



**ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**Civil Secretariat, Ladakh**

**Subject:- Implementation and designation of the Central Public Information Officers (CPIOs) in the Departments/ Directorates in accordance with the Right to Information Act, 2005 and Rules thereof.**

**Circular No:- 03-GAD of 2020**

**Dated:- 04 - 01 - 2020**

After the enactment of J&K Re-organization Act 2019, and with the appointed date i.e.31<sup>st</sup> October 2019, the Right to Information Act 2005, has been made applicable to Union Territory of Ladakh. The Act provides for dissemination of information to citizens who desire to have it. It is therefore impressed upon every "Public Authority" including the Deputy Commissioners, Directors/Head of Departments etc. to ensure the following-

1. Section 5 (1) of the RTI Act 2005, mandates all public authorities/ departments to designate as many officers as the **Central Public Information Officers** or **State Public Information Officers** as necessary under the Act. Priority should be given to appoint a gazetted officer as far as possible as CPIOs and Additional Secretary / Special Secretary level officers or their equivalent as the First Appellate Authority.
2. Section 4 of the RTI Act, 2005 provides that all the public authorities should make suo-moto disclosure of the details like the particulars of its organization, functions and duties of its officers, rules & regulations, directory of its employees, the particulars of facilities available to citizens/ beneficiaries and Citizens Charter, etc.
3. The implementations of section 4 the RTI Act, 2005 in the UT shall be reviewed on regular intervals and with a view to maintaining conformity with the provisions of sections of aforesaid Act, it is therefore enjoined upon all to ensure effective implementation of the Act in letter and spirit.
4. The information regarding appointment of **CPIOs** should be submitted to this office by 10<sup>th</sup> January, 2020.

-Sd/-


**(Rigzian Samphel) IAS**  
**Commissioner/Secretary, GAD**

**NO: LA/GAD(RTI)UTL/2019(02)**

**Dated:- 04 -01- 2020**

Copy to the

1. Divisional Commissioner/ Secretary UT Ladakh for information & necessary action.
2. Deputy Commissioner/CEO, LAHDC, Leh/Kargil for kind information & n/a.
3. All Directors/ Head of the departments for kind information & n/a.
4. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for kind information of the Hon'ble Lieutenant Governor.
5. OSD to Advisor for kind information of the Advisor to Hon'ble Lieutenant. Governor UT Ladakh.
6. Private Secretary to Hon'ble Chief Executive Councilor, LAHDC, Leh/Kargil for kind information of Hon'ble CEC.
7. Assistant Director Information, Leh/ Kargil for wide dissemination/ publicity in all mediums of information.
- ✓ 8. Incharge website NIC, UT Ladakh for uploading on the website.
9. Circular file /Office File.

  
**(Mohd Shabir)**

**Under Secretary**