

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI**

No.F. 13/4/05/AR/16165-16314

Dated: 19.12.05

To

Principal Secretaries/Secretaries,
Heads of Department, Govt. of Delhi
Delhi/New Delhi.
Heads of Autonomous Bodies/Local Bodies/
Undertakings, etc of Govt. of Delhi.
(As per list enclosed)

Subject: Parliament Question - Preparation and uploading of 17 manuals on the web site of Delhi Government.

Sir/Madam,

I am to draw your kind attention to section 4 of the Right to Information Act, 2005 and to this office letter of even no. dated 21.10.2005 relating to publication of 17 manuals by the “**Public Authority**” and to place them on the Website of Delhi Govt. A Parliament Question in this regard has also been raised in which proper reply could not be given due to incomplete work. It has been observed that the departments/units as per list enclosed have not yet uploaded their manual on the Delhi Govt.'s website.

2. I convened a meeting on 13.12.2005 and 14.12.2005 to review the status but some of the departments did not even attend this meeting which is a matter of concern.

3. As already stated in our letter dated 21.10.2005, that the big organizations having large number of divisions/zones/districts/field units may divide their manuals into two categories, one to be prepared centrally for the whole department where policy issues, powers, duties, norms, procedures followed in decision making etc. are to be recorded. The second category is such which can be efficiently prepared and maintained by field units/divisions etc.

4. Accordingly preparation of Manuals should be done in following manner: -

A. All departments/agencies having no field units or branches or having only one PIO

All 17 Manuals	These should be prepared and uploaded by the PIOs who will also be declared as 'RTI Monitoring Officer'.
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B. Departments/Agencies having field units/branches/divisions (other than MCD/NDMC/DJB/DSIDC/DTTDC)

Manuals No. 1, 2, 3, 4, 5, 7, 8, 12, 14 and 16	These should be prepared centrally and uploaded by one of the senior most PIOs declared as 'RTI Monitoring Officer' by the HOD
Manual No. 6, 9, 10, 11, 13 and 15	These should be prepared by PIO of the field units. In case there are two or more PIO in a field office then one of them may be declared as RTI Monitoring Officer by the HOD.

C. MCD, NDMC, DJB, DSIDC, DTTDC.

All 17 Manuals	As they are having large number of independent departments, they may designate 'RTI Monitoring Officer' for each department separately who would be responsible for preparation, uploading and updating of 17 manuals. Each manual should be uploaded as an independent entity for the respective department.
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5. In case of small attached and subordinate offices/autonomous bodies, the HOD may decide whether their material will be completed in their own manual or these agencies are to do this exercise independently and action may be taken accordingly.

6. **All the heads of departments and organizations are again requested to get the manuals prepared and upload the same on the Website of Delhi Govt. by 31st December, 2005 positively. under intimation to A.R. Department.**

Yours faithfully,

Encl: as above

Sd/-
(Prakash Kumar)
Secretary (AR)

**STATUS OF PREPARATION AND UPLOADING OF MANUALS
UNDER RIGHT TO INFORMATION ACT 2005**

As on 15.12.2005

Sr. No.	Department	Preparation of 17 Manuals under 4(1)(b)	Defaulter for Uploading on website
Dte. of Health & Family Welfare			
1	A.U.Tibbia College and allied units	NO REPORT	Not Uploaded
2	Ahilaya Bai College of Nursing (LN Hospital)	NO REPORT	Not Uploaded
3	Board of Homeopathic System of Medicines	NO REPORT	Not Uploaded
4	College of Pharmacy (Delhi Institute of Pharmaceutical Science and Research)	NO REPORT	Not Uploaded
5	Delhi Bhartya Chikitsa Parshid.	NO REPORT	Not Uploaded
6	Delhi Dental Council	NO REPORT	Not Uploaded
7	Delhi Nursing Council	NO REPORT	Not Uploaded
8	Delhi Pharmacy Council	NO REPORT	Not Uploaded
9	Delhi Physiotherapy & Occupational Therapy Council	NO REPORT	Not Uploaded
10	Dte. of Family Welfare	Done	Not Uploaded
11	Institute of Liver and Biliary Science (ILBS)	NO REPORT	Not Uploaded
12	Maulana Azad Dental College	Done	Not Uploaded
13	Rajiv Gandhi Super. Spec. Hospital, Tahirpur	NO REPORT	
Dte. of Higher Education			
14	Bhaskar Acharya College of Applied Sciences	NO REPORT	Not Uploaded
15	Delhi College of Art and Commerce	Done	Not Uploaded
16	Guru Gobind Singh Indraprastha University Including Indira Gandhi Instt. of Technology (MIT)	NO REPORT	Not Uploaded
Power Department			
17	Delhi E.Regulatory Commission	Done	Not Uploaded
18	Inderprastha Power Generation Co. Ltd.(GENCO)	Under Process	Not Uploaded
TTE			
19	Delhi Institute of Hotel Management and Catering Technology.	NO REPORT	Not Uploaded
20	Netaji Subhash Institute of Tech.	Done	Not Uploaded
21	Sharda Ukil School of Art	NO REPORT	Not Uploaded
Law & Judicial			
22	Delhi Legal Services Authority	NO REPORT	Not Uploaded
23	Distt.and Session Judge Office	NO REPORT	Not Uploaded
24	Law & Judicial	NO REPORT	Not Uploaded
Environment Department			
25	Delhi Pollution Control Committee	NO REPORT	Not Uploaded
Registrar, Co-Operative Societies			
26	Delhi State Co-operative Bank Ltd.	NO REPORT	Not Uploaded
SC/ST Department			
27	DSC Financial and Dev.Corp.Ltd.	Done	Not Uploaded
Industries Department			
28	DSIDC Ltd	Done	Not Uploaded
GAD			
29	Human Rights Committee for Arrestees	Done	Not Uploaded
Labour Department			
30	DLWB	Done	
31	DCWWB		
Education Department			
32	NCC	Done	Not Uploaded
33	State Council of Educational Research and Trg.	Done	Not Uploaded
AR Department			
34	Office of the Loakayukta	Under Process	Not Uploaded
35	Commission for OBC	Done	Not Uploaded
36	Delhi Agriculture Marketing. Board.	Done	Not Uploaded
37	Delhi Jal Board	Done	Not Uploaded
38	Delhi States Aids Control Society.	Done	Not Uploaded
39	Delhi Wakf Board	Done	Not Uploaded
40	Gurudwara Election	Done	Not Uploaded
41	MIIREP & D, Alipur	Done	Not Uploaded
42	Tourism	NO REPORT	Not Uploaded
43	Urban Development	Done, but not in order	Not Uploaded
LOCAL BODIES			
1	Delhi Cantt. Board	Under process.	Not Uploaded
2	MCD	Partially received	Partially loaded on their own website
3	NDMC	Done	Not Uploaded (uploaded on their own website)

