

GOVT. OF NCT OF DELHI
OFFICE OF THE COMMISSONER OF INDUSTRIES

419,FIE,UDYOG SADAN,PATPARGANJ, DELHI

F.No.Admn./CI/09-10/ 94-113

Dated 10/01/11

OFFICE ORDER

I am directed to convey the order of Central Information Commission & Principal Secretary (AR), by virtue of powers vested in the Central Information Commission vide Section 19(8)(a) 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:-

- 1 **Record Management:-**As per provision of Section 19(8)(a) of RTI Act,2005 all the records should by catalogued and indexed. The Commission has directed that this should be completed within six months i.e. latest by 15th may, 2011.
- 2 **Publishing 17 manuals :-**As per provision section 4(1)(b) of RTI Act, 2005 all public Authorities should have implemented these obligations within 120 days from the date of issue of this order, i.e. latest by 15th March, 2011 and shall be uploaded on a portal to be set up exclusively for this purpose by the CIC.
- 3 **Designation of Transparency Officer:-**The CIC has further 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 the 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. The **TRANSPARENCY OFFICER** will have to be designated by each Public Authority within 30 days of the issued of the order and communicated to the Commission by all public authorities latest by 9th January, 2011.

This issues with the prior approval of Competent Authority.

(Vinod Kumar)

Dy. Commissioner of Industries (HR)/HOO

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Copy to :-

Dated

- 1 PS to CI
- 2 All PA to Addl. CIs
- 3 All JCs/DCIs/SPIOs
- 4 Computer Cell, Industries Department
- 5 All Branch Incharges of Industries Department.

(Vinod Kumar)

Dy. Commissioner of Industries (HR)/HOO