

**No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

**New Delhi, 6<sup>th</sup> May, 2011**

**OFFICE MEMORANDUM**

**Subject: Constitution of a Task Force for effective implementation of Section 4 of the RTI Act, 2005**

It has been decided to set up a Task Force consisting of following members to review the provisions regarding suo motu disclosure given in Section 4 of the RTI Act, 2005 and to recommend measures for its better implementation and enforcement:

- |                                                                                                                                                                                                                                                                                             |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| (1) JS (AT&A), Department of Personnel and Training                                                                                                                                                                                                                                         | Chairperson      |
| (2) One representative of M/o. Information Technology not below the rank of DS/Director to be nominated by Secretary (IT).                                                                                                                                                                  | Member           |
| (3) One representative of D/o. AR&PG not below the rank of DS/Director to be nominated by Secretary (AR&PG).                                                                                                                                                                                | Member           |
| (4) One representative of M/o. Law not below the rank of DS/Director to be nominated by Secretary (Law)                                                                                                                                                                                     | Member           |
| (5) to (7) Secretaries of Governments' of Uttar Pradesh, Andhra Pradesh, Bihar dealing with implementation of RTI Act in their State                                                                                                                                                        | Member           |
| (8) to (12) Five representatives of non-government organizations working in the field of RTI, one each from:<br>a) NCPRI, New Delhi<br>b) IT for Change, Bangalore<br>c) Mahiti Adhikar Gujarat Pahel (MAGP), Gujarat<br>d) 'JOSH, New Delhi<br>e) Satark Nagrik Sangathan (SNS), New Delhi | Member           |
| (13) Shri K.G.Verma, Director (RTI), DOPT                                                                                                                                                                                                                                                   | Member-Secretary |

2. The Terms of Reference of the Task Force will be as under:

- a. To examine the provisions of Section 4(1)(b) and to recommend guidelines for disclosures to be made at various levels of administration;
- b. To recommend other items which may be included for suo motu disclosure, as provided in Section 4(1)(b)(xvii);
- c. To explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure;
- d. To recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means also;

- e. To recommend guidelines for complying with the provisions under Section 4(1)(b)(vii) and Section 4 (1) (c) and Section 4 (1) (d);
- f. To give recommendations as to how compliance with the provision of Section 4 (1) (b), (c) (d) and Sections 4 (2) to 4 (4) may be better enforced.
- g. To recommend measures for protection of persons seeking information under the RTI Act
- h. Any other issue incidental to the above.

3. This Task Force may have consultations with other Ministries, State Governments, CIC and SICs and also with other NGOs for finalizing its report. The methodology for working of the Task Force will be laid down by the Task Force itself.

4. The Task Force will finalize its recommendation by 31<sup>st</sup> July 2011 and submit it to the Department for consideration.

*Anuradha S. Chagti*

(Anuradha S. Chagti)

Deputy Secretary

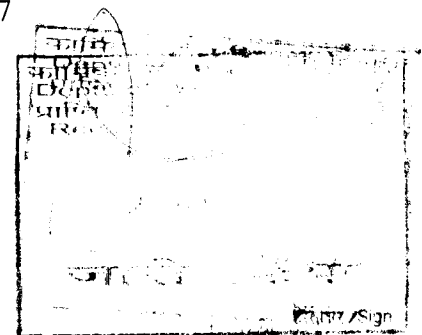
Phone: 23093074

To:

1. Secretary, M/o Information Technology, Govt. of India, New Delhi
  2. Secretary, D/o Administrative Reforms & Public Grievances, Govt. of India, New Delhi, *Sardar Patel Bhavan*
  3. Secretary, Ministry of Law, Govt. of India, New Delhi, *Shastri Bhavan*
  4. Chief Secretary, Govt. of Uttar Pradesh, *Lucknow*
  5. Chief Secretary, Govt. of Andhra Pradesh, *Hyderabad*
  6. Chief Secretary, Govt. of Bihar, *Patna*
  7. Head of Organisation, NCPRI, C 117A, DDA Flat Munirka, New Delhi
  8. Head of Organisation, IT for Change, 393, 17 Main, 35 A Cross Road, 4T Block, Tilak Nagar, Bangalore
  9. Head of Organisation, Mahiti Adhikar Gujarat Pahal (MAGP), B. Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad- 51 Gujarat
  10. Head of Organisation, JOSH, C-7E, DDA Flat, Munirka, New Delhi-67
  11. Head of Organisation, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai-I New Delhi- 17
- With a request to nominate a DS/Director to the Task Force
- With a request to nominate a Secretary level officer dealing with implementation of RTI in the State
- With a request to nominate a senior person so that participation may be meaningful

Copy to:

1. Sr.PPS to Secretary (Personnel)-for information
2. PS to Joint Secretary (AT&A), DoPT
3. Director (RTI), DoPT



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## **NAMES OF MEMBERS OF THE TASK FORCE**

### **Government Nominees:**

1. Shri Rajeev Kapoor, Joint Secretary, DOPT
2. Shri Deepak Kumar, Principal Secretary, GAD, Government of Bihar
3. Shri R.K.Srivastava, Dy. Legal Adviser, D/o.Legal Affairs, Delhi
4. Ms.N.Ramadevi, Deputy Secretary, Government of Andhra Pradesh
5. Ms.Ritika Bhatia, Director, D/o.AR&PG, Delhi
6. Shri K.G.Verma, Director (RTI), DOPT, Delhi

### **Representatives of Civil Society Organisations:**

1. Shri Nikhil Dey, Co-Convener, NCPRI, Delhi
2. Shri Venkatesh Nayak, Co-Convener & Prog. Coordinator, NCPRI, CHRI, Delhi
3. Ms.Anjali Bhardwaj, Director, Satark Nagarik Sangathan, Delhi
4. Shri Parminder Singh, IT for Change, Bangalore
5. Ms.Aheli Chowdhury, Founder Member, JOSH, Delhi
6. Ms.Pankti D.Jog, Executive Secretary, MAGP, Gujarat

### **Special Invitees:**

1. Ms.Anuradha S.Chagti, DS(RTI), DOPT, Delhi
2. Ms.Rakshita, NCPRI, Delhi
3. Ms.Amrita Johri, Infor & Research Coordinator, Satark Nagrik Sangath

\* \* \*


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No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
\*\*\*\*\*

North Block, New Delhi  
Dated 12<sup>th</sup> May, 2011

Subject: Meeting of the Task Force constituted for effect implementation of Section 4 of the RTI Act, 2005 - regarding

In continuation of this Department's OM of even number dated 6<sup>th</sup> May, 2011 (copy enclosed) regarding constitution of Task Force for effective implementation of Section 4 of the RTI Act, 2005, the undersigned is directed to say that a meeting of Task Force will be held at 12.00 noon on 25<sup>th</sup> May, 2011 in the Conference Room (Room No. 190), North Block, New Delhi. As requested in the OM dated 06.05.2011, an officer may be nominated as member of the Task Force who may be advised to attend the meeting. Lunch would be served during the meeting.



(K.G. Verma)  
Director (RTI)  
Phone: 23092158

To :

1. Secretary, M/o Information Technology, Technology Bhavan, Mehrauli Road, New Delhi - 2338 3513
2. Secretary, D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi
3. Secretary, Ministry of Law, Shastri Bhavan, New Delhi - 2338 7553
4. Chief Secretary, Administrative Reforms, Govt. of Uttar Pradesh, Lucknow 0522-2239283
5. Chief Secretary to Govt. (COORDN& GPM&AR), Govt. of Andhra Pradesh, Hyderabad - 040-23453700
6. Chief Secretary, General Administration Department, Govt. of Bihar, Patna 0612-221708
7. Head of Organisation, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi 223983
8. Head of Organisation, IT for Change, 393, 17 Main, 35 A Cross Road, 4 T Block, Jaya ~~Prakash~~ Nagar, Bangalore-41, Fax : 080-41461055, Tel - 080-26654136
9. Head of Organisation, Mahiti Adhikar Gujarat Pahel (MAGP), B, Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad - 51, Gujarat
10. Head of Organisation, JOSH, C- 7 E, DDA Flat, Munirka, New Delhi
11. Head of Organisation, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai - I, New Delhi - 110 017

Copy to :

1. Sr.PPS to Secretary (Personnel)
2. PS to Joint Secretary (AT&A), DoPT
3. Director (RTI), DoPT

Copy also to Under Secretary (Coord),DOPT with the request to book the Conference Room for 25<sup>th</sup> May, 2011 and arrange High Tea and Lunch for 20 Officers



(K.G. Verma)  
Director (RTI)

M.K. Verma, JS  
2338305)

By Speed Post

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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Dated 12<sup>th</sup> May, 2011

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(K.G. Verma)  
Director (RTI)  
Phone: 23092158

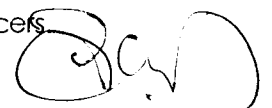
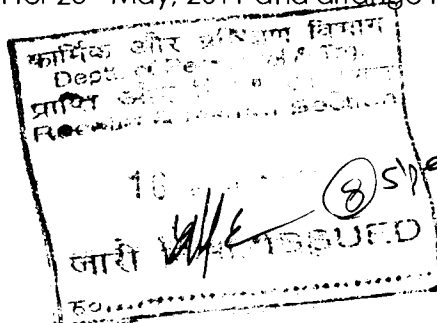
To :

1. Secretary, M/o Information Technology, Technology Bhavan, Mehrauli Road, New Delhi
2. Secretary, D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi
3. Secretary, Ministry of Law, Shastri Bhavan, New Delhi
4. Chief Secretary, Govt. of Uttar Pradesh, Lucknow
5. Chief Secretary, Govt. of Andhra Pradesh, Hyderabad
6. Chief Secretary, General Administration Department, Govt. of Bihar, Patna
7. Head of Organisation, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi
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(K.G. Verma)  
Director (RTI)

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# IT for CHANGE

NGO in Special Consultative status with United Nations' Economic and Social Council

Dated: 16<sup>th</sup> May, 2011

Smt Anuradha S. Chagti  
Deputy Secretary,  
Department of Personnel and Training,  
Government of India, New Delhi.

Subject: Constitution of a Task Force for effective implementation of Section 4 of the RTI Act, 2005.

Ref: Office Memo no n 1/6/2011 - IR

Dear Smt Chagti,

We are in receipt of the refereed office memo and happy to learn that a Task Force is being set up to ensure effective implementation of the Section 4 of the RTI Act, 2005.

IT for Change will like to be represented in the Task Force by myself. Parminder Jeet Singh, Executive Director, and we look forward to working together on taking this very important part of the RTI Act forward and exploring ways to ensure that it is implemented in the full spirit of the Act.

With Best Regards

Parminder Jeet Singh  
Executive Director

Email: [Parminder@ITforChange.net](mailto:Parminder@ITforChange.net)  
Mobile: 09845949445

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No.R-20011/1/2007-Ad.II  
Government of India  
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, Sansad Marg,  
New Delhi-110001, dated 18<sup>th</sup> May, 2011

**OFFICE MEMORANDUM**

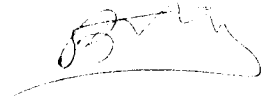
Subject:-Constitution of a Task Force for effective implementation of Section 4 of the RTI Act, 2005.

The undersigned is directed to refer to Department of Personnel & Training's O.M.No.1/6/2011-IR dated 6<sup>th</sup> May, 2011 on the above noted subject and to say that Ms. Ritika Bhatia, Director is hereby nominated to represent Department of Administrative Reforms & Public Grievances in the Task Force. Her particulars are as under:-

Ms. Ritika Bhatia,  
Director (AR)  
Deptt. of AR & PG  
Room No.516  
5<sup>th</sup> Floor, S.P.Bhawan,  
Sansad Marg, New Delhi.

Tel No.: 23360369  
23401407  
e-mail: ritika.bhatia@nic.in

2. This issues with the approval of Secretary (AR&PG).



(B K. Singh)  
Under Secretary to the Govt. of India  
Tele No.23401440

Department of Personnel & Training  
(Ms. Anuradha S. Chagti, Deputy Secretary)  
North Block,  
New Delhi.

Copy for information to:-

1. Director (AR)
2. Sr.PPS to Secretary(AR&PG)
3. PPS to Additional Secretary(AR&PG)
4. PS to Joint Secretary (ARC)

*JS*  
23/5  
US(RTI)

GOVERNMENT OF INDIA  
DEPARTMENT OF INFORMATION TECHNOLOGY  
ELECTRONICS NIKETAN  
6, C.G.O.COMPLEX  
NEW DELHI-110003

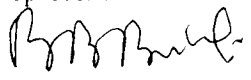
No.7(1)/2011-RTI

19.5.2011

OFFICE MEMORANDUM

Sub. **Constitution of a Task Force for effective implementation of Section 4 of the RTI Act,2005..**

The undersigned is directed to refer to DOPT's O.M. No. 1/6/2011-IR dated 6.5.2011 on the above subject and to say that the Competent Authority has nominated Shri Ajay Sahani, President & CEO, National E-Governance Division to represent DIT in the aforesaid Task Force.

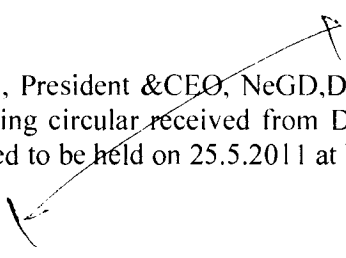
  
(B.B.Bahl)  
Joint Director  
Tel.No. 24369903

✓  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**(Anuradha S. Chagti, Deputy Secretary)**  
**North Block,**  
**New Delhi.**

**Copy to:** Shri Ajay Sahani, President & CEO, NeGD,DIT, New Delhi.:- Enclosed please find meeting circular received from DoPT to attend the referred meeting scheduled to be held on 25.5.2011 at North Block, New Delhi.

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URGENT  
Meeting in PMO

This has reference to the note of AS(S&V) dated 11<sup>th</sup> May, 2011 regarding proposed meeting of Principal Secretary to PM for preparation of a far-reaching agenda in the area of Administrative Reforms to be held on 12<sup>th</sup> May, 2011.

2. The issues listed under the heading **Lack of transparency** relate to RTI Division. All of these pertain to voluntary disclosure by public authorities and need for strengthening the same.

3. It may be noted that *Section 4 (1) (b), (c) & (d)* provide for *suo-motu* disclosure by public authorities. The issue of proper implementation of *Section 4 (1) (b), (c) & (d)* has been under consideration of Government for long and this was also raised during a meeting with the Sub-Group on Transparency and Accountability of NAC. It was felt that the list of items on which *suo-motu* disclosure needs to be made may be extended to include other items such as procurement. The issue of pre-legislative consultation was also discussed in that meeting. In line with those discussions, a Task Force has been constituted by DOPT vide OM No.1/6/2011-IR dated 6<sup>th</sup> May, 2011 (**copy enclosed as Annexure 1**) which also include representatives of NGOs working in the field of RTI. The Task Force is expected to deliberate on all items included in *Section 4 (1) (b)* and to recommend any other items which needs to be included and also to recommend policy for consultation with public on various issues as laid in *Section 4 (1) (b) (viii)*.

4. Our comments on the recommendations enclosed in the paper circulated for the meeting are given in **Annexure 2**. It is for consideration whether we may await the comprehensive proposal as may be implemented after recommendation of the Task Force are available or should these items be taken up for implementation separately?

  
(Rajeev Kapoor)  
Joint Secretary (AT&A)  
11<sup>th</sup> May, 2011

AS(S&V) AS  
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Annex (1)  
(10)

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, 6<sup>th</sup> May, 2011

**OFFICE MEMORANDUM**

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| (2) One representative of M/o. Information Technology not below the rank of DS/Director to be nominated by Secretary (IT).                                                                                                                                                                   | Member           |
| (3) One representative of D/o. AR&PG not below the rank of DS/Director to be nominated by Secretary (AR&PG).                                                                                                                                                                                 | Member           |
| (4) One representative of M/o. Law not below the rank of DS/Director to be nominated by Secretary (Law)                                                                                                                                                                                      | Member           |
| (5) to (7) Secretaries of Governments' of Uttar Pradesh, Andhra Pradesh, Bihar dealing with implementation of RTI Act in their State                                                                                                                                                         | Member           |
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| (13) Shri K.G.Verma, Director (RTI), DOPT                                                                                                                                                                                                                                                    | Member-Secretary |

2. The Terms of Reference of the Task Force will be as under:

- a. To examine the provisions of Section 4(1)(b) and to recommend guidelines for disclosures to be made at various levels of administration;
- b. To recommend other items which may be included for suo motu disclosure, as provided in Section 4(1)(b)(xvii);
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- e. To recommend guidelines for complying with the provisions under Section 4(1)(b)(vii) and Section 4 (1) (c) and Section 4 (1) (d);
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4. The Task Force will finalize its recommendation by 31<sup>st</sup> July 2011 and submit it to the Department for consideration.

*Anuradha S. Chagti*  
 (Anuradha S. Chagti)  
 Deputy Secretary  
 Phone: 23093074

To:

1. Secretary, M/o Information Technology, Govt. of India, New Delhi
  2. Secretary, D/o Administrative Reforms & Public Grievances, Govt. of India, New Delhi
  3. Secretary, Ministry of Law, Govt. of India, New Delhi
- } With a request to nominate a DS/Director to the Task Force
4. Chief Secretary, Govt. of Uttar Pradesh
  5. Chief Secretary, Govt. of Andhra Pradesh,
  6. Chief Secretary, Govt. of Bihar
- } With a request to nominate a Secretary level officer dealing with implementation of RTI in the State
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- } With a request to nominate a senior person so that participation may be meaningful

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2. PS to Joint Secretary (AT&A), DoPT
3. Director (RTI), DoPT

<b>Recommendations as mentioned in the paper circulated</b>	<b>Our comments</b>
<p>4(1) One of the major concerns voiced by citizens is lack of transparency in government decision-making. At present, government decision-making processes are shrouded in unnecessary secrecy and confidentiality making it virtually impossible to access the rationale behind policy decisions. This has been rectified only partially by the Right to Information Act.</p>	<p>Agreed.</p>
<p>4(2) Policy notes, legislative proposals and draft schemes/ project/ programmes, that have an impact on development, will be open to public scrutiny and debate. These will be placed in the public domain at draft stage, to make possible feedback/comments from citizens and interest groups. Issues involving strategic, security and vital economic interests of the State will be exempted.</p>	<p>This is prescribed under Section 4(1) (b) (vii). It is felt that detailed guidelines be prepared for public consultation particularly as to how consultations would be held, how suggestion would be processed and how feed back is to be given to persons who have chosen to comment. As indicated in the note, this is one of the terms of reference of the Task Force that has been constituted by the Department.</p>
<p>4(3) Procurement and award of contracts are major areas where there is often lack of transparency. While the initial process i.e. the notice inviting tender is in the public domain, what happens after that is clouded and the citizen is not privy to the decision taken. Once a decision is taken to procure/award a contract to a certain firm/individual, a notice accepting tender may be placed in the public domain. This would indicate the bidders, the rationale behind the decision and the total cost involved. This step would ensure that any negative feedback or complaint on a particular decision is brought to notice while remedial action is still possible.</p>	<p>This may be implemented. However, it may be noted that a Group of Ministers has been set up to look into the entire issue of procurement reforms and it is likely that this issue would also be considered by them.</p>

<p>4(4) all discretionary/non-discretionary grants/allocations to State Governments/ NGOs/ Grant-in-aid institutions etc by any authority / body / corporation or Ministry / Department, may be placed on the website of the Ministry concerned. The details of the applications received, the details and the purpose of sanction will also be placed on the website. This will be done in a standardized format so that the information so posted serves the purpose of responding to questions, if any, by the stakeholders.</p>	<p>This is already included under Section 4(1) (b) (xii) of the RTI Act. Detailed instructions on the lines of this recommendation may be issued to all Ministries.</p>
<p>4(5) The system of proactive disclosure is the next logical step in the Right to Information Act (i) all Ministries/Department should place in the public domain, the terms of reference and composition of all adhoc committees (GoMs/EGoMS) and their recommendations (ii) Replies to All RTI questions, given to any applicant may be placed on the net (iii) All private institutions accepting public funds should do so on the condition that they would answer RTI queries in relation to the use of those funds.</p>	<p>As regards disclosure about TOR and composition of ad-hoc Committee, this is already provided under Section 4 (1) (b) (viii). This may be reiterated through a circular.</p> <p>As regards posting all RTI questions and their replies on the net, detailed instructions may be issued in this regard.</p> <p>As regards the requirement on private institutions that accept public funds to answer RTI queries, it may be noted that non-government organization substantially financed by Government are only covered by the RTI Act. This recommendation would be difficult to implement as RTI Act does not extend to such private organizations which may not be substantially financed by the Government.</p>

Most immediate

Department of Personnel & Training

**Subject:- Administrative Reforms.**

PMO has fixed a meeting on 12/5/2011 at 10.00 AM, which is chaired by Principal Secretary to PM. A copy of notice along with background note received from PMO is enclosed. There are certain issues relevant to your Division. It is requested to provide a background material **by today** on the issues pertaining to your Division.

(Dr. S.K. Sarkar)  
Additional Secretary(S&V)  
11/5/2011

✓ J.S.(AT&A)

J.S.(E)

110518 185 (C24)

CONFIDENTIAL


**PRIME MINISTER'S OFFICE**

South Block  
New Delhi - 110 101

**Subject: Administrative Reforms.**

Principal Secretary to PM will chair a meeting on **12<sup>th</sup> May 2011 at 10.00 A.M.** in his office chamber at South Block for preparation of a far-reaching agenda in the area of Administrative Reforms.

1. The addressees of this note are kindly requested to attend. A background note is enclosed.

  
(Dr. Sharmila Mary Joseph K.)  
Deputy Secretary  
☎ 23018485

1. Cabinet Secretary
2. Finance Secretary
3. Additional Secretary (S&V), DOPT

PMO I.D. no.1699948/PMO/2011-ES.2

Dated 10.05.2011

1. Extract of the directions of the Prime Minister dated 21.1.2011

(15)

"I would like priority attention to be put by the Prime Minister's Office on the area of Administrative Reforms. Secretary (PMO) may lead a group consisting of senior officers of PMO to work out a far-reaching agenda of Administrative Reforms that could be brought to Cabinet within the next 3-4 months. The areas should cover, inter alia, measures that improve governance, give greater emphasis on merit, develop a more effective and robust system to deal with cases of corruption and poor performance; and give greater flexibility in service rules. MoS may be briefed on the exercise that is being undertaken. Principal Secretary may supervise the process and arrange a briefing for me after some preliminary work has been done".

2. In pursuance of the directions, detailed deliberations were held in a series of meetings and the set of recommendations that emerged is placed below.

3. The recommendations are aimed primarily at addressing issues at the Government of India level. Changes at the State level, which might require consultations with the State governments would be addressed at subsequent stage.

4. The following were identified as problem areas that merited immediate attention :

- a. **Mismanagement of Human Resources**
- b. **Corruption**
- c. **Lack of accountability**
- d. **Lack of transparency in the functioning of government**
- e. **Inefficiency in policy making as well as delivery of services**



5. The above are not mutually exclusive, and any intervention in respect of one area might impact the others.

6. A wide array of recommendations is possible on each issue. The present set is limited to a few, high impact interventions which can be implemented relatively easily and quickly ("low hanging fruit")

7. The issues and recommendations in respect of each of the above-identified areas are given in the following chapters.

**I. Mismanagement of Human Resources**

**A. Recruitment**

(1) Civil service should be a conscious career option for those who want to come into the system, and not the last choice for those who do not find themselves employable elsewhere. The upper age limit for the examination, which is currently 30 for general candidates, needs to be lowered to 28. Since this has wide implications, this could be done in a phased manner over 2 years. The number of attempts for general candidates may also be reduced to 3 from 4. (For the time being, age limit and number of attempts could be retained at the present level for SC/STs (35 years and unlimited attempts) and OBCs (33 years and 7 attempts).

(2) A major change introduced recently in the Civil Services Examination has been the Civil Services Aptitude Test, which seeks to test the aptitude and ability of candidates. (i) Since this is a screening test, this may be conducted online, with a phasing-in during which the paper exam is also held, so that the candidate would be at liberty to take the examination at a time of her/his choice (ii) The minimum age for clearing the screening test could be one year less than the minimum age of writing the main examination. (iii) The score may

18

remain valid for three years during which the successful candidates could take the Main Examination . This will save time, speed up the examination process and reduce unnecessary anxiety and effort for candidates.

(3) The interview may have an additional assessment criteria for candidates opting for the Indian Foreign Service, to ensure that only those with the right aptitude and ability are selected to represent the country in international fora.

## **B. Empanelment**

The present system of empanelment, which relies solely on the Performance Appraisal Report of the officer, is leading to unsatisfactory results. The following system is, therefore, suggested, for JS level empanelment.

(1) There will be a limited competitive examination (testing general awareness, analytical ability and decision-making ability) to be conducted by the UPSC.

(2) The performance appraisal reports, and vigilance clearance may be used to screen out unacceptable candidates who would not be eligible to take the test. For this, a suitable cut-off score, much lower than the present cut off, could be fixed as a qualifying score.

(3) Officers of all All India and Central services eligible as at (2) above and who have put in the requisite length of service, would be eligible to appear for the exam.

(4) Once empanelled, domain area, based on the knowledge, career profile, performance in the examination, training and experience of the officer, may be allocated to each officer, which could serve as a marker for planning her/his career.

### C. Placement

The present system of placement of officers does not necessarily result in finding the right person for the job. The most common complaint against the present system is that it allows for *ad hocism* and does not address the issue of suitability or the aptitude of the officer. The following suggestions are therefore made :

- (1) For positions of Joint Secretary in the Government of India, (i) each vacancy, along with the detailed job profile, should be placed on the website of the DoPT, as and when a vacancy arises, or three months prior to the expected date of the vacancy, whichever is earlier. (ii) All officers empanelled and eligible as per cooling-off norms would be at liberty to apply for any/all vacancies, with justification as to how they think they conform to the job requirements (iii) The applications would be placed in the public domain so that any misinformation could get challenged. (iv) Once the applications are received, the Establishment Officer would shortlist the applicants and the list would be put up to the Civil Services Board/ACC for a final selection.
  
- (2) For appointments to regulatory posts, where the law so permits (i) The vacancies would be advertised six months before the scheduled date, with the job requirements, required qualifications and experience profile (ii) All eligible persons would be at liberty to apply for the same (iii) Cabinet Secretary would make a panel, at least three months before the date of vacancy and submit it to the ACC for a final selection. (iv) The selection, along with the panel recommended by Cabinet Secretary, may be put in the public domain.

#### **D. Lateral Induction**

(i) 10% of posts at the level of Joint Secretary will be open to lateral entry from State government services/private sector/ academics etc. (ii) Cabinet Secretary will identify the posts, in consultation with the Ministries. (iii) Lateral entrants will be selected by UPSC based on their CVs and an interview / limited competitive test, which would test the domain knowledge of the officer. (iv) The appointment of the lateral entrants will be on a 5 year contract basis. The lateral entrant will also have the flexibility to leave the job, if he so desires. (v) The age limit and other details will be worked out by the DOPT, in consultation with the UPSC and the Ministries concerned. (vi) Once selected, the officers will undergo a training, the details of which could be worked out by the DoPT.

#### **E. Weeding out**

(1) An intensive review of all Central Service officers who have as on 1.1.2011 completed 14 (but not 15) and 25 (but not 26) years of service shall be completed within 4 months, with a view to weeding out the corrupt/inefficient officers. A suitable compensation package could be worked out for the purpose.

(2) A similar exercise will be initiated in relation to all All India Service officers, in consultation with the State governments concerned.

## **2. Corruption**

**As a GoM has been constituted, with the approval of the Prime Minister** to consider measures that can be taken up by government to tackle corruption, the recommendations in this regard may be considered only after a view has been taken on the recommendations of the GOM.

(2)

### **3. Lack of Accountability**

(1) The following factors predominantly contribute to lack of accountability:

- a. Multiple chains of command
- b. Lack of clarity on the roles and responsibility of each position and near total absence of effective delegation

(2) Effective and clear delegation of authority, with clarity as to what is expected of each role, should be the first step in ensuring accountability. Accordingly, each Department/Ministry should map its roles/responsibilities, as in the Allocation of Business, and clearly indicate the delegation. The delegation of powers of all Ministries/Departments may be put up on their websites within one month. A fresh delegation may be done whenever the Minister in-charge changes.

(3) Every Department/Ministry may work out a standard operating procedure and time line for routine functions clarifying who will be the deciding authority, for routine functions. This information will also be available in the public domain.

(4) There are several pieces of legislation, where rules are yet to be framed, though the statutes have been enacted, rendering implementation difficult. (i) Each Ministry/Department will complete the exercise of framing the rules and bringing them into force, within three months and the responsibility for this will rest with the Secretary concerned. (ii) The first set of draft rules should be prepared, along with the Note for the Cabinet relating to a bill that Ministry/ Department wishes to introduce.

### **4. Lack of transparency**

(1) One of the major concerns voiced by citizens is lack of transparency in government decision-making. At present, government decision-making processes are shrouded in unnecessary secrecy and confidentiality making it

virtually impossible to access the rationale behind policy decisions. This has been rectified only partially by the Right to Information Act.

(2) Policy notes, legislative proposals and draft schemes/ projects/ programmes, that have an impact on development, will be open to public scrutiny and debate. These will be placed in the public domain at draft stage, to make possible feedback/comments from citizens and interest groups. Issues involving strategic, security and vital economic interests of the State will be exempted.

(3) Procurement and award of contracts are major areas where there is often lack of transparency. While the initial process i.e. the notice inviting tender is in the public domain, what happens after that is clouded and the citizen is not privy to the decision taken. Once a decision is taken to procure/award a contract to a certain firm/individual, a notice accepting tender may be placed in the public domain. This would indicate the bidders, the rationale behind the decision and the total cost involved. This step would ensure that any negative feedback or complaint on a particular decision is brought to notice while remedial action is still possible.

(4) All discretionary/non-discretionary grants/allocations to State governments/NGOs/grant-in-aid institutions etc. by any authority /body /corporation or Ministry /Department, may be placed on the website of the Ministry concerned. The details of the applications received, the details and the purpose of sanction will also be placed on the website. This will be done in a standardized format so that the information so posted serves the purpose of responding to questions, if any, by the stakeholders.

(5) The system of proactive disclosure is the next logical step in the Right to Information act. (i) All Ministries/Department should place in the public domain, the terms of reference and composition of all adhoc committees (GoMs/EGoMS) and their recommendations. (ii) Replies to all RTI questions, given to any applicant may be placed on the net. (iii) All private institutions

accepting public funds should do so on the condition that they would answer RTI queries in relation to the use of those funds.

## **7. Inefficiency**

With the increasing awareness among citizens today, the whole paradigm of governance has changed. Governments are expected to be swift in decision-making. Decisions are also to be based on sound technical, economic and scientific analysis, wherever necessary, and need-based with reference to the requirements of the different geographical areas and population.

### **A. Policy evaluation**

(1) Implementation of new all-India policies/ schemes/ programmes may be done first on pilot basis. Pilot projects may be undertaken in the most backward areas or in the most deserving areas. Pilots can be tried and tested adopting different methodologies too.

(2) Detailed analysis and evaluation of the pilot projects should be undertaken, before a decision is taken on scaling-up.

