

No.PER. 24/2008/310
Government of Meghalaya
Personnel & A. R. (A) Department

.....
Dated: Shillong, the 3rd February, 2025

OFFICE MEMORANDUM

Subject: **Implementation of Sou Motu Disclosure of the RTI Handbook**

The Sou Motu Disclosure of Information to Public is mandated under Section 4 (2) of the RTI Act, 2005, so that the Public have to resort minimally to the use of this Act to obtain information. Section 4 (1) (b) of the Right to Information Act 2005 lays down the Information which should be disclosed by Public Authorities on a Sou Motu or Proactive basis. Section 4 (3) prescribes for wide dissemination of every information, in such form and manner which is easily accessible to the public. In The Right to Information Act, 2005, it is imperative to ensure that all Departments maintain an updated and comprehensive RTI Handbook.

In this regard, all Public Authorities are requested to:

1. Review the existing RTI Handbook for your Department;
2. Update the Handbook with accurate information, including organizational structure, functions, powers, and procedures for accessing information under the RTI Act;
3. Include details of the public Information Officer (PIO) and Appellate Authority, along with their updated contact information;
4. Ensure the inclusion of any new programs, policies, or changes relevant to the Department since the last update.

The updated Handbook must be submitted by 15th February, 2025, with intimation to this Department and made accessible on the official website of your Department as per Section 4 of the RTI Act.

Sd/- (C. V. D. Diengdoh, IAS)
Commissioner & Secretary to the Govt. of Meghalaya
Personnel & A. R. (A) Department

Memo.No.PER. PER. 24/2008/310-A,
Copy forwarded to:-

Dated: Shillong, the 3rd February, 2025.

1. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries/Additional Secretaries, Govt. of Meghalaya
2. All Administrative Departments for information and necessary action. For any assistance or clarification please contact Smti. Wanripa Najjar:9362764375, Ms. Zoe Deanna Nikhla: 7259951795, Ms. Rachel Grace Sohtun: 7005074807.
3. All Deputy Commissioners/Sub-Divisional Officers.
- ✓ 4. S.I.O. NIC, Meghalaya, Shillong, for uploading in Government Website.

By Order etc.,

Deputy Secretary to the Govt. of Meghalaya
Personnel & A. R. (A) Department
