

**भारतीय लेखा-परीक्षा एवं लेखा विभाग  
कार्यालय प्रधान महालेखाकार (लेखा व हकदारी) हिमाचल प्रदेश, शिमला-171003**

No: - Admn./EK-19/GuardFile/2020-24/2023-24/1825-30

Dated: 15-09-2023

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

A copy of email dated 09-08-2023 received from Sr. Administrative Officer/Staff Entt.-2 forwarding therewith Headquarters office letter No. 54- Staff Entt.II/14-2022 dated 09-08-2023, on the above noted subject is forwarded to the following for strict compliance please.

1. Sr. Pvt. Secretary to the Pr. Accountant General.
2. PA to the DAG (/Admn/ Funds & Pension).
- 3 PA to the DAG (A/cs & VLC).
4. All Sr. Accounts Officers.
5. All other officers/officials of the office.
6. Notice Board.

Encls: - As above.

**DINESH KUMAR SHARMA  
SENIOR ACCOUNTS OFFICER**



[Cag-all-offices] General instructions regarding RTI, disciplinary proceedings and legal matters-reg

From : rohini <aotent@cag.gov.in>

Wed, Aug 09, 2023 02:18 PM

Subject : [Cag-all-offices] General instructions regarding RTI, disciplinary proceedings and legal matters-reg

1 attachment

To : cagfield <cag-all-offices@lsmgr.nic.in>

Cc : Rina Akoijam (Ms) <akoijamr@cag.gov.in>, Subramanian Krishnan Sangaran <subramanianks@cag.gov.in>, V M V Nawal Kishore <vmvnk@cag.gov.in>

Respected Sir/Madam,

I am directed to forward herewith a copy of the letter on the above mentioned subject.

एस. रोहिणी,  
वरिष्ठ प्रशासनिक अधिकारी/स्टाफ हकदारी-2,  
भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय

Handwritten notes in blue ink: "Very +", "List +", and "9.8.23" with a signature.



CAG-ALL-OFFICES mailing list -- cag-all-offices@lsmgr.nic.in

To unsubscribe send an email to cag-all-offices-leave@lsmgr.nic.in

54.pdf  
475 KB

Handwritten signatures and dates in green ink: "10/8/23" and "AAO(4)".

Handwritten signatures and dates in blue ink: "10/8/23" and "AO Admn".

Handwritten note in a circle: "109 / 10/8/2023"

प्र० महालेखाकार (ले० व० ह०) सचिवालय  
सी०ए०जी० डायरी नं: 356  
दिनांक: 9/8/23  
हस्ताक्षर

Handwritten initials "CAF"

DAG Sectt .....  
Diary No. .... 262  
Signature .....  
Date .....

Handwritten signature: "श्री Bhupesh ji"

Handwritten signature and date: "10.08.23"

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.

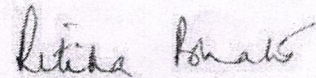
**4. Timely disposal of grievances of employees:**

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)