(3) Preparation of large-scale projects, without regional administrative back-up or institutional and man-power support, are fraught with the risk of poor implementation. The first 6 months of implementation of any new project should be earmarked for capacity and institution-building, especially in the States and local government levels.

(4) Each Ministry should have a transparent PPP policy, which will be put in the public domain. (The guidelines prepared by the Planning Commission will be used as a base document/ template.) All information on PPP will be made accessible and put in the public domain. The terms and conditions on which PPPs are approved will also be uploaded in the public domain. Later on, if

- (21)
- amendments/ changes are brought about, those should also be put in public domain.

## **B. Decision-making in risk-prone situations**

(1) There are several instances where decisions have to be taken in the face of uncertainty, very often in a tight time frame, and officers need protection for bonafide decisions, which are taken after proper analysis of facts and circumstances and evaluation of data and past trends. These include purchase of commodities, disinvestment, acquisition of assets abroad, capital acquisition, especially for defence, import-export etc. (i) Ministries may put in place structured institutional support of economists/ research analysts/ experts to provide them with updated information on technical matters, market fluctuations, economic trends and the like. This could be through an agency/ expert group/ or by hiring from market. e.g bright young economists/ analysts can be taken as EAs / or can be attached to the EA's wing through lateral induction mode. (ii) An Empowered Committee of Secretaries, chaired by the Secretary of the concerned Department and including Finance Secretary, Secretary, Planning Commission, Secretary (Expenditure) and Law Secretary, would make its recommendations based on the report of the Technical Committee. (iii) CCEA/EGOM would approve the recommendations of the ECS on a fast track basis.



**MINUTES OF THE FIRST MEETING OF THE TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 HELD ON 25<sup>TH</sup> MAY 2011, AT NORTH BLOCK, NEW DELHI.**

The first meeting of the task force for effective implementation of the Section 4 of the RTI Act, 2005 was held under the Chairmanship of Sh. Rajeev Kapoor, JS (AT&A), DoPT on 25<sup>th</sup> May, 2011, at North Block, New Delhi

**Sh. Rajeev Kapoor**, Joint Secretary (DoPT) welcomed all the participants and apprised them of the need for constituting the Task Force. The following attended the meeting:

- a) Sh. Rajeev Kapoor, Joint Secretary (DoPT)
- b) Ms. N. Ramadevi, Deputy Secretary , Govt. of Andhra Pradesh
- c) Ms. Pankti D. Jog, Executive Secretary, MAGP, Gujarat
- d) Shri R.K. Srivastav, Dy. Legal Adviser, D/o Legal Affairs, Delhi
- e) Shri Venkatesh Nayak, Co-convenor and Programme Coordinator, NCPRI, CHRI, Delhi
- f) Ms. Aheli Chowdhury, Founder Member, JOSH, Delhi
- g) Shri Gurumurthy K, Director, IT for Change, Bangalore
- h) Ms. Anjali Bhardwaj, Director, Satark Nagarik Sangathan, Delhi
- i) Shri Nikhil Dey, Co-convenor, NCPRI, Delhi
- j) Shri Deepak Kumar, Principal Secretary, GAD, Govt. of Bihar
- k) Ms. Rakshita, NCPRI, Delhi
- l) Ms. Amrita Johri, Infor. & Research Coordinator, Satark Nagrik Sangathan, Delhi
- m) Ms. Ritika Bhatia, Director, D/o AR&PG, Delhi
- n) Shri K.G. Verma, Director(RTI), DoPT, Delhi
- o) Ms. Anuradha S. Chagti, DS(RTI), DoPT, Delhi
- p) Shri R.K. Girdhar, US(RTI), DoPT, Delhi
- q) Shri B. Sengupta, DO(RTI), DoPT, Delhi

Sh. Kapoor pointed out that it was generally felt that provisions of Section 4 are not being properly implemented and there is no enforcement of compliance with the same. This was due to:

- a) Lack of clarity regarding certain provisions such as Sec 4(1)(b)(iii), 4 (1)(b)(iv), 4 (1)(b)(xiv).
- b) Absence of guidelines for some provisions such as 4 (1)(b)(vii) , 4(1)(c), 4(1)(d) and 4(2).
- c) Lack of review to suggest what more could or should be prescribed under 4(1)(xvii).
- d) Structure of the section (4) – same disclosures at all levels (sub-division to Ministry) may not have been desired.
- e) Mode of disclosure and formats in which disclosures are to be made may improve compliance.
- f) Absence of mechanisms for enforcing compliance.

Thereafter he elaborated on the scope and the future course of action and requested the members present to put forth their views on the following agenda items:

- a) Activity plan for completion as the report has to be finalized by 15 July, 2011.
- b) Responsibilities of the task force members to be defined.
- c) Whether there was a need to co-opt other members?
- d) Make Sub groups to deliberate on different aspects?
  - Policy on consultation.
  - Protection of persons seeking information under the RTI Act.
  - Different modes of disclosure at different levels – panchayat, district etc.
  - Enforcement of suo moto disclosure.
  - Guidelines on sub sections which need clarification.
- e) Modalities for consultations.

Sh. Deepak Kumar, Principal Secretary, GAD, Bihar was in agreement that compliance of Section 4 of the RTI Act was critical to the success of the implementation of the RTI regime. He apprised the members of the steps taken by the Bihar government including the Jaankari call

127  
centre which not only facilitated access to filing of RTI Applications but also disseminated information.

**Sh. Nikhil Dey, Convener, NCPRI** stated that their working in the field indicated that the Public authorities were not averse to suo-moto disclosure, it was a question of what to put and how to put it. He stressed that transparency needs to start from the top level. There has to be a move from the minimal to the aspirational level in public disclosures. The social audit in MNREGS is an model of what can be achieved in government disbursements if there is a will to implement it. He suggested that this model may be adopted for all other schemes of the Government of India and the Planning Commission can play an active part in this. He suggested that audits be used as an incentive.

**Ms. Ritika Bhatia, Director (DARPG)** informed the gathering that the DARPG is finalizing a report on Internal control and risk management to be inbuilt into Plan schemes. She suggested that Proactive disclosure under the RTI Act may also be made a part of it.

**Sh. Rajeev Kapoor, Joint Secretary** informed the members that the DoPT had already written to all Departments/ Ministries in Government of India to include a Chapter on RTI in their Annual Reports. Secretary (Performance Management) had also been requested that suo moto disclosure under section 4 of the RTI Act may be included as a mandatory success indicator in the RFDs of all Departments.

**Ms. Anjali Bhardwaj, Satark Nagrik Sangathan** stressed the need for developing a culture of Information gathering. Collated information should be provided at various levels like ward level, Municipal corporation level, panchayat level etc. The manner in which information is displayed needs to be changed by using electronic boards or it could be kept in information centres. The information should be in such a form and language as to be decipherable by the lowest strata of society. She emphasized that not only providing suo-motu information but how to make it more accessible to the citizenry, should be an area to ponder on. The need was providing dynamic information to the people with stress on quality with the content of information could also help in stemming attacks on RTI Activists. All Plan schemes of the

Government should make it mandatory to reflect implementation of Section 4. There should also be a provision of compensation in cases where Section 4 is not implemented.

**Sh. Gurumurthy, IT for Change**, was of the view that all information should be on website since there is a pan India change in mindset and technological development. Internet is necessary and there was a huge amount of investment in E-governance. People Information System (PIS) (information Hub) is the need of the hour to identify what information people require and then provide that information to the people. The mindset change should be from Transparency by design rather than transparency by default. Data has to be granular and should allow others to access and aggregate the data which the government puts on. This will help put in systems and indicate trends. There should be a survey of what proactive information people need and government machinery to concentrate more on that.

**Ms. Aheli Chowdhury, JOSH** pointed out that Section 4 is not implemented as a reality. There is an absence of guidelines. There needs to be fixing of responsibility in case of non-compliance of Section 4 by the Public Authorities. One person should be responsible for implementing Section 4. For dissemination of information there should be a combination of methods like wall painting, boards, internet etc. Areas which attract repeated RTI applications may be converted into FAQs and put on the website for the citizenry.

**Sh. Venkatesh Nayak, CHRI** emphasized the need for having a look at the existing systems from the point of view of transparency. Public Accountability mechanisms had to be defined like uploading information and its monitoring in the various MIS which had been developed. These were essential for the systems to work. Examples quoted were the Indira Awaas Yojana. He reiterated that section 4(1)(c) and 4(1)(d) were the heart and soul of section 4. All government websites should adhere to the Guidelines for Indian Government websites to enable a common pattern for display of information. He stressed on a need of change of mindset, especially at the highest level. The government had to find more ways of disseminating information like harnessing the strength of mobile, radio, cyber cafes. He pointed out that the new guidelines on cyber cafes could become counterproductive to this aim. The information disseminator should approach to create a system of automatically uploading the important issues on website

and cater to the three types of information seekers, namely, people seeking information for improving their general knowledge/awareness; Clients of Public Authority who make use of this service for public consultation on policy; and people seeking information to reflect on accountability. He desired that all decision taken during a week should be uploaded on the website.

**Sh. Rajeev Kapoor, Joint Secretary** agreed on the above and put forth the view that top level decisions sent periodically to the Cabinet Sectt. can be uploaded on website. As far as putting all decisions taken in a week on the website he held that information should be content driven rather than process driven. Therefore information on periodic data would probably not serve the purpose. What is needed is for example to put the financial expenditure made by the ministry/deptt. on the website, which would go a long way towards proactive disclosure.

**Ms. Ritika Bhatia, Director (DARPG)** informed the participants that the Manual of Office Procedure has been revised and the guidelines on website content has been laid down. Under these all websites be re-designed under the e-governance to make it citizen friendly/accessible. This would be done within six months. Once they have specific guidelines on Section 4 of the RTI Act it would be easy to implement and monitor and it would be helpful if the format for all is common.

**Sh. R.K. Srivastava, Dy. Legal Advisor, Department of Legal Affairs,** felt that there should be a centralised monitoring authority in compliance of Section 4 in every Ministry/Department. There should be access to Information through for example like cyber café in district level and where the information was not available one can proceed to file an RTI application.

**Ms. Pankti D. Jog, MAGP** expressed her views that dynamic information be put on website. For example the proactive disclosure during a disaster situation cannot be static and needs to be updated frequently. There needs to be a set of guidelines for different set of public authorities like anganwadis etc and then it should be displayed in one to set an example for the others.

**Ms. N. Ramadevi, Dy Secretary (Govt. of AP)** apprised the participants of the work done in Andhra Pradesh. She informed that all Government orders issued by the state are put on the

website. She suggested that if FAQs are made for all Departments it would be very easy. She further suggested the introduction of a penal clause for non-compliance of the Section 4 along with half yearly review and regular monitoring.

**Sh. Nikhil Dey, Convener, NCPRI** suggested that since a large number of issues involving public consultation needed the concurrence of the Planning Commission, Ministry of Law, Ministry of Finance and Ministry of Environment and Forests there should be some check at that point. He further suggested that best practices from states may be published.

**Sh. Venkatesh Nayak, CHRI**, spoke of segregation of information which is displayed through wall paintings in villages. He suggested that the outside walls should have information generic to all and the inner walls should have information which is specific. He pointed out that there was a question of upkeep of the walls also as they could degenerate due to the weather conditions.

**Sh. Rajeev Kapoor, Joint Secretary** summarized the discussion agreed that by and large the implementation of the Suo-moto disclosure was weak. There was need for disclosure at different levels and the internet could not be the only means for it. There was need to use other means like the mass media, walls etc. Guidelines had to be kept in view while hosting on the web. There was a need for a policy on consultation during policy making in the government.

The decisions taken during the discussion were:

1. There would be 5 subgroups which would look into the following:
  - a) Policy on consultation to be headed by Sh. Nikhil Dey.
  - b) Templates for disclosure at different levels in 5 services in rural and 5 critical services in urban areas namely PDS,, Education health, Rural Development and Panchayat, Social security (pensions) and District Collectors office. The rural focus would be looked into by Ms. Pankti Jog and the urban focus by Ms. Anjali Bhardwaj.
  - c) Additions to Section 4(1)(b)(xvii) to be headed by Sh. Nikhil Dey.

- d) Detailing of sections Sec 4(1)(b)(iii), 4 (1)(b)(iv), 4(1)(b)(vi), 4(1)(b)(xi), 4 (1)(b)(xiv) headed by Sh Venkatesh Naik and Ms. Aheli Chaudhary
- e) Guidelines for digital guidelines for publications under RTI headed by Sh. Gurumurthy.
- f) Guidelines of facilitating information seekers headed by Sh. Deepak Kumar.

2. It was decided that the next meeting of the group would be held after a month.
3. The issue of protection of RTI activists be taken up in a separate meeting where MHA would be invited since the subject of law and order is the periphery of MHA.
4. Minutes of this meeting would be put on website and DoPT would invite public response on them.
5. Expenditure for organizing meetings of sub groups and travel of the members would be met from the Plan Scheme on RTI.

(3)

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

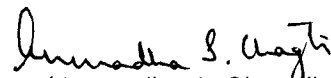
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North Block, New Delhi  
Dated 1<sup>st</sup> June, 2011

Subject: Minutes of the meeting of the Task Force constituted for effect implementation of Section 4 of the RTI Act, 2005 – regarding.

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The undersigned is directed to forward herewith a copy of the minutes of 1<sup>st</sup> meeting of Task Force for effective implementation of Section 4 of the RTI Act, 2005, held on 25<sup>th</sup> May, 2011 under the Chairmanship of Joint Secretary (AT&A), DOPT with the request to forward the work plan and budgetary requirement in enclosed prescribed proforma at Annexure-I.

  
(Anuradha S. Chagti)  
Deputy Secretary (IR)  
Tel. 2309 3074

To :

1. ✓ Secretary, M/o Information Technology, Technology Bhavan, Mehrauli Road, New Delhi
2. ✓ Ms. Ritika Bhatia, Director (RTI), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi
3. ✓ Shri R.K. Srivastava, Dy. Legal Adviser, D/o Legal Affairs, Ministry of Law, Shastri Bhavan, New Delhi
4. ✓ Chief Secretary, Govt. of Uttar Pradesh, Lucknow
5. ✓ Ms. N. Ramaddvi, Dy. Secretary, Govt. of Andhra Pradesh, Hyderabad
6. ✓ Shri Deepak Kumar, Pr. Secretary (GDA), Govt. of Bihar, Patna
7. ✓ Shri Nikhil Dey, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi
8. ✓ Shri Gurumurth K., IT for Change, 393, 17 Main, 35 A Cross Road, 4 T Block, Jaya Nagar, Bangalore – 41.
9. ✓ Ms. Pankti D. Jog, Mahiti Adhikar Gujarat Pahel (MAGP), B, Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad – 51, Gujarat
10. ✓ Ms. Aheli Chowdhury, JOSH, C- 7 E, DDA Flat, Munirka, New Delhi
11. ✓ Mr. Anil Bhardwaj, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai, New Delhi – 110 017

Copy to

1. Sr.PPS to Secretary (Personnel) ✓ 1/6
  2. PS to Joint Secretary (AT&A), DoPT ✓ 1/6
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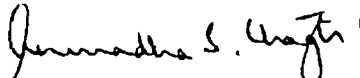
No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
\*\*\*\*\*

North Block, New Delhi  
Dated 1<sup>st</sup> June, 2011

Subject:- Task Force constituted for effective implementation of Section 4 of the RTI Act, 2005 – regarding.

\*\*\*\*\*

The minutes of the Task Force meeting for effective implementation of Section 4 of the RTI Act, 2005, held on 25.05.2011 along with the OM constituting the Task Force is placed below. Comments of Public on the enclosed OM and minutes are invited. Comments may kindly be e-mailed at [usrti-dopt@nic.in](mailto:usrti-dopt@nic.in) by 12<sup>th</sup> June, 2011.

  
(Anuradha S. Chagti)  
Deputy Secretary (IR)

**MINUTES OF THE FIRST MEETING OF THE TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 HELD ON 25<sup>TH</sup> MAY 2011, AT NORTH BLOCK, NEW DELHI.**

The first meeting of the task force for effective implementation of the Section 4 of the RTI Act, 2005 was held under the Chairmanship of Sh. Rajeev Kapoor, JS (AT&A), DoPT on 25<sup>th</sup> May, 2011, at North Block, New Delhi. The meeting was attended by:

- i. Ms. N. Ramadevi, Deputy Secretary , Govt. of Andhra Pradesh
- ii. Ms. Pankti D. Jog, Executive Secretary, MAGP, Gujarat
- iii. Shri R.K. Srivastav, Dy. Legal Adviser, D/o Legal Affairs, Delhi
- iv. Shri Venkatesh Nayak, Co-convenor and Programme Coordinator, NCPRI, CHRI, Delhi)
- v. Ms. Aheli Chowdhury, Founder Member, JOSH, Delhi
- vi. Shri Gurumurthy K, Director, IT for Change, Bangalore
- vii. Ms. Anjali Bhardwaj, Director, Satark Nagarik Sangathan, Delhi
- viii. Shri Nikhil Dey, Co-convenor, NCPRI, Delhi
- ix. Shri Deepak Kumar, Principal Secretary, GAD, Govt. of Bihar
- x. Ms. Rakshita, NCPRI, Delhi
- xi. Ms. Amrita Johir, Infor. & Research Coordinator, Satark Nagrik Sangathan, Delhi
- xii. Ms. Ritika Bhatia, Director, D/o AR&PG, Delhi
- xiii. Shri K.G. Verma, Director(RTI), DoPT, Delhi
- xiv. Ms. Anuradha S. Chagti, DS(RTI), DoPT, Delhi
- xv. Shri R.K. Girdhar, US(RTI), DoPT, Delhi
- xvi. Shri B. Sengupta, DO(RTI), DoPT, Delhi

**2. Sh. Rajeev Kapoor**, Joint Secretary (DoPT) welcomed all the participants and apprised them of the need for constituting the Task Force. He pointed out that it was generally felt that provisions of Section 4 are not being properly implemented and there is no enforcement of compliance with the same. This was due to:

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- b) Absence of guidelines for some provisions such as 4 (1)(b)(vii) , 4(1)(c), 4(1)(d) and 4(2).
- c) Lack of review to suggest what more could or should be prescribed under 4(1)(xvii).
- d) Structure of the section (4) – same disclosures at all levels (sub-division to Ministry) may not be appropriate.
- e) Mode of disclosure and formats in which disclosures are to be made may improve compliance.
- f) Absence of mechanisms for enforcing compliance.

Thereafter he elaborated on the scope and the future course of action and requested the members present to put forth their views on the following agenda items:

- a) Activity plan for completion as the report has to be finalized by 15 July, 2011.
- b) Responsibilities of the task force members to be defined.
- c) Whether there was a need to co-opt other members?
- d) Make Sub groups to deliberate on different aspects?
  - Policy on consultation.
  - Protection of persons seeking information under the RTI Act.
  - Different modes of disclosure at different levels – panchayat, district etc.
  - Enforcement of suo moto disclosure.
  - Guidelines on sub sections which need clarification.

3. **Sh. Deepak Kumar, Principal Secretary, GAD, Bihar** was in agreement that compliance of Section 4 of the RTI Act was critical to the success of the implementation of the RTI regime. He apprised the members of the steps taken by the Bihar government including the Jaankari call centre which not only facilitated access to filing of RTI Applications but also disseminated information.

4. **Sh. Nikhil Dey, Convener, NCPRI** stated that their working in the field indicated that the Public authorities were not averse to suo-moto disclosure, it was a question of what to put and how to put it. He stressed that transparency needs to start from the top level. There has to be a move from the minimal to the aspirational level in public disclosures. The social audit in MNREGS is a model of what can be achieved in government schemes if there is a will to implement it. He suggested that this model may be adopted for all other schemes of the Government of India and the Planning Commission can play an active part in this. He suggested that audits be used as an incentive.

5. **Ms. Ritika Bhatia, Director (DARPG)** informed that the DARPG is finalizing a report on Internal control and risk management to be inbuilt into Plan schemes. She suggested that Proactive disclosure under the RTI Act may also be made a part of it.

6. **Sh. Rajeev Kapoor, Joint Secretary** informed the members that the DoPT had already written to all Departments/ Ministries in Government of India to include a Chapter on RTI in their Annual Reports. Secretary (Performance Management) had also been requested that suo moto disclosure under section 4 of the RTI Act may be included as a mandatory success indicator in the RFDs of all Departments.

7. **Ms. Anjali Bhardwaj, Satark Nagrik Sangathan** stressed the need for developing a culture of Information gathering. Collated information should be provided at various levels like ward level, Municipal corporation level, panchayat level etc. The manner in which information is displayed needs to be changed for example by using electronic boards or it could be kept in information centres. The information should be in such a form and language as to be decipherable by the lowest strata of society. She highlighted the fact that not only providing suo-motu information but how to make it more accessible to the citizenry, should be an area to ponder on. The need was providing dynamic information to the people with stress on quality with the content of information could also help in stemming attacks on RTI Activists. All Plan schemes of the Government should make it mandatory to reflect implementation of Section 4. There should also be a provision of compensation in cases where Section 4 is not implemented.

8. **Sh. Gurumurthy, IT for Change**, was of the view that all information should be on website since there is a pan India change in mindset and technological development. Internet is necessary and there was a huge amount of investment in E-governance. People Information System (PIS) (information Hub) is the need of the hour to identify what information people require and then provide that information to the people. The mindset change should be from Transparency by design rather than transparency by default. There was a need for open standards in e-governance. Data has to be granular and should allow others to access and aggregate the data which the government puts on. This will help put in systems and indicate trends. There should be a survey of what proactive information people need and government machinery to concentrate more on that.

9. **Ms. Aheli Chowdhury, JOSH** pointed out that Section 4 is not implemented as a reality. There is an absence of guidelines. There needs to be fixing of responsibility in case of non-compliance of Section 4 by the Public Authorities. One person should be responsible for implementing Section 4. For dissemination of information there should be a combination of methods like wall painting, boards, internet etc. There should be study to identify areas/subjects which attract repeated RTI applications and those may be converted into FAQs and put on the website for the citizenry.

10. **Sh. Venkatesh Nayak, CHRI** emphasized the need for having a look at the existing systems from the point of view of transparency. Public Accountability mechanisms had to be defined like uploading information and its monitoring in the various MIS which had been developed. These were essential for the systems to work. Examples of the advantages of having real time updates on Government websites regarding public service delivery were discussed. An example of this was the MIS updates in Andhra Pradesh under the MGNREGA. He reiterated that section 4(1)(c) and 4(1)(d) were the heart and soul of section 4. All government websites

37)

should adhere to the Guidelines for Indian Government websites to enable a common pattern for display of information. He stressed on a need of change of mindset, especially at the highest level. There was need to ensure that all new laws had consistency with the RTI Act and there should be guidelines on what should be included. The government had to find more ways of disseminating information like harnessing the strength of mobile, radio, cyber cafes. He pointed out that the new guidelines on cyber cafes could become counterproductive to this aim. The information disseminator should approach to create a system of automatically uploading the important issues on website and cater to the three types of information seekers, namely, people seeking information for improving their general knowledge/awareness; Clients of Public Authority who make use of this service for public consultation on policy; and people seeking information to reflect on accountability. He favored that all decision taken during a week should be uploaded on the website.

11. **Sh. Rajeev Kapoor, Joint Secretary** mentioned that monthly reports departments can be uploaded on website. As far as putting all decisions taken in a week on the website he held that information should be content driven rather than process driven. Therefore information on periodic data would probably not serve the purpose.

12. **Ms. Ritika Bhatia, Director (DARPG)** informed the participants that the Manual of Office Procedure has been revised and the guidelines on website content has been laid down. Under these all websites be re-designed under the e-governance to make it citizen friendly/accessible. This would be done within six months. Once they have specific guidelines on Section 4 of the RTI Act it would be easy to implement and monitor and it would be helpful if the format for all is common.

13. **Sh. R.K. Srivastava, Dy. Legal Advisor, Department of Legal Affairs,** felt that there should be a centralised monitoring authority in compliance of Section 4 in every Ministry/Department. There should be access to Information through for example like cyber café in district level and where the information was not available one can proceed to file an RTI application.

14. **Ms. Pankti D. Jog, MAGP** expressed her views that there had to be a distinction between static and dynamic data which is put on the website. For example the proactive disclosure during a disaster situation cannot be static and needs to be updated frequently. There needs to be a set of guidelines/ templates for different set of public authorities like anganwadis etc. One public authority could act as an illustration for other public authorities of the same type, which would help spread the best practice.

15. **Ms. N. Ramadevi, Dy Secretary (Govt. of AP)** apprised the participants of the work done in Andhra Pradesh. She informed that 18 templates have been communicated to the public authorities in the state. Along with that all Government orders issued by the state are put on the website. She suggested that if FAQs are made for all Departments it would be very easy. She further suggested the introduction of a penal clause for non-compliance of the Section 4 along with half yearly review and regular monitoring.

16. **Sh. Nikhil Dey, Convener, NCPRI** suggested that since a large number of issues involving public consultation needed the concurrence of the Planning Commission, Ministry of Law, Ministry of Finance and Ministry of Environment and Forests there should be some check at that point. He further suggested that best practices from states may be published.

17. **Sh. Venkatesh Nayak, CHRI**, spoke of segregation of information which is displayed through wall paintings in villages. He suggested that the outside walls should have information generic to all and the inner walls should have information which is specific. He pointed out that there was a question of upkeep of the walls also as they could degenerate due to the weather conditions.

18. **Sh. Rajeev Kapoor, Joint Secretary** summarized the discussion and agreed that the implementation of the Suo-moto disclosure under was weak. There was need for disclosure at different levels and the internet could not be the only means for it. There was need to use other means like the mass media, walls etc. Guidelines had to be kept in view while hosting on the web. There was a need for a policy on consultation during policy making in the government.

Broadly, the conclusions that emerged from the meeting are summarized below:

- (a) The weak implementation of Section 4 of the RTI Act is partly due to the fact that certain provisions of this section have not been fully detailed and in case of some other provisions, there is need for laying down detailed guidelines as to what information needs to be provided and in which form. In view of this, it was agreed that effort should be made to plug these gaps.
- (b) It was agreed that while internet has become an important medium for dissemination of information, at lower formations such as panchayats, dispensaries, block offices etc, other modes of communication would need to be adopted to ensure better access to these disclosures.
- (c) Given that the work that this task force has to accomplish, it would be useful to form sub-groups and assign specific items of work to each of these sub-groups. The convener of the sub-group would thereafter hold consultation with other knowledge persons/organization and prepare a discussion/note, which would

then be considered by the entire task force for finalization. The convener would be expected to draw up a brief plan for activities to complete consultations and submission of a discussion paper by end of June.

In view of this, following decisions were taken

- I. There would be 5 subgroups which would look into the following:
  - i. Formulating policy on consultation to mandate public consultations and participation in pre-legislative process and identify additions to Section 4(1)(b)(xvii) to be convened by Sh. Nikhil Dey, NCPRI. Sh. Rajeev Kapoor, Joint Secy, DoPT will join this sub-group.
  - ii. Templates for disclosure at different levels in 5 services in rural and 5 critical services in urban areas namely PDS,, Education health, Rural Development and Panchayat, Social security (pensions) and District Collectors office. The convenors for this sub group are Ms. Pankti Jog, MAGP(Rural), Ms. Anjali Bhardwaj, SNS (Urban). Ms. N. Ramadevi, Deputy Secretary, State Government of Andhra Pradesh will join this sub-group.
  - iii. Detailing of sections Sec 4(1)(b)(iii), 4 (1)(b)(iv), 4(1)(b)(xi), 4(1)(b)(xiv) to lend clarity to these sections. Sub group to be convened by Sh. Venkatesh Naik , CHRI, Ms. Aheli Chaudhary, JOSH. Sh. K.G. Verma, Director, DoPT will join this sub-group.
  - iv. Guidelines for digital publications under RTI thereby supporting proactive disclosure of information headed by Sh. Gurumurthy.
  - v. Guidelines to suggest modes and means to facilitate people in filing RTI applications headed by Sh. Deepak Kumar.
- II. It was decided that each sub-group can co-opt any member as deemed fit, to enhance diversity in views, experience and opinions. Each sub-group would formulate its own process of initiating consultations to come up with its recommendations within one month of its constitution.
- III. It was decided that the next meeting of the group would be held after a month.
- IV. The issue of protection of RTI activists to be taken up in a separate meeting where representative of MHA would also be invited.
- V. DoPT would write to different states to invite best practices in the implementation of Section 4 to feed into the recommendations of the working Group.
- VI. Ensure that the recommendations of the Task Force feed into the implementation of the recommendations of the ARCs 11<sup>th</sup> Report on E-governance
- VII. Minutes of this meeting and the OM constituting the task force would be put on website and DoPT would invite public response on them.

VIII. It was decided that the conveners of the above sub-groups would formulate a work plan including plans for organizing consultations during the next month. The work plans along with the budgetary requirements may be forwarded to Mrs. Anuradha S. Chagti, Deputy Secretary, (RTI), Room No. 280, Department of Personnel and Training, North Block, Telephone 23093074, Fax 23093022, email [osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in) in the prescribed proforma so that these could be budgeted. (Annexure 1).



41)

Annexure '1'

Application Proforma  
Task Force for effective implementation of Section 4 of the RTI Act, 2005

A		
1	Sub-group	
2	Conveners	

B. Details of Institution leading the sub group		
1	Name of the Institution	
2.	Particulars of the Institution	
i	Complete postal address	
ii	Telephone Nos.	
iii	Fax Nos.	
iv	E-mail Address	
3	Particulars of Nodal Officer	
i	Name	
ii	Designation	
iii	Tel and Fax No. (Including mobile No.)	
iv	E-mail id	

C. Details of Proposal		
1	Proposed work Plan	
2.	Time lines	
3.	Detailed estimates of expenditure activity wise	
4.	Total amount of grant required	

D. Details required for release of funds		
1.	Type of registration	
2	Agency name	
3	Act/ Registration No	
4	Date of registration	
5	TIN Number	
6	TAN Number	
7	Name of Bank	
8	Name of bank branch	
9	Branch address	
10	Bank Account No	
11	Agency name as per bank details	

1/6/2011 12/42 18

**LIST OF ATTENDEES FOR THE MEETING OF TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 HELD AT 12 NOON ON 25<sup>TH</sup> MAY, 2011 IN THE CONFERENCE ROOM (ROOM NO. 190), NORTH BLOCK, NEW DELHI**

**( JS (AT&A) IN CHIR )**

1. Ms. N. Ramadevi, Deputy Secretary , Govt. of Andhra Pradesh ([ramadevinadell@yahoo.com](mailto:ramadevinadell@yahoo.com))
2. Ms. Pankti D. Jog, Executive Secretary, MAGP, Gujarat ([magpggujarat@gmail.com](mailto:magpggujarat@gmail.com))
3. Shri R.K. Srivastav, Dy. Legal Adviser, D/o Legal Affairs, Delhi ([rkantsrivastav@yahoo.com](mailto:rkantsrivastav@yahoo.com))
4. Shri Venkatesh Nayak, Co-convenor and Programme Coordinator, NCPRI, CHRI, Delhi ([nayak.venkesh@gmail.com](mailto:nayak.venkesh@gmail.com))
5. Ms. Aheli Chowdhury, Founder Member, JOSH, Delhi ([josh4india@gmail.com](mailto:josh4india@gmail.com))
6. Shri Gurumurthy K, Director, IT for Change, Bangalore ([guru@itforchange.net](mailto:guru@itforchange.net))
7. Ms. Anjali Bhardwaj, Director, Satark Nagarik Sangathan, Delhi ([anjali.sns@gamail.com](mailto:anjali.sns@gamail.com))
8. Shri Nikhil Dey, Co-convenor, NCPRI, Delhi ([nikhildey@gmail.com](mailto:nikhildey@gmail.com))
9. Shri Deepak Kumar, Principal Secretary, GAD, Govt. of Bihar ([deepakkumar@nic.in](mailto:deepakkumar@nic.in))
10. Ms. Rakshita, NCPRI, Delhi ([rakshitaswamy@gmail.com](mailto:rakshitaswamy@gmail.com))
11. Ms. Amrita Johir, Infor. & Research Coordinator, Satark Nagrik Sangathan, Delhi ([amritajohri@gmail.com](mailto:amritajohri@gmail.com))
12. Ms. Ritika Bhatia, Director, D/o AR&PG, Delhi ([ritika.bhatia@nic.in](mailto:ritika.bhatia@nic.in))
13. Shri K.G. Verma, Director(RTI), DoPT, Delhi ([kgverma52@yahoo.co.in](mailto:kgverma52@yahoo.co.in))
14. Ms. Anuradha S. Chagti, DS(RTI), DoPT, Delhi ([osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in))
15. Shri R.K. Girdhar, US(RTI), DoPT, Delhi ([usrti-dopt@nic.in](mailto:usrti-dopt@nic.in))
16. Shri B. Sengupta, DO(RTI), DoPT, Delhi([sengupta@nic.in](mailto:sengupta@nic.in))

~ ~ ~ . ~ ~ ~

May be kept in Task Force File.

