

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 09 AUG 2023

To

All HoDs of IA&AD
DG (Headquarters)

Subject: General instructions regarding RTI, disciplinary proceedings and legal matters -reg.

Sir/Madam,

The C&AG of India during his visit to Gujarat in July 2023 pressed upon some specific issues pertaining to RTI, departmental proceedings and legal matters. In compliance of the same, the extant provisions on these issues are reiterated below for strict compliance by the HoDs.

2. Instructions on RTI matters:

i. Insufficient, self-contradictory information often leads to litigation. All the CPIO should process RTI applications carefully and meticulously keeping in view the DoPT guidelines issued from time-to-time.

ii. Public authority should provide as much information suo motu to the public through various means of communications so that the public have minimum need to use the Act to obtain information. Section 4(1) (b) of the Act, in particular, requires every public authority to publish sixteen categories of information. All the self-disclosures under section 4(1) (b) should be displayed and time-to-time be updated in the official website.

iii. The change in CPIO should be immediately updated on website and displayed on office display board.

3. Adherence to timeline in disciplinary proceedings:

In some cases it has been noted that the disciplinary proceedings were not completed adhering to the timeline prescribed under CCS (CCA) Rules. The need for expeditious

completion of disciplinary proceedings has been emphasized in various circulars, orders issued by CVC, DoPT. All the HoD should scrupulously follow the prescribed timeline in dealing disciplinary proceedings.

4. Timely disposal of grievances of employees:

The redressal of grievances of employees should be done in time bound and long-lasting manner instead of ad-hoc approach. In this regard, Headquarters instructions contained in Circular No. 26-Staff Wing/2014 dated 07.07.2014 should be followed.

5. Court Cases:

The performance of empanelled counsels should be reviewed from time to time and accordingly decision to retain them or otherwise should be taken. Court cases should be dealt with utmost urgency by the HoD, and care should be taken to ensure that necessary action either (implementation of court orders or filing the requisite appeal) is done within the stipulated time-period. Headquarters should be invariably be kept informed of the developments in all cases. The HoD should give personal attention to ensure that there are no instances of contempt of court.

Yours faithfully,



Director General (Staff)

Copy for information to:

1. ADAI (Legal)
2. PD (Personnel)