

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(4)/DOA/Estt./2014/dcaaudit/ 703-710

Dated: 22-01-16

**ORDER**

With reference to the Secretary (AR), Administrative Reforms Department, Govt. of NCT of Delhi letter No. F.13/1/2013-AR/03-72 dated 01.01.2016 and with the approval of the Special Secretary (Finance)/Head of Department, it is hereby Ordered as under: -

- (a) Sh. Upender Goyal, Asstt. Accounts Officer (Audit) is hereby nominated as Record Officer in r/o this department for proper Record Management by cataloguing and indexing records as per provisions of Section 4(1)(a) of RTI Act, 2005.
- (b) The AAO(Website) is hereby instructed to ensure regular updation of 17 Manuals on the website of this department as per provisions of Section 4(1)(a) of RTI Act, 2005.
- (c) Sh. Ved Parkash, Sr. Accounts Officer (Audit) is hereby designated as Transparency Officer in r/o this department to oversee the implementation of Section 4 obligation, to be interface for the Central Information Commission regarding its progress, help promote congenial conditions for positive and timely response to RTI requests by the PIO and to be contact point for the public in all RTI related matters.
- (d) The Public Information Officer (PIO) of the department is hereby instructed to ensure the implementation of guidelines as per DOPT Office Memorandum dated 06.10.2015 and A.R. Deptt. letter No. F.13/1/2013-AR/03-72 dated 01.01.2016 while replying RTI petitions.

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**(KULGEET SINGH)**  
**DY. CONTROLLER OF ACCOUNTS/H.O.O.**  
**TEL. No: 23392281**

No. F.9(4)/DOA/Estt./2014/dcaaudit/ 703-710

Dated: 22-01-2016

Copy to:-

1. The Secretary (AR), Admn. Reforms Deptt., Govt. of NCT of Delhi, 7<sup>th</sup> Level, C-Wing, Delhi Sectt., New Delhi for information please with reference to letter No. F.13/1/2013-AR/03-72 dated 01.01.2016.
2. PA to Controller of Accounts (Audit) for information please.
3. Sh. Ved Parkash, Sr. AO(Audit)/Transparency Officer (Audit).
4. Sh. Sanjeev Mendiratta, AO(Audit)/PIO alongwith the copy of A.R. Deptt. letter No. F.13/1/2013-AR/03-72 dated 01.01.2016.
5. Sh. Upender Goyal, AAO(Audit)/Record Officer(Audit).
6. Ms. Reena Khanna, AAO(Audit)/AAO(Website).
7. All Branch Incharges at Headquarter for information.
8. Guard file.

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**(KULGEET SINGH)**  
**DY. CONTROLLER OF ACCOUNTS/H.O.O.**  
**TEL. No: 23392281**