*mg*  
26/5/11

Sh. Manoj

**ATTENDANCE SHEET FOR THE MEETING OF TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 ON 25<sup>TH</sup> MAY, 2011 IN THE CONFERENCE ROOM (ROOM NO. 190), NORTH BLOCK, NEW DELHI**  
(JS(AT&A IN CHIR) ✓)

**(ALL THE COLUMNS MAY KINDLY BE FILLED UP)**

S.NO	NAME & E-Mail Id	DESIGNATION	ORGANISATION	MOBILE No.	FAX No.	PHONE No.	SIGNATURE
1	N. Ramadevi ramadevinadell@yahoo.com	Deputy Secretary to Govt. of Andhra Pradesh	General Administration Deptt., A.P. Secretariat, Hyderabad	9010206284			<i>Chandru</i>
2	PANKTI D. JOGI magpgujanad@gmail.com	Executive Sec. MAAP	MAHITO ADHIKAR GUJARAT PAHEL (MAAP)	09909006791 09924085000	079 26821553	079 26820719	<i>Pankti</i>
3.	R.K. Srivastava Dy. Legal Adviser Deptt. of Legal Affairs skant.srivastava@yahoo.com	Dy. Legal Adviser	M/O Law & Justice Deptt. of Legal Affs.	9018212656	-	<del>233</del> 23328438	<i>Srivastava</i>
4	Venkatesh Nayak Kahumanrightsinitiative.org nayak.venkatesh@gmail.com	Co-ordinator Programme Coordinator	NCPRI CHRI	9871050555	26864688	4.312215	<i>Venkatesh Nayak</i>
5.	AHELI CHANDHURY josh4india@gmail.com	founder member	JOSH, DELHI	<del>9811765959</del> 9811765959		26181427	<i>Aheli</i>


**ATTENDANCE SHEET FOR THE MEETING OF TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 ON 25<sup>TH</sup> MAY, 2011 IN THE CONFERENCE ROOM (ROOM NO. 190), NORTH BLOCK, NEW DELHI (JS(AT&A IN CHIR))**

**(ALL THE COLUMNS MAY KINDLY BE FILLED UP)**

S.NO	NAME & E-Mail Id	DESIGNATION	ORGANISATION	MOBILE No.	FAX No.	PHONE No.	SIGNATURE
6	Gurumonkey k IT for change Sukta@itforchange.net * Pasminder@itforchange.net	Director	IT for change	98454 37730		080 - 26654135	Jmk
7	Anjali Bhardwaj SNS anjali.sns@gmail.com	Director	SNS (Satach Nagrik Samagathan)	9811558533			Anjali
8	Nikhil Dey NCPRI nikhildey@gmail.com	co- convenor	NCPRI MKSS	941400480			Nikhil
9	Deepak kumar Principal Secretary GAD, GOV. of Bihar (deepakumar@nic.in)	Principal Secretary GAD	Gov of Bihar	9431012381			DK
10	Rakshita NCPRI rakshitawamy@gmail.com		NCPRI	9818538588			Rakshita

ATTENDANCE SHEET FOR THE MEETING OF TASK FORCE FOR EFFECTIVE IMPLEMENTATION OF SECTION 4 OF THE RTI ACT, 2005 ON 25<sup>TH</sup> MAY, 2011 IN THE CONFERENCE ROOM (ROOM NO. 190), NORTH BLOCK, NEW DELHI  
(JS(AT&A IN CHIR))

(ALL THE COLUMNS MAY KINDLY BE FILLED UP)

S.NO	NAME & E-Mail Id	DESIGNATION	ORGANISATION	MOBILE No.	FAX No.	PHONE No.	SIGNATURE
12	AMRITA JONRI amritajohri@gmail.com	Info. & Research Coordinator	SNS Sanku Nagnik Sanyal	9810273984	-		
13	Sh. K. G. Verma	Director (RTI)					
14	Ms. Anuradha Chagfi	DS (RTI)					
15	Sh. R. K. Girdhar	JS (RTI)					
16	Sh. B. Sengupta	DO (IR)					

R. 2013/50 2/11 (47333)  
6-6-11

(116)

CONFIDENTIAL - Concerning corruption in your department.  
Sarbjit Roy <sroy.mb@gmail.com>  
Saturday, June 4, 2011 8:04 am  
secy\_ncp@nic.in

To:  
Ms. Aika Sirohi  
Secretary, DoPT/ Gol

Dear Madam

Sub: CONFIDENTIAL - Concerning corruption in your department.

I am constrained to formally send this email to you in my personal capacity as a citizen and not as Upacharya of the Adi Dharm: faith having millions of followers (and voters) in India. I am requesting (again) that I am granted an official appointment to meet you in connection with my many grievances against your department which neither you nor your predecessor Mr Consul have ever cared to hear from my lips.

I am now caused to refer to the OM on your website at URL  
[http://persmin.gov.in/WriteReadData/CircularPortal/D2/D02rti/1\\_6\\_2011-IR01062011.pdf](http://persmin.gov.in/WriteReadData/CircularPortal/D2/D02rti/1_6_2011-IR01062011.pdf)  
"Minutes of the meeting of the Task Force constituted for effect implementation of Section 4 of the RTI Act, 2005 - regarding " specified as "No. 1/6/2011-IR 01/06/2011"

I am caused to complain to you as follows concerning the corrupt (as defined in applicable laws of India) actions of your department's officers such as Mr Rajeev Kapur (JS(AT&A), Mr K.G.Verma (Dir/RTI) etc.

a) That your Department has still failed to comply with mandate of section 4 of RTI Act to publish the process for "Consultation with members of the public" and "Access to public" on its website.

b) That your Department has constituted a Task Force for RTI section 4 implementation wherein almost all the "NGO" constituents are part of the NCPRI, and that other individual citizen stakeholders in RTI process like me have been deliberately excluded from this consultation process. It is pertinent that this is not the first time I have complained about such incidents to you and/or the DoPT.

Yours faithfully

Sarbjit Roy  
B/59 Defence Colony  
New Delhi 110024

Tel : 09311448069

Pl examine 'A'

(Aika)

~~Dir/RTI~~

(SAR)

7-6-2011

7/6

US (RTI)

7/6/11  
DCC/uy

7/6/11  
Sh GB

167

> Dear Shri Verma,

> I am in receipt of your letter mentioning that the mentioned Task Force  
> will meet on the 25th at 12 noon. We thank you for the invitation to  
> attend the meeting. IT for Change had nominated myself, Parminder Jeet  
> Singh, to be on the Task Force. However, I write this email from Geneva  
> where I am attending a UN meeting, and therefore my colleague and a  
> director of IT for Change, Gurumurthy Kasinathan, will attend the meeting  
> tomorrow.

sorry, i of course meant day after tomorrow. parminder

I will be available for all the subsequent meetings. we very  
> much look forward to some very useful interactions.

> With regards

> Parminder

> Parminder Jeet Singh


> Executive Director

> IT for Change

> NGO in Special Consultative Status with the United Nations ECOSOC

> www.ITforChange.net

> Tel:+91-80-2665 4134, 2653 6890. Fax:+91-80-4146 1055

  
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No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

\*\*\*\*\*

North Block, New Delhi  
Dated 15<sup>th</sup> June, 2011

To

Dr. Naresh Kumar  
Registrar  
Indian Institute of Public Administration  
I.P. Estate  
New Delhi

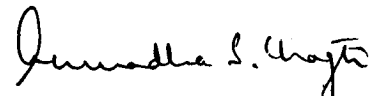
Subject: Workshop on Task Force constituted for effective implementation of  
Section 4 of the RTI Act, 2005 – regarding.

\*\*\*\*\*

Sir,

This is with reference to our telephonic conversation regarding DOPT's intention to organize a workshop on the subject mentioned above and to inform that the proposed workshop is scheduled to be held on 7<sup>th</sup> to 9<sup>th</sup> July, 2011. The workshop would be attended by around 40 persons and would require one Plenary Room and 4 to 5 small Conference Rooms for Group Activities. You are requested to kindly intimate if the above (plenary hall + 4 to 5 small Conference Rooms) can be made available to DOPT for the proposed dates.

Yours faithfully,



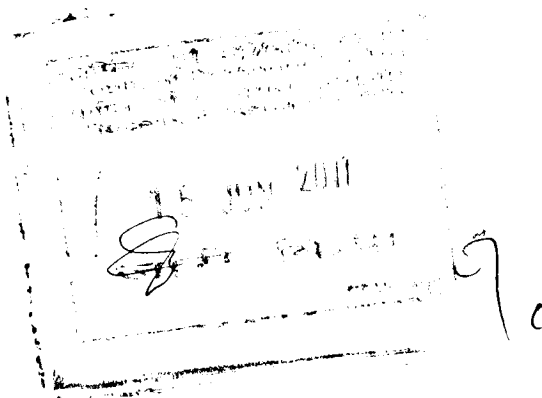
(Anuradha S. Chagti)

Deputy Secretary to the Govt. of India

Tel. 2309 3074

Fax: 2309 3022

e-mail [osdrti-dopt@nic.in](mailto:osdrti-dopt@nic.in)





(69)

F.No. 1/6/2011-IR  
Government of India  
Ministry of Personnel, PG & Pension  
Department of Personnel & Training

North Block, New Delhi,  
Dated the 21<sup>st</sup> June, 2011

To

Shri Sarbajit Roy,  
B/59, Defence Colony,  
New Delhi -110024.

Subject: Constitution of a Task Force for effective implementation of Section 4 of the RTI Act, 2005.

Sir,

I am directed to refer to your email message dated 4<sup>th</sup> June, 2011 on the subject mentioned above and to say that if you have any suggestions regarding effective implementation of section 4 of the RTI Act, 2005, you may send the same in writing to this Department.

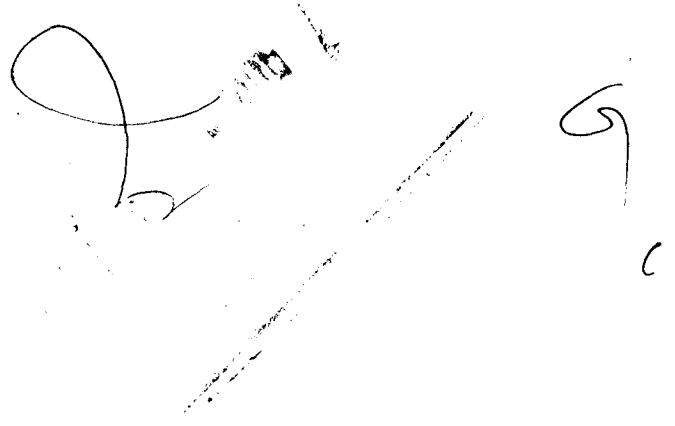
Yours faithfully,



(R.K. Girdhar)

Under Secretary (IR)

23092759





सूचना  
का अधिकार

F.No.1/6/2011-IR  
Government of India  
Department of Personnel & Training  
IR Section

North Block,  
New Delhi, 16<sup>th</sup> June 2011

To,

The Director  
Institute of Secretariat  
Training and Management(ISTM)  
Administrative Block,  
JNU(Old) Campus  
New Mehrauli Road,  
New Delhi-110067

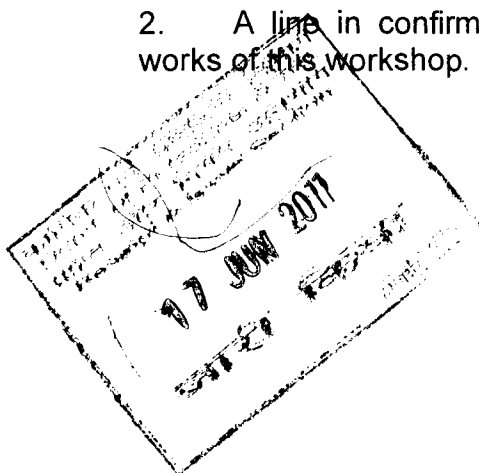
(Kind attention: Shri Satyajit Mishra, Jt. Director)

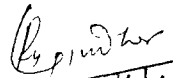
Sub: Workshop on Task Force for effective implementation of Section 4  
of the RTI Act, 2005 from 07<sup>th</sup> to 09<sup>th</sup> July, 2011

Sir,

I am directed to refer to your telephonic conversation with Ms. Anuradha S. Chagti, DS(RTI) on the proposed workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 from 07<sup>th</sup> to 09<sup>th</sup> July, 2011 and to request you to kindly confirm availability of one Plenary Hall and four small seminar halls during this period in ISTM, along with the confirmation of providing food and tea for 40 participants in the proposed workshop.

2. A line in confirmation would help us in initiating the preparatory works of this workshop.



  
(R.K. Girdhar)  
16/6/2011  
Under Secretary to the Govt. of India  
Telefax No.23093022





(51)

F.No.1/6/2011-IR  
Government of India  
Department of Personnel & Training  
IR Section  
....

North Block,  
New Delhi, the 24<sup>th</sup> June 2011

To,

The Director  
Institute of Family Health & Welfare  
Baba Gangnath Marg,  
Munirka  
New Delhi-110067  
(FAX No.26101623, 26100057)

**(Kind attention: Prof. Deoki Nandan)**

Sub: Workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 from 08<sup>th</sup> to 10<sup>th</sup> July, 2011

Sir,

The Department of Personnel & Training is organising an workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 at Institute of Secretariat Training and Management, Old JNU Campus, New Delhi from 08<sup>th</sup> to 10<sup>th</sup> July, 2011.

2. Since the participants of this workshop would be persons stationed outside Delhi, it is requested to kindly confirm whether 30 rooms could be made available during 08-10 July 2011 for accommodating the participants of this workshop.

2. A line in confirmation would help us in initiating the preparatory works of this workshop.

(R.K. Girdhar)

Under Secretary to the Govt. of India  
Telefax No.23093022

FA# 26101623<sup>x</sup>

2671 4381

(5)

F.No. 1/6/2011-IR  
Department of Personnel and Training  
(IR Division)

North Block,  
New Delhi

June 23, 2011

To

The Director,  
Institute of Secretariat Training & Management,  
Administrative Block,  
JNU (Old) Campus,  
New Mehrauli Road,  
New Delhi 110 067

**Subject- Workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005.**

Madam,

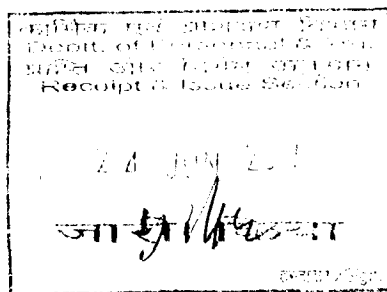
Please refer to letter of even no. dated 16<sup>th</sup> June, 2011 on the subject mentioned above. It has been decided to shift the workshop to 8<sup>th</sup> to 10<sup>th</sup> July, 2011. It is requested to kindly allot the following conference rooms / seminar halls for the same.

July 8, 2011            One RCH and Four Seminar Halls

July 9<sup>th</sup>, 2011        One Auditorium

10<sup>th</sup> July, 2011        One RCH and Four Seminar Halls.

It is requested that estimates for the above rooms alongwith catering charges for 100 persons for the above dates may kindly be indicated.



9c

*Anuradha S. Chagti*  
(Anuradha S. Chagti)  
DS(IR) / DoPT  
Ph. 23093074



सूचना  
का अधिकार

F.No.1/6/2011-IR  
Government of India  
Department of Personnel & Training  
IR Section

North Block,  
New Delhi, 22<sup>nd</sup> June 2011

To,

Dr. Christopher Lakra  
Executive Director  
Indian Social Institute (ISI)  
10, Institutional Area  
Lodi Road  
New Delhi-110003

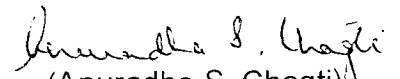
Sub: Workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 from 07<sup>th</sup> to 09<sup>th</sup> July, 2011

Dear Sir,

The Government of India has constituted a Task Force for effective implementation of Section 4 of the RTI Act, 2005. In this regard, it has been decided to conduct a Workshop from 07<sup>th</sup> to 09<sup>th</sup> July 2011 in New Delhi.

2. It is understood that your institute has conferencing facilities which can be availed. There will be around a 100 participants of which about 40-50 would be from outside Delhi. It is requested that one big plenary hall which could accommodate about 100 participants, 4 small seminar rooms and residential accommodation for 50 participants may kindly be provided. We would be grateful if ISI could also provide lunch and tea for the 3 days along with meals for the residential participants.

3. A line in confirmation would help us in initiating the preparatory works of this workshop.

  
(Anuradha S. Chagti)

Deputy Secretary to the Govt. of India  
Telefax No.23093022

155

F.No.1/6/2011-IR  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training  
\*\*\*\*\*

North Block,  
New Delhi, dated 29<sup>th</sup> June, 2011.

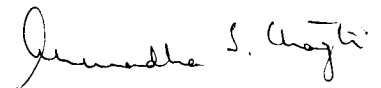
To

Dr. Christopher Lakra,  
Executive Director,  
Indian Social Institute (ISI),  
10, Institutional Area,  
Lodhi Road,  
New Delhi-110033.

Subject : Workshop on Task Force to effective implementation of Section 4 of the  
RTI Act, 2005 from 07<sup>th</sup> to 09<sup>th</sup> July, 2011.

Dear Sir,

Please refer to my letter No.1/6/2011-IR dated 22<sup>nd</sup> June, 2011 requesting Indian Social Institute (ISI) to provide conferencing and residential facilities to this Department. It has been decided not to host the workshop on the said dates and my request may kindly be considered as withdrawn.



(Anuradha S. Chagti)

Deputy Secretary to the Govt. of India

Tele : 230930242

136

F.No.1/6/2011-IR  
Government of India  
Ministry of Personnel, P.G. and Pensions  
Department of Personnel & Training

\*\*\*\*\*

North Block,  
New Delhi, the 4<sup>th</sup> July, 2011.

To

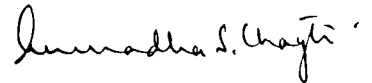
The Director,  
Institute of Secretariat Training & Management (ISTM),  
Administrative Block,  
JNU (Old) Campus,  
New Mehrauli Road,  
New Delhi – 110 067.

**(Attention: Shri Satyajit Mishra, Joint Director)**

Sub : Workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 from 08<sup>th</sup> to 10<sup>th</sup> July, 2011.

Sir,

Please refer to my letter of even number dated 23.6.2011 on the above mentioned subject requesting ISTM to provide conferencing and catering facilities to this Department from 08<sup>th</sup> to 10<sup>th</sup> July 2011. Since it has been decided not to host the workshop on the said dates, my request may kindly be considered as withdrawn.



(Anuradha S. Chagti)

Director (IR)

Telefax : 23093022



Dep't. of Personnel & Trng.  
IR Section

It has been decided to hold a meeting of ITR

Force on implementation of section 4 of the RTI Act

on Friday the 08<sup>th</sup> July 2011 at 2:30 PM.

to be chaired by Shri Rajeev Kapoor, JS (AT&A) DPTI.

It is requested that the conference room of the

DR Nagar Bhawan may please be booked for

the above meeting.

*[Signature]*  
05/07/11

(R.K. GIRDWAR)  
UNDR SECRETARY (IR)

05/07/2011

Office of Personnel & Trng.  
Under Secretary  
05/07/2011

Shri Rajeev Kapoor  
(S.Div.)  
SO (Coord) ITR Nagar Bhawan

Tel. No. 24622706

M# 9213202539

F.No. 1/6/2011-IR  
Department of Personnel & Training  
IR Section  
\*\*\*\*\*

It has been decided to hold a meeting of the Task Force constituted for effective implementation of Section 4 of the RTI Act, 2005 on 08<sup>th</sup> July 2011 at 02.30 p.m. the meeting would be chaired by JS (AT&A). it has been ascertained from the Admn. Division that no conference hall is available in North Block on the required date and time.

2. It is, therefore, proposed to hold the meeting at CSOI which has accordingly been blocked and necessary estimate from the CSOI obtained (Flag 'A'). The expected expenditure for the same would be around ₹ 3,500/- for 20 participants. If approved, the expenditure for the meeting would be borne from the Admn. Division's budget. Keeping in view the paucity of time, meeting notices have already been issued and placed as Flag 'B'.

3. Approval may kindly be accorded for the proposal at para 2 above.

(Tanmoy Roy)  
Section Officer (IR)  
07.07.2011

Under Secretary (IR)

*Chandra*  
07/07/2011

Director (IR)

*Expenditure for the meeting*

*may kindly be met from Admn Budget.  
IR div would certify the bills when  
received*

*Sumadra S. Chatterjee*  
7/7/2011

Dir (Admn)

*Recd  
PA to Dir (A)*



No. D.11015/1/2011-ISTM

भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर, JNU(Old) Campus,

ओलोफ पाल्मे मार्ग, नई दिल्ली-110067, Olof Palme Marg, New Delhi-110067

Telephone No. 26102597; Fax No. 26104183

Dated, New Delhi, the 30<sup>th</sup> June 2011

To  
The Secretary,  
Department of Personnel & Training,  
New Delhi.

(Attention: Ms. Anuradha Chagti, Deputy Secretary)

Subject: Workshop on Task Force for effective implementation of Section 4 of the RTI Act, 2005 – regarding.

Madam,

I am directed to refer to your letter No. 1/6/2011-IR dated 23/06/2011 on the subject mentioned above and to say that four Seminar Hall (Nos. 5, 6, 7 and 8) and one Round Conference Hall (No.2) will be made available for the Workshop under reference on July 08 & 10, 2011. On July 09, 2011, Auditorium No.1 will be made available for this Workshop.

2. It has also been decided that no fees for allotment of the venue(s) at ISTM will be charged from the RTI Division of the Department of Personnel & Training for conducting the above workshop.

3. In so far as the catering of lunch, refreshments to 100 (one hundred) persons during the aforesaid workshop is concerned, the catering services in ISTM is managed by the Indian Railways Catering and Tourism Corporation Ltd. (IRCTC). You are requested to contact the IRCTC (Shri Abhishek Kumar, Assistant Manager, Mobile: 9717610585) directly and obtain their rates for supply of Lunch, Refreshments etc during the above workshop. You will be required to pay for the IRCTC services in respect of actual number of participants, directly to them under intimation to the ISTM. The venue for serving of the lunch and refreshment for the participants of the said workshop will be the Longe in the Administrative Block.

4. This issues with the approval of the Director, ISTM.

Yours faithfully,

(Chandan Mukherjee)  
Deputy Director (Admn.)  
Tel. No. 26102597  
E-mail: chandan@nic.i

21/06/11 (IR)  
5/7/11

156/ENT(2A)/11  
07/7/11  
5/7  
USC(TI)  
5/7  
SOUZ

80

Messaging Service from  
National Informatics Centre

Welcome osdrti-dopt

Home Profile IM FM Log Out Help  
Last login on Jul 8, 2011 9:22:35 AM from 10.21.11.10

Mail Calendar Address Book Options Current Folder: Inbox

Compose Get Mail External View: Default Quick Search:

- osdrti-dopt@nic.in
- Inbox (151)
- annual report
- CGG (1)
- Drafts
- forwards- action tak
- HR seminar
- IBSA (1)
- JOURNALS (88)
- media (2)
- minutes (26)
- NID
- NISG
- privacy
- ProbablySpam (1)
- queries (19)
- RFD
- SentMail
- TrashCan (15)
- workshops
- Manage Folders

Actions		[0 Unread]	1 - 20	of 1810 Messages   ↑
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To	Subject	Sent	Size	
<input type="checkbox"/> jayant@csoi.org.in	Re: estimate for 8th july 2011	9:22 am	2K	
<input type="checkbox"/> magpgujarat@gma...	Meeting Notice for 08.07.2011	7/6/2011 ...	19K	
<input type="checkbox"/> Josh4india@gmail....	Meeting Notice	7/6/2011 ...	19K	
<input type="checkbox"/> magpgujarat@gma...	Meeting Notice	7/6/2011 ...	1K	
<input type="checkbox"/> ajay.sawhney@nic.in	Meeting Notice	7/6/2011 ...	19K	
<input type="checkbox"/> valliappan solayap...	Re: Fwd: Reason for Non applicabilit...	7/5/2011 ...	3K	
<input type="checkbox"/> Sathish Gp	Re: Req for appointment	7/5/2011 ...	8K	
<input type="checkbox"/> rajeev shukla	Re: Utilisation Certificate of Regional ...	7/4/2011 ...	2K	
<input type="checkbox"/> Ravi P.K	Re: circular for CPIO training on 6.7.2...	7/4/2011 ...	4K	
<input type="checkbox"/> nayak.venkatesh@...	Fwd: Final list of person for Delhi Con...	7/1/2011 ...	66K	
<input type="checkbox"/> nayak.venkatesh@...	Fwd: Tentative list of invitees from out...	7/1/2011 ...	4K	
<input type="checkbox"/> nayak.venkatesh@...	Fwd: Re: RTI Sec 4 workshop - Invite...	7/1/2011 ...	19K	
<input type="checkbox"/> nayak.venkatesh@...	Fwd: Final list of person for Delhi Con...	7/1/2011 ...	66K	
<input type="checkbox"/> nayak.venkatesh@...	[ No Subject ]	7/1/2011 ...	2K	
<input type="checkbox"/> jayant@csoi.org.in	Re: MENU FOR DOPT ON 6TH JUN...	6/30/2011...	2K	
<input type="checkbox"/> magpgujarat@gma...	Consultation on task force.	6/30/2011...	2K	
<input type="checkbox"/> Satish Maheshwari	Re: Office Scale Circular	6/29/2011...	3K	
<input type="checkbox"/> Koshy John	Re: Clarification regarding Attached v...	6/29/2011...	7K	
<input type="checkbox"/> arpita@nisg.org	Re: Submission of Request for Propo...	6/28/2011...	5K	
<input type="checkbox"/> Reeta Madan	Re: minutes of the meeting	6/28/2011...	27K	

Actions [0 Unread] 1 - 20 of 1810 Messages | ↑  
Move to Folder...  
1810 Messages (0 unread) - 2048MB (no limit) - 5482 total messages (no limit)

(6)

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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North Block, New Delhi

Dated 6<sup>th</sup> July, 2011

Subject: Meeting of the Task Force constituted for effect implementation of Section 4 of the RTI Act, 2005 - regarding

In continuation of this Department's OM of even number dated 6<sup>th</sup> May, 2011 (copy enclosed) regarding constitution of Task Force for effective implementation of Section 4 of the RTI Act, 2005, the undersigned is directed to say that a meeting of Task Force will be held at 2.30 P.M. on 8<sup>th</sup> July, 2011 in the Conference Room of Civil Services Officers Institute, KG Marg, New Delhi-110001.

All are requested to attend the meeting.



(Tanmoy Roy)  
Section Officer (IR)  
Phone: 23093022

To :

1. Shri Ajay Sahani, President & CEO, National e-Governance Division, Department of Information & Technology, Electronics Niketan, 6, CGO Complex, New Delhi-1100003.
2. Ms. Ritika Bhatia, Director(RTI), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
3. Shri R.K. Srivastava, Deputy legal Adviser, Department of Legal Affairs, Ministry of Law, Shastri Bhavan, New Delhi.
4. Chief Secretary, Govt. of Uttar Pradesh, Lucknow. An officer may be nominated as member of the Task Force who may be advised to attend the meeting.
5. Ms. N. Ramadevi, Deputy Secretary, Govt. of Andhra Pradesh, Hyderabad.
6. Shri Deepak Kumar, Pr. Secretary(GDA), Govt. of Bihar, Patna.
7. Shri Nikhil Dey, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi.
8. Shri Gurumukh K., IT for Change, 393, 17 Main, 35 A Cross Road, 4 T Block, Jaya Nagar, Bangalore - 41.
9. Ms. Pankti D. Jog, Mahiti Adhikar Gujarat Pahel (MAGP), B, Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad - 51, Gujarat.
10. Ms. Aheli Chowdhury, JOSH, C- 7 E, DDA Flat, Munirka, New Delhi.
11. Ms. Anjali Bhardwaj, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai - I, New Delhi - 110 017.

52

Copy to :

1. Sr.PPS to Secretary (Personnel).
2. PS to Joint Secretary (AT&A), DoPT.
3. PS to Director (RTI), DOPT.



(Tanmoy Roy)  
Section Officer (IR)  
Phone: 23093022

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of the names and addresses of the members of the committee.

3. The third part of the document is a list of the names and addresses of the members of the committee.

4. The fourth part of the document is a list of the names and addresses of the members of the committee.

5. The fifth part of the document is a list of the names and addresses of the members of the committee.

6. The sixth part of the document is a list of the names and addresses of the members of the committee.

7. The seventh part of the document is a list of the names and addresses of the members of the committee.

8. The eighth part of the document is a list of the names and addresses of the members of the committee.

(62)



## Guidelines for holding consultations of the Task Force

### Background

A Task Force consisting of members from the Central Government, State Governments and Civil Society Organisations has been constituted to review the provisions regarding suo motu disclosure given in Section 4 of the RTI Act, 2005 and to recommend measures for its better implementation and enforcement. The Task Force may have consultations with other Ministries, State Governments, CIC and SICS and also with other NGOs for finalizing its report. The Task force will finalize its report by 15<sup>th</sup> July, 2011

### Methodology

1. The Department of Personnel and Training will organize a workshop/ consultation to discuss and finalize the recommendations of the task force.
2. The task force's recommendations will be based on the reports submitted by the 5 sub-groups formed, namely:
  - i. Formulating policy on consultation to mandate public consultations and participation in pre-legislative process and identify additions to Section 4(1)(b)(xvii).
  - ii. Templates for disclosure at different levels in 5 services in rural and 5 critical services in urban areas namely PDS,, Education health, Rural Development and Panchayat, Social security (pensions) arid District Collectors office.
  - iii. Detailing of sections Sec 4(1)(b)(iii), 4 (1)(b)(iv), 4(1)(b)(xi), 4(1)(b)(xiv) to lend clarity to these sections.
  - iv. Guidelines for digital publications under RTI thereby supporting proactive disclosure of information.
  - v. Guidelines to suggest modes and means to facilitate people in filing RTI applications.
3. Each sub group will have one convener from the CSOs and one member from the Government. The sub groups may co-opt any member as deemed fit, to enhance diversity in views, experience and opinions. Each sub-group would formulate its own process of initiating consultations to come up with its recommendations within one month of its constitution.
4. The subgroups further divide into smaller subgroups as per their convenience and may hold consultations at appropriate levels.



