

No.A-50014/1/2016-Admn.II (2497)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievances

5<sup>th</sup> Floor, Sardar Patel Bhavan,  
Sansad Marg, New Delhi-110 001.  
Dated, the 20<sup>th</sup> December, 2018.

OFFICE MEMORANDUM

Subject: Appointment of Transparency Officer for ensuring compliance with the proactive disclosure guidelines under Section 4 of the RTI Act, 2005.

The undersigned is directed to refer to Chief Information Commissioner's D.O.No.CIC/AT/D/10/000111/2 dated 9<sup>th</sup> December, 2010 on the above subject and to say that Shri V. Srinivas, Additional Secretary has been nominated as Transparency Officer for ensuring compliance with the proactive disclosure guidelines of the Department of Administrative Reforms & Public Grievances.

2. As per the powers vested in the Central Information Commission by Section 19(8)(a) of the RTI Act 2005, the Commission has given direction to the Public Authority to set out the obligations in Section 4 of the RTI Act, 2005 to be discharged by the Public Authority as per the time limits set out against each activity.
3. The main function of the Transparency Officer may summarize as - to promote institutional transparency within the public authority through proactive and effective implementation of the provisions of Section 4 of the RTI Act 2005. These include effective record management, digitization of records networking and incremental proactive disclosures. At the same time to ensure high priority and quality in disposing off the RTI applications.
4. This issues with the approval of Secretary, DARPG.



(Ajit Kumar Sah)

Under Secretary to the Govt. of India & CPIO

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Central Information Commissioner  
(Atten: Shri Piyush Agarwal, Registrar),  
CIC Bhavan,  
Baba Gangnath Marg, Munirka,  
New Delhi-110 067.

अजीत कुमार साह/AJIT KUMAR SAH  
अवर सचिव / Under Secretary  
भारत सरकार / Government of India  
प्रशासनिक सुधार एवं लोक शिकायत विभाग  
Deptt. of Administrative Reforms & Public Grievances  
सरदार पटेल भवन, नई दिल्ली/S.P. Bhavan New Delhi

