2013-IR dated 30th June, 2016 issued by Ministry of Personnel, Public grievances and Pensions, (DOPT), govt. of India regarding measures to further strengthen implementation of Section 4 of RTI Act, 2005.

To strengthen implementation of Section 4 of RTI act, 2005 a Circular dated: 27.10.2016 issued by Dy. Dir. (AR), Govt. of NCT of Delhi, Administrative reforms Department vide which the following directions have been issued, same are hereby circulated to all the concerned officers of DJB for its implementation.

- (1) The Public authorities shall constitute Consultative Committees consisting of office bearers of key stakeholder, association on rotational basis to have a systematic and regular interaction between the officials of the Public Authorities to advise what information to be uploaded as suo moto.
- (2) "Information and Facilitation Centers (IFCs) may be set up in each public authorities, where public dealing is involved to educate the citizens about the information/documents available on the website of the department concerned and to provide printed publications to the citizens the categories of information that are frequently being sought under the RTI Act, and provide copies of information as per RTI Rules, 2012.
- (3) In each public authority, a committee of PIOs and FMs with rich experience of dealing with RTI applications and appeals is set up to identify the categories of information that are frequently asked by applicant. Such information must be disclosed in public domain to make it more user friendly and should also be reviewed at regular intervals.
- (4) Information that is proactively disclosed must be properly categorized and organized in such a manner that it facilitates easy retrievable database to enable people to access the records. The Nodal Officer of each Public authority be made responsible for this.
- (5) Website, and other medium and publication of each public authority, relating to Section 4 compliance must carry the date (where appropriate for each bit of information) on which the information was uploaded/printed.

(6) The task of undertaking transparency audits may be given to the respective Training Institutes under each Ministry/Department/Public Authority and across the States and Union Territories.

Further, it is also requested to ensure that the 17 manuals of suo moto which are already uploaded on the website of Delhi Jal board should be updated regularly by them with the help of EE (EDP), and for point no. (2), it is requested to Dir (PR) that "Information and Facilitation Center (IFC) may be set up in Delhi Jal Board to follow the guidelines stated above.

This may be given TOP PRIORITY.

Encl.:- as above


(S. K. Meena)

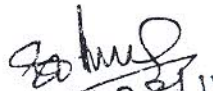
22/11
Dir. (Enforcement)/Nodal Officer (RTI)

ALL Directors and Chief Engineers/FAAs

Director (PR), DJB

Copy to:-

- ✓ EE (EDP):- As and when updated information is received from concerned offices, same may be updated immediately on the website of Delhi Jal Board.


Dir. (Enforcement)/Nodal Officer (RTI)

Sh. Sanjay (Prog-I).


23-11-16

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI - 02.
EMAIL ID- aurupdate@nic.in

File No. F.13/2/2014-AR/5734-5803

Dated: 27/10/16

CIRCULAR

Sub: Regarding Office Memorandum F.No. 1/34/2013-IR dated 30th June, 2016 issued by Ministry of Personnel, Public Grievances and Pensions, (DOPT), Govt. of India regarding measures to further strengthen implementation of Section 4 of RTI Act, 2005.

Sir/Madam,

Ministry of Personnel, Public Grievances and Pensions, (DOPT), Govt. of India has issued Office Memorandum F.No. 1/34/2013-IR dated 30th June, 2016 on the subject matter of measures to further strengthen implementation of Section 4 of RTI act, 2005 which is regarding suo-moto disclosure of information. The OM refers to a report of the committee set up under the Chairmanship of Dr. Devesh Chaturvedi, Joint Secretary, DoPT to examine the recommendations of the Committee of Experts on suo motu disclosure under Section 4 of the RTI Act, 2005. The OM informs that after acceptance of the report, the DOPT,GOI issued instructions dated 29-6-2015(Copy enclosed) and 9-7-15 (Copy enclosed) to Public authorities to follow the recommendations of the Committee and analyze information which is sought most often by applicants and provide it on their web site as suo moto disclosure.

Further, vide O.M. dated 30-6-16, following directions have also been issued by Government of India on the subject matter :-

- (1) The Public Authorities shall constitute Consultative Committees consisting of office bearers of key stakeholder, association on rotational basis to have a systematic and regular interaction between the officials of the Public Authorities to advice what information to be uploaded as suo motu.
- (2) "Information and Facilitation Centres (IFCs) may be set up in each public authorities, where public dealing is involved to educate the citizens about the information/documents available on the website of the department concerned and to provide printed publications to the citizens the categories of information that are frequently being sought under the RTI Act, and provide copies of information as per RTI Rules,2012.
- (3) In each public authority, a committee of PIOs and FMs with rich experience of dealing with RTI applications and appeals is set up to identify the categories of information that are frequently asked by applicant. Such information must be

Contd...
P.T.O.

