



महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना

OFFICE OF THE ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

No. Admn-1/(A&E)/E-office/72/21-22/misc./23-24/C-192

Date: 14.11.2023

Circular

Instructions regarding RTI, Disciplinary proceedings, Grievances of employees and Legal matters has been received from Headquarters Office vide Letter No. 54-Staff Entt.II/14-2022 dated 09/08/2023.

To ensure the disposal of all Cases regarding RTI, Disciplinary proceedings, Grievances and Legal matters within prescribed time and in proper manners, all concerned are hereby directed to strictly comply with the following instructions/provisions-

- (i) CPIO should process RTI applications carefully and meticulously keeping in view the extant rules as well as DoPT guidelines issued from time-to-time.
- (ii) CPIO 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. As per Section 4(1) (b) of the Act, every public authority should publish sixteen categories of information and the information should be displayed time-to-time and be updated on the official website. The change in CPIO should be immediately updated on the website and displayed on the office display board.
- (iii) The Confidential Sections especially of Workwing and General Admn should be more vigilant to monitor and report on adherence to timeline in disciplinary proceedings. According to CCS(CCA) Rules, 1965, completion of disciplinary proceedings should be done within the prescribed time as per circulars/ orders issued by CVC, DoPT.
- (iv) The Gen.Admn and concerned WM section should ensure that grievances are put up timely to the competent authorities. The redressal of grievances of employees should be done in a time bound and long-lasting manner as Headquarters instructions contained in Circular No.26-Staff Wing/2014 dated 07.07.2014 .
- (v) In case redressal is not possible within the prescribed time-frame due to circumstances beyond the control of office, such as action to be taken after the receipt of documents from other Department/Offices or complainant, policy issues etc., an interim reply shall be given to the complainant.
- (vi) The performance of empanelled counsels should be reviewed from time to time and accordingly the decision to retain them or otherwise should be taken. Court cases should be dealt with with utmost urgency and care should

be taken to ensure that necessary action (implementation of court orders or filing the requisite appeal) is taken within the stipulated time. Headquarters office should invariably be kept informed of developments in all cases as well as special attention should be given to ensure that there are no instances of contempt of court.

- (vii) While putting the cases, file index No., inward Diary No. and date must be mentioned in the note in order to assess the final time taken to put the case.

File related to RTI, Disciplinary proceedings etc. should be put up before Accountant General well in advanced and preferably at least 05 days before the prescribed time to enable proper action. The timelines of the disposal of cases are as follows -

Sl. No.	Nature of Letter	Time taken within the period(working day) by		
		File initiator /Accountant/ Sr. Accountant	AAO/ Supervisor	Sr. AO
01	RTI	03-07	01-04	01-04
02	Disciplinary Proceedings	05-08	02-05	02-05
03	Grievances	01-03	02-04	02-04
04	Court Case/Legal matters	05-08	02-05	02-05

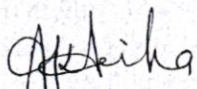
Above time line has been provided considering several factors. However, Endeavour should be taken to dispose the cases expeditiously. Further, depending up directions and urgency, the envisaged timelines may be prepared on case to case basis.

Authority: AG's order dated. 13/11/2023.

Sd/-
Dy. Accountant General(Admin)

Copy to:-

- (i) The A.G. Secretariat
- (ii) DAG(Admin & G.E.) Secretariat
- (iii) DAG(A/C, Works & VLC) Secretariat
- (iv) DAG(Pension & Fund) Secretariat
- (v) CC, RTI Cell, Legal Cell, WM-I, Pension-I, GM, TM, ITS, ITA
- (vi) ITS (Please upload it on the office website.)
- (vii) Notice Board/Internal communication Groups.


Sr. Accounts Officer/Admn-I