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## भारतीय आयुर्विज्ञान अनुसंधान परिषद

### INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग ( स्वास्थ्य एवं परिवार कल्याण मंत्रालय )

DEPARTMENT OF HEALTH RESEARCH ( MINISTRY OF HEALTH & FAMILY WELFARE)

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V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

No.16/143/2012-Admn-II

Dated: 23.10.2012

To,

The Directors/Director-in-Charge  
of all permanent Institutes/Centers  
of the Council.

Subject : Suo motu disclosure on official tours of Ministers and other officials.

Sir/Madam,

I am directed to send herewith a copy of OM No. 1/8/2012-IR dated 11.9.2012 on the subject mentioned above received from Ministry of Personnel, Public Grievances & Pensions (Deptt. Of Personnel & Training), New Delhi for your information and necessary action and to request that the information as called for therein may please be furnished to the IRIS Division of the Hqrs. Office to upload the same on the ICMR Website urgently.

Yours faithfully,

( Bharat Bhushan )  
Administrative Officer  
for Director General

RTI

F. No. 1/ 8/2012-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated: 11<sup>th</sup> September, 2012

Office Memorandum

**Sub: Suo motu disclosure on official tours of Ministers and other officials.**

Sub-Section (2) of Section 4 of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to use the Act to obtain information.

2. It has been brought to the notice of this Department that public authorities are receiving RTI applications frequently asking for details of the official tours undertaken by Ministers and other officials of the Ministries/Departments concerned. In compliance with the provisions of Section 4 of the RTI Act, 2005, it is advised that Public Authorities may proactively disclose the details of foreign and domestic official tours undertaken by Minister(s) and officials of the rank of Joint Secretary to the Government of India and above and Heads of Departments, since 1<sup>st</sup> January, 2012. The disclosures may be updated once every quarter starting from 1<sup>st</sup> July, 2012.

3. Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken. Exemptions under Section 8 of the RTI Act, 2005 may be taken in view while disclosing the information. These advisory would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

4. Contents of this OM may be brought to the notice of all concerned.

*Sandeep Jain*  
(Sandeep Jain)  
Deputy Secretary  
Tele: 23092755

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission/Lok Sabha Sectt./Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission.
3. Central Information Commission.
4. Staff Selection Commission, CGO Complex, New Delhi
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers/Desks/Sections, of DOP&T, Department of Pension & Pensioners Welfare and Department of Administrative Reforms and Public Grievances.

Copy to: Chief Secretaries of all the States/UTs. *The Secy of Health Research*  
*Indian Council of Medical Research*