

Central Information Commission
August Kranti Bhawan
Bhikaji Cama Place
New Delhi-110 066

Date: 09-12-2010

Subject : 1. Roles of CPIO and Transparency Officer (TO)
2. Level of Transparency Officer (TO)
3. Job Chart of Transparency Officer (TO)

Reference: D.O.No.CIC/AT/D/10/000111 dated 15.11.2010

Apropos the subject and reference cited, certain public authorities have requested clarification regarding the roles of the Transparency Officer (T.O.) vis-à-vis the CPIO, and the level of the Transparency Officer.

2. It is clarified that the institution of Transparency Officer is in fact an administrative arrangement for promotion of institutional transparency within the public authority through proactive and effective implementation of the provisions of Section 4 of the RTI Act, 2005. These include effective record management, digitization of records, networking and incremental proactive disclosures.

3. The CPIO and the Appellate Authority, on the other hand, are parts of the RTI-regime and, in that sense, are statutory officers under the RTI Act. Their functions shall be as defined in Sections 7 and 19(1) of the Act respectively.

4. Within the public authority, a CPIO will be free to seek guidance from the Transparency Officer about disclosure-norms — both in its general and specific aspects.

5. The level of Transparency Officer, in any public authority, may vary depending on the availability of personnel of a requisite level. However, to be effective, a Transparency Officer should be of sufficiently high seniority in the organization, having uninterrupted and free access to the head of the public authority. He should also be able to effectively communicate and liaise with Divisional Heads of the public authority.

It is, therefore, desirable that T.O. is either No.2 or No.3 behind the head of the organization, in the official hierarchy.

6. Job Chart of Transparency Officer

Transparency Officer (TO) shall be the main centre of all actions connected with promotion of institutional transparency commensurate with the letter and spirit of the RTI Act. In performing this role, the TO shall:

- i. Act as the interface for the Commission vis-à-vis the public authority on the one hand, and on the other vis-à-vis the public authority and the general public/information seeker.
- ii. Engage continuously, in implementing the Commission's directive dated 15.11.2010 regarding pro-active disclosures under section -4 of RTI Act, vis-à-vis the public authority concerned.
- iii. Regularly monitor decisions of the Central Information Commission (<http://cic.gov.in>) with a view to identify areas of openness both generic and specific as a result of such decisions.

Ensure that all levels of employees of the public authority are sensitized about these decisions and their implications.

Be responsible for issuing advisories, to officers/staff about need for sensitivity to institutional transparency and act as a change agent.

Be responsible for sensitizing the officers/staff that the time limit stipulated in the RTI Act are outer limit for matters raised under RTI Act and officers/staff are required to be mentally tuned to disclose all informations, predetermined as open, within the shortest possible time on receiving request.

- iv. Be the contact point for the CPIO/FAA/Divisional Heads in respect of all RTI related matters of the Organisation. He will be the clearing house in all matters about making transparency the central point of organizational behaviour.
- v. Constantly remain in touch with the top management in the public authority about the strategy and the action to promote transparency within the organisation.

Promote good management practices with the organisation centered on transparency.

- vi. Devise transparency indices for various wings of the public authority in order to introduce healthy competition in promoting transparency.

- vii. Help set up facilitation centres within the premises of the public authority, where members of the public can file their requests for disclosure of specific information and can inspect the records and documents etc.
- viii. Work out, in consultation with the departmental officers, the parameters of record management- its classification and indexing, plan of action for digitization of documents and records, networking etc and oversee and help implement the functions laid down in section 4 (1) (a) and 4 (1) (b) of the RTI Act.
- ix. Prepare information matrix based on analysis of RTI applications filed before the public authority and response thereof and, suggest to the top management the need for process reengineering, wherever necessary, as well as work out modalities of suo motu disclosure of such information.
- x. Be responsible for creating condition(s) in the organisation to establish an information regime, where transparency/disclosure norms are so robust that the public is required to have only the minimum resort to the use RTI Act to access information.
- xi. Be responsible for operating a user-friendly website for various information relating to the public authority concerned, including inter alia search option.
- xii. With the help of the appropriate wing of the public authority, set-up arrangements for training of the personnel to promote among them higher transparency orientation away from intuitive reflex towards secrecy, now common.
- xiii. Establish dialogue with the top management and key officials of the public authority regarding prevention of unnecessary confidentiality classification of documents and records under the Official Secrets Act and to check over classification.