- 65
5. All expenses towards finalizing the recommendations of the Task Force will be borne by the Department of Personnel and Training, which will include expenses for organizing the consultations, local travel, hiring of secretarial services, preparation of report. Boarding, lodging and travel of outstation participants will be reimbursed the basis of rules governing the same for non-officials.
  6. Release of funds will be based on the work plans and proposals received from the sub-groups and approved by the Scheme Monitoring Committee under the centrally Sponsored plan scheme "Improving Transparency and Accountability in implementation of the Right to Information."

By Speed Post / Fax

25.8.11/66

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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North Block, New Delhi  
Dated 12<sup>th</sup> August, 2011

Subject: Meeting of the Task Force constituted for effective implementation of Section 4 of the RTI Act, 2005 - regarding

It has been decided to convene a meeting of Task Force for effective implementation of Section 4 of the RTI Act, 2005 at 2.30 P.M. on 19<sup>th</sup> August, 2011 in the Conference Room (Room No. 190), North Block, New Delhi to finalise recommendations of the Task Force.

All are requested to attend the meeting.

*Sarita Nair*

(Sarita Nair)

Under Secretary to the Government of India

To :

1. Shri Ajay Sahani, President & CEO, National e-Governance Division, Department of Information & Technology, Electronics Niketan, 6, CGO Complex, New Delhi-1100003.
2. Ms. Ritika Bhatia, Director(RTI), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
3. Shri R.K. Srivastava, Deputy legal Adviser, Department of Legal Affairs, Ministry of Law, Shastri Bhavan, New Delhi.
4. Ms. N. Ramadevi, Deputy Secretary, Govt. of Andhra Pradesh, Hyderabad.
5. Shri Deepak Kumar, Pr. Secretary(GDA), Govt. of Bihar, Patna.
6. Shri Nikhil Dey, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi.
7. Shri Gurusurthy K., IT for Change, 393, 17 Main, 35 A Cross Road, 4 T Block, Jaya Nagar, Bangalore - 41.
8. Ms. Pankti D. Jog, Mahiti Adhikar Gujarat Pahel (MAGP), B, Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad - 51, Gujarat.
9. Ms. Aheli Chowdhury, JOSH, C- 7 E, DDA Flat, Munirka, New Delhi.
10. Ms. Anjali Bhardwaj, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai - I, New Delhi - 110 017.

Copy to :

- 1. Sr.PPS to Secretary (Personnel).
- 2. PS to Joint Secretary (AT&A), DoPT.
- 3. PS to Joint Secretary(RTI), DOPT.

Sarita Nair

(Sarita Nair)

Under Secretary to the Government of India

Copy also to: US (Coord.), DoPT with the request to book the Conference Room for 19.08.2011 and arrange High tea for 20 (Twenty) persons.

(Tannoy Roy)  
 Section Officer (R)  
 16.08.2011

62



sarita nair <saritanair66@gmail.com>

## Meeting notice for 19.8.2011

2 messages

sarita nair <saritanair66@gmail.com>

Wed, Aug 17, 2011 at 1:55 PM

To: nikhildey@gmail.com, deepakkumar@nic.in, ramadevinadell@yahoo.com, josh4india@gmail.com, anjali.sns@gmail.com, rkantsrivastava@yahoo.com

No.1/6/2011-IR

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

\*\*\*\*\*

North Block, New Delhi

Dated 12<sup>th</sup> August, 2011

Subject: Meeting of the Task Force constituted for effective implementation of Section 4 of the RTI Act, 2005 - regarding

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All are requested to attend the meeting.

(Sarita Nair)

6a

Under Secretary to the Government of India

To :

1. Shri Ajay Sahani, President & CEO, National e-Governance Division, Department of Information & Technology, Electronics Niketan, 6, CGO Complex, New Delhi-1100003.
2. Ms. Ritika Bhatia, Director(RTI), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
3. Shri R.K. Srivastava, Deputy legal Adviser, Department of Legal Affairs, Ministry of Law, Shastri Bhavan, New Delhi.
4. Ms. N. Ramadevi, Deputy Secretary, Govt. of Andhra Pradesh, Hyderabad.
5. Shri Deepak Kumar, Pr. Secretary(GDA), Govt. of Bihar, Patna.
6. Shri Nikhil Dey, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi.
7. Shri Gurumurthy K., IT for Change, 393, 17 Main, 35 A Cross Road, 4 T Block, Jaya Nagar, Bangalore – 41.
8. Ms. Pankti D. Jog, Mahiti Adhikar Gujarat Pahel (MAGP), B, Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad – 51, Gujarat.
9. Ms. Aheli Chowdhury, JOSH, C- 7 E, DDA Flat, Munirka, New Delhi.
10. Ms. Anjali Bhardwaj, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai – I, New Delhi – 110 017.

Copy to :

70

- 1. Sr.PPS to Secretary (Personnel).
- 2. PS to Joint Secretary (AT&A), DoPT.
- 3. PS to Joint Secretary(RTI), DOPT.

(Sarita Nair)

MAILER-DAEMON@yahoo.com <MAILER-DAEMON@yahoo.com>  
To: saritanair66@gmail.com

Wed, Aug 17, 2011 at 1:55 PM

Message from yahoo.com.  
Unable to deliver message to the following address(es).

<ramadevinadell@yahoo.com>:  
This user doesn't have a yahoo.com account (ramadevinadell@yahoo.com) [0]

--- Original message follows.

The original message is over 5K. Message truncated.

Return-Path: <saritanair66@gmail.com>  
 Received-SPF: pass (domain of gmail.com designates 209.85.210.47 as permitted sender)  
 X-YMailSG: 23jYg3YWLDt07ZjuJSB3w5OiTNpvnI6F\_WltZlnbqGMfAAA  
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 X-Originating-IP: [209.85.210.47]  
 Authentication-Results: mta1225.mail.mud.yahoo.com from=gmail.com; domainkeys=neutral (no sig);  
 from=gmail.com; dkim=pass (ok)  
 Received: from 127.0.0.1 (EHLO mail-pz0-f47.google.com) (209.85.210.47)  
 by mta1225.mail.mud.yahoo.com with SMTP; Wed, 17 Aug 2011 01:25:44 -0700  
 Received: by pzk2 with SMTP id 2so906283pzk.34  
 for <multiple recipients>; Wed, 17 Aug 2011 01:25:43 -0700 (PDT)  
 DKIM-Signature: v=1; a=rsa-sha256; c=relaxed/relaxed;  
 d=gmail.com; s=gamma;

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

\*\*\*\*\*

North Block, New Delhi  
Dated 12<sup>th</sup> August, 2011

Subject: Meeting of the Task Force constituted for effective implementation of Section 4 of the RTI Act, 2005 - regarding

It has been decided to convene a meeting of Task Force for effective implementation of Section 4 of the RTI Act, 2005 at 2.30 P.M. on 19<sup>th</sup> August, 2011 in the Conference Room (Room No. 190), North Block, New Delhi to finalise recommendations of the Task Force.

All are requested to attend the meeting.

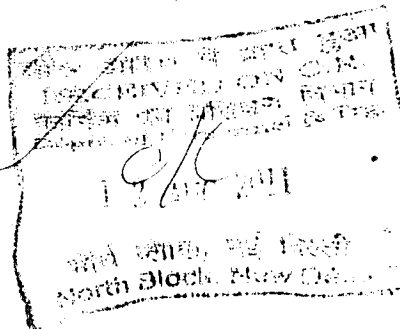
Sarita Nair

(Sarita Nair)

Under Secretary to the Government of India

To :

1. Shri Ajay Sahani, President & CEO, National e-Governance Division, Department of Information & Technology, Electronics Niketan, 6, CGO Complex, New Delhi-1100003.
2. Ms. Ritika Bhatia, Director(RTI), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
3. Shri R.K. Srivastava, Deputy legal Adviser, Department of Legal Affairs, Ministry of Law, Shastri Bhavan, New Delhi.
4. Ms. N. Ramadevi, Deputy Secretary, Govt. of Andhra Pradesh, Hyderabad.
5. Shri Deepak Kumar, Pr. Secretary(GDA), Govt. of Bihar, Patna.
6. Shri Nikhil Dey, NCPRI, C- 117 A, DDA Flat, Munirka, New Delhi.
7. Shri Gurumurthy K., IT for Change, 393, 17 Main, 35 A Cross Road, 4 T Block, Jaya Nagar, Bangalore - 41.
8. Ms. Pankti D. Jog, Mahiti Adhikar Gujarat Pahal (MAGP), B, Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad - 51, Gujarat.
9. Ms. Aheli Chowdhury, JOSH, C- 7 E, DDA Flat, Munirka, New Delhi.
10. Ms. Anjali Bhardwaj, Satark Nagrik Sangathan (SNS), B 76 (Garage), SFS Flat, Sheikh Sarai - I, New Delhi - 110 017.



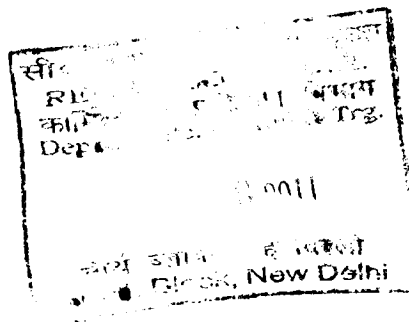
Copy to :

1. Sr.PPS to Secretary (Personnel).
2. PS to Joint Secretary (AT&A), DoPT.
3. PS to Joint Secretary(RTI), DOPT.

Sarita Nair

(Sarita Nair)

Under Secretary to the Government of India







rajeev kapoor <rkapoor58@gmail.com>

## DRAFT REPORT OF THE S 4 TASK FORCE

4 messages

rajeev kapoor <rkapoor58@gmail.com>

27 August 2011 17:57

To: Nikhil Dey <nikhildey@gmail.com>, ramadevinadell@yahoo.com, magpgujarat@gmail.com, Venkatesh Nayak <venkatesh@humanrightsinitiative.org>, nayak.venkatesh@gmail.com, josh4india@gmail.com, parminder@itforchange.net, anjali.sns@gmail.com, deepakkumar@nic.in, rakshitaswamy@gmail.com, amritajohri@gmail.com, ritika.bhatia@nic.in, kgverma52@yahoo.co.in

Dear all:

I have finalized the draft report on the basis of the national consultation report and our discussions. I have not included some of the suggestions as they did not sound immediately practical, and to this extent some of the CSO colleagues may have some comments. I, however, feel that you may not have objections to what has been included in the report. The attachment does not contain annexures which would be included with the final print.

Now, the next steps. I have spoken to Nikhil and he has agreed that he would collate all comments from CSO colleagues and let me have his comments latest by Monday morning, as we have an internal target of finalizing the report by 30th Morning. Other members may respond directly to me.

I know the time is short but I have also been influenced by the tight deadlines that are being given nowadays, so please bear with me.

best wishes

Rajeev Kapoor  
Joint Secretary (AT&A)  
Department of Personnel and Training  
Government of India  
011-23093668  
+919711168752



**Report of the Task force on Suo Motu disclosures. Aug 27.docx**

121K

MAGP GUJARAT <magpgujarat@gmail.com>

28 August 2011 10:05

To: rajeev kapoor <rkapoor58@gmail.com>

Cc: Nikhil Dey <nikhildey@gmail.com>, ramadevinadell@yahoo.com, Venkatesh Nayak <venkatesh@humanrightsinitiative.org>, nayak.venkatesh@gmail.com, josh4india@gmail.com, parminder@itforchange.net, anjali.sns@gmail.com, deepakkumar@nic.in, rakshitaswamy@gmail.com, amritajohri@gmail.com, ritika.bhatia@nic.in, kgverma52@yahoo.co.in

Dear Rajeevjee,

Warm greetings.

thanks for the report and i will send the comments today itself.

regards,

Pankti Jog

MAGP

09909006791(M)

[Quoted text hidden]

--

(74)

MAHITI ADHIKAR GUJARAT PAHEL  
 B-3 SAHAJANAND TOWER,  
 JIVARAJ PARK CHAR-RASTA,  
 AHMEDABAD-380051  
 GUJARAT (INDIA)

**RTI HELP-LINE : 09924085000**

<http://www.mahitiadhikar.blogspot.com/>  
<http://www.youtube.com/user/RTIGUJARAT>  
[http://www.flickr.com/photos/rti\\_on\\_wheels/](http://www.flickr.com/photos/rti_on_wheels/)

**MAGP GUJARAT <magpgujarat@gmail.com>****28 August 2011 16:00**

To: rajeev kapoor <rkapoor58@gmail.com>, Rakshita Swamy <rakshitaswamy@gmail.com>, ANJALI BHARADWAJ <anjali.sns@gmail.com>, IT FOR CHANGE <guru@itforchange.net>, josh4india <josh4india@gmail.com>, Nikhil Dey <nikhildey@gmail.com>, osdrti-dopt <osdrti-dopt@nic.in>, PANKTI JOG <cactus1112@gmail.com>, R KANT SRIVASTAVA <rkantsrivastav@yahoo.com>, venkatesh nayak <nayak.venkatesh@gmail.com>  
 Cc: magpgujarat@gmail.com

Dear Rajeevjee,  
 Please find attached the report.  
 There are only 2-3 small comments which i have highlighted (in yellow colour). Kindly include the same.

=====

Dear Rakshitajee,  
 Please find attached the report.  
 There are only 2-3 small comments which i have highlighted (in yellow colour). Kindly include the same.

Pankti  
 09909006791 (m)

[Quoted text hidden]

--

MAHITI ADHIKAR GUJARAT PAHEL  
 B-3 SAHAJANAND TOWER,  
 JIVARAJ PARK CHAR-RASTA,  
 AHMEDABAD-380051  
 GUJARAT (INDIA)

**RTI HELP-LINE : 09924085000**

<http://www.mahitiadhikar.blogspot.com/>  
<http://www.youtube.com/user/RTIGUJARAT>  
[http://www.flickr.com/photos/rti\\_on\\_wheels/](http://www.flickr.com/photos/rti_on_wheels/)

 **PANKTI'S COMMENTS - Report of the Task force on Suo Motu disclosures.doc**  
 186K

rajeev kapoor <rkapoor58@gmail.com>  
 To: MAGP GUJARAT <magpgujarat@gmail.com>

**29 August 2011 09:54**

75

Thanks. I will review and incorporate corrections.  
Rajeev Kapoor  
Joint Secretary (AT&A)  
Department of Personnel and Training  
Government of India  
011-23093668  
+919711168752

[Quoted text hidden]



rajeev kapoor <rkapoor58@gmail.com>

## Comments received- Aheli, Anjali and Nikhil

2 messages

**Rakshita Swamy <rakshitaswamy@gmail.com>**

29 August 2011 11:09

To: rajeev kapoor <rkapoor58@gmail.com>

Cc: Nikhil Dey <nikhildey@gmail.com>

Dear Rajeev ji,

Please find attached the comments suggested by Anjali, Aheli and Nikhil ji on the Draft Report.

Best wishes,  
Rakshita



**Comments Received- on Report on Section 4 Task Force.doc**

30K

**rajeev kapoor <rkapoor58@gmail.com>**

29 August 2011 16:05

To: "A.M.U.Mahesh" <amumahesh@gmail.com>

Rajeev Kapoor  
Joint Secretary (AT&A)  
Department of Personnel and Training  
Government of India  
011-23093668  
+919711168752

[Quoted text hidden]



**Comments Received- on Report on Section 4 Task Force.doc**

30K



rajeev kapoor &lt;rkapoor58@gmail.com&gt;

## Final Report

2 messages

rajeev kapoor &lt;rkapoor58@gmail.com&gt;

29 August 2011 18:35


To: Nikhil Dey <nikhildey@gmail.com>, Venkatesh Nayak <venkatesh@humanrightsinitiative.org>, venkatesh nayak <nayak.venkatesh@gmail.com>, parminder <parminder@itforchange.net>, josh4india@gmail.com, anjali.sns@gmail.com, MAGP GUJARAT <magpgujarat@gmail.com>, Rakshita Swamy <rakshitaswamy@gmail.com>, amritajohri@gmail.com, kgverma52@yahoo.co.in, deepakkumar@nic.in, ramadevinadell@yahoo.com

Dear all:

I received comments from Venkat, Parminder, Nikhil, Anjali, Aheli and Pangti. I have made changes based on the comments and also my discussions with Nikhil and Venkat. The comments and response on those are enclosed. Based on the above, report has been finalized and the final version is enclosed. I would be submitting the report tomorrow. Hope that is OK. Thanks to all for their cooperation in accomplishing the task, and in time. We would be processing these recommendations for approval and may need some discussions at that stage. Thanks once again.

Rajeev Kapoor  
Joint Secretary (AT&A)  
Department of Personnel and Training  
Government of India  
011-23093668  
+919711168752

### 2 attachments

 **Comments received and Action Taken.docx**  
17K

 **Report of the TAsk Force on Section 4. Final.Aug 29.docx**  
128K

Venkatesh Nayak &lt;venkatesh@humanrightsinitiative.org&gt;

29 August 2011 19:09

To: rajeev kapoor <rkapoor58@gmail.com>, Nikhil Dey <nikhildey@gmail.com>, venkatesh nayak <nayak.venkatesh@gmail.com>, parminder <parminder@itforchange.net>, josh4india@gmail.com, anjali.sns@gmail.com, MAGP GUJARAT <magpgujarat@gmail.com>, Rakshita Swamy <rakshitaswamy@gmail.com>, amritajohri@gmail.com, kgverma52@yahoo.co.in, deepakkumar@nic.in, ramadevinadell@yahoo.com

Dear sir,

Thanks for including my comments. Please inform us of the next steps. We would also like to do some advocacy around this. For example, we want to write to the NHRC about RTI users as HR defenders. So pls tell us when we can start using this report.

Regards

78



Venkat

**From:** rajeev kapoor [mailto:[rkapoor58@gmail.com](mailto:rkapoor58@gmail.com)]

**Sent:** 29 August 2011 18:36

**To:** Nikhil Dey; Venkatesh Nayak; venkatesh nayak; parminder; [josh4india@gmail.com](mailto:josh4india@gmail.com); [anjali.sns@gmail.com](mailto:anjali.sns@gmail.com); MAGP GUJARAT; Rakshita Swamy; [amritajohri@gmail.com](mailto:amritajohri@gmail.com); [kqverma52@yahoo.co.in](mailto:kqverma52@yahoo.co.in); [deepakkumar@nic.in](mailto:deepakkumar@nic.in); [ramadevinadell@yahoo.com](mailto:ramadevinadell@yahoo.com)

**Subject:** Final Report

[Quoted text hidden]



rajeev kapoor <rkapoor58@gmail.com>

## Draft report on S 4 - slightly edited version

8 messages

rajeev kapoor <rkapoor58@gmail.com>


27 August 2011 23:12

To: Nikhil Dey <nikhildey@gmail.com>, Venkatesh Nayak <venkatesh@humanrightsinitiative.org>, nayak.venkatesh@gmail.com, anjali.sns@gmail.com, amritajohri@gmail.com, rakshitaswamy@gmail.com, josh4india@gmail.com, deepakkumar@nic.in, ramadevinadell@yahoo.com, ritika.bhatia@nic.in, kgverma52@yahoo.co.in, parminder@itforchange.net

Dear all:

I have edited the report slightly. If you haven't read the earlier version, ignore it and read this one. If you have already read the earlier one, you may not read this one as corrections are only editorial.

Rajeev Kapoor  
Joint Secretary (AT&A)  
Department of Personnel and Training  
Government of India  
011-23093668  
+919711168752

 Report\_of\_the\_Task\_force\_on\_Suo\_Motu\_disclosures\_Aug\_27.docx  
121K

venkatesh nayak <nayak.venkatesh@gmail.com>

28 August 2011 19:51

To: rajeev kapoor <rkapoor58@gmail.com>  
Cc: Nikhil Dey <nikhildey@gmail.com>, Venkatesh Nayak <venkatesh@humanrightsinitiative.org>, anjali.sns@gmail.com, amritajohri@gmail.com, rakshitaswamy@gmail.com, josh4india@gmail.com, deepakkumar@nic.in, ramadevinadell@yahoo.com, ritika.bhatia@nic.in, kgverma52@yahoo.co.in, parminder@itforchange.net

Dear sir,

Thanks for compiling this report. It looks pretty good. However we need more time to go through it in detail. Perhaps you could call it a preliminary report for now.

However I would like to bring it to your notice that the guidelines on Section 4(1)(b)(xiii) have not been included in the report. Kindly include them at least in italics if you think they are aspirational. But this is a mandate of the RTI Act and cannot be ignored. This is the route we need to take eventually for proactive disclosure through the web. Perhaps a small beginning can be made with major ministries and departments. Omitting those guidelines entirely would amount to ignoring the consensus that emerged at the consultation on the draft templates and guidelines held at IIPA. All participants at the consultation readily endorsed the suggestions that had been made for this clause of the RTI Act. I request you not to let the report go to others without the paras on Section 4(1)(b)(xiii) that had been agreed upon on all participants of the consultation and CSO members of the Task Force. Please feel free to put in a dissent note if you disagree with the recommendations on that clause. But it cannot be ignored in toto.

regards

sincerely,  
Venkatesh Nayak

[Quoted text hidden]

venkatesh nayak <nayak.venkatesh@gmail.com>

28 August 2011 21:09

To: rajeev kapoor <rkapoor58@gmail.com>

Cc: Nikhil Dey <nikhildey@gmail.com>, Venkatesh Nayak <venkatesh@humanrightsinitiative.org>, anjali@sns@gmail.com, amritajohri@gmail.com, rakshitaswamy@gmail.com, josh4india@gmail.com, deepakkumar@nic.in, ramadevinadell@yahoo.com, ritika.bhatia@nic.in, kgverma52@yahoo.co.in, parminder@itforchange.net

Dear sir,

In order to help you meet the deadline tomorrow, I have inserted the guidelines on Section 4(1)(b)(xiv) culled out from our sub-group's report. Those portions are highlighted in yellow. I have also inserted a reference on the Contents page. I think there is a problem with the page numbering mentioned on the Contents page Chapter 2 onwards. I tried to change it but without success. Kindly take a look at it.

regards

Venkat

[Quoted text hidden]

 DoPT-Taskforce-ReportVNcomments-Aug11.docx  
124K

parminder <parminder@itforchange.net>

28 August 2011 21:38

To: venkatesh nayak <nayak.venkatesh@gmail.com>

Cc: rajeev kapoor <rkapoor58@gmail.com>, Nikhil Dey <nikhildey@gmail.com>, Venkatesh Nayak <venkatesh@humanrightsinitiative.org>, anjali.sns@gmail.com, amritajohri@gmail.com, rakshitaswamy@gmail.com, josh4india@gmail.com, deepakkumar@nic.in, ramadevinadell@yahoo.com, ritika.bhatia@nic.in, kgverma52@yahoo.co.in

Dear Shri Kapoor,

I must congratulate you for the excellent compilation done by you, and indeed for facilitating the whole process so effectively.

While agreeing with Venkat's insertion, I have just two small comments to offer to the draft.

In the chapter on digital publication, section 4.2 (v) reads as follows

- a. Government may consider utilizing large infrastructure which is being created as common service centers to provide information to public through these CSCs based on a business model.

There are specific provisions about charging for RTI information; some kinds of information has to be provided free; some sections of the society have to provided all RTI information free etc. In order to steer clear from committing to additional charges for RTI information, we should remove the phrase 'based on a business model' from the above. The recommendation reads quite fine even without this phrase.

In section 4.2 (u), we may add good practices from two developing countries, Mexico and Kenya, which have common government information portals.

One government participant of the consultations at IIPA has requested for addition of the following in the chapter on digital publication at 4.2 (r)

"unless uploaded in the open standard file formats, such digital proactive disclosures would tantamount to non disclosure for the purposes of these provisions of the RTI Act."

Thanks once again



With best regards

Parminder

[Quoted text hidden]

**rajeev kapoor <rkapoor58@gmail.com>**  
To: venkatesh nayak <nayak.venkatesh@gmail.com>

29 August 2011 09:53

Venkatesh:

I agree that clause has been left out knowingly. Let me reexamine. Thanks.

Rajeev Kapoor  
Joint Secretary (AT&A)  
Department of Personnel and Training  
Government of India  
011-23093668  
+919711168752

[Quoted text hidden]

**rajeev kapoor <rkapoor58@gmail.com>**  
To: parminder <parminder@itforchange.net>

29 August 2011 10:02

Parminder:

I agree with your first comment and will include. As regards the second, I think it is too harsh and may not be legally sustainable to. I suggest that this may not be insisted upon.

Rajeev Kapoor  
Joint Secretary (AT&A)  
Department of Personnel and Training  
Government of India  
011-23093668  
+919711168752

[Quoted text hidden]

**parminder <parminder@itforchange.net>**  
To: rajeev kapoor <rkapoor58@gmail.com>

29 August 2011 10:09

On Monday 29 August 2011 10:02 AM, rajeev kapoor wrote:

Parminder:

I agree with your first comment and will include.

Dear Shri Kapoor,

You mean the part on business model in 4. 2 v, and also including examples of Mexico and Kenya along with US in 4.2.v, right ? Thanks. that should do.

About the open standards part I also told the contributor of the suggestion that it will be difficult to include it although I will in any case forward it to DoPT. I am sympathetic to your judgement on this issue.

82

●  
Thanks once again for such a nice work accomplished, and your exemplary close involvement throughout.

Best regards

Parminder


[Quoted text hidden]

**rajeev kapoor <rkapoor58@gmail.com>**  
To: "A.M.U.Mahesh" <amumahesh@gmail.com>

**29 August 2011 10:13**

Rajeev Kapoor  
Joint Secretary (AT&A)  
Department of Personnel and Training  
Government of India  
011-23093668  
+919711168752

[Quoted text hidden]

 **Report\_of\_the\_Task\_force\_on\_Suo\_Motu\_disclosures\_Aug\_27.docx**  
121K

Comments received from Mr.Parminder:

Comments Received	Action Taken
Mr.Parminder has commented on two issues:  (a) The reference to business model in para 4.2(v) may be excluded and examples of Mexico and Kenya may be included.	The suggestion has been accepted and para modified.
(b) That if information is not put up as per open standards then it should be seen as non-compliance with Section 4(1)(b).	It was discussed with Mr.Parminder and it was agreed that this may not be legally valid so we may not include in the Report.

Comments received from Mr.Venkatesh Nayak:

Mr.Venkatesh Nayak primarily referred to the fact that guidelines on Section 4(1)(b)(xiv) had been excluded from the Report and suggested a draft for inclusion.	A Section on guidelines for Section 4(1)(b)(xiv) has been included in Chapter 5. The draft suggested by Mr.Venkatesh has been modified in consultation with him keeping in view that certain legal issues are yet to be sorted out.
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Comments received from Ms.Aheli (JOSH):

Ms.Aheli (JOSH) suggested that following also be included in the Report:  <ul style="list-style-type: none"><li>In chapter 3 on templates, we should also include: Inspection of records and documents under Section 4 by the community. This provision has already been attained for schools in Delhi and also in case of PDS. Relevant order of the CIC attached.</li><li>Recommended formulation: "All local public bodies which have maximum interface with citizens, may make</li></ul>	These comments have been included in para 3.2.7 with minor modifications.
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<p>available relevant records and documents for inspection by the community wherever possible. In Delhi schools, all records and documents related to budget expenditure, to details of scholarships and incentives awarded, to relevant registers have been made available for inspection on the last working day of the month.”</p>	
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**Comments received from Mr.Nikhil Dey (NCPRI):**

<p>Mr.Nikhil Dey suggested the following:</p> <p>1) In chapter 7, other relevant provisions of Section 4 of the Right to Information Act to be included:</p> <p>“Section 4 (b) (vii): the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;</p> <p>Section 4 (c): Publish all relevant facts while formulating important policies or announcing the decisions which affect people”</p>	<p>As regards 1, it has been included in the Report.</p>
<p>2) Reference to the NAC Working Group on Transparency, Accountability and Governance working on a pre legislative process- being formulated by you.</p>	<p>As regards 2, a new para has been added at the end of the chapter.</p>
<p>3) The Task Force was in agreement to ensure that legislations (impending or amended) come under the ambit of the mandated process of consultation with the public. Going beyond the restricted scope of legislations, members also felt that there is an immediate need to clearly define those policy decisions that are also required to go through such a transparent and accountable process of consultation with the public before key decisions are arrived at, even though they don't adhere to the strict definition of a legislation.</p>	<p>As regards 3, it has already been mentioned in para 7.5(v) that public consultations should be held when major policy decisions which directly affect the public are proposed to be undertaken.</p>

<p>4) It was felt that for some key policy decisions/impending legislations it would be desirable to engage in the process of public consultations in a phased manner.</p> <p>Step one: The government must publicly announce intent to change policy at the first instant e.g., first file noting on a Policy decision, publish a Green Paper listing broad objectives, and all relevant information such as expected social, environmental, financial impact, justification of mode of intervention. Information must be available on a nodal website, and other mass media.</p> <p>Step two: Draft Bills based on statement of intent in the Green Paper must be placed in the public domain between 3-6 months depending on the direct impact on the public. Feedback received must be aggregated by the concerned ministry, and should be included in the Cabinet notes when the draft Bill is sent for Cabinet approval.</p>	<p>As regards 4, it was discussed with Mr.Nikhil that we may not include at this stage. This may be incorporated when the report of NAC is received.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

**Comments received from Mrs.Anjali & Amrita (SNS):**

<p>Mrs.Anjali &amp; Amrita suggested the following:</p> <p>(1) Inclusion of the following points in the "the general principles which should be adopted for disclosure at various levels, as recommended by the Task Force...":</p> <ul style="list-style-type: none"> <li>a) No abbreviations/ technical short-forms should be used.</li> <li>b) All disclosure should be done in the local language/ the language that is most understood in the area.</li> <li>c) Information should be disseminated using as many mediums as possible.</li> <li>d) Disclosures should be in real time, as far as possible.</li> <li>e) All information that is displayed/disseminated through any</li> </ul>	<p>Suggestions at (a), (b), (c) &amp; (d) have been included in new para 1.9(a).</p> <p>1(f) is already covered by the Act.</p> <p>1(g) is covered in detail in Chapter 8.</p>
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means must carry the date on which it was compiled and the name and designation of the official who has compiled it. It should also state the frequency of its updation.

- f) All the files/records of the public authority should be available for inspection on demand by citizens or at a predetermined time and place every week. Photocopies of the same should also be provided on payment of the actual cost of photocopy. This provision should be widely publicised through boards, pamphlets and the website. The list of files/documents available for inspection should be put up on a board in the office of every public authority.
- g) Within each public authority, an official should be designated as the official responsible for ensuring compliance with section 4 and for maintaining and updating the disclosures made under section 4 of the RTI Act. This could be the head of the public authority or a PIO.

