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No.PER.24/2008/314
Government of Meghalaya
Personnel & A. R. (A) Department

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Dated: Shillong, the 20th February, 2025

OFFICE MEMORANDUM

Subject: **Implementation of Suo Moto Disclosure of the RTI Handbook**

In continuation to this Department's Office Memorandum No.PER.24/2008/311, Dated 11.02.2025, the undersigned is directed to say that the **MegRTI Portal** provides each Department/Public Authority with the capability to manage and update their own details directly. Hence, all Administrative Departments/Public Authorities are hereby directed to utilize this self-service feature in updating their RTI Handbook at <https://megrti.gov.in> through the User Account of the respective Department's designated Nodal Officer. This will ensure that updates are carried out efficiently and in a timely manner.

Further, the following Standard Operating Procedure (SOP) may be followed whenever any changes are required to be made with respect to the following :

Sl. No.	Details requiring Updation	SOP to be followed
1.	For Updating Nodal Officer's Details	Utilities → Update Nodal Details Menu
2.	For Adding or Updating PIO Login Credentials	Master Updation → Add/Update PIO Details Menu
3.	For Adding or Updating First Appellate Authority Login Credentials	Master Updation → Add/Update First Appellate Authority Details Menu
4.	For Uploading of Handbook	Upload → Add/Update Section 4 (1) (b)/ Information Handbook

Sd/- (C. V. D. Diengdoh, IAS)

Commissioner & Secretary to the Govt. of Meghalaya
Personnel & A. R. (A) Department

Memo.No.PER. 24/2008/314-A,

Dated: Shillong, the 20th February, 2025.

Copy forwarded to:-

1. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries/Additional Secretaries, Govt. of Meghalaya.
2. All Administrative Departments for information and necessary action.
3. All Deputy Commissioners/Sub-Divisional Officers.
4. S.I.O. NIC, Meghalaya, Shillong, for uploading in Government Website and with reference to letter No.MEITY/NIC/MLSC/RTI/2023/186, dt. 13.02.2025.

By Order etc.,

Deputy Secretary to the Govt. of Meghalaya
Personnel & A. R. (A) Department
