

GOVT. OF NCT OF DELHI  
DEPARTMENT OF FOOD, SUPPLIES & CONSUMER AFFAIRS  
K-BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI,  
(RTI BRANCH)

F.RTI(HQ) /F&S/Misc./2016/1520-1549

Dated:- 18/03/16

ORDER

In pursuance of letter No.F.13/1/2013-AR/03-72 dated 01/01/2016 of Secretary (AR), Govt. of NCT of Delhi, the below mentioned Assistant Commissioners / Officers posted at Headquarter / Zones are hereby nominated/designated as Record Officers and Transparency Officers as under :-

S.No.	Designation	Telephone No.	e-mail I.D.
1.	A.C. (North East)	22115444	acnortheast444@gmail.com
2.	A.C. (East)	22373112	aceast123@gmail.com
3.	A.C. (North)	23653467	acnorthzone@gmail.com
4.	A.C. (West)	25512340	acwestfs@gmail.com
5.	A.C. (North West)	27497648	acnorthwest@gmail.com
6.	A.C. (South West)	28050554	acsouthwestfs@gmail.com
7.	A.C. (New Delhi)	23370072	ap.newdelhi.7@gmail.com
8.	A.C. (South)	29554441	acsouth.zone@gmail.com
9.	A.C. (Central)	23370707	ap.fs.central@gmail.com
10.	A.C. (Admn.)	23370655	fsoadmn.305@gmail.com
11.	A.C. (Vig.)	23370655	fsoadmn.305@gmail.com
12.	A.C. (Distb.)	23370066	fsodist@gmail.com
13.	A.C. (Food)	23370781	assistantdirectorca@gmail.
14.	A.C. (Enf.)	23370655	acenf.fc@gmail.com
15.	A.C. (General)	23370066	acgeneral.78@gmail.com
16.	A.C. (Policy)	23370066	fsopolicy@gmail.com
17.	A.C. (Fuel)	23370655	fsoadmn.305@gmail.com
18.	A.C. (L&P)	23370707	ap.fs.central@gmail.com
19.	A.C. (M.I. Cell)	23370066	micell.dailyreports@gmail.com
20.	A.C. (PGC/PGMS)	23379372	acpgc.fs@gmail.com


327/SSA/IT  
21.03.2016

SA  
21.3.2016

21.	A.D. (CA)	23379372	assistantdirectorca@gmail.com
22.	A.C. (NFSA)	23370066	fsopolicy@gmail.com
23.	A.C. (RTI Branch)	23379372	acrtibranch@gmail.com
24.	Sr. Accts. Officer	23378014	ao1fs.delhi@nic.in
25.	Sr. System Analyst	23378133	deohq.fs@gmail.com

Further, all the Record Officers and Transparency Officers are hereby directed to update the requisite information under section 4(1)(b) (17 manuals) of RTI Act-2005 in the RTI Module of department with the help of I.T. Branch of this department.

This issues with the prior approval of the Competent Authority.

  
18.3.16  
(KULDIP SINGH)  
PIO (HQ)


Encl:- letter No.F.13/1/2013-AR/03-72  
dt. 01/01/2016 of AR Deptt.

F.RTI(HQ) /F&S/Misc./2016/ 1520-1549

Dated:- 18/03/16

Copy forwarded for information and necessary action to:-

1. Secretary (AR), A.R. Deptt., Govt. of NCT of Delhi, 7<sup>th</sup> level, C-Wing, Delhi Sectt., New Delhi-110002 w.r.t. letter referred to above.
2. PS to CFS/FAAs F & S Deptt..
3. All Assistant Commissioners (HQ & Zones), F & S Deptt..
4. Sr. System Analyst, F & S Deptt. to upload the same on the website of the department.
5. Accounts Officer, F & S Deptt..
6. AC (General) with the direction to display the same on the Notice Board.

  
18.3.16  
(KULDIP SINGH)  
PIO (HQ)

No.F. 13/1/2013-AR/03-72

Dated: 01/01/2016

To

All Principal Secretaries'/Secretaries /HODs of GNCTD

All Heads of Local Bodies/Autonomous Bodies/Undertakings/Institutions under Govt. of Delhi

- Sub: 1. Non-compliance of Section 4 (1) of RTI Act 2005.
- 2. Role of Public Information Officer and Transparency Officer, Level and Job Chart of Transparency Officer
- 3. Updating of RTI website of Delhi Government.

Sir / Madam,

Your kind attention is invited to Section 4 (1) (b) of the RTI Act 2005 under which it is mandatory to publish 17 manuals on the website of the department concerned. It has been observed from the website of Delhi Government that many Departments of Govt. of NCT of Delhi has not yet complied or updated the requisite 17 manuals with the mandatory provisions under the said Act despite the several instructions issued by this Department from time to time.

2. By virtue of the powers vested in the Central Information Commission vide Section 19(8) of RTI Act, 2005, it has been directed that the obligations set out in Section 4 of RTI Act, 2005 be discharged by all public authorities as per the time limits set out against each activity-

(a) **Record Management**:- As per provisions of Section 4(1)(a) of RTI Act, 2005 all the records should be catalogued and indexed. But it has been observed that many departments has not complied/updated the said information. Further, your attention is also invited to the provisions of "Public Record Act, 1993". Which stipulates designation a Record Officer in each department, who should undertake all such activity. It is suggested that a "Record Officer" may also be nominated as per provisions of this Act, so that he/she can attend to Record Management.

(b) **Publish 17 Manuals**:- As per provisions of Section 4(1)(a) of RTI Act, 2005 all public authorities should have implementing these obligations after implementation of the Act in their department. But it has been found through the website of the department concerned that either they have not prepare the said manuals or not updating the same from time to time.

(c) **Designation of Transparency Officer**:- The Central Information Commission has also directed that each Public Authority shall designate one of their senior officers as "Transparency Officer" whose task it will be to oversee the implementation of Section 4 obligations by public authorities, to be interface for the CIC regarding its progress, help promote congenial conditions for positive and timely response to RTI requests by PIOs, deemed PIOs and to be a contact point for the public in all RTI related matters

d) As per DOPT office Memorandum dated 06.10.2015 regarding guidelines for providing information to the RTI applicant, vide which they informed that the every public authority should contain the following information while replying RTI petitions.

*Immediate*

*Please circulate to all Pios*

*SS (RTI) 382*

*Early A. K. S.*

*to send letter received in*

*AL (R/2/HQ) 17/2/16*

*AP10(HQ) 19.2.16*

*Diary No: 2123*

*Date: 12/2/16*

408  
12/2/16