

Government of Nagaland
Department of Personnel & Administrative Reforms
(Administrative Reforms Branch)

No. AR-7/RTI-4/2006

Dated Kohima the 24th June, 2009.

OFFICE MEMORANDUM

Sub: Implementation of Right to Information Act.

The State Government has adopted the Right to Information Act, 2005 and the provisions contained in the aforesaid are to be adhered and implemented by all the Department. The Government also used to issue various O.Ms. pertaining to the appropriate Act for proper implementation. However, it has come to the notice of the Government that many Departments are also ignoring the Act and it has come that the information sought are not replied positively and within the stipulated date. Therefore, it is once more brought to the notice of all Department highlighting some of the important provisions of the Act as given below:

- (i) Section 5 & 9 states that all Government Departments/Corporations should designate offices as Appellate Authority/Public Information Officer and Assistant Public Information Officers. Whenever any appointed/nominated Appellate Authorities, PIOs and APIOs are transferred/retire from their respective Departments, the concerned Departments' are to re-appoint/nominate other Appellate Authorities, PIOs and APIOs respectively.
- (ii) Under Section 4(1)(B) of the Act, each Departments and Public Sector Undertakings of the State are required to prepare and publish a manual of the Departments giving the Particulars of the organization, powers and duties, rules, regulation, instructions, manuals and records, held by it, directory of its officers and employees and particulars of all plans, programmes of the Department etc.
- (iii) Section 25(1)(2)(3) states that all Departments should prepare annual reports and submit to the Chief Information Officer in which the CIC will placed during the Assembly Session.

Sd/- TEMJEN TOY,

Commr & Secretary to the Govt. of Nagaland.

Dated Kohima the 24th June, 2009.

No. AR-7/RTI-4/2006

Cpy to :-

1. The Secretary to the Governor, Nagaland, Raj Bhavan, Kohima.
2. The Commissioner & Secretary to the Chief Minister, Nagaland Kohima.
3. The OSD to the Chief Secretary, Nagaland Kohima.
4. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries/Additional Secretaries, Nagaland Kohima.
5. All Officers concerned.
6. The Secretary, Nagaland Legislative Assembly/NPSC/Vigilance Commission.
7. All Heads of Department.
8. All Nagaland Houses.
9. All Deputy Commissioners/Additional Deputy Commissioners, Nagaland.
10. Guard file.

(KHRIESATONUO)

Joint Secretary to the Govt. of Nagaland.