

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

From

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

To

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

Dated: Shimla-171002, the 8<sup>th</sup> May, 2015

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

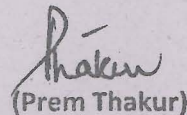
Sir,

I am directed to refer to the correspondence resting with this department letter of even No. dated 8<sup>th</sup> August, 2013 regarding instructions for recording full name, designation, phone number of officer on the letter or memorandum or 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.

Yours faithfully,

  
(Prem Thakur)

Joint Secretary (AR) to the  
Government of Himachal Pradesh  
Phone No. 0177-2624183

Endst. No. PER(AR)F(1)-3/2008-1

Dated Shimla-2 the

May, 2015

Copy forwarded to 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.

Joint Secretary (AR) to the  
Government of Himachal Pradesh