

**MOST IMMEDIATE**  
**REMINDER**

No. Z-13014/01/2020-RTI/P.G Cell

Government of India/भारत सरकार

Directorate General of Training/प्रशिक्षण निदेशालय

Ministry of Skill Development & Entrepreneurship/

कौशल विकास और उद्यमिता मंत्रालय

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Room No. 110, 1<sup>st</sup> Floor, Employment Exchange Building,  
Pusa Complex, New Delhi - 110012

Dated: 31<sup>st</sup> May, 2021.

**OFFICE MEMORANDUM**

Subject: - Implementation of suo motu disclosure under Section 4(1)(b) of RTI Act, 2005-regarding.

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The undersigned is directed to refer to this Office OM of even number dated 24/05/2021 under Section 4 of RTI Act, 2005 regarding suo moto disclosure on the website of DGT & Field Offices, all the Divisional Heads are requested to update / upload their respective information for Self appraisal report 2020-2021) on the website at the earliest for updating the said requisite information bilingual by this Directorate (through eMail to [pabitra.ghosh@nic.in](mailto:pabitra.ghosh@nic.in)) i.e. **Acts / Rules / Orders / Circulars / Tenders / Notices / MoUs / Name of Committees constituted as part of the public authority & their composition, tenure, powers & functions, Minutes of the Meeting / Policies / all Gazette Notifications / Audit Paras of CAG-PAC & their replies / detail of all employees with Pay Level & their contact details / Organization Chart and Work Allocation / Who's who / Internal Orders / Information about DGT Scheme(s) / complete admission update / details of PIO(s) / Nodal Officer for RTI / decision making process – services offered, Time limit for achieving the targets, if delayed, the procedure to resolve the issue(s) / details of 1396 Scheme / LWE Scheme / Grading of ITIs / STRIVE Project / Polytechnic / Discretionary and Non-discretionary Grants to NGOs or other Institutions / Job fair – Placement / Budget allocation of last 03 years etc. and also upload No. of employees against whom disciplinary action pending / finalized for Minor or Major penalty proceedings & Programmes to advance understanding of RTI Educational programmes especially training of CPIO / APIO through example ISTM or any other Administrative Institutes etc..**

Contd...P.2/-



2. In addition to above, all the HoD(s) are also requested to start the operation of Information & Facilitation Counter (IFC) in their respective RDSDEs / NSTIs.



(Pabitra Ghosh)  
Deputy Director

To,

- ✓ All CPIOs and Appellate Authorities of DGT (Hqrs.) / Field Offices of DGT..