



Personnel and Administrative
Reforms (A.R.III) Department,
Secretariat, Chennai – 600 009.

Letter (Ms). No.3/A.R.3/2012/1, Dated: 04.01.2012

From
Thiru M.Kutralingam, I.A.S.,
Principal Secretary to Government.

To
All Departments of Secretariat,
All Heads of Departments,
All District Collectors.

Sir,

Sub: Right to Information Act, 2005 – Proactive disclosure under section 4
of the Right to Information Act, 2005 – Instructions – Issued.

- Ref. 1. Government Letter (Ms).No.987, Public (Estt.I& Leg) Department,
Dated: 07.10.2005.
2. Government Letter No.45649/2005-1, Public (Estt.I & Leg)
Department, Dated: 10.10.2005.
3. Government Letter No.50405/2005-2, Public (Estt.1&Leg)
Department, Dated: 14.11.2005.
4. Government Letter No.9887/2006-2, Public (Estt.I&Leg)
Department, Dated: 01.03.2006.
5. Government Letter No.35330/2006-1, Public (Estt.I&Leg)
Department, Dated: 23.08.2006.
6. Government Letter No.66960/A.R.III/2006-1, Personnel and
Administrative Reforms Department, Dated: 29.12.2006.
7. Government Letter No.51706/A.R.III/2007-1, Personnel and
Administrative Reforms (A.R.III) Department, Dated: 19.10.2007.
8. From Special Commissioner and Secretary to Government,
D.O.Letter No.1648/A.R.III/2008-1, Personnel and Administrative
Reforms (A.R.III) Department, Dated: 11.01.2008.

I am directed to state that in the letter 1st cited, instructions were issued to all public authorities to disclose information voluntarily in the forms of a Manual as specified under section 4 of the Right to Information Act, 2005.

2. In the letters second to 8th cited, all Departments of Secretariat were reminded to send a copy of the Manual prepared by that Department and other units under their administrative control.

3. It has been brought to the notice of the Government that proactive disclosures as sought for under section 4 of the Right to Information Act, 2005 has not been completed / updated by some of the public authorities.

4. I am therefore, to request you to ensure that the proactive disclosures as required under section 4 of the Right to Information Act, 2005 is completed and posted in the Government website by all Departments under your control and that the information so provided is updated periodically.

5. This may be treated as "MOST IMMEDIATE".

Yours faithfully,

N Malini
6.1.12

for PRINCIPAL SECRETARY TO GOVERNMENT.

DM
6.1.12