



GOVERNMENT OF KERALA
General Administration (Co-ordination) Department

CIRCULAR

No.84216/Cdn. 5/2005/GAD

Dated, Thiruvananthapuram 22.10.05

Sub: General Administration Department – Right to Information Act 2005-
Implementation of the Act in Public Sector Undertakings, Local Bodies,
Autonomous Institution etc – Instructions issued.

Ref: 1. G.O (P) 367/2005/GAD Dated: 10.10.2005
2. Circular No.80649/Cdn. 4/05/GAD Dated 15.10.2005
3. G.O (Rt) 8026/2005/GAD Dated 19.10.2005

As envisaged in the Right to Information Act 2005 the Government have constituted the Kerala State Information Commission, as per the G.O dated 10.10.2005. Detailed instructions were issued to all Heads of Department for the proper implementation of the Act in their Departments, within the stipulated time. Any authority or body, or institution of self-government established or constituted or owned, controlled or substantially financed by the State Government or any non-Government organisation substantially financed directly or indirectly by funds provided by the State Government are liable to implement the Right to Information Act. Accordingly each Organisation / Institution / Public Sector Undertaking shall take immediate action to publish –

- i) the organisational and functional details
- ii) the powers and duties of its Officers and employees
- iii) a statement of categories of documents that are held by the Organisation/institution and under its control.
- iv) the particulars of Assistant information Officer, Information Officers and Appellate Authority, as provided under the Act.

2. In the circumstances, all Principal Secretaries/Secretaries are requested to ensure that the above instructions are implemented forthwith by the Public Sector Undertakings/ Organisations/ Institutions/Agencies under their administrative control and by the Local bodies and Autonomous Institutions including the Universities, concerned with the Department. The progress in the implementation of Right to information Act 2005 in the above Organisations/Institutions shall be monitored by the concerned Principal Secretary/ Secretary.

E. K. BHARAT BHUSHAN,
Principal Secretary to Government

To

The Secretary to Governor

All Principal Secretaries / Secretaries

All Departments in the Secretariat including Law and Finance

Private Secretary to Chief Minister and other Ministers

Private Secretary to Leader of Opposition

Additional Secretary to Chief Secretary

General Admn (Parliament) Department

Information & Public Relations Department

(for giving wide publicity through media)

Forwarded/ By Order

Section Officer

Lalith Babu