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GOVERNMENT OF KERALA

**General Administration (Co-ordination) Department**

**CIRCULAR**

No. 85455/Cdn.5/2008/GAD. Dated, Thiruvananthapuram, 1<sup>st</sup> January, 2009.

*Sub:*—General Administration Department—RTI Act 2005—Publishing comprehensive details in Government website—Instructions—Regarding.

Section 4 of RTI Act 2005 instructs to publish comprehensive details of each Public Authority and provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public resort to the use of the RTI Act to obtain information only in specific instance when additional information may be required by them. It has been found that the information published by various public authorities in this matter are not comprehensive as envisaged under this Act.

Therefore, it is required to publish comprehensive details in the official website. All Departments in Government Secretariat including Law and Finance and all Heads of Departments and Public Authorities are therefore requested to furnish the necessary details as per the Appendix direct to the Information & Public Relations Department within one month so as to upload the same to Official Government web portals and to the websites of other Departments.

P. J. THOMAS,

*Chief Secretary to Government.*

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries.  
Secretary to Governor, Raj Bhavan, Thiruvananthapuram.

All Heads of Departments/District Collectors.

The Secretary, State Information Commission, Kerala, Thiruvananthapuram.

The Secretary, Kerala Legislature Secretariat, Thiruvananthapuram.

All Public Sector Undertakings.

All Autonomous Bodies.

The Secretary, Kerala Public Service Commission, Thiruvananthapuram.

The Advocate General, Ernakulam.

The Registrar, Kerala/Cochin/Calicut/Mahatma Gandhi/Kannur University.

The Registrar, Kerala Agriculture University, Mannuthi, Thrissur.

The Registrar, Sree Sankaracharya Sanskrit University, Kalady, Aluva.

The Secretary, KSEB, Thiruvananthapuram.

The Secretary, KSRTC, Thiruvananthapuram.

All Departments in the Secretariat including Law and Finance.

Stock File/Office Copy.

## APPENDIX

The content of the Department may be prepared under the following heads/links (for [www.kerala.gov.in](http://www.kerala.gov.in).)

**The Organisation :**

(About the Department, Organisational Structure, its mission and vision, area of operation/activities etc. The content may clearly indicate the subjects assigned to the Department, its Mission, Vision, objectives. A roadmap of how it intends to achieve all its objectives and envisaged outcomes may also be given.)

**Important Officials :**

(Name, Designation, Official address, Phone numbers, email ids etc. of the important officials of the Department in accordance with hierarchy)

**Projects & Programmes :**

(The content may contain a comprehensive functional map of the Department, subject matters being handled by the Department, along with designation of officers concerned with subjects assigned to them, responsibility of attached and Subordinate Offices. It will further contain rules, procedures and important studies conducted.)

**Achievements & Success Stories :**

(Here enclose the list of achievements and milestones and other important events as it may deem fit.)

**Services :**

(Details regarding the services being provided by the department directly to public.)

**e-Services :**

(Here the content may clearly show the services offered online or through various offices/facilitation counters etc. being run by the Department, the target beneficiaries, relevant rules, procedures, eligibility criteria expected Citizens/Clients and such other relevant information to facilitate the Citizens/Clients to avail of such services.

Department will also consider facility for knowing the fate of the applications on line. Facilitation for redress of Grievances with details of Grievance Officers, Redress mechanisms, Grievance hearings etc. (if any).

**Application Forms :**

(All application forms will be made available on-line. Department will also consider facility for knowing the fate of the applications on line.)

**Ordinance/Legislations :**

(Acts, Rules, Gazette Notifications, Statutory Orders, Important Judicial pronouncements, Notifications, Handbooks, Guidelines, Instructions, Compendium of Circulars etc.)

**GOs/Notifications :**

(All Government Orders and Notifications related to the Department.)

**Vital Statistics :**

(Statistical data on the activities of departments.)

**Institutions coming under :**

(Name and a brief write up including the address, activities etc. of the PSUs/ autonomous bodies/commissions etc. under the Department.)

**Citizen Charter :**

(Citizen charter of the Department in full.)

**Administrative Report :**

(Administration report of the Department in full.)

**FAQ :**

(Department will also consider putting up relevant information under an active link titled "Frequently Asked Questions (FAQ)" providing details in significant areas of focus in such a way of question and answer method.)

**Disclosure of Information under RTI Act :**

(Disclosure of Information under section 4(1) (b) of the Right to Information Act.)

**Publications :**

(The list of publications brought out by the Department will also be displayed with associated links for viewing/Downloading such published material. Periodicals, if any, can also be displayed prominently.)

**Related website :**

(Domain names of the website(s) of the department and related sites.)

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