



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX 4911, NEW DELHI - 110 029

No.16/100/2015-Admin.II

Dated: 5.8.2015

To

All Directors/Directors-in-charge  
of all permanent Institutes/Centres of ICMR.

Subject: Implementation of suo moto disclosure under Section 4 of RTI act,  
2005 and guidelines thereof.

Sir,

I am directed to send herewith a copy of letter No.V.25011/268/2015-IIR dated 22.7.2015 and its enclosure on the subject mentioned above received from Department of Personnel and Training, North Block, New Delhi for urgent necessary action under intimation to this Office.

This issues with the approval of Competent Authority,

Yours faithfully,

(Bharat Bhushan)  
Administrative Officer  
for Director-General

25011/2013-IR  
FTS 142423  
Government of India  
Ministry of Health & Family Welfare  
(Department of Health Research)

2<sup>nd</sup> Floor, IRCS Building, Red Cross Road  
New Delhi-110 001  
Dated the 22<sup>nd</sup> July, 2015

To,

The Sr. DDG,  
Indian Council of Medical Research,  
Ansari Nagar, New Delhi


**Subject: Implementation of Suo Motu Disclosure under Section of RTI Act, 2005-reg.**

Sir,

I am directed to enclose a copy of the O.M. No. 1/34/2013-IR dated 29<sup>th</sup> June, 2015 of ~~the~~ the Ministry of Personnel, Public Grievances and Pensions (DoPT), New Delhi ~~for~~ for urgent necessary action under intimation to this Department. ~~subject~~

Encl.: -As above

Yours faithfully,



(B.P. Nautiyal)

Section Officer & CPIO

Tel. No. - 23736215

MS. ~~2201921~~  
@Naand  
29/7/15

Sr DDG (A), ICMR OFFICE  
DIARY NO. 2027  
DATE 24/7/2015

Dy. NO 861 A-11  
30/07/2015

North Block, New Delhi  
Dated 29<sup>th</sup> June 2015

Office Memorandum

Subject: Implementation of Suo Motu Disclosure under Section 4 of RTI Act, 2005

Attention is invited to detailed guidelines on implementation of suo motu disclosure under Section 4 of RTI Act, 2005 issued vide this department's O M No.1/6/2011-IR dated 15.4.2013. Subsequently, a Committee of experts consisting of Shri A.N.Tiwari, Chief Information Commissioner(Retd) and Dr. M.M.Ansari, Information Commissioner(Retd) (of Central Information Commission) was constituted to recommend, inter alia, measures to further strengthen implementation of Section 4 of the RTI Act, 2005. The Committee has, inter alia, made the following recommendations which have been duly accepted by the competent authority:-

- 1) All the details of the public authority may be uploaded on its website. Access to information should be made user-friendly for which appropriate information technology infrastructure should be suitably designed, developed and operationalised.
- 2) All the training modules for professional upgradation of employees should incorporate matter relating to the virtues of transparency and open government and RTI law.
- 3) In order to minimise the burden of servicing RTI applications, the public authorities with high public dealings should put in place an effective system to redress the grievances of affected persons. At the sub-organisational levels, there should be cooperation and coordination between the Central Public Information Officers and the officers responsible for addressing public grievances.
- 4) In order to reduce the number of RTI applications relating to service matters, the information relating to recruitment, promotion and transfers should be brought into public domain promptly.
- 5) The retention and maintenance of specific documents for specified duration should be clearly spelt by each public authority in respect of its documents.

(Sandeep Jain)  
Director  
Tel: 23092755

- 1) All Ministries/Departments of Govt of India
- 2) Union Public Service Commission /Lok Sabha Secretariat / Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ NITI Ayog/ Election Commission.
- 3) Central Information Commission/ State Information Commissions.
- 4) Staff Selection Commission, CGO Complex, New Delhi.
- 5) The Comptroller and Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- 6) Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179, Uttarakhand
- 7) Director, Institute of Secretariat Training and Management, Old JNU Campus, Olof Palme Marg, New Delhi

Copy to :

Chief Secretaries/ All State Governments