O/o The Nodal Officer (RTI)
DJB

Diply No. 7377
Date 27/10/16

(4) disclosed in the public domain to make it more user friendly and should also be reviewed at regular intervals.

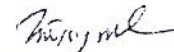
(5) Information that is proactively disclosed must be properly categorized and organised in such a manner that it facilitates easy retrieval. Information on the website must be organised in a searchable and retrievable database to enable people to access the records. The Nodal Officer of each Public authority be made responsible for this.

(6) Web site, and other medium and publication of each public authority, relating to Section 4 compliance must carry the date (where appropriate for each bit of information) on which the information was uploaded/printed.

(7) The task of undertaking transparency audits\ may be given to the respective Training Institutes under each Ministry/Department/Public Authority and across the States and Union Territories.

In this regard, all Public Authorities are requested to comply with the instructions and directions given in the above referred OMs dated 29th June 2015, 09th July, 2015 and 30th June, 2016. Copies of these OMs are enclosed herewith for information and reference

Yours faithfully,



(AMITABH JOSHI)

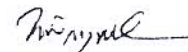
Deputy Director (AR)

Ph.23392422

Encls As above

To

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



(AMITABH JOSHI)

Deputy Director (AR)

F. No. 1/34/2013-IR
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi
Dated the 30th June, 2016

OFFICE MEMORANDUM

Subject: Report of the Committee set up under the chairmanship of Dr. Devesh Chaturvedi, Joint Secretary, DoPT to examine the recommendations of the Committee of Experts on suo motu disclosure under Section 4 of the RTI Act, 2005.

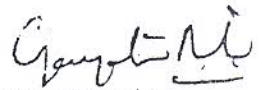
A Committee of Experts consisting of Shri A.N. Tiwari, former Chief Information Commissioner and Dr. M.M. Ansari, Information commissioner of Central Information Commission was constituted to recommend, *inter-alia*, measures to further strengthen implementation of Section 4 of the RTI Act, 2005. The Committee submitted its Report which has been accepted by the Government and an OM dated 29th June 2015 was issued to all public authorities to follow the recommendations of the Committee. Thereafter, DOPT has issued instructions to all Public Authorities in this regard vide O.M. No. 1/1/2013-IR dated 9th July, 2015 that the Departments must make an analysis of information which is sought most often from applicants and provide it on their website as *suo-motu* disclosure.

2 Competent Authority has further directed that:

(1) The Public Authorities shall constitute Consultative Committees consisting of office bearers of key stakeholder, association on rotational basis to have a systematic and regular interaction between the officials of the Public Authorities to advise what information to be uploaded as *suo motu*.

(2) 'Information and Facilitation Centres' (IFCs) may be set up in each public authority, where public dealing is involved to educate the citizens about the information / documents available on the website of the department concerned and to provide printed publications to the citizens the categories of information that are frequently being sought under the RTI Act and provide copies of information as per RTI Rules, 2012.

- (3) In each public authority, a committee of PIOs and FAAs with rich experience of dealing with RTI applications and appeals is set up to identify the categories of information that are frequently asked by applicants. Such information must be disclosed in the public domain to make it more user friendly and should also be reviewed at regular intervals.
- (4) Information that is proactively disclosed must be properly categorized and organised in such a manner that it facilitates easy retrieval. Information on the website must be organised in a searchable and retrievable database to enable people to access the records. The Nodal Officer of each Public authority be made responsible for this.
- (5) Web site, and other medium and publication of each public authority, relating to Section 4 compliance must carry the date (where appropriate for each bit of information) on which the information was uploaded/printed.
- (6) The task of undertaking transparency audits may be given to the respective Training Institutes under each Ministry/Department/Public Authority and across the States and Union Territories.



(Gayatri Mishra)
Director(IR)
Telefax : 23092755

To

All Ministries / Departments.

Copy to: Chief Secretaries / All State Governments / Union Territories.

Copy also to :

(i) Secretary, Central Information Commission, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066.

(ii) NIC, North Block, New Delhi for placing the Office Memorandum on the website of DoPT.

(Gayatri Mishra)