127

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
\*\*\*\*\*

North Block, New Delhi.  
Dated : 13<sup>th</sup> September, 2011.

Subject : Implementation of Section 4 of the RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof.

The undersigned is directed to say that Section 4 of the RTI Act mandates that Public Authorities would proactively or in suo motu manner disclose information under various headings listed in Section 4(1)(b) to the public and regularly update this information. The purpose is to encourage large amount of information to be kept in public domain on a suo motu basis which will not only make functioning of the public authorities more transparent but would also reduce or lessen the need for filing individual RTI applications for seeking such information.

2. Since the promulgation of the Act in 2005, large amount of information relating to functioning of the government is being put in public domain. However, still the quality and quantity of proactive disclosures are not up to the desired level. Central as well as State Information Commissions have also highlighted this issue.

3. The issue has engaged the attention of the Government of India also and it was felt that the weak implementation of the Section 4 of the RTI Act is partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. It was also felt that there is need to further review Section 4(1)(b) to examine if any more items need to be prescribed for proactive disclosure as laid down in Section 4(1)(b)(xvii). Further, it was felt that there is need to set up a compliance mechanism to ensure that requirement of Section 4 disclosures are fully met.

4. In view of the above, a Task Force was set up by Department of Personnel & Training (DOPT), Government of India, in May 2011, which also included representatives of civil society organizations active in the field of Right to Information, with following terms of reference :

- (a) To examine the provisions of Section 4(1)(b) and to recommend guidelines for disclosures to be made at various levels of administration;
- (b) To recommend other items which may be included for suo motu disclosure, as provided in Section 4(1)(b)(xvii);

RS

- (c) To explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure;
- (d) To recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means also;
- (e) To recommend guidelines for complying with the provisions under Section 4(1)(b)(vii) and Section 4(1)(c) and Section 4(1)(d);
- (f) To give recommendations as to how compliance with the provision of Section 4(1)(b), (c), (d) and Sections 4(2) to 4(4) may be better enforced.
- (g) To recommend measures for protection of persons seeking information under the RTI Act;
- (h) Any other issue incidental to the above.

5. The Task Force has submitted its report , a copy of which is enclosed with the request that comments on the same may be sent to this Department by 25.9.2011 to enable this Department to finalize guidelines to be issued in the matter.

Sarita Nair

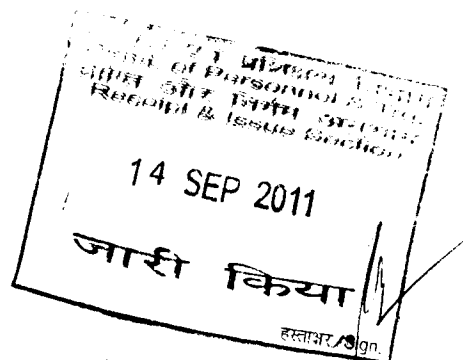
( Sarita Nair )

Under Secretary to the Govt. of India

o/c

1. The Secretary, Ministry of Panchayati Raj, Krishi Bhavan, New Delhi.
2. The Secretary, Department of Rural Development, Krishi Bhavan, New Delhi.
3. The Secretary, Department of Food and Public Distribution, Krishi Bhavan, New Delhi.
4. The Secretary, Department of School Education & Literacy, Shastri Bhavan, New Delhi.
5. The Secretary, Department of Information Technology, Electronics Niketan 6-CGO Complex, New Delhi.
6. The Secretary, Department of Expenditure, North Block, New Delhi.
7. The Secretary, Department of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.

*Signature*  
14/9





1/6/2011-IR  
 Government of India  
 Ministry of Personnel Public Grievances and Pensions  
 Department of Personnel and Training

North Block, New Delhi-1  
 Dated: 30.9.2011

Subject: Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof

The undersigned is directed to refer to this Department's O.M. of even number dated 13.9.2011 on the above subject and to request that the comments of your Department on the **Report of the Task Force for effective implementation of Section 4 of RTI Act, 2005**, may kindly be sent to this Department by **7<sup>th</sup> October 2011** to finalise the guidelines to be issued in the matter.

*hm*

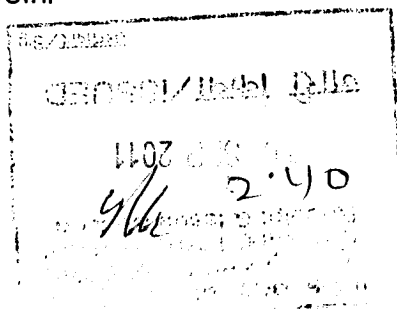
(Sarita Nair)

Under Secretary to the Govt of India  
 Tel: 23040401

*su*

1. Ministry of Panchayati Raj(Shri L.Haokip, Under Secretary), Krishi Bhawan, New Delhi
2. Ministry of Rural Development(Shri S.P.Arya, Under Secretary), Krishi Bhawan, New Delhi
3. Department of Food and Public Distribution(Shri J.P.Saini, Deputy Secretary), Krishi Bhawan, New Delhi
4. Department of School Education & Literacy(Shri Sanjay Gupta, Under Secretary), Shastri Bhawan, New Delhi
5. Department of Information Technology(Shri Behl, Director), Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi
6. Department of Expenditure(Smt. Renu Kakkar, Under Secretary), North Block, New Delhi
7. Department of Administrative Reforms and Public Grievances(Shri Anurag Srivastava, Under Secretary)Sardar Patel Bhawan, Parliament Street, New Delhi

*Date 30/9/11*



1/6/2011-IR  
Department of Personnel and Training  
IR Division

Subject: Report of the Task Force constituted for effective implementation of Section 4 of RTI Act, 2005

As discussed, I am enclosing the Report of the Task Force with the request that the comments of Department of Expenditure may please be furnished to this Department by 30.9.2011.



(Sarita Nair)  
Under Secretary



Smt. Renu Kakkar  
Under Secretary  
Department of Expenditure  
Room No.225  
North Block  
New Delhi

F No.1/6/2011-IR  
Government of India  
Ministry of Personnel Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-1

Dated: 10.10.2011

Subject: Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof

The undersigned is directed to refer to this Department's O.M. of even number dated 13.9.2011 and reminder dated 30.9.2011 on the above subject and to request that the comments of your Department on the **Report of the Task Force for effective implementation of Section 4 of RTI Act, 2005**, may kindly be sent to this Department immediately to place the matter before Committee of Secretaries and finalise the guidelines to be issued in the matter.

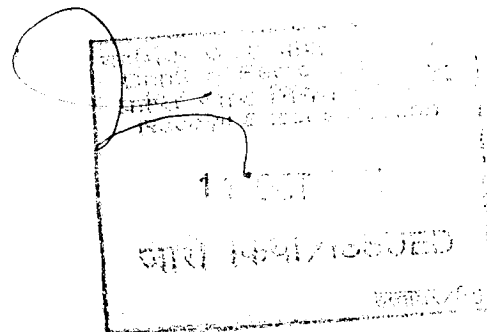
*Sarita Nair*

(Sarita Nair)

Under Secretary to the Govt of India

Tel: 23040401 *c/c*

1. Ministry of Panchayati Raj (Shri L.Haokip, Under Secretary), Krishi Bhawan, New Delhi
2. Ministry of Rural Development (Shri S.P.Arya, Under Secretary), Krishi Bhawan, New Delhi
3. Department of Food and Public Distribution (Shri J.P.Saini, Deputy Secretary), Krishi Bhawan, New Delhi
4. Department of School Education & Literacy (Shri Sanjay Gupta, Under Secretary), Shastri Bhawan, New Delhi
5. Department of Information Technology (Shri Behl, Director), Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi
6. Department of Expenditure (Smt. Renu Kakkar, Under Secretary), North Block, New Delhi
7. Department of Administrative Reforms and Public Grievances (Shri Anurag Srivastava, Under Secretary) Sardar Patel Bhawan, Parliament Street, New Delhi



102

F No.1/6/2011-IR  
Government of India  
Ministry of Personnel Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-1  
Dated: 10.10.2011

**Subject: Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof**

The undersigned is directed to refer to this Department's O.M. of even number dated 13.9.2011 and reminder dated 30.9.2011 and 10.10.2011 on the above subject and to request that the comments of your Department on the **Report of the Task Force for effective implementation of Section 4 of RTI Act, 2005**, may kindly be sent to this Department immediately to place the matter before Committee of Secretaries and finalise the guidelines to be issued in the matter.

*hm*

(Sarita Nair)

Under Secretary to the Govt of India

Tel: 23040401

*du*

1. Ministry of Panchayati Raj(Shri L.Haokip, Under Secretary), Krishi Bhawan, New Delhi
2. Ministry of Rural Development(Shri S.P.Arya, Under Secretary), Krishi Bhawan, New Delhi
3. Department of Food and Public Distribution(Shri J.P.Saini, Deputy Secretary), Krishi Bhawan, New Delhi
4. Department of School Education & Literacy(Shri Sanjay Gupta, Under Secretary), Shastri Bhawan, New Delhi
5. Department of Information Technology(Shri Behl, Director), Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi
6. Department of Expenditure(Smt. Renu Kakkar, Under Secretary), North Block, New Delhi

No. K-11022/84/2011-AR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievances

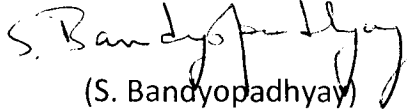
.....  
5<sup>th</sup> Floor, Sardar Patel Bhawan,  
New Delhi, the 17 October, 2011

OFFICE MEMORANDUM

**Subject:- Implementation of Section 4 of the RTI Act, 2005 – Report of the Task Force constituted for the effective implementation thereof**

The undersigned is directed to <sup>refer to</sup> O.M. No. 1/6/2011-IR Dated 13.09.2011 on the above subject and to say that the Report of the Task Force for effective implementation of the Section 4 of RTI Act, 2005 has been examined and the Department of Administrative Reforms & Public Grievances is in agreement with the recommendations of the Task Force and has no further suggestions to offer in the matter.

2. This issues with the approval of Secretary, Department of Administrative Reforms & Public Grievances.

  
(S. Bandyopadhyay)

Under Secretary to the Govt. of India  
Tel : 23401426

Department of Personnel & Training,  
(Ms. Sarita Nair, Under Secretary)  
North Block,  
New Delhi.

hm  
18/10  
To me

194

RTI MATTER

OUT TODAY

**File No.M-11014/9/2011-IFC(RTI)**


Government of India  
Ministry of Human Resource Development  
Department of Higher Education

Shastri Bhawan, New Delhi-110001.  
Dated the 13<sup>th</sup> October, 2011.

OFFICE MEMORANDUM

**Subject: Implementation of Section 4 of RTI Act, 2005 -  
Comments on the report of Task Force constituted by  
DOPT .**

The undersigned is directed to refer to DOPT's OM. No.1/6/2011-IR, dated the 13<sup>th</sup> September, 2011 on the subject mentioned above and to say that report submitted by the Task Force was perused in the Ministry. We generally agree with the recommendations of the Task Force.



(K.S. Mahajan)

Under Secretary to the Govt. of India  
Tele: 23386317

The Under Secretary *FTJ.No.64367/2011*  
(Ms. Sarita Nair)  
D/o Personnel & Training  
North Block, New Delhi.

*For under 10/10/11*

*hm*  
*14/10*

**MOST IMMEDIATE**

**No. 16 (5)/2011-RTI  
Government of India  
Ministry of Finance  
Department of Expenditure  
RTI Cell**

.....

**North Block, New Delhi.**

**Dated 21.10.2011.**

**Sub: Implementation of Section 4 of RTI Act 2005-  
Report of the Task Force constituted for effective  
implementation thereof**

.....

The undersigned is directed to refer to Department of Personnel & Training's O.M. no 1/6/2011-IR dated 12.10.2011 on the captioned subject and to say that comments from concerned Branches in the Department of Expenditure have been sought by the RTI Cell of this Department.

2. Upon receipt of the same, comments of the Department of Expenditure will be conveyed to Department of Personnel & Training.



**( Renu Kakkar )**

**Under Secretary to the Govt. of India**

**Ms. Sarita Nair, Under Secretary (IR)  
Department of Personnel & Training  
North Block,  
New Delhi**

TR

196

Government of India  
Ministry of Personnel, PG & Pension  
Department of Personnel & Training  
IR Section  
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North Block, New Delhi

Subject:- Implementation of Recommendation of Task Force for Strengthening Compliance with Provision for Suo-Motu/Proactive Disclosures under Section 4 of the RTI Act, 2005.

\*\*\*\*\*

The undersigned is directed to forward herewith 20 copies of the note for the Committee of Secretaries (S.Nos. 1- 20) having pages from 1 to 247 on the subject noted above for necessary action. As the recommendations of the Task Force deals with issues related to RTI implementation, it is requested that Chief Information Commissioner or his representative may also be invited during the meeting of Committee of Secretaries. The COS note may kindly be taken up on priority as it is an RFD item.

*Anuradha S. Chagti*

(Anuradha S. Chagti )  
Director  
Tel. 2309 3074

Encl: As above

The Cabinet Secretariat (Atten: Sh. Diwakar Nath Mishra, Director) Cabinet Secretariat,  
Rashtrapati Bhavan New Delhi

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Department of Personnel & Training, ID No. No.F. 1/6/2011-IR dated 03.11.2011

9c

BEON BOOK

Issued through

JN  
03/11/2011



107

भारत सरकार  
**GOVERNMENT OF INDIA**  
 संचार और सूचना प्रौद्योगिकी मंत्रालय  
**MINISTRY OF COMMUNICATIONS AND INFORMATION  
 TECHNOLOGY**  
 सूचना प्रौद्योगिकी विभाग  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
 Website: www.mit.gov.in

By Hand/RTI Manda

भारत  
 (33)2011-RTI


दिनांक  
 Date 14.11.2011

**OFFICE MEMORANDUM**

Subject: Implementation of Section 4 of the RTI Act, 2005 -- Report of the Task Force constituted for effective Implementation thereof.

The undersigned is directed to refer to DOPT's communication No. 1/6/2011-IR dated 13 th September,2011 on the above subject of and to forward herewith comments of the DIT as under:-

- (i) As per the recommendations, use of SMS telephony, Call Centres, IVRS, information Centers are included in recommendations which are dependent on provision of necessary infrastructure and hence are not time bound. Further Common Services Centres have been proposed to be included as centers for dissemination of information.
- (ii) Chapter 4 relates to guidelines for Digital Publication of Proactive Disclosure. These guidelines relate to setting up of technical standards for Govt. website by DIT.
2. The DIT agree with these recommendations of the DOPT.

  
 (B.B. Bahl)  
 Director (RTI)  
 Tel.No. 24369903

Department of Personnel and Training  
 (Ms. Sarita Nair U.S)  
 North Block  
 New Delhi



राष्ट्रीय ई-गवर्नेंस योजना  
 National e-Governance Plan

Public services closer home

62

Government of India  
Ministry of Personnel, PG & Pension  
Department of Personnel & Training  
IR Section

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North Block, New Delhi

Subject:- Implementation of Recommendation of Task Force for Strengthening Compliance with Provision for Suo-Motu/Proactive Disclosures under Section 4 of the RTI Act, 2005.

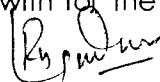
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Section 4(1)(b) of the RTI Act, 2005 lays down the information which should be disclosed by Public Authorities on a suo motu or proactive basis. Section 4(2) and Section 4(3) prescribe the method of dissemination of this information. The purpose of suo motu disclosures under Section 4 is to place large amount of information in public domain on a proactive basis to make functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI applications.

2. Since the promulgation of the Act, large amount of information relating to functioning of public bodies is being put in public domain primarily through web bases disclosures. However, it is noted that the quality and quantity of disclosures is still not up to the mark and in relation to certain clauses of Section 4(1)(b) and 4(1)(c), sufficient disclosures are not being made due to lack of clear guidelines. Also, there is little monitoring of compliance with the provisions of Section 4 which has been highlighted by Chief Information Commissioners also in his various judgements.

3. In order to address the above, this Department constituted a Task Force in May, 2011, which included representatives of civil society organizations active in the field of Right to Information as well. The task force has since submitted its report and some of the recommendations given by it can be implemented immediately, while some will be implemented at a later stage.

4. In this regard a note for the Committee of Secretaries have been prepared and forwarded to the Cabinet Secretariat seeking suitable time for the meeting of the Committee. As per practice a copy of the same is forwarded herewith for the PMO abreast of the significant development.



(R.K. Girdhar)

Under Secretary to the Govt. of India  
Tel. 2309 2759

Encl: As above

(COPY NO. 21)

The Prime Minister's Office (Atten: Dr. Sharmila Mary Joseph K., Director) South Block,  
New Delhi

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Department of Personnel & Training, ID No. No.F. 1/6/2011-IR dated 15.11.2011

57

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15.11.2011

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15.11.2011

(99)

**MOST IMMEDIATE**

**Cabinet Secretariat  
Rashtrapati Bhawan**

...

**Subject :- Implementation of Recommendations of Task Force for  
Strengthening Compliance with Provision for Suo-motu/  
Proactive Disclosures under Section 4 of the RTI Act, 2005.**

...

Reference Department of Personnel & Training's I.D.No. F.1/6/2011-IR, dated 3.11.2011 forwarding 20 copies of the Note for Committee of Secretaries on the subject cited above.

2. It has been decided that comments of the concerned Ministries / Departments on the CoS Note may be obtained by D/o Personnel & Training within a short time and the same may be incorporated in the Note. The revised Note may thereafter be sent to this Secretariat for convening a meeting of the CoS.

3. 19 Copies of the CoS Note are returned.

*R. Anand*  
(R. Anand)  
Director

Tele :23016576

**D/o Personnel & Training [Ms. Anuradha S. Chagti, Director]**

Cab.Sectt. I.D.No. 501/2/13/2011-CA.V Dated 17.11.2011

Encl : As above.

भारत सरकार  
GOVERNMENT OF INDIA  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
MINISTRY OF COMMUNICATIONS AND INFORMATION  
TECHNOLOGY  
सूचना प्रौद्योगिकी विभाग  
DEPARTMENT OF INFORMATION TECHNOLOGY  
Website: www.mit.gov.in

By Hand/RTI Matter

संख्या  
No.....1(32)/2011-RTI

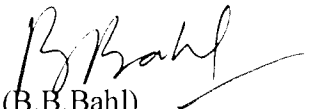
दिनांक  
Date.....14.11.2011

**OFFICE MEMORANDUM**

Subject: Implementation of Section 4 of the RTI Act, 2005 – Report of the Task Force constituted for effective Implementation thereof.

The undersigned is directed to refer to DOPT's communication No. 1/6/2011-IR dated 13 th September,2011 on the above subject of and to forward herewith comments of the DIT as under:-

- (i) As per the recommendations, use of SMS telephony, Call Centres, IVRS, information Centers are included in recommendations which are dependent on provision of necessary infrastructure and hence are not time bound. Further Common Services Centres have been proposed to be included as centers for dissemination of information.
- (ii) Chapter 4 relates to guidelines for Digital Publication of Proactive Disclosure. These guidelines relate to setting up of technical standards for Govt. website by DIT.
2. The DIT agree with these recommendations of the DOPT.

  
(B.B.Bahl)  
Director (RTI)  
Tel.No. 24369903

**Department of Personnel and Training**  
**(Ms. Sarita Nair U.S)**  
**North Block**  
**New Delhi**



F No. 1/6/2011-IR  
Government of India  
Ministry of Personnel Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-1  
Dated: 24.11.2011

Office Memorandum

Subject: Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof

The undersigned is directed to say that Section 4 of the RTI Act mandates that Public Authorities would proactively or in suo motu manner disclose information under various headings listed in Section 4(1)(b) to the public and regularly update this information. The purpose is to encourage large amount of information to be kept in public domain on a suo motu basis which will not only make functioning of the public authorities more transparent but would also reduce or lessen the need for filing individual RTI applications for seeking such information.

2. Since the promulgation of the Act in 2005, large amount of information relating to functioning of the government is being put in public domain. However, still the quality and quantity of proactive disclosures are not up to the desired level. Central as well as State Information Commissions have also highlighted this issue.

3. The issue has engaged the attention of the Government of India also and it was felt that the weak implementation of the Section 4 of the RTI Act is partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. It was also felt that there is need to further review Section 4(1)(b) to examine if any more items need to be prescribed for proactive disclosure as laid down in Section 4(1)(b)(xvii). Further, it was felt that there is need to set up a compliance mechanism to ensure that requirement of Section 4 disclosures are fully met.

4. In view of the above, Task Force was set up by Department of Personnel & Training(DOPT), Government of India, in May 2011, which also included representatives of civil society organizations active in the field of Right to Information, with following terms of reference:

- (a) To examine the provisions of Section 4(1)(b) and to recommend guidelines for disclosures to be made at various levels of administration;
- (b) To recommend other items which may be included for suo motu disclosure, as provided in Section 4(1)(b)(xvii);

- 100
- (c) To explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure;
  - (d) To recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means also;
  - (e) To recommend guidelines for complying with the provisions under Section 4(1)(b)(vii) and Section 4(1)(c) and Section 4(1)(d);
  - (f) To give recommendations as to how compliance with the provisions of Section 4(1)(b), (c), (d) and Sections 4(4) may be better enforced;
  - (g) To recommend measures for protection of persons seeking information under the RTI Act;
  - (h) Any other issue incidental to the above.

5. The Task Force has submitted its report, a copy of which is enclosed with the request that comments on the same may kindly be sent to this Department within a week to enable this Department to finalise guidelines to be issued in the matter.

Sarita Nair

(Sarita Nair)

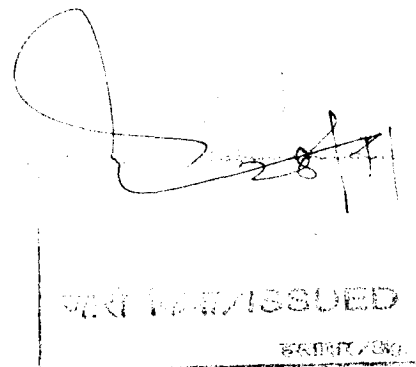
Under Secretary to the Govt of India

Tel:230940401

To

The Secretaries of all the Ministries/Departments of Govt of India

✓ other than M/o Panchayati Raj, Dept of Rural Devt, Food & PD, School Education & Literacy, Information Technology, Expenditure, AR & PG.




No. G-11011/38/2010-RTI  
Government of India  
Ministry of Panchayati Raj  
(RTI Cell)

Sardar Patel Bhawan, New Delhi  
Dated: 30<sup>th</sup> November, 2011

**Subject: Implementation of Section 4 of the RTI Act, 2005-Comments on Task Force for effective implantation thereof.**

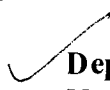
The undersigned is directed to refer to DOPT's O.M. No.1/6/2010-IR dated 13.9.2010 and subsequent reminder dated 30.9.2011, 19.10.2011 and 10.10.2011 on implementation of RTI Act, 2005. In this connection it is to inform you that comments on the report of the Task Force is being sought from the concerned division of this Ministry. It will take 15 days more. As soon as the comment receives from the division the same will be sent to you in due course.

2. Action on implementation of section 4 of the RTI Act, 2005 is under process and likely to be uploaded in this Ministry's website by the end of December, 2011.

  
(L. Haokip)

CPIO & Under Secretary to the Govt. of India

To

 Department of Personnel and Training,  
North Block, New Delhi-1  
(Kind attention: Ms. Sarita Nair, Under Secretary)

102

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
IR Division

Subject: Implementation of Recommendations of Task Force for Strengthening compliance with Provision for Suo motu/Proactive Disclosures under Section 4 of the RTI Act, 2005

Reference Cabinet Secretariat's I.D.No.501/2/13/2011-CA.V dated 17.11.2011 on the abovementioned subject.

2. The Report of the Task Force was circulated to all the Ministries/Departments of Govt of India and comments had been sought by 5<sup>th</sup> December, 2011 . Comments of only three Ministries/Departments have been received which have been incorporated in the COS Note.

3. Twenty copies of the revised note for the Committee of Secretaries having 248 pages is forwarded herewith for necessary action.

*Anuradha S. Chagti*  
(Anuradha S.Chagti)  
Director  
Tel: 23093074

Encl: As above

The Cabinet Secretariat(Attn: Shri R.Anand, Director), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi

Department of Personnel & Training I.D No.F.1/6/2011-IR dated 15.12.2011

*Issued through Peon BSRK  
JML  
15/12/2011*

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F.No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievance & Pension  
Department of Personnel & Training  
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North Block, New Delhi  
Dated 12<sup>th</sup> December, 2011

To

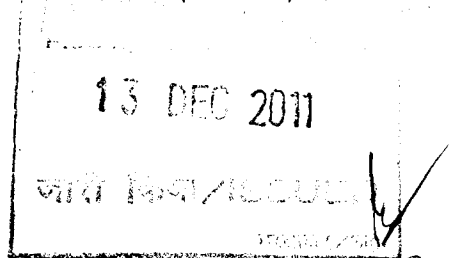
The Pay & Accounts Officer  
Pay & Accounts Office  
Ministry of Personnel, PG & Pension  
Department of Personnel & Training  
Lok Nayak Bhavan,  
Khan Market, New Delhi

Subject:- Payment of TA to the Non-official Members for attending the meeting of the Task Force – regarding.

Sir,

I am directed to convey the approval of the competent authority for payment of Rs.12160/- (Rupees Twelve thousand one hundred and sixty only) to Sh. Parminderjeet Singh, IT for Change, 393, 17 Main, 35A, Cross Road, 4T Block, Tilak Nagar, Bangalore towards to and fro Air fare for attending the meeting of the Task Force held on 19.08.2011.

2. The expenditure is debitable to Major Head-2052 Secretariat General Services, 05.14- Propagation of Right to Information Act, 05-14-28 – Professional Services under Grant No.72 for the year 2011-12.
3. Cheque amounting to 12,160/- (Rupees Twelve thousand one hundred and sixty only) may be prepared in favour of Sh. Parminderjeet Singh.
4. The sanction is issued with the concurrence of Integrated Finance Division vide their Dy.No. CF 99393/JS(Fin/Pers)/2011 dated 18<sup>th</sup> August, 2011.



Yours faithfully,

*Sarita Nair*

(Sarita Nair)

Under Secretary to the Govt. of India

Tel. 23040401

Copy to :-

1. The Drawing & Disbursing Officer, Ministry of Personnel, PG and Pensions, Department of Personnel and Training.
2. Sh. Parminderjeet Singh, IT for Change, 393, 17 Main, 35A, Cross Road, 4T Block, Tilak Nagar, Bangalore

*Law*  
*13/12/11*

106

**Controller:** 034-PERSONNEL, P.G. & P. **Sanction Status:** Created

**Sanction Number:** F.1/6/2011 **Sanction Date:** 12/12/2011

**Sanction Type:** Expenditure (DDO Bill) **Sanction Amount:** 12160

**IFD Number:** CF 99393/JS(Fin/Pers) /2011 **IFD Date:** 18/08/2011

**Plan Scheme:** 0701-PROPOGATION OF RIGHT TO INFORMATION ACT STRENGTHENING CAPACITY BUILDING AND AWARENESS GENERATION FOR EFFECTIVE IMPLEMENTATION OF THE RTI ACT. **PAO:** 049429-PAO(DP & AR), New Delhi

**DDO:** 249430-DEPTT. OF PERSONNEL & ADMINISTRATIVE REFORMS, NORTH BLOCK, NEW DELHI.(PERSONNEL WING). 110001. **Remarks:**

**Account Details:**


**Grant:** 072-M/o Personnel, Public Grievances and Pensions **Function Head:** 2052000900514-PROPAGATION OF RIGHT TO INFORMATION ACT

**Object Head:** 28-PROFESSIONAL SERVICES **Category:** 9-PLAN VOTED-EXPENDITURE

**Instrument Type**

**Instrument Type :** Cheque

**Cheque Details**

Cheque Favouring	Amount	Not Payable Before	Delete
Parminderjeet Singh	12160	12/12/2011 	X

Payee details has been submitted successfully...!!!

107

Subject Task Force Meeting (Boarding Pass)  
From Shines <shines@itforchange.net>  
Date Thursday, November 10, 2011 4:08 am  
To osdrti-dopt <osdrti-dopt@nic.in>

Dear Ms Sarita Nair,

I have couriered the boarding passes to the below mentioned address and the same is attached in this mail for your reference.

Kindly let me know for any clarifications.

Thanks & Regards,

\*Shines Mathew\*  
Office Secretary cum Administrator  
IT for Change  
In special consultative status with the United Nations ECOSOC  
www.ITforChange.net <<http://www.itforchange.net/>>  
Tel:+91-80-2665 4134, 2653 6890. Fax:+91-80-4146 1055

----- Original Message -----

Subject: Re: Task Force Meeting (Reimbursement)  
Date: Wed, 09 Nov 2011 10:49:26 +0530  
From: Shines <shines@itforchange.net>  
To: osdrti-dopt <osdrti-dopt@nic.in>

Dear Ms Sarita Nair,

I have received the boarding passes, ill courier the same to

Sarita Nair  
Under Secretary (IR)  
Dept. of Personnel & Training  
North Block  
New Delhi 110001

Please confirm the above address.

Thanks,

\*Shines Mathew\*  
Office Secretary cum Administrator  
IT for Change  
In special consultative status with the United Nations ECOSOC  
www.ITforChange.net <<http://www.itforchange.net/>>  
Tel:+91-80-2665 4134, 2653 6890. Fax:+91-80-4146 1055

On Tuesday 25 October 2011 03:00 PM, osdrti-dopt wrote:  
> Dear Shri Shines Mathew  
> The meeting of task force was held on 19th August 2011. My phone  
> numbers are correct. I was on tour.

# Economy Class boarding pass



किफ़ायती श्रेणी नाम Name

SINGH/PARMINDER

बोर्डिंग संख्या Boarding No.

99

उड़ान संख्या Flight No.

AI 506

तारीख Date

20AUG

बोर्डिंग समय Boarding Time

10:00

गेट Gate

34A

Etk: 0985333128468C1

मूल स्थान Origin

DEL

गंतव्य स्थान Destination

BANGALORE

सीट Seat

27C

सभी यात्रियों के लिए वैयक्तिक तलाशी और हैंड बैगज की जांच अनिवार्य है. यात्रियों से निवेदन है कि वे हमें अपना सहयोग दें.

Frisking of person and checking of hand baggage is mandatory for all passengers. Passengers are requested to co-operate.

# Economy Class boarding pass



किफ़ायती श्रेणी नाम Name

SINGH/PARMINDER

बोर्डिंग संख्या Boarding No.

110

उड़ान संख्या Flight No.

AI 505

तारीख Date

19AUG

बोर्डिंग समय Boarding Time

09:00

गेट Gate

10

Etk: 0985333128465C1

मूल स्थान Origin

BLR

गंतव्य स्थान Destination

DELHI

सीट Seat

7B

सभी यात्रियों के लिए वैयक्तिक तलाशी और हैंड बैगज की जांच अनिवार्य है. यात्रियों से निवेदन है कि वे हमें अपना सहयोग दें.

Frisking of person and checking of hand baggage is mandatory for all passengers. Passengers are requested to co-operate.

