

## **N. IO (INFORMATION OFFICER) AND OTHER IMPORTANT RESPONSIBLE BODY OF IDP**

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56. IO (Information Officer) shall be one regular employee of D.Net who has entitled regular status for last six months with following qualifications :
- I. Keen understanding with RTIA 2009
  - II. Keen understanding with all the official activates and information regarding the all programmes and projects of D.Net
  - III. Precise knowledge of "Information Disclosure Policy" of D.Net and its implementation action plan.
57. IO shall be obliged to maintain following responsibilities :
- I. To communicate with IS
  - II. To submit weekly, monthly and annual report to the head of KMD (Knowledge Management Division)
  - III. To communicate with IC (Information Commission) as and when necessary
  - IV. To communicate with third party or parties regarding the application requirement of the Information seeker
  - V. To keep record of all the information transactions through a register
  - VI. To inform aggrieved IS, if any, the address and person whom to complain
  - VII. To work for implementing IDP precisely.
58. The head of the KMD shall be responsible for providing all necessary assistance to the IO.
59. In the context of implementing of IDP, the head of the KMD shall have following responsibilities:
- I. To provide necessary assistance to the IO and other head executives of different projects and programmes of D.Net in relation with storing, maintaining and updating their own database.
  - II. To submit half yearly and annual report to the ED or Appeal authority and WC.
60. In the context of the implementing of IDP, The Working Committee shall provide six-month report to the EC of D.Net and provide necessary assistance to the all related bodies of IDP; hence thereafter EC will submit the annual report to the GB of the D.Net.
61. In case of failure of the responsibilities of any body of IDP, each body shall entertain the penalty as it is guided by FIG .