

**R.T.I Matter URGENT**

No.1/58/Home/2005/Vol.I/ 3163  
Administration of Daman & Diu,  
Department of Personnel & Administrative Reforms,  
Secretariat, Daman.


Tel. No.0260 - 2231707 Fax No. 0260 - 2230023

Dated: 15/01/2014

**C I R C U L A R**

I am directed to refer to this department's Circular No.1/58/Home/2005/Vol.I/659 dated 21-5-2013 and enclosed herewith a copy of Office Memorandum No.1/6/2011-IR dated 10-12-2013 regarding Guideline on implementation of suo motu disclosure under Section 4 of RTI Act, 2005 received from the Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training, New Delhi for necessary action in the matter.

All Head of Office/Head of Departments including those who have already implemented suo-moto disclosure under section 4 of RTI Act, 2005 are requested to update the information from time to time and upload the same on official website. The Action Taken Report on the compliance of guidelines should be sent, alongwith the URL link within 7 days without fail to enable this department to submit compliance report to the Ministry of Personnel, PG & Pensions Department of Personnel Training and Central Information Commission, New Delhi.

  
(S.K. Varma)  
Deputy Secretary (Pers.)

To

- 1 All Head of Offices/Deptt/CPIO/Appellate Authorities, Daman
- 2 The Collector, Diu...with a request to Circulate the same to All Head of Offices/CPIO/Appellate Authorities, located at Diu District and send the Action Taken Report of the Diu District.

Copy to:-

1. The Staff Officer to the Administrator, Secretariat, Daman.
2. The Development Commissioner, Secretariat, Daman
3. The Finance Secretary, Secretariat, Daman
4. The Managing Director, OI DC, Daman.
5. The Secretary (Education), Secretariat, Daman.
6. The Chief Conservator of Forests, Secretariat, Daman
7. The IGP, Police Department, Daman.
8. The Collector, Daman.
9. Guard file/Office copy.