

No.11/15/2010-Admn.  
Government of India  
Ministry of Water Resources

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New Delhi, the 29<sup>th</sup> Nov., 2010

**Sub.: Fresh directions of the Central Information Commission for implementation of Section of the RTI Act, 2005.**

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The undersigned is directed to enclose herewith a copy of the Secretary, Central Information Commission's DO letter No.CIC/AT/D/10/000111 dated 18.11.2010 for time-bound implementation of the obligations as laid down in the Section 4 of the RTI Act, 2005, as per the directions issued by the Commission on 15.11.2010. Action points as per these directives are listed below :-

- a) All the records are to be catalogued and indexed for easy dissemination and disclosure. **This has to be done within a period of six months.** In this connection, the Commission has noted that the record management practices, as much as possible, should be technologically driven.
  - b) All the records are to be computerized in a phased manner subject to availability of resources.
  - c) As provided in Section 4 *ibid*, the Commission has noted that obligation laid down under Section 4 was to be completed by the public authorities within 120 days of the implementation of the RTI Act on 15<sup>th</sup> June, 2005. The Commission has, however, noted that action in this regard has rather been tardy. With the purpose of implementing this in a systematic manner through time bound action, the Commission has directed that action as provided under Section 4 shall be completed within a period of 120 days with effect from 15.11.2010.
  - d) The information in compliance with Section 4 obligation is to be uploaded on a portal to be set up exclusively for this purpose by the CIC. In the covering letter, the Secretary, CIC, has stated that "the details about the portal being developed shall be sent to the public authorities separately." However, a copy of the suggestive format has been annexed.
2. It is requested that all the Wing Heads and the CPIOs may take immediate action for cataloguing and indexing of the records and in case, they need any assistance, IWSU Section may please be contacted.
  3. Simultaneously, action for computerization of records may also be initiated.

4. As regards suo-motu disclosures of information under Section 4 of the RTI Act, the website of this Ministry may please be perused, wherein, based on the information earlier provided by the different Wings/Units, information had been uploaded as part of suo-motu disclosures by the Administration Division. In view of the recent directives issued by the CIC, it is requested that additional information/documents may also please be uploaded on the website of this Ministry with the assistance of the IT Cell of this Ministry. While putting up this information, the suggested format (ref. para 5 below) of the portal being developed by the CIC may also be relied upon as it indicates, in detail, the type of manuals/information/documents that are to be provided as part of suo-motu disclosures.

5. The suggested format of the portal is also enclosed vide the aforesaid DO letter. It is requested that information on this suggested format may please be compiled so that it can be uploaded on the portal of the CIC as soon it starts functioning.

6. It is requested that monthly progress on the above may please be furnished to the Administration Section of the Ministry positively by 3<sup>rd</sup> of every month and the first progress report may please be sent by 3<sup>rd</sup> January, 2011.

**(N.K. GUPTA)**  
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To (with hard and soft copies to sl.no.1 to 5 and to the remaining by e-mail)

1. All Wing Heads in the Ministry. (Both hard and soft copies)
2. All Divisional Heads under the Administration Wing.
3. All CPIOs and Appellate Authority in the Ministry (Both hard and soft copies)
4. IT Cell for displaying this circular on the website of the Ministry.
5. SO (IWSU). It is requested that maximum assistance to all may be provided in cataloguing and indexing of the records and it should be as much as possible technology driven. They may conduct, a workshop, if required.
6. All Sections, MoWR
7. Coordination Section, MoWR.
8. Notice Board

Copy to :-

1. PS to Minister (WR) / PS to MoS (WR)
2. PPS to Secretary (WR) / PS to AS (WR)