


No. EDN/DIU/ESTT/RTI/12-13/ § 2
U.T. Admn. Of Daman & Diu,
Office of the Collector,
Education Section, DIU.
Dated :- 24-04-2012.

OFFICE ORDER

As per the Circular No. 1/58/Home/2005/Vol.I/7569 dated 29-03-2012 received from the Joint Secretary(Per), Secretariat, Daman instructing all the head of offices towards provisions of Section 4 of the Right to Information Act, 2005 which mandatorily stipulates various part of Public Authority/Head of Offices situated in Diu District. Hence, one of the instructions is Record Management and improvement of record management.

It is, therefore, all the Head of Institutions of Govt. and Aided Secondary/Higher Secondary/Primary/Upper Primary Schools of Diu District as well as Officials working in this office as well as in Education Department, District Panchayat, Diu who are handling various Sections etc. are hereby ordered to Manage all the records related to their Schools/Section upto date time to time so that the related information asked by any public can be provided under RTI well in time.

Failing to follow up the above instructions, the concerned Head of Institutions and officials In-charge of their Sections will be held responsible and deemed fit action will be initiated against them for Mis-management of School/Office records.


(B.B. MAKWANA)
EDUCATION OFFICER,
COLLECTORATE, DIU &
I/c District Panchayat,
Diu.

To

- 1) All the Head of Institutions,
Govt./Aided Secondary/Higher Secondary/Primary/Upper Primary Schools of
Diu District.**
- 2) All the Officials working in Education Section, Collectorate, Diu.**
- 3) All the Officials working in Education Deptt., District Panchayat, Diu.**

Copy to :-

- 1) The DIO, NIC., Diu to upload in Web Site of Education Section, Diu please.**
- 2) The Asst. Director of Official Language, Diu For Hindi Translation Please.**
- 3) The A.D.E.I., District Panchayat, Diu to Circulate in All Primary/Upper Primary
Schools of Diu District as well as to all the Officials of District Panchayat., Diu.**