

No. PER (AR) F (1)-3/2008-1  
Government of Himachal Pradesh  
Administrative Reforms Organization

From

Secretary (A.R.) to the  
Government of Himachal Pradesh.

1620152  
15/7/16

To

1. All the Administrative Secretaries to the Government of H.P.
2. All the Heads of Departments in Himachal Pradesh.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in Himachal Pradesh.
5. All the Managing Directors/Registrar/Secretaries of Boards/Corporations/Universities in Himachal Pradesh..

Dated: Shimla-171002, the 8<sup>th</sup> July, 2016

**Subject:-** Regarding writing names and designation while recording notings on files.

I am directed to refer to the correspondence resting with this Department letter of even No. dated 8<sup>th</sup> August, 2013 and 8<sup>th</sup> May, 2015 regarding instructions for recording full name, designation, phone number of officer on the letter of memorandum for circular or any other form of communication. These instructions are reiterated.

While deciding an appeal filed by one Shri Dev Ashish Bhattacharya, the State Information Commissioner, H.P. on 23-09-2013 has observed that contention of the appellant in respect of furnishing names and designation of officials and officers who recorded their notings on the relevant file while processing the matter is valid within the objectives of RTI Act, 2005. The main objective of the RTI Act, 2005 as enshrined in its preamble is that every public authority and its instrumentalities function in the discharge of their day to day duties in a transparent manner so as to ensure accountability of each of its functionaries and to provide good governance.

Keeping in view the spirit of this objective, it is requested that observations of State Information Commission may also be brought to the notice of all concerned under your control for compliance.

Your faithfully,

*(Signature)*  
Ved Prakash

Under Secretary (AR) to the  
Government of Himachal Pradesh  
Phone No. 0177-2626416

P. A. Cell	
DHE.....	
11 JUL 2016	
Branch	<i>(Signature)</i>

*Sh. G. N. Sharma*

Endst. No. PER(AR)F(1)3/2008-1 Dated: Shimla-2 the July, 2016

Copy forwarded to:-

1. The Secretary, State Information Commission, H.P. Shimla-2 with reference to his letter No. SIC-46/2014-220 dated 17-4-2015 for information.
2. Sh. Dev. Ashish Bhattacharya, B-5, Pocket-7, Block-54, Kendriya Vihar, Sector-82, NOIDA, U.P.-201304 with reference to letter dated 15-06-2016 for information please.

Directorate of Hr. Education  
Himachal Pradesh

(Ved Prakash)  
Under Secretary (AR) to the  
Government of Himachal Pradesh  
Phone No.0177-2628481

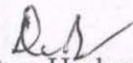


Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 171001 the

04.8.2016

Copy for information and further necessary action is forwarded to :-

1. The Secretary (A.R.) to the Govt. of H.P. w.r.t. Per (AR)F(1)-3/2008-I dated 08<sup>th</sup> July, 2016 for information please.
2. The Additional Director of Hr. Education ( Adm.), H.P.
3. The Additional Director of Hr. Education ( C ), H.P.
4. The Additional Director of Hr. Education ( S ), H.P.
5. The Joint Director of Hr. Education, C-I / C-II, H.P.
6. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
7. The OSD(C) / OSD(Skt.) Directorate of Hr. Education, H.P.
8. All the Principals of Govt. Degree/PGT Colleges / GCTE Dharamshala & Skt. in the H.P.
9. All Deputy Directors / Assistant Directors, Dte. of Hr. Education, H.P.
10. All the Deputy Directors of Hr. Education, H.P. with the remarks that same letter be circulated to all offices / institutions situated in your district.
11. The Group Commander, CP HQ, Shimla -4.
12. The Chief Librarian, Center State Library Solan.
13. All the District libraries in the H.P.
14. All the NCC units in the Pradesh.
15. The PS to the Director of Higher Education, H.P.
16. *The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the sa orders on the deptt. Website*
17. DDO Directorate of Hr. Education, H.P.
18. All the Superintendents in the Directorate of Hr. Education, H.P.
19. Guard File.

  
Director Higher Education  
Himachal Pradesh