



GOVERNMENT OF KERALA
General Admn (Co-ordination) Dept

No. 32942/Gdn.5/08/GAD Thiruvananthapuram Dated: 08.07.2008.

CIRCULAR

Sub:- General Administration Department - Right to Information Act, 2005 - Instruction to maintain all records duly cataloged 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 No. 2 & 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(i) 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

To

All Departments in Govt. Secretariat including Law and Finance.
General Administration (Spl.E/Sainik Welfare/Parliament) Dept.

Forwarded / By Order


Section Officer