

**CIRCULAR NO. 14 /2005**

Sub : - Motor Vehicles Department - Estt. -Implementation of the provision contained under section 4 of the Right to Information Act, 2005 - Modifications - Instructions issued - reg.

Ref : - Government letter No. 13162/A2/05/I&PR dated 05-09-2005.

As per sub section (1) of section 4 of the Right to Information Act 2005 obligations have been cast on every public authority to maintain all its records duly catalogued and indexed in a manner and form which facilitates the right to information under this Act and to 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 net work all over the country on different systems, so that access to such records is facilitated.

It is also mandatory on the part of every public authority under clause (b) of the said section to publish the items detailed herein below for the information of the public and to update the same annually.

- (i) The particulars of its organization, functions and duties;
- (ii) The powers and duties of its officers and employees;
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) The norms set by it for the discharge of its functions;
- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) A statement of the categories of documents that are held by it or under its control;
- (vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of these boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs;

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) The names, designations and other particulars of the public information officers;
- (xvii) Such other information as may be prescribed;

In the circumstances, instructions are hereby issued to all concerned for taking immediate measures for facilitating smooth and early implementation of the provisions referred to in line with the stipulation contained above. All the heads of offices shall furnish a progress report detailing the action taken as well as difficulties, if any meted out in this regard, so as to reach the same by 14th November 2005.

The receipt of the circular shall be acknowledged.

Sd/-  
Transport commissioner