

भारत सरकार/ GOVERNMENT OF INDIA
परमाणु उर्जा विभाग/ DEPARTMENT OF ATOMIC ENERGY
भारी पानी बोर्ड/ HEAVY WATER BOARD

विक्रम साराभाई भवन/Vikram Sarabhai Bhavan,
अणुशक्तिनगर /Anushaktinagar,
मुंबई/ Mumbai - 400 094

Ref: HWB/IRS/1(19)(12)/957

Date : February 07, 2017

Subject: Report of the Committee set up under the Chairmanship of Dr. Devesh Chaturvedi, Joint Secretary, DoPT to examine the recommendations of the Committee of Experts on suo motu disclosure under Section 4 of the RTI Act, 2005- Reg..

Please find enclosed herewith a copy of DAE Note No. 12/9(6)/2014-US(A)/94 dated 27.07.2016 forwarding the Office Memorandum No. F.No. 1/34/2016-IR dated 30.06.2016 of Department of Personnel and Training (DoPT) on the above subject

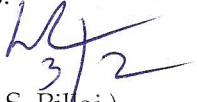
2. In this connection, the modalities of the implementation of said Office Memorandum was discussed in Heavy Water Board in a meeting held on 24.10.2016. In compliance with the para 2(1) of the said DoPT O.M dated 30.06.2016 , Chief Executive, Heavy Water Board has constituted a Consultative Committee constituting of following members for Heavy Water Board (Central Office)/ Heavy Water Plant (Thal/ Hazira) :

Director (Technical)/ Appellate Authority, HWB (CO), Mumbai & HWP (Thal & Hazira).	Chairman
Executive Director (E&KM), HWB, Mumbai.	Member
CAO/PIO/Nodal Officer/HWB (CO, Mumbai & HWP (Thal & Hazira),	Member
Web Content Manager, HWB, Mumbai.	Member
AO-III/APIO, HWB (CO), Mumbai & HWP (Thal & Hazira)	Member

3. The committee is entrusted with the following task to implement the said DoPT O.M. dated 30.06.2016 of DoPT referred above :

- (i) The committee shall advice what information is to be uploaded as suo motu under Section 4 of RTI Act, 2005.
- (ii) The Committee shall identify the categories of information that are frequently asked by applicants. Such information must be disclosed in the public domain to make it more user friendly and should also be reviewed at regular intervals. The Web Content Manager, HWB shall upload such information under the heading "**Information frequently sought under RTI**". There will be separate head for HWB (Central Office/ Heavy Water Plant (Thal & Hazira) and Heavy Water Plants (Baroda/Kota/Manuguru/Talcher/Tuticorin). In this connection, Industrial Relations Section (IRS), HWB (CO), Mumbai, shall provide the necessary inputs and data in respect of HWB (CO)/ HWP (Thal & Hazira). The information relating to HWP's shall be provided by concerned HWP's directly to the Web Content Manager, HWB for uploading.

- (iii) The information that is proactively disclosed must be properly categorized and organized in such a manner that it facilitates easy retrieval. Information on the website must be organized in a searchable and retrievable database to enable people to access the records. The Web/Content Manager, HWB vide note No. HWB/IRS/1(19)(12)/841 dated 10.02.2016 was requested to take necessary action for uploading and updating the information related to implementation of suo-motu disclosure under Section-4 of the RTI Act, 2005, on receipt of necessary inputs/data/information from the concerned Officers. The Web/Content Manager, HWB shall take necessary action for time to time for uploading/updating accordingly. The Nodal officer(RTI) of Heavy Water Board / Heavy Water Plants (Baroda/Kota/ Manuguru/Talcher/ Tuticorin) shall be responsible for this.


(K.S. Pillai)

Administrative Officer -III

Encl: a.a. (3 pages)

Chairman and Members of the Committee.

Copy to :

Web Manager/ Content Manager, HWB (CO), Mumbai. : With a request to take necessary action for uploading and updating the information related to implementation of suo-motu disclosure under Section-4 of the RTI Act, 2005. It is also requested to create a separate head/link with the subject: **"Information frequently sought under RTI"** under (i) HWB (Central Office, HWP, Thal & HWP, Hazira) and (ii) HWP, Baroda, (iii) HWP, Kota, (iv) HWP, Manuguru, (v) HWP, Talcher & (vi) HWP, Tuticorin .

Copy to :

Chief General Manager)/ General Manager,/Nodal Officer/ PIO, HWP (Baroda/ Kota/Manuguru/ Talcher/ Tuticorin).	It is requested to provide the necessary input/ data/ information directly to Web Content Manager, HWB (CO), Mumbai for uploading/updating.
All designated officers of HWB, Mumbai.	
AO-III, HWB, Mumbai.	
P&AO, HWB, Mumbai.	
APO , (Recruitment/Establishment/Ind. Relation / General Section), HWB, Mumbai.	