

कन्द्रीय जल आयोग
CENTRAL WATER COMMISSION
CENTRAL WATER COMMISSION

No. 3/6/2012-O&M/154
Government of India
Central Water Commission

Room No. 326(S), Sewa Bhawan,
R.K.Puram, New Delhi-110066,
Dated 30 May, 2014

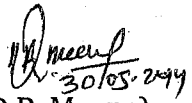
OFFICE MEMORANDUM

Subject: Suo motu disclosure on official tours of Ministers and other officials.

A copy of CWC O.M. of even No. dated 25th March 2013 is again circulated for strict compliance. It is reiterated that details of all official visits undertaken by all officers of the rank of Chief Engineer and above in CWC (including field formations) be uploaded on CWC website by 5th of the month following each quarter. The information to be disclosed for domestic and foreign tours should be as per Annexure A' enclosed.

In cases, where SMD, CWC has provided username and password to upload unit wise circulars etc., CWC units need not forward quarterly report on this subject to SMD.

Encl. As above.


(D.R. Meena)


Under Secretary


Tel. No. 011-26711031

Copy to :

1. PPS to Chairman, CWC
2. PS to Member (D&R), / Member (WP&P) / Member (RM), CWC
3. All Chief Engineers (including field formations including NWA Pune), CWC
4. Director, WP&P (Coord.) / Director, RMCD / Director, D&R(C), CWC
5. Nodal Officer for RTI matters w.r.t. letter No. F. 14/10/2012-O&M/1019 dated 26.9.2012.

Please Issue
R&D Section.


30/05/2014


2/6/14

No.3/6/2012-O&M
Government of India
Central Water Commission

Room No 326(S), Sewa Bhawan
R.K.Puram, New Delhi – 110 066.

March 25, 2013

OFFICE MEMORANDUM

Subject: Suo motu disclosure on official tours of Ministers and other officials.

Sub-section (2) of Section 4 of RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to use the Act to obtain information.

2. It has, therefore, been advised by DoPT vide O.M.No.1/8/2012-IR dated 11th September, 2012 that Public Authorities may proactively disclose the details of foreign and domestic official tours undertaken by Minister(s) and officials of the rank of Joint Secretary to the Government of India and above and Heads of Departments, since 1st January, 2012. The disclosures are to be updated once every quarter starting from 1st July, 2012.

3. It has, therefore, been decided that details of all official visits undertaken by all officers of the rank of Chief Engineer (CE) in Central Water Commission (CWC) [including field formations] and above each quarter shall be uploaded on the CWC website by 5th of the month following each quarter. The information to be disclosed for domestic and foreign tours should be as per Annexure 'A' enclosed.

4. The concerned officers/officials shall take necessary action in respect of above as mentioned below:

- (a) PPS/PS of Chairman & Members, CWC shall forward the above quarterly report within the stipulated time regarding the tour programmes of Chairman & Members to Director, SMD to upload the same on the website.
- (b) PPS/PS/PA/office staff of CEs posted at HQ shall send above quarterly report within the stipulated time regarding the tour programmes of respective CEs to Director, SMD to upload the same on the website and copy of the same shall also be sent to Director (Coordn.) of their wing.

: 2 :

(c) Offices of CEs in field organisations and CE, NWA shall send the above quarterly reports within the stipulated time to Director, SMD for uploading the same on the website and a copy of the same shall also be sent to Director, RMCD.

(d) Director (SMD) shall make arrangement for creating an appropriate place in CWC website for uploading above information and do needful to upload the same on quarterly basis as received from concerned officers.

5. The exemptions under Section 8 of the RTI Act, 2005 may be taken in view while disclosing the information.

6. This issues with the approval of Chairman, CWC vide their Office Dy.No.230/F dated 13th March, 2013.

Encls:a/a.

Imall
(K.Vohra)
Secretary, CWC
Tel.No.26187232

Copy to:

1. PSO to Chairman, CWC
2. PPS to Member (D&R)/Member(WP&P)/Member(RM), CWC
3. All CEs (including field formations including NWA, Pune), CWC
4. Director, WP&P (Coord)/Director (RMCD)/Director, D&R(C), CWC
5. Nodal Officer, CWC of RTI matters w.r.t. letter No.F.14/10/2012-O&M/1019 dated 26/9/2012
6. Director, SMD, CWC – with a request to arrange to upload the OM on CWC website.
7. Guard file (O&M) Section, CWC.

Annexure A'

Performa for Suo Motu disclosure on official tours of Ministers and officers of the rank of Joint Secretary (and equivalent) and above.

1.	Name of the Officer	
2.	Designation	
3.	Nature of the official tour	
4.	Places visited	
5.	Period of tour	
6.	Number of people included in the official delegation	
7.	Total cost of such travel undertaken	