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**Time Bound
Court Matter**

No. EDN-H (16) B (15) RTI-01/2017-18- Section 4(1)(a)
Directorate of Higher Education
Himachal Pradesh, Shimla-171001

शिमला निदेशालय उच्चतर शिक्षण

E-mail: rtibr@rediffmail.com , 0177-2653386 (Ext.-236) 27 JUL 2022

Dated, Shimla- 171001 the 27th July, 2022

To

1. All Principals of Govt. Colleges in H.P.
2. All Principals of Govt. Sanskrit Colleges in H.P.
3. The Principal, SCERT Solan, Distt. Solan, H.P.
4. The Principal, GCTE Dharamshala, Distt. Kangra, H.P.
5. All Deputy Directors of Higher Education in H.P.
6. All Librarians/ Asstt. Librarians (Central State Library Solan/State Library, The Mall Shimla/ Distt. & Tehsil Libraries) in H.P.

Subject: - Regarding implementation of Section 4(1)(a) of RTI Act, 2005.

This is with reference to the Addl. Chief Secretary (AR), Govt. of HP letter No. Per(AR)A(3)-1/2018 dated 05th July, 2022 on the subject cited above and in continuation to this office letter of even No. dated 07.12.2018 vide which directed to implementation of Section 4(1)(a) of RTI Act, 2005.

In this connection, you are again directed to implement the Section 4(1)(a) of RTI Act, 2005, which refers Maintenance of records etc., for ready reference Section 4(1)(a) of RTI Act, 2005, is reproduced as herein below:

“ 4(1) (a)- Every Public Authority shall maintain all its records duly catalogued and indexed in a manner and the form which facilitates the Right to Information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated.”

(2)

Therefore, you are again directed to implement Section 4(1)(a) of RTI Act, 2005 and also maintained the records of your offices/institutions as well as the institutions under your control and send the status report regarding Section 4(1)(a) of RTI Act, 2005 to the undersigned through email on RTI Cell email id rtibr@rediffmail.com within two days positively, so that the information could be submitted to the Govt. accordingly.

Treat it most urgent being RTI Matter and Court Case.

(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh.

Shimla- 171001, 27th July, 2022

Endst. No. : As above, dated,
Copy to:

1. The Addl. Chief Secretary (AR) to the Govt. of HP w.r.t. letter No. as referred above for information, please.
2. The Pr. Secretary (Education) to the Govt. of HP for information, please.
3. All the Branch Officers/Branch Supdts., Directorate of Higher Education Himachal Pradesh, Shimla w.r.t. U.O. EDN-H (16) B (15) directed to submit compliance report to the RTI Cell within two days positively.
4. The Supdt., IT Cell, Directorate of Higher Education, Himachal Pradesh, Shimla with the request to upload the same on the official website.

डा. अमरजित क. शर्मा

Director of Higher Education
Himachal Pradesh, Shimla.

27 JUL 2022

RTI/Court Matter.

63

No. PER(AR)E(3)-1/2010
Government of Himachal Pradesh
Department of Administrative Reforms

From
The Secretary (AR) to the
Govt. of Himachal Pradesh

To
All Administrative Secretaries to the
Govt. of Himachal Pradesh, Shimla-2
All HODs in Himachal Pradesh
All Deputy Commissioners in H.P.
All Boards/Corporations & Commissions in H.P.

Dated: Shimla-2, the 2 / May, 2018

Subject:
CWP No -2418/2010 titled as State of HP Vs. Dr. P.K. Aditya Reg. Implementation of Section 4(1)(a) of RTI Act, 2005. Which refers Maintenance of Record.

Madam/Sir,

I am directed to refer to this office letters bearing No. Per(AR)A(3)-1/2008 dated 7th May 2008, Per(AR)A(8)1/2011 dated 29th March, 2011, Per(AR)A(8)2/2014 dated 17-10-2014, Per (AR)A(8)-1/2014 dated 25-04-2016 and Per(AR)F(7)-2/98-Vol-II dated 29-11-2017 on the subject cited above and to say that the Status specific regarding implementation of Section 4(1)(a) of RTI Act, 2005 is required to be supplied to the HHC HP.

The section 4(1)(a) of the Act ibid provides that all public authorities shall maintain all its record duly catalogued and indexed. Record Management in accordance with this provision is an important step to enable the Public Authorities to furnish information sought under the Act. The Clause also requires the Public Authorities to have its records computerized and connected through a network all over the Country. The public authorities were expected to complete the requirements of this clause within reasonable time and subject to availability of resources.

This department has issued direction /instructions from time to time to comply with the above referred requirement of the Act. For the purpose the Public Record Act, 2005 has been enacted to regulate the management, administration and presentation of the public Record of the State Government, Public Sector undertakings, Statutory Bodies and Corporations, Commissions and Committees constituted by the State Govt. Moreover, the provisions 19.1 to 19.9 Chapter XIX of H.P. Office Manual, 3rd Edition, 2011 also provides the mechanism to maintain the record of the Govt.

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Asst Secy
S.O. Secy
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It is expected that all public Authorities might have been complied with this requirement already. You are therefore again requested to kindly adhere to the compliance of the statutory obligation of said section of the Act in your office by maintaining all records duly catalogued and indexed in a manner and the form which facilitates the right to seek information under the Act and expedite the Status Report to this office at earliest so that the HHC could be apprised with the Status.

Yours faithfully,

121

Under Secretary (AR) to the
Govt. of Himachal Pradesh

dated:

-1)

Encl No. As above

Copy to the Secretary, State Information Commission, Keonthal
Complex, Khalini, Shimla-2 for information.

Under Secretary (AR) to the
Govt. of Himachal Pradesh

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पृष्ठांकन संख्या: संख्या: ईडीएन-यू (जी-1) आरटीआई / 2022 / - / 2223 - 28 जुलाई, 2022

प्रतिलिपि:-

- 1 शिक्षा निदेशक उच्चतर हिमाचल प्रदेश शिमला को सूचनार्थ प्रेषित है ।
- 2 समस्त प्रधानाचार्य / मुख्याध्यापक सा0व0मा0पा0 / उच्च पाठशालाएं जिला ऊना को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है तथा निर्देश दिए जाते हैं कि पत्र के अनुसार कार्यवाही करें ।



शिक्षा उप-निदेशक उच्चतर
ऊना जिला ऊना (हि0प्र0)