# Economy Class boarding pass



किफ़ायती श्रेणी	नाम Name		बोर्डिंग संख्या Boarding No.
	SINGH/PARMINDER		99
उड़ान संख्या Flight No.	तारीख Date	बोर्डिंग समय Boarding Time	गेट Gate
AI 506	20AUG	10:00	34A
Etk: 0985333128468C1	मूल स्थान Origin	गंतव्य स्थान Destination	सीट Seat
	DEL	BANGALORE	27C

सभी यात्रियों के लिए वैयक्तिक तलाशी और हैंड बैग्स की जांच अनिवार्य है. यात्रियों से निवेदन है कि वे हमें अपना सहयोग दें.

Frisking of person and checking of hand baggage is mandatory for all passengers. Passengers are requested to co-operate.

# Economy Class boarding pass



किफ़ायती श्रेणी	नाम Name		बोर्डिंग संख्या Boarding No.
	SINGH/PARMINDER		110
उड़ान संख्या Flight No.	तारीख Date	बोर्डिंग समय Boarding Time	गेट Gate
AI 505	19AUG	09:00	10
Etk: 0985333128465C1	मूल स्थान Origin	गंतव्य स्थान Destination	सीट Seat
	BLR	DELHI	7B

सभी यात्रियों के लिए वैयक्तिक तलाशी और हैंड बैग्स की जांच अनिवार्य है. यात्रियों से निवेदन है कि वे हमें अपना सहयोग दें.

Frisking of person and checking of hand baggage is mandatory for all passengers. Passengers are requested to co-operate.

110

**Subject:****From:** "Gurpreet Singh - IBM" <Gurpreet.Singh3@makemytrip.com>**Date:** Thu, 18 Aug 2011 18:03:02 +0530**To:** <sandeep@itforchange.net>**CC:** <sandeep@itforchange.net>**MakeMyTrip Booking ID** NF251179316429**Customer Name** PARMINDERJEET SINGH**Email Address** sandeep@itforchange.net**Shipping Address** 125, 15th MAn, 35 cross, 4 T b**Invoice No.** NF251179316429**Service Tax No** AADCM5146RST006**Booking Date** 2011-08-13

<b>Travel Components :</b>	Air
<b>Cost of the Travel Package :</b>	12160
<b>Total amount charged for the travel package :</b>	12160
<b>Grand Total :</b>	12160
<b>Grand Total Amount(In Words) :</b>	TWELVE THOUSAND ONE HUNDRED SIXTY AND ZERO ONLY For MakeMyTrip ( India ) Pvt. Ltd.

MakeMyTrip( India ) Pvt. Ltd.

103,Udyog Vihar, Phase 1, Gurgaon-122016

Haryana

IND

Telephone: +91 124-4628747, +91 124-289-8747

Fax: +91 124 4395100

India Toll Free Number: 1-800-11-8747 (MTNL/BSNL Lines), 1-800-102-8747 (Airtel Subscribers)

Email : [service@makemytrip.com](mailto:service@makemytrip.com)Web : <http://www.makemytrip.com>**Note**

This is an auto-mailer. Please do not reply to this email.

This is a computer generated invoice and does not require signature/stamp.

[Click for PDF Version](#)

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Please note that neither MakeMyTrip nor the sender accepts any responsibility for viruses and it is your responsibility to scan the email and attachments (if any). No contracts may be concluded on behalf of MakeMyTrip by means of email communications.

1

F.No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievance & Pension  
Department of Personnel & Training  
\*\*\*\*\*

North Block, New Delhi  
Dated 12<sup>th</sup> December, 2011

To

The Pay & Accounts Officer  
Pay & Accounts Office  
Ministry of Personnel, PG & Pension  
Department of Personnel & Training  
Lok Nayak Bhavan,  
Khan Market, New Delhi

Subject:- Payment of TA to the Non-official Members for attending the meeting of the Task Force – regarding.

Sir,

I am directed to convey the approval of the competent authority for payment of Rs.3020/- (Rupees Three thousand and twenty only) to Ms. Pankti Jog, Mahiti Adhikar Gujarat Pahel (MAGP), B. Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad, Gujarat towards Rail fare for attending the meeting of the Task Force held on 19.08.2011.

2. The expenditure is debitible to Major Head-2052 Secretariat General Services, 05.14- Propagation of Right to Information Act, 05-14-28 – Professional Services under Grant No.72 for the year 2011-12.
3. Cheque amounting to 3,020/- (Rupees Three thousand and twenty only) may be prepared in favour of Ms. Pankti Jog.
4. The sanction is issued with the concurrence of Integrated Finance Division vide their Dy.No. CF 99393/JS(Fin/Pers)/2011 dated 18<sup>th</sup> August, 2011.

Yours faithfully,

*Sarita Nair*

(Sarita Nair)

Under Secretary to the Govt. of India  
Tel. 23040401

Copy to :-

- 13/12/11
1. The Drawing & Disbursing Officer, Ministry of Personnel, PG and Pensions, Department of Personnel and Training.
  2. Ms. Pankti Jog, Mahiti Adhikar Gujarat Pahel (MAGP), B. Sahajanand Towers, Jivraj Park Cross Road, Ahmedabad - 51, Gujarat.




**Controller:** 034-PERSONNEL, P.G. & P. **Sanction Status:** Created  
**Sanction Number:** F.1/6/2011-IR **Sanction Date:** 12/12/2011  
**Sanction Type:** Expenditure (DDO Bill) **Sanction Amount:** 3020  
**IFD Number:** CF99393/JS(Fin/Pers) **IFD Date:** 18/08/2011  
**Plan Scheme:** 0701-PROPOGATION OF RIGHT TO INFORMATION ACT STRENGTHENING CAPACITY BUILDING AND AWARENESS GENERATION FOR EFFECTIVE IMPLEMENTATION OF THE RTI ACT. **PAO:** 049429-PAO(DP & AR), New Delhi  
**DDO:** 249430-DEPTT. OF PERSONNEL & ADMINISTRATIVE REFORMS,NORTH BLOCK,NEW DELHI.(PERSONNEL WING). 110001. **Remarks:**  
**Account Details:**  
**Grant:** 072-M/o Personnel, Public Grievances and Pensions **Function Head:** 2052000900514-PROPAGATION OF RIGHT TO INFORMATION ACT  
**Object Head:** 28-PROFESSIONAL SERVICES **Category:** 9-PLAN VOTED-EXPENDITURE

**Instrument Type**

**Instrument Type :**

**Cheque Details**

Cheque Favouring	Amount	Not Payable Before	Delete
Pankti Jog	3020	12/12/2011 	X

Payee details has been submitted successfully...!!!



### Electronic Reservation Slip

This E-Ticket will only be valid along with an ID proof in original. If found travelling without ID Proof, the passenger will be treated as without ticket and charged as per extant Railway rules.

Journey Details			
Transaction ID:	0379136057	PNR No.:	380514261
Train No. & Name:	12958/ADI SJ RAJDHANI #	Date of Journey:	19/08/2011
Class:	3A	Distance:	934
From:	NEW DELHI(NDLS)	Date of Boarding:	19/08/2011
Boarding :	NEW DELHI(NDLS)	To :	AHMEDABAD JN(ADI)
Departure time*:	19:55	Resv Upto:	AHMEDABAD JN(ADI)
Date of Booking:	17/08/2011 11:07	Total Fare:	1510.0
Passenger Mobile Number:	9909006791	Quota:	General
		Adult: 1 Child: 0	

# Route/Timings likely to change, kindly check with Railway Enquiry, 139 one day in advance.

\* Departure time printed on the ERS is liable to change. New time table from 01-07-2011.

Passenger Details							
S.No.	Name	Age	Sex	Concession Code	Coach No./Seat No./Status	Berth	
1	PANKTI JOG	33	Female	No Concession	CONFIRM B6/90A1	SU	

Agent Details			
Principal Agent:	Flightraja	Sub Agent Name:	SWARNI TRAVELS
Address:	SHARON PARK OPP RANI JHANSI STATUE, SATELITE, AHMEDABAD, GUJARAT 380015, INDIA		Phone No: 9328885688
		Email:	swarnitravels@yahoo.co.in

Charges	
Booking Reference No	F1MN043NG0114
Train Fare:	Rs. 1100.0
IRCTC Service Charges	Rs. 20.0
Service Charges	Rs. 20.0
Payment Gateway Charges	Rs. 10.0
<b>Total Charges:</b>	<b>Rs. 1150.0</b>

#### Important Instruction

1. New time table will be effected from 01-07-2011. Departure time printed in ERS is liable to change. Customers are requested to check with Railway enquiry.
2. One of the passenger booked on an E-ticket is required to present any of the eight identity cards mentioned below in original during the train journey and same will be accepted as a proof of identity. Failing which all the passengers will be treated as travelling without ticket and shall be dealt as per extant Railway Rules. Valid Ids - Voter Identity Card / Passport / PAN Card / Driving License / Photo ID card issued by Central / State Govt. / Student Identity Card with photograph issued by recognized School/College for their students / Nationalised Bank Passbook with photograph / Credit Cards issued by Banks with laminated photograph.
3. The accommodation booked is not transferable and is valid only if one of the ID card noted above is presented during the journey. The passenger should carry with him the Electronic Reservation Slip print out. In case the passenger does not carry the electronic reservation slip, a charge of Rs. 50/- per ticket shall be recovered by the ticket checking staff and an excess fare ticket will be issued in lieu of that.
4. E-ticket cancellations are permitted through the agent before preparation of chart.
5. Just dial 139 from your landline, Mobile and CDMA phones for railway enquiries.
6. Helpline No - 080-30770000 or Mail To: railway.cell@via.com

#### Additional Instruction

1. E-ticket passenger is permitted in the train against a berth/seat only when his name appears in the reservation chart failing which he can be treated as a passenger traveling without ticket.
2. E-ticket cannot be cancelled after chart preparation through internet. After Chart preparation, refund will be processed through TDR refund process as per Indian Railway's Refund rules. Submission of Guard certificate in original to IRCTC is also required for refund claim on account of A.C. failure/Coach not attached/Accommodation offered in lower class in addition to filing of TDR. Guard certificate can



### Electronic Reservation Slip

This E-Ticket will only be valid along with an ID proof in original. If found travelling without ID Proof, Passenger will be treated as without ticket and charged as per extant Railway rules.

Journey Details			
Transaction ID:	0379135848	PNR No :	59454088
Train No. & Name:	12957/SWARNA J RAJ EX#	Date of Journey:	18/08/2011
Class:	3A	Distance:	934
From:	AHMEDABAD JN(ADI)	Date of Boarding:	18/08/2011
Boarding :	AHMEDABAD JN(ADI)	To :	NEW DELHI(NDLS)
Departure time*:	17:45	Resv upto:	NEW DELHI(NDLS)
Date of Booking:	17/08/2011 11:07	Total Fare :	100.0
Passenger Mobile Number: 9909006791		Quota :	General
		Adult / Child :	0

# Route/Timings likely to change, kindly check with Railway Enquiry, 139 one day in advance.

\* Departure time printed on the ERS is liable to change. New time table from 01-07-2011

Passenger Details							
S.No.	Name	Age	Sex	Concession Code	Coach No/Seat No/Status	Berth	
1	PANKTI JOG	33	Female	No Concession	CONFIRMWB3 0037	MB	

Agent Details			
Principal Agent:	Flightraja	Sub Agent Name:	SWAMI TRAVELS
Address:	SHARON PARK, OPP RANI JHANSI STATUE, SATELLITE, AHMEDABAD, GUJARAT 380015, INDIA		Phone No: 9328885888
		Email Id:	swamitravels@yahoo.co.in

Charges	
Booking Reference No	FM 1 H3M 100
Train Fare	Rs 100
IRCTC Service Charges	Rs 00
Service Charges	Rs 00
Payment Gateway Charges	Rs 00
<b>Total Charges:</b>	<b>Rs 100</b>

#### Important Instruction

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4. E-ticket cancellations are permitted through the agent before preparation of chart.
5. Just dial 139 from your landline, Mobile and CDMA phones for railway enquiries.
6. Helpline No - 080-30770000 or Mail To: railwaycell@via.com

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1/6/2011

As desired by JS(AT&A), to hold a meeting of the Task Force for effective implementation of Section 4 of the RTI Act, 2005 on 19<sup>th</sup> August, 2011 at 2.30 P.M., notice has been issued on 12<sup>th</sup> August, 2011.

2. It is proposed that two invitees - Ms.Pankti D.Jog of MAGP from Ahmedabad and Sh.Parminder Jeet Singh of IT for Change from Bangalore may be given airfare for attending the meeting, estimate(obtained from internet) of which is as follows:-

Destination	Airfare(approx) for Economy Class
Ahmedabad-Delhi and back by Air India	8133/-
Bangalore-Delhi and back by Air India	21974/-
Total	30107/-

3. Entitlement of non-officials is decided by equating them with any grade of officials of the government. If the above persons are equated with officials drawing grade pay of Rs.7600-8900, they will be entitled to Air fare of economy class.

4. The expenditure will be met from Major Head 2052 - Secretariat General Services, 05.14 - Propagation of Right to Information Act, 05.14.28 - Professional Services under Grant No.72 for the year 2011-12.

5. Submitted for approval please.

F/A

~~JS(RTI)~~

~~JS(AT&A)~~



17.8.2011

hm  
17/8/11

Approaf. we may seek  
concurrance of LFD.


Sl. No. CE 99322/JS(FWP/08)  
Date: 15/08/2011

26/9/11 / AFA-10  
18/08  
For JS(AT&A) M

~~JS(Finance)~~

yo  
16/10/2011 17.8.11

~~JS(RTI)~~



17.8.2011

17/8

MHA(FIN.II)

Reference note at pre-pages relating to payment of air fare to non-official members of Task Force to attend the meeting on 19<sup>th</sup> August, 2011.

2. It has been observed that DOPT has constituted a Task Force for effective implementation of Section 4 of the RTI Act, 2005. The last meeting of the Task Force was held on 25<sup>th</sup> May, 2011 and air fare, taxi fare, TA were paid without concurrence of IFD. Now DOPT has proposed for payment of air fare to Ms. Pankti D. Jog of MAGP from Ahmedabad and Shri Parminder Jeet Singh of IT for Change from Bangalore. The details of journey and cost mentioned at para 2 of page 13/N. The total financial implication is ₹ 30107/- only.

3. In this connection it is stated that non-official members appointed on Committees may be permitted to travel by air in connection with Government work with the personal approval of the Secretary of the Ministry/Department concerned.

4. Considering the above facts, we may concur the proposal and seek the approval of Secretary (P) to allow air journey by economy class to above mentioned two non-official members.

Submitted please.

*(Signature)*  
(Manoj Kumar Jha)  
Desk Officer  
18<sup>th</sup> August, 2011.

~~JS(Fin-Pers)~~

~~SS+FA(H)~~

~~Secy(P)~~

*(Signature)*  
18-8-11  
डा० प्रफुल्ल कोरडे  
सं. स. (वित्त/कार्मिक)  
VISHWAPATI TRIVEDI  
SS & FA (II)

C.No 2639  
CF 99393  
18/8/11  
18/8/11

CF No. 99393 JS(Fin-Pers)  
18/08/2011

23 5  
DO(F-III)

*(Signature)*  
18/8/11

*(Signature)*  
18/8

*(Signature)*

1/6/2011

178

MHA(FIN.II)

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Submitted please.

Handwritten notes: C.No. 2689, 18/8/11, JS(Fin-Pers)

Handwritten notes: C.No. 2689, 18/8/11, JS(Fin-Pers)

(Manoj Kumar Jha)  
Desk Officer  
18<sup>th</sup> August, 2011.

~~JS(Fin-Pers)~~

~~SS & FA (H)~~

~~Secy (H)~~

Handwritten signature and date: 18-8-11

डा० प्रकुल्ल कोरवेड  
सं. स. (विरा/कार्यवि.)  
VISHWANATH TRIVEDI  
SS & FA (H)

Handwritten notes: 20(A-1)

Handwritten notes: 18/8/11

Handwritten notes: 18/8

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Bangalore-Delhi and back by Air India	21974/-
Total	30107/-

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4. The expenditure will be met from Major Head 2052 - Secretariat General Services, 05.14 - Propagation of Right to Information Act, 05.14.28 - **Professional Services** under Grant No.72 for the year 2011-12.

5. Submitted for approval please.

F/A

~~JS(RTI)~~

~~JS(AT&A)~~

by. No. CE-99393/JS(Fin) (88)  
Date: 18/08/2011

269/11/ATA-0  
18/08  
- MD (Fin) H

~~JS(Finance)~~

40  
17.8.11

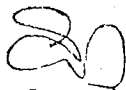


17.8.2011

Approv. we may seek  
conurrence of LFD.

hm  
17/8/11

~~JS(RTI)~~



17.8.2011

17/8

**BY REGISTERED POST**

No.F. 1/6/2011-IR  
Government of India  
Ministry of Personnel, PG & Pension  
Department of Personnel & Training  
IR Section

\*\*\*\*\*

North Block, New Delhi  
Dated January 03, 2012

To

Shri Parminderjeet Singh  
IT for Change  
393, 17 Main  
35A, Cross Road  
4T Block, Tilak Nagar  
Bangalore.

03 JAN 2012

Subject:- Payment of TA to the Non-official Members for attending the meeting of the Task Force - regarding.

\*\*\*\*\*

Sir,

I am directed to forward herewith Cheque No. 191744 of an amount of Rs.12,160/- dated 21.12.2011 towards reimbursement of Air fare.

Kindly acknowledge the receipt of the Cheque.

Yours faithfully,

*Sarita Nair*

(Sarita Nair)

Under Secretary to the Govt. of India

Encl: As above

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भारत प्रतिभूति सुरक्षा विभाग INDIA SECURITY PRESS

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नई दिल्ली NEW DELHI

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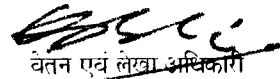
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PUNJAB NATIONAL BANK  
SANSAD MARG, NEW DELHI

A/1

1744



वेतन एवं लेखा अधिकारी  
PAY & ACCOUNTS OFFICER

⑈ 191744 ⑈ 110024076⑈ 080300 ⑈ 27

**BY REGISTERED POST**

No.F. 1/6/2011-IR  
Government of India  
Ministry of Personnel, PG & Pension  
Department of Personnel & Training  
IR Section  
\*\*\*\*\*

North Block, New Delhi  
Dated January 03, 2012

To

Ms. Pankti Jog  
Mahiti Adhikar Gujarat Pahal (MAGP),  
B. Sahajanand Towers  
Jivraj Park Cross Road  
Ahmedabad - 51  
Gujarat

03 JAN 2012

Subject:- Payment of TA to the Non-official Members for attending the meeting of the  
Task Force - regarding.

\*\*\*\*\*

Sir,

I am directed to forward herewith Cheque No. 191743 of an amount of  
Rs.3020/- dated 21.12.2011 towards reimbursement of Rail fare.

Kindly acknowledge the receipt of the Cheque.

Yours faithfully,

*Sarita Nair*  
(Sarita Nair)

Under Secretary to the Govt. of India

Encl: As above



*[Handwritten signature]*

*[Handwritten mark]*

11678 DT 25/01/2011 MIO.personnel/pu/PR350/7 111

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भारत अतिरक्षित सुरक्षा INDIA SECURITY PRESS

टिप्पणी :- जिस महीने में जारी किया गया है उसके बाद केवल तीन महीने तक भुगतान जा सकता है।

N. B. :- VALID FOR THREE MONTHS ONLY AFTER THE MONTH OF ISSUE.

UNDER RS.

रुपये से केवल

भारत सरकार GOVERNMENT OF INDIA  
कार्मिक लोक शिकायत एवं पेंशन मंत्रालय MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS  
नई दिल्ली NEW DELHI

PAVANA BRANCH ONLY

PAY PANKTI JOG को या आदेशानुसार OR ORDER

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रु. Rs. 3020/-

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PUNJAB NATIONAL BANK  
SANSAD MARG, NEW DELHI

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वेतन एवं लेखा अधिकारी  
PAY & ACCOUNTS OFFICER

PAO (DP&AR)

NEW DELHI

191743 110024076 080300 27 A/c No. 0153002000300012

No. R-11(3)/2011-RTI  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce

\*\*\*\*\*


Udyog Bhawan, New Delhi-110 107.  
Date: the 18<sup>th</sup> December, 2011.

OFFICE MEMORANDUM

**Subject: Implementation of Section 4 of the RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof – reg.**

\*\*\*\*\*

The undersigned is directed to refer to DoPT's O.M. No.1/6/2011-IR dated 24.11.2011 on the subject mentioned above and to say that Department of Commerce agrees with the Report of the Task Force on Suo Motu Disclosures under the RTI Act, 2005.

  
( R.K. Ojha )  
Director (RTI)  
Tel: 23062629

Department of Personnel & Training  
(Ms. Sarita Nair, Under Secretary),  
North Block,  
New Delhi-110001.



(122)

**No. R-9/2011-RTI  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Heavy Industry  
RTI Cell**

Udyog Bhawan, New Delhi.  
The 20<sup>th</sup> December, 2011

**OFFICE MOMORANDUM**

**Subject:- Implementation of Section 4 of RTI Act, 2005-Report of the Task Force constituted for effective implementation thereof.**

The undersigned is directed to refer to OM No.1/6/2011-IR dated 24.11.2011 of Department of Personnel & Training forwarding therewith a copy of the Task Force report on suo moto disclosures under the RTI Act. The report of the Task Force has been examined in the Department of Heavy Industry. The Department has no comments to offer in the matter.

  
(Manjit Kumar)

Deputy Secretary to the Govt. of India

To

The Secretary to the Govt. of India  
(Attn. Ms. Sarita Nayar, Under Secretary)  
Department of Personnel & Training,  
Ministry of Personnel, Public Grievances & Pensions  
North Block,  
New Delhi-110001

(12/11)

No.Z-21022/33/2011-PH-II  
Government of India  
Ministry of Health and Family Welfare  
Nirman Bhavan

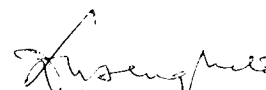
New Delhi, dated December 26, 2011

**Office Memorandum**

Subject:- Implementation of Section 4 of the RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof

Reference is invited to the O.M.No.1/6/2011-IR dt. 24<sup>th</sup> November, 2011 of the Ministry of Personnel, Public Grievances and Pensions of the Department of Personnel and Training on the subject mentioned above.

In so far as PH-II Section of the Ministry of Health and Family Welfare is concerned, the report of the Task Force appears to be comprehensive enough to help implement the provisions of the RTI Act, 2005 more effectively.

  
(D.K.Sengupta)

Under Secretary to the Government of India

Smt. Sarita Nair,  
Under Secretary,  
Ministry of Personnel, Public Grievances and Pensions,  
Department of Personnel and Training  
North Block,  
New Delhi

Copy to: Shri B.L.Meena, Under Secretary, RTI Cell, CDN-II, MoH&FW, Nirman Bhavan, N.Delhi w.r.t. O.M.No.A-60011/6/2010-RTI Cell dated 14/16<sup>th</sup> December, 2011.

F. No. MoES/20/21/2011-ICC  
Government of India  
Ministry of Earth Sciences

Prathvi Bhawan,  
IMD Complex,  
Lodhi Road, New Delhi – 3.  
Dated, the 23<sup>th</sup> December, 2011.

**OFFICE MEMORANDUM**

Subject:-Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force Constituted for effective implementation thereof.

The undersigned is directed to refer to O.M. f. No. 1/6/2011-IR dated 24/11/2011 of Ministry of Personnel Public Grievances and Pensions, Department of Personnel and Training, New Delhi on the subject mentioned and to say that the Ministry of Earth Sciences has nothing to add to the report of the Task Force.

2. This issue with the approval of Hon'ble Minister of Science & Technology and Earth Sciences, New Delhi.

(Krishan Kumar)  
Under Secretary to the Govt. of India.

To,

Ministry of Personnel Public Grievances and Pensions,  
Department of Personnel and Training,  
(Ms. Sarita Nair, U. S.)  
North Block, New Delhi.

hm  
6/1/12  
So(1R)

RTI MATTER  
TIME BOUND

No. 1-8/2011-RTI (AH)  
Government of India  
Ministry of Agriculture  
Department of Animal Husbandry, Dairying & Fisheries  
RTI Cell

Krishi Bhawan, New Delhi  
Dated the 19<sup>th</sup> December, 2011.

**OFFICE MEMORANDUM**

Subject:-Implementation of Section 4 of RTI Act, 2005-Report of the  
Task Force constituted for effective implementation thereof.

.....

The undersigned is directed to refer to Ministry of Personnel  
Public Grievances and Pension, Department of Personnel Training's  
Office Memorandum No. 1/6/2011-IR dated 24<sup>th</sup> November, 2011 on the  
subject noted above and to state that this Deptt. agrees with the  
recommendations of the Task Force.



(S.C.Khatri)

Under Secretary to the Government of India  
Tele. No. 23383340

✓ Ministry of Personnel Public Grievances and Pension,  
Department of Personnel & Training,  
( Attention Ms. Sarita Nair, Under Secretary),  
Ministry of Personnel. Public Grievances & Pension,  
North Block, **NEW DELHI-110001.**

hm  
6/11/12  
● 50(1K)



No.E.20012/1/2005-IV(Vol.III)  
Government of India  
Department of Space  
\*\*\*\*\*

Antariksh Bhavan  
New B.E.L Road  
Bangalore – 560 231

January 03, 2012

**OFFICE MEMORANDUM**

Subject : Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof – reg.

\*\*\*\*\*

The undersigned is directed to refer to the Department of Personnel & Training OM No.1/6/2011-IR dated 24.11.2011 on the subject mentioned above and to state that this Department has gone through the recommendations of the Task Force. With regard to disclosure of transfer policy and transfer orders, this Department is of the view that the transfer policy is purely a service matter not connected with any public activity, and therefore, the same need not be brought under the purview of the RTI Act. With regard to the other recommendations of the Task Force, this Department has no comments.

*K. Mayavan*  
03/01/12  
(K. Mayavan)

Deputy Secretary to the Govt. of India

Ministry of Personnel, Public Grievances and Pensions,  
Department of Personnel and Training,  
(Attn : Smt. Sarita Nair, Under Secretary),  
North Block,  
**NEW DELHI – 110 001.**

*me*  
*20/1/12*  
*Billesh*

**URGENT**

F.No. 10-4/2010-RTI  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
(RTI Section)

\*\*\*\*

510, Sanchar Bhawan,  
New Delhi - 110 001.  
Dated : 08<sup>th</sup> December, 2011


OFFICE MEMORANDUM

Subject:- **Implementation of Section 4 of RTI Act, 2005-Report of the Task Force constituted for effective implementation thereof - reg.**

\*\*\*\*

The undersigned is directed to enclose herewith a copy of the O. M. No. 1/6/2011-IR dated 24.11.2011 received from the Deptt. Of Personnel Training on the subject cited above.

2. All CPIOs are requested that comments on the report may kindly be sent to the undersigned positively by 14-12-2011.

  
(K. K. Miglani)  
Director (Coord.) & CPIO  
Tel. No. 23036225

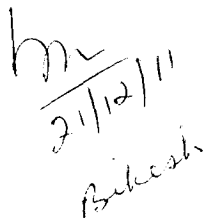
Encl.: as above.

To

1. All CPIOs in DoT (as per list)
2. All CPIOs of PSUs - BSNL/ MTNL/ C-DoT / TRAI /TDSAT /TEC/ ITI /TCIL

**Copy for information to:-**

1. ✓ Ms. Sarita Nair, Under Secretary, Govt of India, Ministry of Personnel and Public Grievances and Pensions, Department of Personnel and Training, North Block, New Delhi-1 w.r.t. O. M. No. 1/6/2011-IR dated 24.11.2011- since number of CPIOs, in DoT is large, it will take some more time to provide comments on the Report.

  
21/12/11  
Bilal

F No.1/6/2011-IR  
Government of India  
Ministry of Personnel Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-1  
Dated: 24.11.2011

Office Memorandum

Subject: Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof

The undersigned is directed to say that Section 4 of the RTI Act mandates that Public Authorities would proactively or in suo motu manner disclose information under various headings listed in Section 4(1)(b) to the public and regularly update this information. The purpose is to encourage large amount of information to be kept in public domain on a suo motu basis which will not only make functioning of the public authorities more transparent but would also reduce or lessen the need for filing individual RTI applications for seeking such information.

2. Since the promulgation of the Act in 2005, large amount of information relating to functioning of the government is being put in public domain. However, still the quality and quantity of proactive disclosures are not up to the desired level. Central as well as State Information Commissions have also highlighted this issue.

3. The issue has engaged the attention of the Government of India also and it was felt that the weak implementation of the Section 4 of the RTI Act is partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. It was also felt that there is need to further review Section 4(1)(b) to examine if any more items need to be prescribed for proactive disclosure as laid down in Section 4(1)(b)(xvii). Further, it was felt that there is need to set up a compliance mechanism to ensure that requirement of Section 4 disclosures are fully met.

4. In view of the above, Task Force was set up by Department of Personnel & Training(DOPT), Government of India, in May 2011, which also included representatives of civil society organizations active in the field of Right to Information, with following terms of reference:

- (a) To examine the provisions of Section 4(1)(b) and to recommend guidelines for disclosures to be made at various levels of administration;
- (b) To recommend other items which may be included for suo motu disclosure, as provided in Section 4(1)(b)(xvii);

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*DA (CA)*

*4649/4000*  
*S/A*

*82256*  
*2/12/11*

*PT (Sudhakar & others)*  
*2063-6*  
*7/12/11*

*1715-DM (Card)*  
*7.12.11*

*USCC*  
*Bm*

*immediate four today*  
*circulate to*  
*all CPIOs asking*  
*comments by 14.12.11*  
*7/12*

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- (c) To explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure;
- (d) To recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means also;
- (e) To recommend guidelines for complying with the provisions under Section 4(1)(b)(vii) and Section 4(1)(c) and Section 4(1)(d);
- (f) To give recommendations as to how compliance with the provisions of Section 4(1)(b), (c), (d) and Sections 4(4) may be better enforced;
- (g) To recommend measures for protection of persons seeking information under the RTI Act;
- (h) Any other issue incidental to the above.

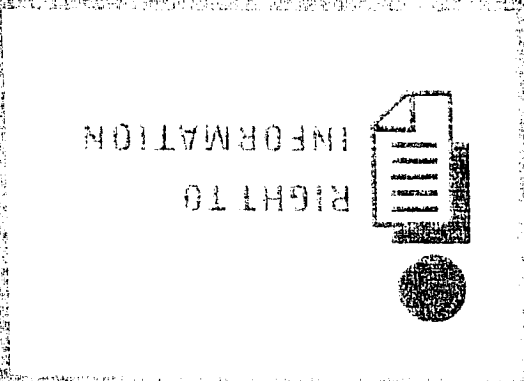
5. The Task Force has submitted its report, a copy of which is enclosed with the request that comments on the same may kindly be sent to this Department within a week to enable this Department to finalise guidelines to be issued in the matter.

