



Speed Post
केन्द्रीय विद्यालय संगठन (मुख्यालय)
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग
नई दिल्ली-110016

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NO.F.11011/6-4/2017-KVS (Hqrs.)/PIC/ 16888

Dated: 21.12.2017

Subject:- Ensure maximum disclosure on the part of the Public Authority.

The Right to Information Act, 2005 section 4 (F) (a) & (b) clearly states about cataloging and indexing of the record, its computerization and publication of the particulars of the organization, functions and duties, the powers and duties of its officers and employees, the procedure followed in the decision making process including channels of supervision and accountability, and the norms set by it for discharge of its function etc. A copy of the Section 4(1) of the Act is enclosed for perusal. Therefore all such information which is to be put up in the public domain in the light of the stipulations in section 4(1) (a) & (b) to ensure maximum disclosure on the part of the Public Authority, needs to be hosted on the website of the Kendriya Vidyalaya Sangathan and the information updated on regular basis.

In view of the above, all Section Officers /Branch Officers working in KVS (Hqrs)/RO's and ZIET's to make available a soft as well as hard copy of the updated information in respect of work being done by the section/branch/division in pursuance of the stipulations of the section 4(1)(a) & (b) to DC(Acad) (EDP) on or before 02nd January 2018 for uploading on the website. The information must be sent with the approval of the Competent Authority.

The KVS (Hqrs) website may be visited for guidance for the nature and type of information being hosted so far.

Neelam
21-12-2017

(Neelam)

Assistant Commissioner (Admn)CIC/PIC

Enclosure:- As above

Distribution:-

1. All Section Officers, KVS (Hqrs), New Delhi for information and necessary action.
2. All Assistant Commissioners/Deputy Commissioners of KVS /PIO's of RO's and ZIET's for similar action.
3. All Deputy Commissioners, KVS, Regional Offices and All Directors ZIET's i.e 1st Appellate Authorities of RO's and ZIET's for similar action.
4. All CPIO's and 1st Appellate Authority of KVS (Hqrs.) for information and necessary action.
5. DC(Acad) (EDP), KVS (Hqrs.) for information with the request to upload on KVS website.
6. P.S to Commissioner, KVS (Hqrs.) New Delhi for information, please.
7. P.S to Addl. Comm. (Acad) KVS (Hqrs.) for information, please.

CHAPTER II

Right to information and obligations of public authorities

3. Subject to the provisions of this Act, all citizens shall have the right to information.

Right to
information

4. (1) Every public authority shall—

- a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
- b) publish within one hundred and twenty days from the enactment of this Act,—
- (i) the particulars of its organisation, functions and duties;
 - (ii) the powers and duties of its officers and employees;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (iv) the norms set by it for the discharge of its functions;
 - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) a statement of the categories of documents that are held by it or under its control;
 - (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
 - (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
 - (ix) a directory of its officers and employees;
 - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
 - (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
 - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
 - (xvi) the names, designations and other particulars of the Public Information Officers;
 - (xvii) such other information as may be prescribed;
- and thereafter update these publications every year;
- c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- d) provide reasons for its administrative or quasi-judicial