



Personnel and Administrative
Reforms (A.R.III) Department,
Secretariat, Chennai – 600 009.

Letter (Ms). No.3/A.R.3/2011-1, Dated: 04.01.2012

From
Thiru M.Kutralingam, I.A.S.,
Principal Secretary to Government.

To
All Departments of Secretariat,
All Heads of Departments,
All District Collectors.

Sir,

Sub: Right to Information Act, 2005 – Proactive disclosure under section 4
of the Right to Information Act, 2005 – Instructions – Issued.

- Ref. 1. Government Letter (Ms).No.987, Public (Estt.I& Leg) Department,
Dated: 07.10.2005.
2. Government Letter No.45649/2005-1, Public (Estt.I & Leg)
Department, Dated: 10.10.2005.
3. Government Letter No.50405/2005-2, Public (Estt.1&Leg)
Department, Dated: 14.11.2005.
4. Government Letter No.9887/2006-2, Public (Estt.I&Leg)
Department, Dated: 01.03.2006.
5. Government Letter No.35330/2006-1, Public (Estt.I&Leg)
Department, Dated: 23.08.2006.
6. Government Letter No.66960/A.R.III/2006-1, Personnel and
Administrative Reforms Department, Dated: 29.12.2006.
7. Government Letter No.51706/A.R.III/2007-1, Personnel and
Administrative Reforms (A.R.III) Department, Dated: 19.10.2007.
8. From Special Commissioner and Secretary to Government,
D.O.Letter No.1648/A.R.III/2008-1, Personnel and Administrative
Reforms (A.R.III) Department, Dated: 11.01.2008.

I am directed to state that in the letter 1st cited, instructions were issued to all public authorities to disclose information voluntarily in the forms of a Manual as specified under section 4 of the Right to Information Act, 2005.

2. In the letters second to 8th cited, all Departments of Secretariat were reminded to send a copy of the Manual prepared by that Department and other units under their administrative control.

3. It has been brought to the notice of the Government that proactive disclosures as sought for under section 4 of the Right to Information Act, 2005 has not been completed / updated by some of the public authorities.

4. I am therefore, to request you to ensure that the proactive disclosures as required under section 4 of the Right to Information Act, 2005 is completed and posted in the Government website by all Departments under your control and that the information so provided is updated periodically.

5. This may be treated as "MOST IMMEDIATE".

Yours faithfully,

N Malini
6/1/12

for PRINCIPAL SECRETARY TO GOVERNMENT.

DM
6.1.12



Personnel and Administrative
Reforms (A.R. III) Department,
Secretariat, Chennai – 600 009.

Letter (Ms).No.4/A.R.III/2012, Dated: 04.01.2012

From
Thiru M.Kutralingam, I.A.S.,
Principal Secretary to Government.

To
All Departments of Secretariat,
All Heads of Departments,
All District Collectors.

Sir,

- Sub: Right to Information Act, 2005 – Updation of list of Public Information Officer / Appellate Authority in each public authority – Instructions – Regarding.
- Ref. 1. Government Letter No.15580/A.R.III/2007-1, Personnel and Administrative Reforms (A.R.III) Department, Dated: 19.10.2007.
2. From Tamil Nadu Information Commission Letter No.28508/TNIC/2011, Dated: 05.12.2011.

I am directed to state that in the letter 1st cited, Government have issued model pattern of Public Information Officers / Appellate Authorities for guidance and adoption of uniform pattern in the appointment of Public Information Officers / Appellate Authorities and instructed to post the same in the web-site.

2. In the letter 2nd cited, the Secretary (i/c), Tamil Nadu Information Commission has stated that of late the Tamil Nadu Information Commission is receiving representations from the public that they are not able to find out the details of the Public Information Officers / Appellate Authorities in certain departments. He has also stated that on surfing the Right to Information Act, 2005 manual of all departments, it is found that certain departments have furnished these data upto Departments in Secretariat level, certain upto Head of the Departments level and department like energy have gone to the bottom of the hierarchy.

3. The Secretary (i/c), Tamil Nadu Information Commission has requested the Government to issue necessary instructions to all the departments of the Government right upto the last level to update regularly the details of the Public Information Officers / Appellate Authorities, their telephone numbers and contact address in each public authority under their respective control and disseminate the same in their website.

4. I am therefore directed to request you to update regularly the details of the Public Information Officers / Appellate Authorities, their telephone numbers and contact address in each public authority under your control and disseminate the same in the website.

5. This may be treated "MOST IMMEDIATE".

Yours faithfully,

N. Malini
9/1/12

for PRINCIPAL SECRETARY TO GOVERNMENT.

Copy to:

The Secretary (i/c),
Tamil Nadu Information Commission, Chennai-18.

9/1/12
6.1.12

Principal Secretary to Government
Tamil Nadu
Chennai-18

To
All Secretaries to Government
All Heads of Departments
All District Collectors

From
Principal Secretary to Government
Tamil Nadu
Chennai-18

1. The Secretary (i/c) Tamil Nadu Information Commission has requested the Government to issue necessary instructions to all the departments of the Government regarding the updation of the details of the Public Information Officers / Appellate Authorities in each public authority under their control and dissemination of the same in the website. The details of the Public Information Officers / Appellate Authorities in each public authority under their control and dissemination of the same in the website. The details of the Public Information Officers / Appellate Authorities in each public authority under their control and dissemination of the same in the website.