

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C WING, DELHI SECRETARIAT, NEW DELHI - 110 002  
<http://ar.delhigovt.nic.in>

No.13/6/10-AR/ 13363-64/c  
ORDER

Dated: 27.12.2010  
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On the directions of Central Information Commission circulated vide letter of even number dated 16.12.2010 under Section 4(1)(a) of RTI Act, 2005 read with Public Records Act, 1993; Shri Pankaj Joshi, Deputy Director (AR) is designated as "Records Officer" of AR Department. He is requested to complete the following action by 31<sup>st</sup> March, 2011 in respect of AR Department.

- (i) Preparation of list of all records / files of AR Department.
- (ii) Cataloguing and indexing of all records of AR Department.
- (iii) Preparing a guard file in respect of all major orders and circulars issued from time to time and getting the same scanned and placing in the website of AR Department.
- (iv) Examine the cases for weeding out of old records as per Records Retention Schedule and Retention Schedule of substantive records prepared by AR Department.

All Assistant Directors, Statistical Officer, Asst. Accounts Officer / DDO (AR), Research Assistants, Research Investigator and other supporting staff of AR Department are requested to comply with the above instructions in a time bound manner and complete the above mentioned exercise by 31<sup>st</sup> March, 2011.

Further, Mrs. Seema Bawa, Deputy Director (AR) is designated as "Transparency Officer" in respect of AR Department who will oversee the implementation of Section 4 of RTI Act, to be the interface for CIC regarding its progress, help promote congenial conditions for positive and timely response to RTI requests and to be a contact point for the public in all RTI related matters, as detailed in the order / clarification issued by Central Information Commission vide letter dated 9.12.2010.

*Arvind Ray*  
( ARVIND RAY )  
PRINCIPAL SECRETARY (AR)  
Tel: 23392240

1. Ms. Seema Bawa, Deputy Director (AR)
2. Shri Pankaj Joshi, Deputy Director (AR)
3. All Assistant Directors (AR), Statistical Officer (AR), AAO/DDO (AR), Research Assistants, Statistical Asst and Research Investigator for strict compliance. Stenographers and other supporting staff will provide all necessary assistance to the officers and officials in this regard.

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Copy for information to:- The Secretary, Central Information Commission, August Kranti Bhawan, Near Bhikaji Cama Place, New Delhi - 110066, w.r.t. order No. CIC/AT/D/10/000111, dated 15.11.2010 and clarification dated 9.12.2010.

*Arvind Ray*  
( ARVIND RAY )  
PRINCIPAL SECRETARY (AR)