

PROACTIVE DISCLOSURE BY PUBLIC AUTHORITY UNDER SECTION 4(1)(b) OF RTI ACT 2005

1 Organisation and Function	
1.1 Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization
1.1.2	Head of the organization
1.1.3	Vision, Mission and Key objectives
1.1.4	Function and duties
1.1.5	Organization Chart
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt
1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)
1.2.2	Power and duties of other employees
1.2.3	Rules/ orders under which powers and duty are derived and
1.2.4	Exercised
1.2.5	Work allocation
1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]	
1.3.1	Process of decision making Identify key decision making points
1.3.2	Final decision making authority
1.3.3	Related provisions, acts, rules etc.
1.3.4	Time limit for taking a decisions, if any
1.3.5	Channel of supervision and accountability
1.4 Norms for discharge of functions[Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered
1.4.2	Norms/ standards for functions/ service delivery
1.4.3	Process by which these services can be accessed
1.4.4	Time-limit for achieving the targets
1.4.5	Process of redress of grievances
1.5 Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.
1.5.2	List of Rules, regulations, instructions manuals and records.
1.5.3	Acts/ Rules manuals etc.
1.5.4	Transfer policy and transfer orders
1.6 Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	
1.6.1	Categories of documents
1.6.2	Custodian of documents/categories
1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.
1.7.2	Composition
1.7.3	Dates from which constituted
1.7.4	Term/ Tenure
1.7.5	Powers and functions

1.7.6	Whether their meetings are open to the public?	
1.7.7	Whether the minutes of the meetings are open to the public?	
1.7.8	Place where the minutes if open to the public are available?	
1.8 Directory of officers and employees[Section 4(1) (b) (ix)]		
1.8.1	Name and designation	
1.8.2	Telephone , fax and email ID	
1.9 Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]		
1.9.1	List of employees with Gross monthly remuneration	
1.9.2	System of compensation as provided in its regulations	
1.10 Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]		
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	
1.10.2	Address, telephone numbers and email ID of each designated official.	
1.11 No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))		
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	
1.12 Programmes to advance understanding of RTI(Section 26)		
1.12.1	Educational programmes	
1.12.2	Efforts to encourage public authority to participate in these programmes	
1.12.3	Training of CPIO/APIO	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	
1.13 Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]		
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	
2. Budget and Programme		
2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]		
2.1.1	Total Budget for the public authority	
2.1.2	Budget for each agency and plan & programmes	
2.1.3	Proposed expenditures	
2.1.4	Revised budget for each agency, if any	
2.1.5	Report on disbursements made and place where the related reports are available	
2.2 Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)		
2.2.1	Budget	
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	
2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]		
2.3.1	Name of the programme of activity	
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities
2.5 Particulars of recipients of concessions, permits or authorizations granted by the public authority[Section 4(1)(b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations
2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.
3 Publicity Band Public interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011- IR dt. 15.04.2013]
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)
3.1.5	Public- private partnerships (PPP)- Concession agreements.
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project
3.2 Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy
3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)
3.4 Form of accessibility of information manual/ handbook[Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format
3.4.2	Information manual/handbook available in Printed format
3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost
3.5.2	List of materials available At a reasonable cost of the medium
4 E-Governance	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

4.1.1	English	
4.1.2	Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	
4.4.1	Name & location of the faculty	
4.4.2	Details of information made available	
4.4.3	Working hours of the facility	
4.4.4	Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance redressal mechanism	
4.5.2	Details of applications received under RTI and information provided	
4.5.3	List of completed schemes/ projects/ Programmes	
4.5.4	List of schemes/ projects/ programme underway	
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
4.5.6	Annual Report	
4.5.7	Frequently Asked Question (FAQs)	
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	
4.6.1	Details of applications received and disposed	
4.6.2	Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given	
5 Information as may be prescribed		
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	
6 Information Disclosed on own Initiative		
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ	
6.2.1	Whether STQC certification obtained and its validity	
6.2.2	Does the website show the certificate on the Website?	