*Sarita Nair*

(Sarita Nair)  
Under Secretary to the Govt of India  
Tel:230940401

To

The Secretaries of all the Ministries/Departments of Govt of India



2011

101

## Contents

Chapter 1.....	43
Introduction.....	43
Constitution of the Task Force.....	43
Meetings of the Task Force.....	44
Recommendations of the Task Force.....	45
Chapter 2.....	47
Prescribing additional items for suo motu disclosure under Section 4(1)(b)(xvii).....	47
All procurement related information.....	47
Public Private Partnerships.....	47
Transfer Policy and Transfer Orders.....	47
Sensitive Posts.....	48
RTI Queries.....	48
CAG & PAC paras.....	48
Citizens Charter.....	48
Discretionary and Non-discretionary grants.....	48
Chapter 3.....	49
Guidelines for facilitating disclosure at different levels of government - Suggested templates for key areas.....	49
Templates for Information Disclosure.....	49
Use of Information boards/walls.....	49
Information disclosure through any document/proof of delivery that is available to beneficiaries.....	50
RTI Proactive Disclosure File.....	50
Use of SMS telephony.....	50
Call centers / IVR / Information helpline.....	50
Information Centers at the block level.....	51
Records for inspection by community.....	51
'Good' and 'Innovative' practices adopted by State Governments.....	51
Chapter 4.....	53
Guidelines for Digital Publication of proactive disclosures under Section 4.....	53
Chapter 5.....	57
Guidelines for certain clauses of Section 4(1)(b) to make disclosures more effective.....	57

Guidelines for Section 4(1)(b)(iii) .....	57
Guidelines for Section 4(1)(b)(iv) .....	59
Guidelines for Section 4(1)(b)(xi) .....	60
Guidelines for Section 4(1)(b)(xiv) .....	61
Chapter 6 .....	63
Steps to be taken in matters relating to threat to RTI activists .....	63
Chapter 7 .....	65
Guidelines for consultation with public in relation to the formulation of policies and implementation there of .....	65
Chapter 8 .....	69
Compliance with provisions of suo motu (Proactive Disclosure) under the RTI Act .....	69
Proactive Disclosure Scheme .....	69
Nodal Officer .....	70
Annual Report to CIC .....	70
Annual Reports to Parliament/Legislatures .....	71
Inclusion in RFDs .....	71
Audits by Information Commissions .....	71

## Chapter 1

### Introduction

1.1 Section 4 of the RTI Act mandates that Public Authorities would proactively or in suo motu manner disclose information under various headings listed in Section 4(1)(b) to the public and regularly update this information. The purpose is to encourage large amount of information to be kept in public domain on a suo motu basis which will not only make functioning of the public authorities more transparent but would also reduce or lessen the need for filing individual RTI applications for seeking such information.

1.2 Since the promulgation of the Act in 2005, large amount of information relating to functioning of the government is being put in public domain. However, still the quality and quantity of proactive disclosures are not up to the desired level. Central as well as State Information Commissions have also highlighted this issue.

1.3 The issue has engaged the attention of the Government of India also and it was felt that the weak implementation of the Section 4 of the RTI Act is partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. It was also felt that there is need to further review Section 4(1)(b) to examine if any more items need to be prescribed for proactive disclosure as laid down in Section 4(1)(b)(xvii). Further, it was felt that there is need to set up a compliance mechanism to ensure that requirements of Section 4 disclosures are fully met.

#### Constitution of the Task Force

1.4 In view of the above, a Task Force was set up by Department of Personnel and Training (DoPT), Government of India, in May 2011, which also included representatives of civil society organizations active in the field of Right to Information, with following terms of reference:

- (a) To examine the provisions of Section 4(1)(b) and to recommend guidelines for disclosures to be made at various levels of administration;
- (b) To recommend other items which may be included for suo motu disclosure, as provided in Section 4(1)(b)(xvii);



- 12)
- (c) To explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure;
  - (d) To recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means also;
  - (e) To recommend guidelines for complying with the provisions under Section 4(l)(b)(vii) and Section 4(I)(c) and Section 4(1)(d);
  - (f) To give recommendations as to how compliance with the provision of Section 4 (1) (b), (c) (d) and Sections 4 (2) to 4 (4) may be better enforced;
  - (g) To recommend measures for protection of persons seeking information under the RTI Act;
  - (h) Any other issue incidental to the above.

1.5 Government Order setting up of the Task Force is at **Annexure 1.1**. The names of members of the task force are at **Annexure 1.2**.

### **Meetings of the Task Force**

1.6 The first meeting of the Task Force was held on 25<sup>th</sup> May 2011, where detailed discussions were held regarding the purpose of the constitution of Task Force and also the issues that need to be addressed. The minutes of the meeting are enclosed as **Annexure 1.3**. Members agreed that there was need for clarifying certain provisions of Section 4(1)(b) and also for laying down detailed guidelines in respect of certain specific provisions. It was also agreed that it may not be possible for Public Authorities at different levels of administration to display the same information. Rather, it would be useful to detail what information would be disclosed at different levels of administration so that provisions of the Act can be better complied with. For example, in the case of Public Distribution System the disclosures at the state, district and up to the fair price shop are likely to be different and this needs to be spelt out.

1.7 After detailed discussions, it was felt that on many of the issues wider consultations may be required to ensure that Task Force is better informed and also that good practices being adopted in various regions of the country may also be incorporated in its recommendations. Accordingly, it was decided to form five sub-groups to deliberate on specific themes pertaining to the terms of

reference. Each of these sub-groups was expected to consult with informed persons in the relevant area and to prepare a set of recommendations which were to be discussed by the larger group. This is detailed in the minutes of the meeting referred to above.

1.8 The sub-groups met separately to deliberate on the issues. Later, a national consultation was organized in Delhi where civil society members from various fields were also invited to deliberate on the specific themes allocated to each sub-group. A Report on the deliberations made in the workshop and recommendations of various sub-groups is enclosed at **Annexure 1.4**.

### Recommendations of the Task Force

1.9 The Task Force met on 19.08.2011 to deliberate and to finalize its recommendations. The Report of the national consultation was discussed during the workshop and after detailed discussions, recommendations of the Task Force were finalized. Detailed recommendations on various terms that were referred are contained in subsequent chapters. However, following apply to all recommendations:

- (a) The Task Force recommends that proactive disclosures should be done in local language so that it remains accessible to public. It should be presented in a form that is easily understood and if technical words are used they should be carefully explained. As provided in 4(1)(b), disclosures should be made in as many mediums as feasible and disclosures should be kept up to date.
- (b) The Task Force recognizes that while large number of recommendations can be taken up for implementation immediately, there are many recommendations whose implementation may require setting up of infrastructure, etc. These have been included in the report as aspirational recommendations with the hope that government will take early steps to set up the requisite infrastructure so that these recommendations may also become a reality, may be over an extended timeframe. *Such recommendations have been italicized.*
- (c) The Task Force takes note of the fact that as per the scheme of the Act state governments are not accountable to central government for implementation of the RTI Act. As such, although many of the recommendations need to be implemented at the state government level, they can only be circulated to state governments as recommendations rather than enforceable directions.

137)

- (d) The Task Force has given detailed policy recommendations on various items included in the Terms of Reference. However, in order to ensure that these recommendations are implemented effectively, DOPT would need to elaborate on many of these recommendations in the form of clear cut guidelines keeping the general policy recommendation in view.

1.10 Recommendations on different issues covered by the Terms of Reference are given in subsequent chapters.

## Chapter 2

### Prescribing additional items for suo motu disclosure under Section 4(1)(b)(xvii)

2.1 Section 4(1)(b)(xvii) lays down that government may prescribe any additional item which should also be included for suo motu disclosure. So far, no additional items have been prescribed by central government. The Task Force reviewed the list of items and recommends that following items should be included for disclosure under the Suo motu Disclosure Scheme of Section 4(1)(b) by framing of suitable rules in this regard. State Governments would be urged to frame similar rules for their public authorities.

#### All procurement related information

2.1.1 All information relating to procurement made by public authorities beginning with the publication of notice/tender and up to the stage of final purchase order detailing the name of the supplier of goods/services being procured and the rate at which such procurement is to be done should be disclosed. Government may fix different limits of procurements for different levels of public authority for which this disclosure is to be made.

#### Public Private Partnerships

2.1.2 If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain. This may include details of the special purpose vehicle, if any set up, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project. Further, information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government may also be proactively disclosed. All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.

#### Transfer Policy and Transfer Orders

2.1.3 Transfer policy for different grades/cadres of employees serving in public authority should be proactively disclosed. All transfer orders may be publicized through the website or in any other manner listed in Section 4(4) of the Act. Where a transfer is effected without adhering to the norms laid down in the transfer policy or cases where an employee has not been transferred even though he/she has completed maximum tenure specified for that position this information should also be disclosed.

### Sensitive Posts

2.1.4 The Central Vigilance Commission had issued a circular in 1999 requiring all ministries, departments and public sector undertakings under the Government of India to identify sensitive posts where public dealing exists and there is potential for corruption. However, the sensitive posts themselves have not been advertised in the public domain. Public Authorities should proactively disclose posts identified as sensitive and details of the officers/officials occupying those posts including the date since when they are holding the posts.

### RTI Queries

2.1.5 All public authorities should proactively disclose RTI queries and appeals received and their responses, on the websites maintained by public authorities.

### CAG & PAC paras

2.1.6 Public authorities should proactively disclose the CAG paras framed in regard to their Ministry/Department and the response of the Ministry/Department to those paragraphs. In addition, a tabular statement should be given regarding pendency of CAG paras.

### Citizens Charter

2.1.7 Citizens Charter prepared by the Ministry/Department should be proactively disclosed and six monthly report on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

### Discretionary and Non-discretionary grants

2.1.8 All discretionary/non-discretionary grants/allocations to state governments/NGOs/Other to institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned.

2.2 Department of Personnel & Training, which is responsible for implementation of RTI Act in Government of India, may prepare suitable format/templates for disclosure of the above information.

## Chapter 3

### Guidelines for facilitating disclosure at different levels of government – Suggested templates for key areas

3.1 The scheme of Section 4 applies uniformly to all public authorities even though they may be constituted at different levels. It is felt that at different levels of administration different level of detailing is required and if that could be facilitated by development of suitable templates it would not only improve the quality of disclosures but would also facilitate more transparency in governance. For example, in the case of Public Distribution System (PDS) disclosures at the level of Fair Price Shops (FPS) should go down to the level of ration card holder, while at the level of district/state, agencies dealing with the disclosures would need to be more broad-based. Keeping this in view the group identified four areas for development of templates.

- (a) Public Distribution System;
- (b) Panchayats;
- (c) MGNREGA; and
- (d) Primary and Secondary Schools.

These four areas have been selected on the ground that they constitute some of the most significant services being provided at the ground level. However, Task Force recommends that similar templates need to be worked out for other important areas such as health services, services relating to social benefits, etc.

#### Templates for Information Disclosure

3.2 The templates of information disclosure at various levels of service delivery in relation to the above four areas are enclosed at the end of the Report as a separate section. The general principles which should be adopted for disclosure at various levels, as recommended by the Task Force are given below:

##### Use of Information boards/walls

3.2.1 Section 4(4) of the RTI Act states that information should be disseminated taking into consideration 'the most effective method of communication in that local area and the information should be easily accessible'. Given the limited reach and accessibility of the internet in India, information disclosures, as far as practically possible, must also be done locally in a form and manner that is easily accessible to people. It is recommended that at village / block level relevant information should be painted on walls and provided on boards in the local language at prominent public places.

### Information disclosure through any document/proof of delivery that is available to beneficiaries

3.2.2 Any document relating to a scheme/program of the department that is held by a citizen (eg. ration card, school books etc.) should be used as a mode of disclosure. Information in the local language can be printed on such documents. Stickers can be used to update/change the information, if required.

### **RTI Proactive Disclosure File**

3.2.3 Panchayat is the first public authority or unit which has an interface with citizens. In their case many of the information can be painted on the walls. However, all the information that is painted on the walls should also be kept ready for perusal in a "RTI Proactive Disclosure File". This file should also contain details of all the moneys received and all the guidelines which are sent to Panchayats by various government authorities for implementation of schemes.

### **Use of SMS telephony**

3.2.4 *The vast proliferation of mobile phones across India, including in villages, makes it one of the best forms of reaching out information to people. Mobile phones can be used to communicate information and to provide a mechanism for citizens to seek specific information through SMS. Many services now have the provision wherein a citizen may SMS a query to a number and get detailed and real-time information in response. People should be able to track applications/complaints through SMS. Beneficiaries should be able to track their entitlements via SMS. Disseminating information through SMS is also a cost-effective medium. Several states use this medium in an extremely innovative manner. For example- in Chhatisgarh, all the ration cardholders of an area are sent an SMS when the truck carrying their entitlements is dispatched from the godown. The use of SMS for proactive disclosure may be replicated by public authorities all over India.*

### **Call centers / IVR / Information helpline**

3.2.5 *State-Level toll free helpline which should provide information to people on all major public services may be set up. Information on all aspects of the schemes/programs of major departments should be provided through this line and people should be able to track their entitlements/applications in real-time through the helpline. The helpline could also be used for registering grievances of citizens.*

## Information Centers at the block level

3.2.6 *Information and facilitation centers should be set up at the Block level to proactively provide information to citizens about the schemes and programs of the government. These centers should also assist citizens track their applications and entitlements and register grievances. There is a provision for such centers under MGNREGA and the proposed National Food Security Act. Block level facilitation centres have already been set up in several states, for example, Common Service Centres and Rajiv Gandhi Sewa Kendra and these could be used for dissemination of information.*

## Records for inspection by community

3.2.7 *All Schools and local bodies which have maximum interface with citizens may make available records for inspection by community wherever possible. For example, in Delhi all records and documents related to budget expenditure up to date details of scholarships and incentives awarded and other relevant registers in schools are made available for inspection for public on the last working day of the month.*

## 'Good' and 'Innovative' practices adopted by State Governments

3.3 State governments may adopt innovative practices to disseminate information at local level. Some of these practices are listed below:

- Read out all information about benefits of schemes, budgets, expenditure, MGNREGA works, payments etc in the Gramsabha. Example - Yakubhai Kothariya works as a Gram Panchayat Secretary and a PIO in Gujarat. Even before the RTI Act was in place, Yakubhai was fond of using folk lyrics as a medium of disseminating information. In his Gram Sabha, he talks about various scheme by connecting it with incidents in the village and sings a folk song marking the specific characteristics of a scheme. His Gram Sabhas are frequented by large numbers of residents on a regular basis.
- Disseminate information about schemes and programmes by setting up a desk whilst organizing the 'Village Mela (fair)' or any Folk Fair that is conducted in the region. This can also be done in collaboration with village youth mandal, or SHG or any Community bases organization.
- Organization of "Information Mela (fair)" at the village school on important days like Independence Day, Republic Day". This works very effectively in the villages, and people feel connected with village school.



- Community radio can become another media of dissemination of info. This proves very effective.
- In Panchmahal district, Gujarat, during the RTI campaign for pro-active disclosures it was observed that the multi-media vehicle used for dissemination of information was widely accepted. The pamphlets, guidelines of various schemes, including forms were disseminated by "*RTI on Wheels*" a multimedia vehicle. The films and case stories of use of information for achieving transparency in governance were screened.
- In Goa, it's a regular practice that details of the gramsabha are reported in local newspapers.
- Other media like street plays, puppet shows can also be used for information dissemination.
- If there are any specific programmes or schemes meant specifically for the region or village then in such cases, pro-active disclosure should be prepared in the form of charts giving details of such schemes/programme.

## Chapter 4

### Guidelines for Digital Publication of proactive disclosures under Section 4

4.1 Internet has become a powerful medium for quick, easy and widespread dissemination of information. It will assume even more importance in the future as more and more documents are generated in digital format. Although, Section 4 correctly lays down that information should be provided through many mediums depending upon the level of public authority and the recipient of information (for example, in case of Panchayat wall painting may be more effective means of dissemination of information), the Task Force recognizes that more and more proactive disclosure would gradually be made through Internet. As such, there is need for more clear guidelines for web-based publication of information for information disclosure.

4.2 The Task Force is aware that Department of Information Technology has been working on setting of technical standards for government websites. It is also aware that Department of Administrative Reforms & Public Grievances is also working on guidelines for websites of government departments. These guidelines would prescribe the manner in which websites need to be designed and how information should be disclosed. Task Force recommends that while adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances the following principles should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- (a) The website should have a simple public interface and should not require any registration/login to access it or to access the MIS.
- (b) The website should have universal access i.e., it should be accessible to all, irrespective of technology, platforms, devices or disabilities of any kind.
- (c) It should be the endeavor of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer based interface. It was noted that 'Electronic Service Delivery Bill' under formulation in Government of India would provide the necessary impetus.

- (d) Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the public authorities to citizens.
- (e) The effort should be made to ensure that all orders of the public authority are issued only after such orders have been uploaded on the website. Such a system exists in Andhra Pradesh and can be adopted in other governments easily.
- (f) Website should have good search engine and documents uploaded should have key words assigned to them so that independent searches of the database are possible.
- (g) Website should contain all the relevant acts, rules forms and other documents which are normally accessed by citizens.
- (h) Websites should have detailed directory of key contacts, details of officials of the public authority.
- (i) Websites should not use too many technical words and, if used, they should be properly explained.
- (j) Website should be multi-lingual to remain accessible to ordinary public.
- (k) It is obligatory under Section 4(1)(b)(xiv) of the RTI Act for every public authority to proactively disclose 'details in respect of the information, available to or held by it, reduced in an electronic form'. In such a listing required under this section, it should also be required to indicate which digitally held information is made available publicly over the internet and which not.
- (l) As departments reorganize their systems and processes to enable themselves for electronic service delivery, it is recommended that during process reengineering the requirement of bringing due transparency as provided in the RTI Act are given due consideration at the design stage itself.
- (m) To maintain reliability of information and its real time updation, information generation in a digital work flow should be 'locked' to key work outputs, like a muster roll and salary slip (NREGA in Andhra Pradesh) or formalization of a government order (Andhra Pradesh). Such an approach will lead to automation of proactive disclosure.

- (n) Proper digital proactive disclosure is contingent upon appropriate digital record keeping. Section 4(1)(a) of the RTI Act makes a clear recommendation for digitizing and extensive networking of government records. This issue is also connected to the issue of informational aspects of e-governance based process re-engineering. New government-wide as well as department-specific electronic record keeping norms and schemes should be developed, and a study group can be set up for this purpose. Citizen's right to information should be a key design principle for these new electronic record keeping schemes.
- (o) All information and documents should have appropriate meta-data which ensures easy discovery of information. It would also enable organisation and presentation of information along many different parameters as required (for instance, data could be arranged village-wise).
- (p) Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.
- (q) Information should be easily searchable and discoverable, and therefore not just in a scanned document form. In order to search scanned documents, optical character recognition techniques are available and these should be incorporated as far as possible. Information/ documents should be time-stamped with proper versioning. Earlier versions should be archived and be publicly accessible.
- (r) Information should be uploaded using only open standards like ODF, PDF/A, JPG, OGG etc, so that it is neutral to the technology platform of the user. Since, the accessed information is the user's right to access and she cannot be forced to use certain technology platforms rather than others. The Department of Information Technology has come up with a policy on 'Open Standards in e-governance' which should be meticulously followed. All standard web accessibility guidelines, especially relating to visual disabilities should be followed.
- (s) Department of Science & Technology is working on a 'Data Sharing and Accessibility Policy' which is based on the principle that all publicly funded information should be readily available. Once such policy is approved this should be strictly adhered to.

- 14
- (t) information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data can, for instance, be presented in powerful visual ways using visualisation techniques. Such visual representation of information/ data can give insights that may remain largely hidden in a textual or tabular presentation of data. In some contexts, pictures and audio/videos recordings etc may be more useful. There have been moves in some part of the country to video record gram sabha meetings. A picture of a NREGA worksite, for instance, may tell much more than words can. All such different media and forms should be used for proactive disclosure.
  - (u) In the long run, government may consider setting up one website where proactive disclosures of all public authorities are available at one place. Such experiments are already on in some other countries such as USA and this would facilitate public access to government information.
  - (v) Government may consider utilizing large infrastructure which is being created as common service centers to provide information to public through these CSCs. Task Force also recommends that practices being adopted in Mexico and Kenya in this regard, may also be considered.

## Chapter 5

### Guidelines for certain clauses of Section 4(1)(b) to make disclosures more effective

5.1 At the outset it must be emphasized that various sub-clauses of Section 4(1)(b) must be treated as elements of an integrated disclosure scheme. For example the functions and responsibilities of a public authority cannot be understood in isolation from the powers and functions of its employees, the norms that inform its decision making processes and the rules, instructions and manuals that are used in the discharge of its functions. Description of one element presupposes the existence of another. So every public authority must endeavour to integrate the information mentioned in these sub-clauses while preparing voluntary disclosure materials.

5.2 Considering that disclosures in regard to certain clauses have been relatively weak, the Task Force has fleshed out detailed guidelines for four clauses as given below:

#### 4(1)(b)(iii)

*'the procedure followed in the decision making process, including channels of supervision and accountability';*

#### 4(1)(b)(iv)

*'the norms set by it for the discharge of its functions';*

#### 4(1)(b)(xiv)

*'the budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made';*

#### 4(1)(b)(xi)

*'details in respect of information, available to or held by it, reduced in an electronic form'*

The Task Force has deliberated on each of these sub-clauses and detailed guidelines in regard to sub-clauses are given subsequently.

#### Guidelines for Section 4(1)(b)(iii)

5.3 As per Section 4(1)(b)(iii) public authorities are required to proactively disclose "the procedure followed in the decision-making processes including channels of supervision and accountability". All government departments have specific duties and responsibilities under the respective Allocation of Business

140)

Rules (AOB) issued by the appropriate Government. The constitutional provisions and statutes each department is required to implement are clearly laid down in the AOB. The manner of disposal of matters assigned to each Department/Ministry is described in the Transaction of Business Rules (TOB). Additionally, every department will have a specific set of schemes and development programmes which they are required to implement directly or through their subordinate offices or other designated agencies. These documents contain the specific operations that every public authority is required to undertake in the course of implementing the programme or scheme. Every operation mandated under the AOB read with the TOB can be linked to a specific decision-making chain. All government officers have to follow laid down office procedure manual or the other rules which gives details of how representations, petitions and applications from citizens must be dealt with. Templates, formats, and basic steps of decision-making are briefly explained in such manuals. These descriptions constitute the elements of decision-making processes in general.

5.4 Additionally, in the routine work of governance, government functionaries are required to make decisions in a discretionary manner but broad guiding principles are laid down in some rule or the other. For example, the General Financial Rules lay down procedures for a variety of operations relating to government finances. How sanction must be accorded for incurring expenditure; how losses to government must be reported; how responsibility for losses may be fixed on any government servant; how budgets, demand for grants are prepared and submitted; how public works must be sanctioned and executed; how commodities and services may be procured by a public authority; are all explained in these manuals which is updated from time to time. The challenge is to present a simplified version of the decision-making procedure that is of interest to a common member of the citizenry.

5.5 In view of the above, the Task Force recommends following guidelines for detailing the decision making processes:

- (a) To start with every public authority may specifically identify the major outputs/ tangible results/ services/ goods that it is responsible for providing to the public or to whosoever is the client of the public authority.
- (b) The decision-making chain may be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process clarifying the specific stages in the decision-making hierarchy.
- (c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be

spelt out next to the flow chart or in a simple bullet-pointed format in a text-box. The exceptional circumstances when such standards decision-making processes may be overridden and by whom should also be explained clearly. Where decentralization of decision-making has occurred in order to grant greater autonomy to public authorities such procedures must also be clearly explained.

- (d) This design of representation may then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.
- (e) In the event of a public authority altering an existing decision-making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.

#### Guidelines for Section 4(1)(b)(iv)

5.5 As per Section 4(1)(b)(iv) public authorities are required to proactively disclose "the norms set by it for the discharge of its functions". Primarily, the intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged. The Task Force noted that these are standards against which accountability in the decision making process may be demanded. Norms can be qualitative and quantitative in nature. They could be temporal also, for example, time limits may be specified for taking specific actions. They could be statutory norms which are to be followed while taking certain actions or performing certain duties by public authorities. In order to ensure compliance with this clause, public authorities would need to develop norms for major functions that are being performed, if they do not already exist.

5.6 In this context, the Task Force noted that Citizen Charters, which are mandatory, to be prepared for each central Ministry/Department/authority, are good examples of vehicles created for laying down norms of performance for major functions and for monitoring achievements against those standards. Keeping these in view, the Task Force recommends that:

- (a) Wherever norms have been specified for the discharge of its functions by any statute or government orders they should be proactively disclosed, particularly linking them with the decision making processes as detailed earlier.
- (b) All public authorities should publish their Citizens Charters and proactively disclose the following:



157

- Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
- Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.
- Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.
- Defining the quantitative and tangible parameters, (weight, size, frequency etc,) and timelines, that are applicable to the goods and services that are accessible to the public.
- Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.
- Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

5.7 Public authorities should annually publish their performance against the norms guaranteed under the Citizens Charter and should also undertake periodic revision of Charters to include additional items or to reframe the existing norms for improved service delivery.

#### Guidelines for Section 4(1)(b)(xi)

5.8 As per Section 4(1)(b)(xi) public authorities are required to proactively disclose "the budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made".

- (a) The Task Force recommends that keeping in view of the technical nature of the government budgets it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and keep them also in public domain. More detailed guidelines in this regard may need to be prepared in consultation with Department of Expenditure and also some civil society organizations which regularly publish simplified

versions of government budgets for general public. Presentation of budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.

- (b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis those targets. In this regard, Task Force also recommends that the monthly programme implementation calendar method of reporting being followed in Karnataka may serve as a useful model.
- (c) The budget released to various agencies and subsidiaries should be put on the website on a monthly basis and budgets of subsidiary authorities may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website then the budgets and expenditure reports of such subsidiary authority may be uploaded on the website of the principal public authority.
- (d) Efforts should be made that raw data relating to approved budgets, expenditure incurred, etc., is made available in easily downloadable, machine readable manner using open standards such as XML.
- (e) Wherever required by law or executive instruction, sector specific allocations and achievements of every department or public authority (where feasible) must be highlighted. For example, gender, children, Scheduled Castes and Scheduled Tribes and religious minorities must receive special focus in all budgetary allocations and developmental target setting. The sector-wise breakup of these targets and actual outcomes must be given in simplified form to enable the vulnerable segments of society to understand the budgets of public authorities better.

#### Guidelines for Section 4(1)(b)(xiv)

5.9 As per Section 4(1)(b)(xiv) public authorities are required to proactively disclose details of the kinds of information that they themselves hold or information that is available to them, which is reduced in an electronic form. On the one hand, this clause serves as a means of proactively disclosing the progress made in computerizing information under Section 4(1)(a) of the RTI Act in a periodic manner. On the other, it provides people with clarity about the kinds of electronic information that, although not held by the public authority, is available to them.

15.7)

5.10 The Task Force recommends that keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding those records /files /information that is exempted under Section 8. The data about digitized record may include the name of the record and any categorization or indexing used; the subject matter and any other information that is required to be compiled in relation to a file as prescribed by Manual of Office Procedure (and to be prescribed by MOP for electronic records that is under finalization by DARPG), the division/ section/ unit/ office where the record is normally held; the person, with designation, responsible for maintaining the record; and the life span of the record, as prescribed in the relevant record retention schedule.

## Chapter 6

### Steps to be taken in matters relating to threat to RTI activists

6.1 The Task Force discussed the issue relating to threat of RTI activists and felt that this is a serious matter which would require more detailed discussions especially with law enforcement agencies. However, Task Force members felt that pending such detailed deliberations following may be taken up for immediate action:

- (a) Parliamentary Standing Committee, while discussing 'Whistle Blowers Bill' has also given certain guidance in regard to threat to RTI users. These may be adequately addressed while redrafting the Bill.
- (b) National Human Rights Commission (NHRC) has a policy to take action in matters relating to human rights defenders. The Task Force is of the view that RTI activists are also covered under the definition of a human rights defender and NHRC may be impressed upon to recognize them as such. This recognition would go a long way in helping the police to take complaints from the victims or an attack on a RTI activist as a result. The NHRC should also be requested to take action on complaints of attacks on RTI users and to seek report from the concerned police about the progress of the investigation in relation to such attacks and to give suitable directions to ensure the safety of the life and property of activists under threat.
- (c) The Task Force is of the view that if an RTI user or activist is being threatened or attacked to prevent him from accessing information under the Act, then it becomes a complaint case under Section 18 of the RTI Act and Information Commissions may take cognizance of such complaints and may conduct necessary enquiries, etc., as provided in the Act. They should also ensure that information seeking of which caused such attacks or threats is expeditiously publicized.
- (d) State Information Commission of Gujarat has taken some proactive steps whereby directions are issued to police authorities and district collectors immediately (upon receiving complaints under section 18 of RTI Act, along with details of the threats/attacks/pressures and copy of intimation of the same to nearest police station) for providing necessary protection to an RTI activist under threat and also for conducting enquiries. In case an RTI applicant is attacked, the complaints filed by applicants closest relation or civil society organization or mandal are also taken into consideration for immediate actions. Other states may also be encouraged to adopt similar practice.

55)

(e) The Task Force also recommends that the forums of civil societies active in the field of Right to Information in various states may also be activated to take up serious cases of threat and attacks on RTI activists before state authorities and State Information Commissions. This would bring in necessary pressure on the law enforcement agencies to take prompt action in such matters.

6.2 Although Task Force has deliberated on the issues relating to threat to RTI activists and has given recommendations in this regard, it is of the view that this issue needs more detailed discussions, particularly with law enforcing agencies, in order to work out more specific action plan for tackling this problem.

Chapter 7

**Guidelines for consultation with public in relation to the formulation of policies and implementation thereof**

7.1 Section 4(1)(b)(vii) requires that public authorities should publish the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof. In addition, Section 4(c) requires that public authorities should publish all relevant facts while formulating important policies or announcing decisions which affect people.

7.2 The Task Force noted that so far public authorities have not complied with this provision. The Task Force further noted that each public authority cannot have a different policy on such important issue as policy for consultations has to be laid down by the respective government, which should then be adhered to by various Ministries/Departments/Attached Offices. Therefore, a policy and a framework for consultation need to be formulated to ensure standardization and institutionalization.

7.3 The Task Force recognizes that it may not be very easy to frame exhaustive guidelines with actionable specificity for all public authorities across all kinds and types of policy decisions. Task Force, however, recommends that any policy consultation process must be based on three main principles:

(a) **Transparency:** The Right to Information Act provides a statutory mandate for transparency of all information held by the State subject to limited and predefined exclusions. The policy consultative process must operate within the framework of the RTI Act, while providing institutionalized platforms for citizen participation.

(b) **Inclusiveness:** The ideal of democracy mandates processes of universal inclusion either directly or through representation. The policy consultative process must balance both inclusiveness and practicality for meaningful citizen participation.

(c) **Equity:** Special efforts must be made to solicit and incorporate views of those groups/persons directly affected by decisions.

7.4 The Task Force deliberated on the kind of policies which must be open for public consultation and debate. In this context, it was emphasized that the purpose of public consultation is not only to solicit views of the affected parties but also to tap professional expertise in various fields which resides outside

157  
government systems. In today's world, knowledge is developing very fast and many a times non-government bodies may have more up-to-date knowledge about various sectors which need to be tapped to ensure that policies are better informed by the best practices across the world.

