SH/LIC/RTI/SuoMotu-2\_Reminder/2020-21 17.03.2021

Submitted to the Chief Administrative Officer

Respected sir,

Sub: Suo-Motu disclosure under RTI Act- Updating the official website-reminder –reg.

Ref : 1) Circular No: SH/LIC/RTI/SuoMotu-2/2020-21 dated 24.02.2021

 2) Email Reminder to the concerned Sections date 07.03.2021

 With reference to the above, we have not yet received the Suo Motu disclosure details from the concerned Administrative and Engineering Sections as per the format enclosed herewith. Kindly inform the Sections to provide the details at the earliest. This for the 3rd party auditing of our suo motu disclosure details for the year 2021.

Thank you,

Yours faithfully,

 Transparency Officer , RTI &

Library Information Officer

SH/LIC/RTI/SuoMotu-2\_Reminder/2020-21 17.03.2021

| **Sl.No** | **Particulars of Information** | **Section** |
| --- | --- | --- |
| 1 | Directory of officers and employees 1. Name
2. Designation
3. Phone No ( Office )
4. Email
5. Mode of Appointment ( Regular / Contract )
 | Personnel  |
| 2 | The information available in electronic form1. Details of information available in electronic form
2. Name / title of the document / record/ other information
3. Location where available
 | Personnel  |
| 3 | Details of all contracts entered into including name of the contractor, amount of contract, and period of completion of the contract  | Personnel |
|  4 | No of employees against whom disciplinary action has been 1. Pending for minor penalty or major penalty proceedings
2. Finalised for major penalty or major penalty proceedings
 | Establishment   |
| 5 | Transfer policy and transfer orders, if any | Establishment  |
| 6 | The information available in electronic form1. Details of information available in electronic form
2. Name / title of the document / record/ other information
3. Location where available.
 | Establishment  |
| 7 | Details of all contracts entered into including name of the contractor, amount of contract, and period of completion of the contract  | Engineering |
| 8 | The information available in electronic form1. Details of information available in electronic form
2. Name / title of the document / record/ other information
3. Location where available
 | Engineering |