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No. 5/52/2016-1AR  
Government of Haryana  
Administrative Reforms Department

Dated Chandigarh the, 28<sup>th</sup> March, 2022

To

- (i) All the Administrative Secretaries to Govt., Haryana.
- (ii) All the Head of Departments in Haryana.
- (iii) All the Chief Administrators and Managing Directors of Boards/ Corporations in Haryana.
- (iv) All the Divisional Commissioners in Haryana.
- (v) All the Registrars of Universities in Haryana.

**Subject :- Implementation of pro-active disclosure under Section-4 of RTI Act, 2005-Issue of guidelines regarding.**

Sir/Madam,

I am directed to invite your attention to this Department letter of even number dated 15 December 2020 on the subject cited above and to reiterate that in order to implement Section-4 of RTI Act, 2005 in letter and spirit, it is essentially required that the following steps needs to be taken by each public authority to address the issue:-

- (i) Public Authorities should make the obligations mentioned in section 4, an integral part of their organizational functioning.
- (ii) Annual Administrative reports, various annual returns, critical information/charts of the Departments alongwith date wise replies given to the important questions of Vidhan Sabha and Parliament alongwith note for pads may be put up on the websites of the public authorities.
- (iii) A dedicated senior officer preferably of the level of Additional Director must be designated to implement the provisions of Section 4 of the Act.
- (iv) A comprehensive pro-active monitoring and enforcement mechanism needs to be set up to ensure compliance of Section 4 of the Act. Administrative Secretary of each department must comprehensively audit the implementation of Section 4 in each public authority under his control twice every year in the month of January and July and submit the reports to your office with a copy to the Commission. Their observations and orders must be put on the websites of the public authorities.
- (v) Enough resources should be made available to the field officers for computerization and up keep of record.
- (vi) To take immediate steps for maintaining all its records duly catalogued and indexed in manner and form which facilitates the

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right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated.

2. In addition to the above, all the public authorities to submit an annual report in compliance with clause (b) of sub section 1 of section 4 of the Act in the beginning of each calendar year i.e. in the Second week of January to the State Information Commission.

3. These instructions may be brought the notice of all officers/officials for strict compliance. Non-compliance of these instructions will be viewed seriously by the Government.

Yours faithfully,



Under Secretary, Administrative Reforms,  
for Chief Secretary to Government, Haryana

Endst. No. 5/52/2016-1AR,

Dated Chandigarh, the 28<sup>th</sup> March, 2022

A copy is forwarded to the Chief Information Commissioner, State Information Commission, Haryana, SCO No. 70-71, Sector-8-C, Chandigarh w.r.t. letters No. 2320/SCIC/EA-I, dated 17.02.2022 for information and necessary action.



Under Secretary, Administrative Reforms,  
for Chief Secretary to Government, Haryana