

भारत सरकार/Government of India  
अंतरिक्ष विभाग/Department of Space  
विक्रम साराभाई अंतरिक्ष केंद्र  
VIKRAM SARABHAI SPACE CENTRE  
तिरुवनन्तपुरम/THIRUVANANTHAPURAM

No.VSSC/RTI/2025

24 नवंबर/November, 2025

**कार्यालय आदेश/OFFICE ORDER**

Sub: Reconstitution of Content Review Committee for proactive disclosure of information under RTI Act, 2005- reg.

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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.

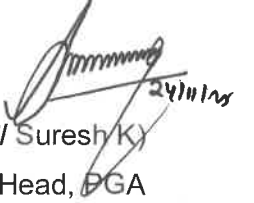
2. In order to review the contents in the documents to be proactively disclosed in public domain, the Content Review Committee is hereby reconstituted with revised terms of reference as follows:-

1	Associate Director (R&D), VSSC	Chairman
2	Dy. Director, MSA	Alt.Chairman/Member
3	Group Director, CITG	Member
4	Group Director, PPEG	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

**विचारार्थविषय/Terms of reference:**

- Scrutinize and review the information already available in the website and ensure that there is no such information which is coming under the exempted category under Section 8 of RTI Act, 2005.
- The Committee shall examine whether any additional information needs to be collected from the Custodian of Records for proactive disclosure in the website of VSSC and give suitable recommendations.
- Review the documents/OMs, Orders etc., being issued periodically and recommend its *suo-motu* disclosure at regular intervals of time.

- d. Review the contents in the information/documents for disclosure against RTI applications which are referred before the committee and make suitable recommendations.
  - e. Review the yearly audit report of the Third party audit and recommend suitable suggestions.
  - f. The committee shall meet atleast once in a year or as and when required.
  - g. The Committee shall submit the report/minutes of the meeting for the approval of Director.
3. This issues with the approval of Competant Authority.

  
(सुरेश के/ Suresh K)  
वरिष्ठ प्रधान, पी जी ए/Sr. Head, PGA

सेवा में/To

समिति के अध्यक्ष एवं सदस्य  
Chairman & Members of the Committee

प्रतिलिपि /Copy to:

निदेशक, विएसएसएस/ Director, VSSC  
मुख्य नियंत्रक / Chief Controller, VSSC