(B.B. SRIVASTAVA)
Secretary

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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**

648/SOM/HQ
28/10/10

No. 13/9/09-AR 10333-492/c Dated: 7.10.10
OFFICE ORDER

It has been observed that a large number of Public Information Officers and First Appellate Authorities designated under RTI Act, 2005 are not complying with the marginally noted instructions issued by Administrative Reforms Department with regard to uploading and updating of all RTI applications and first appeals received by the respective PIOs / First Appellate Authorities on the RTI web site of Delhi Government at <http://delhigovt.nic.in>, for which User IDs and Passwords have already been issued to them by Information & Technology Department. This web page has been developed with a view to provide as much information as possible to the citizens with regard to the information being sought by various applicants and the replies given to them by the respective authorities. However, the non updation of this web page has led to a number of RTI applications from the citizens who are seeking

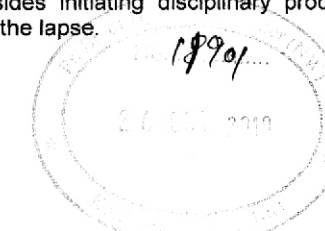
- (1) F-13/9/09- AR/Vol.II/ 6856-7015, dated 8/7/2010
- (2) F.13/2/06/AR/Vol.II/ 1740-1864, dated 10/3/2008
- (3) F. 13 (3)/05-AR/ 2856-2985, dated 22/3/2007.

information as to why the PIOs and First Appellate Authorities are not complying with the instructions issued by the Administrative Reforms Department from time to time and what action has been taken against such persons. One such request by Mrs. K. Kumar for similar information has already been circulated to all the departments for sending a reply to the applicant about the status of uploading of RTI applications and first appeals by the respective Departments besides other information asked by her.

2. All the Departments are accordingly requested to respond to the RTI applications and also ensure that the applications and appeals received by them are uploaded and updated on the said web page so that there is no cause of complaint from the citizens with regard to non-compliance of instructions issued by AR Department from time to time.

3. All the HODs are requested to ensure that the Public Information Officers and First Appellate Authorities upload and update all RTI applications and First appeals on the website of Delhi Government (<http://delhigovt.nic.in>) on a regular basis.

4. Non-compliance of these instructions may result in further RTI applications and appeals with the Central Information Commission, which may take an adverse view in the matter besides initiating disciplinary proceedings against the officers who are responsible for the lapse.



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

SOM (HQ)/GA
PL - put up
To
28/10/10

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

28/10/10
de v...
The order may be cancelled to all the PIO, APIO of this Dept.
28/10/10 SOM/HQ

07/SOM/HQ
28/10

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Most Urgent
CIC Matter

OFFICE OF THE DEPUTY COMMISSIONER, DISTRICT NORTH WEST
GOVT OF NCT OF DELHI
KANJHAWALA: DELHI-110081

No. F. Misc./SDM/HQ/Co-od/NW/10 239-40

Dated 4/2/11

ORDER

This is in reference with instructions of CIC conveyed by Pr. Secretary (AR) vide letter 16-12-2010 directed therein that the each public authorities to designate one of their senior officer as 'Transparency Officer', whose task will be to oversee the implementation of Section 4 of RTI Act, 2005 obligations by public authorities, to be the interface for the CIC regarding its progress help promote congenial conditions for positive and timely response to RTI related matters.

Therefore, SDM (HQ), Distt. North West is hereby appointed /designated as 'Transparency Officer' of the District North West with immediate effect.


AMIT SINGLA

DEPUTY COMMISSIONER (NORTH WEST)

Copy to

1. SDM(HQ) for compliance
2. All PIO's of Distt. North West for information.

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Most Urgent
CIC Matter

OFFICE OF THE DEPUTY COMMISSIONER, DISTRICT NORTH
WEST
GOVT OF NCT OF DELHI
KANJHAWALA: DELHI-110081

No. F. Misc./SDM/HQ/Co-od/NW/10 /232-38

Dated 4/2/11

ORDER

This is in reference with instructions of CIC conveyed by Pr. Secretary (AR) vide letter 16-12-2010 directed therein that all the records should be catalogued and indexed as per provisions of Section 4(1) (a) of RTI Act, 2005. Further, the CIC has directed that this should be completed within six months i.e. latest by 15th May 2011. Further, the CIC referred the provisions of 'Public Records Act, 1993' which stipulates designating a Record Officer in each Deptt, who should undertake all such activity.

Therefore, all the PIO's of District North West are hereby appointed/designated as 'Record Officer' with immediate effect.

— s.d. —

(AMIT SINGLA)

DEPUTY COMMISSIONER (NORTH WEST)

Copy to :-

1. Additional District Magistrate/LAC (North West) / POI for information and compliance
2. Sub-Divisional Magistrate (Saraswati Vihar) / POI for information and compliance
3. Sub-Divisional Magistrate (Model Town) / POI for information and compliance
4. Sub-Divisional Magistrate (Narela) / POI for information and compliance
5. Sub-Divisional Magistrate (Election), Distt. North West/ POI for information and compliance
6. Sub-Divisional Magistrate (HQ), Distt. North West/ POI for information and compliance
7. Block Development Officer (North West) / POI for information and compliance


(AMIT SINGLA)

DEPUTY COMMISSIONER (NORTH WEST)

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