

അപേക്ഷകർക്ക് എളുപ്പത്തിൽ വിവരങ്ങൾ ലഭ്യമാക്കുന്നതിനായി എല്ലാ പബ്ലിക് അതോറിറ്റിയും അവരവരുടെ കൈവശത്തിലുള്ള വിവരങ്ങൾ എല്ലാം തയ്യാറാക്കി വെക്കണമെന്ന് വിവരാവകാശ നിയമത്തിലെ വകുപ്പ് 4(1) ൽ നിഷ്കർഷിക്കുന്നുണ്ട് ഇത് സംബന്ധിച്ച സർക്കാർ പുറപ്പെടുവിച്ച സർക്കുലർ



GOVERNMENT OF KERALA

General Administration (Co-ordination) Department

CIRCULAR

No. 32942/Cdn. 5/08/GAD.

Dated, Thiruvananthapuram, 8th July, 2008.

*Sub:*—General Administration—Department—Right to Information Act, 2005—Instruction to maintain all records duly catalogued and indexed—Reiterated—Regarding.

*Ref:*—G. O. (P) No. 367/2005/GAD. dated 10-10-2005.

As per the provisions in the Right to Information Act, 2005, Government had issued strict instruction vide item Nos. 2 and 3 in the G. O. cited, which is extracted below:

2. As laid down in Section 4 (1) of the Act, all Heads of Departments will take immediate steps to maintain all records duly catalogued and indexed in a manner and form which facilitate the right to information and to ensure computerization of records which are to be computerized, within a reasonable time with the available resources to access such records by the Citizens.

3. The particulars of the functions, duties of each organizations, power and duties to its Officers and Employees and a statement of categories of documents that are held by the organization and under its control shall be published by the Heads of Departments before 12-10-2005, as provided in Section 4 (1) of the Act.

As complaints have been received about the non-compliance of the above instructions by the Public Authorities, all Departments in Government Secretariat including Law and Finance are requested to ensure the strict compliance to the above instruction with respect to each Department and also to the Public Authorities which are related to/coming under the administrative control of each Department. Any violation in this regard will be viewed seriously and those responsible will be subjected to disciplinary action.

G. P. RAMACHANDRAN,

*Additional Secretary.*