

भारत सरकार/GOVERNMENT OF INDIA
अंतरिक्ष विभाग/DEPARTMENT OF SPACE
विक्रम साराभाई अंतरिक्ष केंद्र/VIKRAM SARABHAI SPACE CENTRE
मुख्य नियंत्रक का कार्यालय/CHIEF CONTROLLER'S OFFICE

सं. वीएसएससी/सी.सीओएन/ओ- 1/2021
No.VSSC/C.CON/O-1/2021

अप्रैल 29, 2021
April 29, 2021

कार्यालय आदेश सं. / OFFICE ORDER No. 104

विषय/Sub: ***Constitution of Content Review Committe for proactive disclosure of information under RTI Act, 2005- reg.***

The Government urges its Departments to make the functioning of the Public Authorities more transparent by placing large amount of information in public domain on a proactive basis. By doing so, the public will access required information from the public domain and there by recourse through RTI Act will be minimized. This will ultimately reduce the burden of the Public Authorities to a large extent.

In order to review the contents in the documents to be proactively disclosed in public domain, a Content Review Committe with terms of reference as under is constituted:-

- | | |
|-------------------------------------|--------------------|
| 1. Associate Director, VSSC | - Chairman |
| 2. Group Director, CITG | - Member |
| 3. Group Director, TTDG | - Member |
| 4. Sr. Head, Accounts/IFA | - Member |
| 5. Sr. Head, P&GA | - Member |
| 6. Sr. Head, Purchase & Stores | - Member |
| 7. Head, P&GA | - Member |
| 8. Head, ACC/IFA (Projects) | - Member |
| 9. Administrative Officer, RTI Cell | - Member Secretary |

Terms of Reference:

- The Committe shall review the information collected from the Custodian of Records and recommend its disclosure as such or with suitable modification as considered appropriate.
- Examine whether any additional information to be collected from the Custodian of Records for proactive disclosure and to give suitable recommendation.
- Scrutinize and review the collected information and ensure that there is no such information which is coming under the exempted category under Section 8 of RTI Act, 2005.

- iv. To review the documents/OMs, Orders etc., being issued periodically and to recommend its *suo-motu* disclosure at regular intervals of time.
- v. To review the contents in the information/documents for disclosure against RTI application which are referred before the committee and to make suitable recommendations.

In respect of the documents already collected from the Custodian of Records, the committee may review expeditiously and make suitable recommendations for *suo-motu* disclosure, preferably within a period of one month.

This issues with the approval of Competant Authority.



(बिजु जेकब / **Biju Jacob**)

मुख्य नियंत्रक / **Chief Controller**

To
Chairman & Members of the Committee

Copy to: Director, VSSC