7.5 The Task Force deliberated on the kind of policies where consultation should be mandated. It noted that under the general definition of policy many minor decisions would also be included and it would not be wise to burden the system with consultation on each and every such issue. After detailed discussions it was recommended that:

- (a) Public consultation should definitely be held wherever any Bill is proposed to be introduced or rules/regulations are proposed to be framed for an existing or proposed Bill. The Task Force noted that there could be some Bills where such consultation cannot be mandated because of statutory or historical reason such as introduction of Finance Bill, etc., or on matters relating to national security, etc., which are exempted under Section 8 of the RTI Act. Consultation would not be necessary in such cases.
- (b) Public consultation should also definitely be held when major policy decisions which directly affect public at large are proposed to be taken such as national policies on health, education, social welfare, natural resources, etc.
- (c) It is expected that consultations will normally be held through web-based processes. However, Ministries may adopt other means such as publication in newspapers, etc., to seek participation.
- (d) It would be useful for Ministries/Departments to prepare databases of organizations which have specific knowledge and interests in the fields that Ministry/Department works in so that such knowledgeable resource persons are definitely tapped during the consultation process. Similarly, civil society organizations which are active in the respective fields should also be included in the database for the purposes of consultation.
- (e) Ministries/Departments should prepare a consultation document which should be posted on the website. These documents should:
  - Explain who will use the responses and for what purpose?
  - Explicitly state to who to respond to direct queries to, giving a name, address, telephone number and email address.

- 157
- Clearly state the deadline for responses, any alternative ways of contributing and the language(s) in which responses are preferred.
  - Make it clear that responses, including the names and addresses of respondents, may be made public unless confidentiality is specifically requested.
  - State the date when and the web address where the summary of responses will be published.
  - Include relevant documents on the subject along with the online questionnaire or survey. Not only does this lead to a more informed consultation exercise, but it also ensures that stakeholders have a better understanding of the issues.
  - Provide a well-written executive summary that covers the main points so that consultees can decide whether the consultation is relevant to them or not.
  - Provide material on previous consultation(s) on the same topic, if any.
  - Avoid jargon and only use technical terms where absolutely necessary. Explain complicated concepts as clearly as possible and, where there are technical terms, provide a glossary.
  - Ask focused questions, and be clear about the specific points on which views are sought. Encourage respondents to provide evidence, where appropriate, to support their responses. Make it clear, if there are particular areas, where their input would be especially valuable. Responses are likely to be more useful and focused if the respondents know where to concentrate their efforts.
- (f) As regards timeframe for consultation, it may vary from consultation to consultation depending on the complexity of the issue and nature of consultation. However, it is expected that minimum time of consultation should be at least six weeks which may extend up to twelve weeks.
- (g) It is not necessary that all comments/ suggestion is to be individually responded to. The Task Force recommends that once responses are received on the consultation document, they should be analyzed and a short summary emphasizing the main points should be posted on the website at the end of the process. It may be highlighted that what is important is not only the number of respondents who express a particular view but the quality of the response and evidence in support of that response. Ministries/Departments may solicit more detailed views from individuals/organizations who have offered very substantive and useful comments to further seek clarifications, if any, required.



163  
(h) The results of consultation should be presented to the competent authority while submitting the proposal for approval after making changes or amendments, if any, based on consultations.

7.6 The Task Force took note of the fact that sub-group on transparency and accountability of NAC is also indicated in drafting recommendations regarding consultations during the pre-legislative process. As such, the guidelines which may be issued based on the Task Force recommendations, may be suitably amended whenever recommendations of the NAC are available and accepted by the government.

## Chapter 8

### Compliance with provisions of suo motu (Proactive Disclosure) under the RTI Act.

8.1 The Task Force agreed that although there has been improvement in proactive disclosures since the promulgation of RTI Act, much more needs to be done - both in quality and quantity of disclosures. One important issue is ensuring compliance with the provisions of suo motu disclosure as provided in the Act. This issue has been discussed several times both within government and at the level of Information Commissions but an acceptable mechanism for ensuring compliance is yet to emerge.

8.2 The Task Force is of the view that both the public authorities and Information Commissions should share the responsibility to monitor and enforce compliance with suo motu disclosure provisions. At the level of public authority responsibility should be given at senior levels for ensuring that information is proactively disclosed and regularly updated as per the provisions of the Act. Information Commissions would need to develop mechanisms to monitor whether action is being taken as per the provisions of the Act and, if weaknesses are found, they are already authorized to issue directions to public authorities under Section 25(5) of the Act. Keeping the above in view, the Task Force makes following recommendations for improving compliance with the provisions of the RTI Act regarding proactive disclosures.

#### Proactive Disclosure Scheme

8.2.1 Each Ministry/Department of government should prepare a proactive disclosure scheme for their Ministry/Department which should also include the proactive disclosures to be made by attached and subordinate offices of that Ministry/Department. This is necessitated as many of the clauses of Section 4(1)(b) would need to be specifically detailed for a specific Ministry/Department and their offices. For example, under Section 4(1)(b)(iii) the procedure followed in the decision making process needs to be detailed. Elsewhere in this Report recommendations have been made as to which decisions should be covered for proactive disclosures. This would be different for different Ministry and should be carefully detailed in the scheme specific to that Ministry. Similarly, how the budgets of the Ministry/Department are to be put up in the user-friendly manner as recommended elsewhere in this report would be different for different Ministries/ Departments. The norms set by public authority for discharge of its functions would also be specifically detailed for each public authority/Ministry/Department. It is in this context that need for a Ministry/Department specific proactive disclosure scheme

16)

which conforms to the provisions of RTI Act, is felt and it is in this context that this recommendation is being made.

Task Force is aware that this recommendation would need to be fleshed out in more detail and may be once recommendation is accepted, DOPT would need to prepare a sample scheme which may then be circulated to all the Ministries/Departments to emulate.

It is recommended that this scheme would be prepared by all Ministries/Departments first time and filed to the Central Information Commission by 31<sup>st</sup> March 2012. Subsequently, while preparing the annual compliance report Ministry/Department would be expected to review the scheme itself on an annual basis and make appropriate changes. That may become necessary with time. This proactive disclosure scheme would become the bench mark for evaluating compliance with the requirements of the Act. It is also expected that Information Commissions would be authorized to review the scheme and to comment on its completeness. In case there are gaps it would send appropriate recommendations to Ministry/Department for revisions which would need to be complied with as per the provisions of the Act.

#### Nodal Officer

8.2.2 Each Central Ministry/Department would appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure scheme. Officers of similar seniority should be appointed in State Government. Nodal Officer would work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office as the case may be. Nodal Officers of Ministry/Department and HOD separately would also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure scheme. The Task Force recommends that once the above recommendation is accepted capacity building programmes for the nodal officers be organized by DOPT to sensitize them with the provision of the Act and also to facilitate their working.

#### Annual Report to CIC

8.2.3 All Ministries/Departments/Attached Offices would submit an annual report to CIC within three months of the close of the year detailing compliance made with the approved proactive disclosure scheme and also list out any changes in the scheme which are deemed to be appropriate.

## Annual Reports to Parliament/Legislatures

8.2.4 Government has recently issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure scheme should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department.

## Inclusion in RFDs

8.2.5 Task Force noted that DOPT have requested Performance Management Division to include compliance with suo motu disclosures provisions of RTI Act as one of the mandatory actions in the Results Framework Documents (RFD) for the Department. The Task Force endorses this suggestion of the Department and requests government that this may be enforced at the earliest.

## Audits by Information Commissions


8.2.6 At a later date, Information Commissions may strengthen their infrastructure and undertakes sample audits of compliance with proactive disclosure scheme results of which should be included in the Annual Report of Information Commissions submitted to the respective legislative body.

\*\*\*

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block,  
New Delhi – 110 011.

We had circulated a note to the COS for considering the recommendations of the Task Force on *suo-motu* disclosures to be made under the Right to Information Act. The proposal was considered by the COS in its meeting held on 16<sup>th</sup> November, 2011 and it was decided that comments of all Ministries may be obtained. The note was accordingly circulated to all the Ministries for their comments. However, only three Ministries have responded. A revised note incorporating the comments of three Ministries has been submitted to Cabinet Secretariat on 15.12.2011. It is requested that meeting of COS to consider the above proposal may be scheduled at an early date.

  
(Rajeev Kapoor)  
Joint Secretary (AT&A)

Cabinet Secretariat (Shri Govind Mohan, Joint Secretary)  
DoPT ID No.1/6/2011-IR, dated December 26, 2011.

e/c



USC  
26/12  
USC(12)

**Government of Bihar**  
**General Administration Department**

From,

**Navin Chandra Jha,**  
Jt. Secy. to the Govt. of Bihar.

To,

Mrs. Sa.ita Nair,  
Under Secretary to the Govt. of India,  
Ministry of Personnel,  
Public Grievances & Pensions,  
Deptt. of Personnel & Training,  
North Block, New Delhi-110001.

Patna, Dated- 5.1.12

**Sub.- Meeting of the Task Force constituted for effective implementation of Section-4 of the RTI Act. 2005-regarding.**

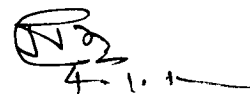
Sir,

With reference to your letter no.-1/6/2011-IR dated-12.08.2011, I am directed to say that the report of the Task Force on the subject noted above has not been received to this department as yet.

I, Therefore, request you to provide a copy of the report / recommendation of the Task Force so that further necessary action may be taken to implement the same.

With regards,

Yours faithfully,



**(Navin Chandra Jha)**  
Jt. Secy. to the Govt. of Bihar



SE. Vikram  
16/11/12

(165)

**By Speed Post**

No.Z.15012/01/2012-NCD  
Government of India  
Ministry of Health and Family Welfare  
(Department of Family Welfare)

Nirman Bhavan, New Delhi – 110011.  
3rd January, 2012.

To

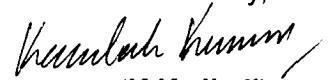
**Ms. Sarita Nair,**  
Under Secretary (IR),  
Deptt of Personnel & Training,  
M/o Personnel, PG & Pension,  
North Block  
**New Delhi - 1.**

Subject:- Implementation of Section 4 of the RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof. – reg.

Madam,

I am directed to refer to your OM No.1/6/2011-IR, dated 24.11.2011 received through RTI Cell of the M/o Health & FW on 19.12.2011 on the subject noted above and to say that this section has nothing to comment on the "Report of the Task Force on Suo Motu Disclosures under the RTI Act".

Yours faithfully,



**(K.K. Jhell)**

Under Secretary (NCD) & CPIO  
Ph.No.011-2306 1229

Copy to:

Coordination-II Section, M/o H&FW w.r.t. their OM No.A.60011/6/2010-RTI Cell, dated 13.12.2011.

S.L. V. K. K. K.  
16/1/12

(156)

No. 4-2/2010-RC(pt.)  
Government of India  
Ministry of Environment & Forests  
(RTI Cell)

Paryavaran Bhawan, CGO Complex,  
Lodhi Road, New Delhi-3

Dated the 5<sup>th</sup> January, 2012

**OFFICE MEMORANDUM**

**Subject: Implementation of Section 4 of RTI Act, 2005-Report of the Task Force  
Constituted for effective implementation thereof.**

The undersigned is directed to refer to DoPT O.M. number 1/6/2011-IR dated 24.11.2011 on the subject mentioned above and to say that this Ministry has no comments of the said Report except to say that DoPT, the nodal Ministry for implementation of RTI Act may prepare suitable common format/templates for proactive disclosure based on its recommendations.

2 This issues with the approval of JS (AK).



(J.P. Meena)  
Under Secretary to the Govt. of India  
Ph.: 011-24369133

To

Department of Personnel & Training,  
(Kind Attention: Ms. Sarita Nair,  
Under Secretary to the Govt. of India)  
North Block, New Delhi

SL. V. K. Nair  
16/1/12



(167)

RTI MATTER  
IMMEDIATE

No. 16/5/2011-RTI  
Ministry of Finance  
Department of Expenditure  
RTI Cell

\*\*\*\*\*

New Delhi, the 10<sup>th</sup> January, 2012

**Subject:** Implementation of Section 4 of RTI Act, 2005 - Report of the Task Force constituted for effective implementation thereof.

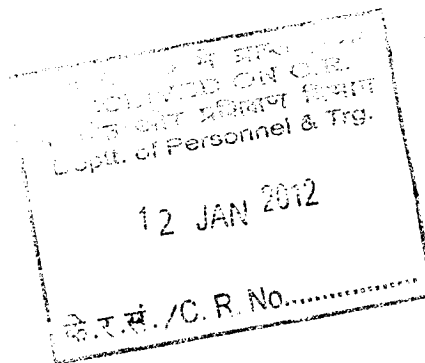
Reference OM of DOP&T No. 1/6/2011-IR, dated 27.9.2011 followed by reminders dated 30.9.2011, 10.10.2011 and 19.10.2011 on the subject mentioned above.

In this connection, it may be informed that we have no comments to offer, in particular. However, instructions issued by DOPT from time to time are being followed and any instructions/circulars issued by respective Branches are posted on the website of this Department suo-moto. As far as procurement related information is concerned a Central Public Procurement Portal has already been set up for all Ministries to post their tender and award related details.

(Jagdish Chander)

Dy. Secretary to the Government of India

Ms. Sarita Nair,  
Under Secretary (IR),  
Department of Personnel and Training,  
North Block, New Delhi.



DA  
S. V. V. V.  
14/1/12

CS-19/2-1002-82 (0815)  
17/1/2012

(168)

**IMMEDIATE**

F.No.501/2/13/2011-CA.V  
Cabinet Secretariat  
Rashtrapati Bhawan

...

New Delhi, the 17 January, 2012

**OFFICE MEMORANDUM**

**Sub: Implementation of Recommendation of Task Force for Strengthening Compliance with Provision for Suo-Motu / Proactive Disclosures under section 4 of the RTI Act, 2005.**

...

D/o Personnel & Training may please refer to their I.D. note no. 1/6/2011-IR dated 26<sup>th</sup> December, 2011, on the subject matter.

2. Since the issue impacts all Ministries/ Departments of Government of India, the CoS meeting may be convened only after comments of most of the concerned Ministries/ Departments have been received and incorporated in the body of the note. DoPT is accordingly requested to pursue and expedite the comments of Ministries/ Departments, and thereafter approach this Secretariat for convening the aforesaid meeting only after adequate number of responses have been received.

LS  
Call  
after

R. Anand / 17/1/12  
(R. Anand)  
Director  
Tel: 23016576

To  
Shri P.K. Misra, Secretary, D/o Personnel & Training.

18/1  
JS (ATQA)  
18/1/12

D/o P&T

18/1/12

Send a reminder to all Min (Deptt)

US/IR  
19/1  
SO (IR)

169

F.No.1/6/2011- IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

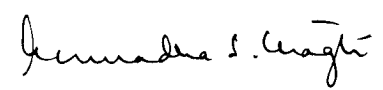
North Block, New Delhi-1  
Dated the 24<sup>th</sup> January, 2012.

OFFICE MEMORANDUM


Subject:- Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof.

The undersigned is directed to say that with a view to make more effective implementation of RTI Act, 2005 by encouraging large amount of information to be kept in public domain on a suo motu basis and also to reduce or lessen the need for filing individual RTI applications for seeking information under RTI Act, Government has constituted a Task Force in May, 2011 which also include representatives of Civil Society Organisations active in the field of RTI.

2. At the instance of Cabinet Secretariat, the Report of the Task Force has been circulated to all Ministries/Departments seeking comments on the recommendations of Task Force vide this Department's O.M. of even number dated the 24<sup>th</sup> November, 2011. The comments of your Ministry/Department have not been received till date.
3. As the Report of the Task Force is to be considered by the Committee of Secretaries, it is requested that the comments/suggestions of your Ministry/Department may kindly be furnished latest by 10<sup>th</sup> February, 2012.
4. In case the comments are not received by the above date, it will be assumed that your Ministry/Department has no comments to offer.

  
(Anuradha S. Chagti)  
Director  
etc.

To  
Ministry of  
Department of  
New Delhi  
(A.S. pu list enclosed)

  
Signed on 24<sup>th</sup> Jan. 2012.

(172)

F.No.1/6/2011- IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 24<sup>th</sup> January, 2012.

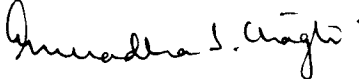
OFFICE MEMORANDUM

Subject:- Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof.

The undersigned is directed to refer to this Department's O.M. of even number dated the 13<sup>th</sup> September, 2011 and subsequent reminders dated the 30<sup>th</sup> September 2011 and 10<sup>th</sup> October, 2011 on the above subject to say that the comments of your Ministry/Department have not been received till date.

2. As the Report of the Task Force is to be considered by the Committee of Secretaries, it is requested that the comments/suggestions of your Ministry/Department may kindly be furnished latest by 10<sup>th</sup> February, 2012.

4. In case the comments are not received by the above date, it will be assumed that your Ministry/Department has no comments to offer.

  
(Anuradha S. Chagti)  
Director

To

- (1) Ministry of Panchayati Raj (Shri L. Haokip, Under Secretary), Krishi Bhavan, New Delhi
- (2) Ministry of Rural Development (Shri S.P. Arya, Under Secretary), Krishi Bhavan, New Delhi.
- (3) Department of Food and Public Distribution (Shri S.P. Saini, Deputy Secretary), Krishi Bhavan, New Delhi.
- (4) Department of School Education & Literacy (Shri Sanjay Gupta, Under Secretary), Shastri Bhavan, New Delhi.

etc

et c

171

F.No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 24<sup>th</sup> January, 2012.

OFFICE MEMORANDUM

Subject:- Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof.

The undersigned is directed to say that with a view to make more effective implementation of RTI Act, 2005 by encouraging large amount of information to be kept in public domain on a suo motu basis and also to reduce or lessen the need for filing individual RTI applications for seeking information under RTI Act, Government has constituted a Task Force in May, 2011 which also include representatives of Civil Society Organisations active in the field of RTI.

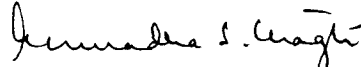
2. At the instance of Cabinet Secretariat, the Report of the Task Force has been circulated to all Ministries/Departments seeking comments on the recommendations of Task Force vide this Department's O.M. of even number dated the 24<sup>th</sup> November, 2011. The comments of your Ministry/Department have not been received till date.

3. As the Report of the Task Force is to be considered by the Committee of Secretaries, it is requested that the comments/suggestions of your Ministry/Department may kindly be furnished latest by 10<sup>th</sup> February, 2012.

4. In case the comments are not received by the above date, it will be assumed that your Ministry/Department has no comments to offer.

To  
Ministry of  
Department of  
New Delhi

Enclosed as per <sup>min.</sup> list

  
(Anuradha S. Chagti)  
Director

ofc

42  
172

## List of Ministries/Departments

Sl. no.	Ministry/Department	Address
1.	Dept. of Youth Affairs	Shastri Bhavan, New Delhi-1
2.	Dept. of Sports	Shastri Bhavan, New Delhi-1
3.	M/o Women & Child Development	Shastri Bhavan, New Delhi-1
4.	M/o Water Resources	Shram Shakti Bhavan, New Delhi-1
5.	M/o Urban Development	Nirman Bhavan, New Delhi-11
6.	M/o Tribal Affairs	Shastri Bhavan, New Delhi-1
7.	M/o Tourism	Transport Bhavan, New Delhi-1
8.	M/o Textile	Udyog Bhavan, New Delhi-11
9.	M/o Steel	Udyog Bhavan, New Delhi-11
10.	M/o Statistics & Prog. Implementation	Sardar Patel Bhavan, New Delhi-1
11.	M/o Social Justice & Empowerment	Shastri Bhavan, New Delhi-1
12.	Dept. of Science & Technology	Technology Bhavan, New Delhi-16
13.	M/o Shipping	Transport Bhavan, New Delhi-3
14.	Dept. of Land Resources	Krishi Bhavan, New Delhi-3
15.	M/o Road Transport & Highways	Transport Bhavan, New Delhi-1
16.	M/o Power	Shram Shakti Bhavan, New Delhi-1
17.	M/o Planning Commission	Yojna Bhavan, New Delhi-3
18.	M/o Petroleum & Natural Gas	Shastri Bhavan, New Delhi-1
19.	Dept. of Pension & Pensioners welfare	Lok Nayak Bhavan, New Delhi-3
20.	M/o Parliament Affairs	Parliament House, New Delhi
21.	M/o Overseas Indian Affairs	Akbar Bhavan, New Delhi
22.	M/o New & Renewable Energy	CGO Complex, New Delhi-3
23.	M/o Micro, Small & Medium Enterprises	Udyog Bhavan, New Delhi-3
24.	M/o Minority Affairs	Paryavaran Bhavan, CGO Complex, New Delhi-3
25.	M/o Mines	Shastri Bhavan, New Delhi-1
26.	Dept. of Justice	Shastri Bhavan, New Delhi-1
27.	Dept. of Legislative	Shastri Bhavan, New Delhi-1
28.	Dept. of Legal Affairs	Shastri Bhavan, New Delhi-1
29.	M/o Labour & Employment	Shram Shakti Bhavan, New Delhi-1
30.	M/o Information & Broadcasting	Shastri Bhavan, New Delhi-1
31.	M/o Housing & Urban Poverty Alleviation	Nirman Bhavan, New Delhi-1
32.	Dept. of Higher Education	Shastri Bhavan, New Delhi-1
33.	Dept. of Official Language	Lok Nayak Bhavan, New Delhi-3
34.	M/o Home Affairs, Home Secretary	North Block, New Delhi-1
35.	Dept. of Public Enterprises	Block no. 14, CGO Complex, New Delhi-3

36.	Dept. of AIDS Control	Chandralok Building, New Delhi-1
37.	Dept. of AYUSH	Red Cross Building, New Delhi-1
38.	Dept. of Health & Family Welfare	Nirman Bhavan, New Delhi
39.	M/o Food Processing Industries	Panchasheel Bhavan, New Delhi-49
40.	Dept. of Disinvestment	CGO Complex, New Delhi-3
41.	Dept. of Revenue	North Block, New Delhi-1
42.	Dept. of Economic Affairs	North Block, New Delhi-1
43.	Dept. of Financial Services	Jeevan Deep Building, New Delhi-1
44.	M/o External Affairs	South Block, New Delhi
45.	M/o Drinking Water & Sanitation	12 <sup>th</sup> Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-3
46.	M/o Dev. Of North Eastern Region	Vigyan Bhavan Annexe, New Delhi-1
47.	Dept. of Ex- Servicemen Welfare	South Block, New Delhi
48.	Dept. of Defence Research and Development	South Block, New Delhi
49.	Dept. of Defence Production	South Block, New Delhi
50.	Dept. of Defence	South Block, New Delhi
51.	M/o Culture	Shastri Bhavan, New Delhi-1
52.	Dept. of Posts	Dak Tar Bhavan, New Delhi-1
53.	M/o Corporate Affairs	Shastri Bhavan, New Delhi-1
54.	Dept. of Consumer Affairs	Krishi Bhavan, New Delhi
55.	Dept. of Telecommunications	Sanchar Bhavan, New Delhi-1
56.	Dept. of Agriculture and Cooperation	Krishi Bhavan, New Delhi
57.	Dept. of Agriculture Research and Education	Krishi Bhavan, New Delhi
58.	Dept. of Chemicals and Petro Chemicals	Shastri Bhavan, New Delhi-1
59.	Dept. of Fertilizers	Shastri Bhavan, New Delhi-1
60.	Dept. of Pharmaceuticals	Shastri Bhavan, New Delhi-1
61.	M/o Civil Aviation	Rajiv Gandhi Bhavan, New Delhi-3
62.	M/o Coal	Shastri Bhavan, New Delhi-1
63.	Dept. of Industrial Policy and Promotion	Udyog Bhavan, New Delhi

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

New Delhi,  
Dated 03<sup>rd</sup> November, 2011

**NOTE FOR THE COMMITTEE OF SECRETARIES**

**Subject: Implementation of Recommendations of Task Force for Strengthening Compliance with Provisions for Suo Motu/Proactive Disclosures under Section 4 of the RTI Act, 2005.**

\* \* \*

**1.0 Introduction**

1.1 The proposal is to seek approval of Committee of Secretaries (COS) on the recommendations of a Task Force set up by this Department, for strengthening compliance with provisions for suo motu (or proactive) disclosures as given in Section 4 of the RTI Act, 2005.

**2.0 Background**

2.1 Section 4(1)(b) of the RTI Act lays down the information which should be disclosed by Public Authorities on a suo motu or proactive basis. Section 4(2) and Section 4(3) prescribe the method of dissemination of this information. The purpose of suo motu disclosures under Section 4 is to place large amount of information in public domain on a proactive basis to make functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI applications. A copy of the Act is enclosed as **Annexure-I**.



**SECRET**

F.No.1/6/2011-IR

Government of India

**Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)**

2.2 Since the promulgation of the Act, large amount of information relating to functioning of public bodies is being put in public domain primarily through web based disclosures. However, it is noted that the quality and quantity of disclosures is still not up to the mark and in relation to certain clauses of Section 4(1)(b) and 4(1)(c), sufficient disclosures are not being made due to lack of clear guidelines. Also, there is little monitoring of compliance with the provisions of Section 4 which has been highlighted by Chief Information Commissioner also in his various judgments.

2.3 This issue has engaged the attention of the government. It is felt that the weak implementation of Section 4 of the Act is partly due to the fact that certain provisions of this Section have not been fully detailed and, that there is need to set up a compliance mechanism to ensure that requirements of Section 4 are fully met.

2.4 In order to address the above, this Department constituted a Task Force in May 2011, which included representatives of civil society organizations active in the field of Right to Information as well. A copy of the Order setting up the Task Force and its Terms of Reference is enclosed at **Annexure-II**.

### **3.0 Recommendations of the Task Force**

3.1 The Task Force submitted its Report on 30.08.2011. It has addressed various items of Terms of Reference and given detailed recommendations. A copy of the Report of the Task Force is at **Annexure-III**.

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

3.2 The recommendations of the Task Force have been processed in the Department. Although it is felt that by and large the recommendations of the Task Force are sound and feasible to implement, there are some recommendations which may not be implemented immediately. A detailed analysis of the recommendations has been made and recommendations that can be taken up for immediate implementation have been detailed in **Annexure-IV**. Recommendations that are proposed to be processed at a later date are detailed in **Annexure- V**. The key recommendations in both the categories are discussed in subsequent paragraphs.

**4.0 Recommendations that maybe taken up for implementation immediately**

**4.1 Chapter 2 – Prescribing additional items for suo motu disclosure under Section 4(1)(b)(xvii) (para 2.1.1 to 2.1.8)**

4.1.1 Section 4(1)(b)(xvii) lays down that government may prescribe any additional item which should also be included for suo motu disclosure. So far, no additional items have been prescribed by central government. The Task Force has recommended that the following should also be included for disclosure under the suo motu disclosures scheme of Section 4(1)(b) by framing of suitable rules in this regard.

177)

Copy No. \_\_\_\_\_

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

- (a) All information relating to procurement made by public authorities, different limits may be fixed for different levels of public authorities for which this disclosure is to be made.
- (b) All information relating to public-private partnerships entered into by public authorities.
- (c) Transfer policy for different grades/cadres of employees serving in public authority should be proactively disclosed.
- (d) Details of posts which have been classified as sensitive posts as per directions of the Central Vigilance Commission and all of the officers/officials occupying these posts should be disclosed.
- (e) All RTI queries and appeals received by the public authorities and responses thereto should be disclosed on the website.
- (f) Details of CAG paras framed in regard to the Ministry/ Department and the response of the Ministry/Department.
- (g) Citizens Charters prepared by the Ministry/Department/public authority and six monthly report on the performance against the benchmarks set in Citizens Charter should be disclosed.
- (h) All discretionary/non-discretionary grants/allocations to state governments/NGOs/Grants-in-aid Institutions should be placed on the website of the Ministry/Department concerned.

*4.1.2 A new set of rules will need to be framed for implementation of these recommendations. As far as limits beyond which procurement related*

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

*information is disclosed at different levels of public authorities, this will be fixed in consultation with the Department of Expenditure.*

**4.2 Chapter 3 – Guidelines for facilitating disclosure at different levels of government – suggested templates for key areas (para 3.2)**

4.2.1 The scheme of Section 4 applies uniformly to all public authorities even though they may be constituted at different levels. It is felt that at different levels of administration different level of detailing is required and if that could be facilitated by development of suitable templates it would not only improve the quality of disclosures but would also facilitate more transparency in governance.

4.2.2 The Task Force identified four areas for development of templates:

- (a) Public Distribution System;
- (b) Panchayats;
- (c) MGNREGA; and
- (d) Primary and Secondary Schools.

4.2.3 The templates for information disclosure at various levels of service delivery in relation to the above four areas are given in the Report.

*4.2.4 Templates have been separately circulated to relevant Ministries/Departments of Central Government for their comments. These may be accepted subject to comments of relevant Ministries/Departments. It would be helpful if adoption of these templates by relevant authorities in State*

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
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*Governments is also mandated by the concerned Central Ministry or Department with suitable modifications/changes, if any, required.*

4.3 The Task Force has also given some general recommendations about disclosure at various levels (para 3.2.1 to 3.2.3):

- (i) Task Force has recommended that while internet may be the good medium for dissemination of information, disclosures should also be done locally in a form and manner that is easily accessible to the public.
- (ii) Public authorities should use documents which are given to beneficiaries in relation to these schemes for disclosing salient features of the schemes.
- (iii) At the Panchayat level, RTI Proactive Disclosure Files may be maintained for perusal by information seekers.

*4.3.1 These Principles are sound and they may be circulated to all concerned for adoption.*

**4.4 Chapter 4 – Guidelines for Digital Publication of proactive disclosures under Section 4 [Chapter-4, para 4.2]**

4.4.1 Task Force has given generic recommendations about guidelines that may be issued to ensure that websites' disclosures are user-friendly and accessible to general public. Most of these guidelines are based on general

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

instructions issued by Department of Information Technology and may easily be adopted.

**4.5 Chapter 5 – Guidelines for certain clauses of Section 4(1)(b) to make disclosures more effective**

4.5.1 The Task Force has fleshed out detailed guidelines for four clauses of Section 4(1)(b).

(a) As regards clause 4(1)(b)(iii) which mandates proactive disclosures regarding 'the procedure followed in the decision making process, including channels of supervision and accountability', Task Force recommends that public authorities should identify the major outputs/tangible results/services/goods that it is responsible for providing to the public and decision making process at various stages should be detailed. Gradually, this exercise may be undertaken to cover all statutory and discretionary functions that are performed by the public authorities.  
(para 5.3 to 5.5)

(b) As regards clause 4(1)(b)(iv) which mandates that 'the norms set by it for the discharge of its functions'. Primarily, the intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged, The Task Force has recommended that Citizen Charters may be prepared for each central Ministry/Department/Authority and norms

181)

Copy No. \_\_\_\_\_

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
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for disclosure of items of work under Citizen Charters should be proactively disclosed. At the same time, the conditions, criteria and priorities under which a person becomes eligible for goods and services should also to be disclosed. The Task Force has further recommended that public authority should annually publish their performance against the norms guaranteed under the Citizens Charter and should also periodically revise the charters to include additional items or to reframe the existing norms for improved service delivery. (para 5.5 to 5.7)

- (c) As regards clause 4(1)(b)(xi) which mandates that 'the budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made', the Task Force has recommended that Ministries/Departments should prepare simplified versions of their budgets which can be understood easily by general public. Detailed guidelines may be prepared in consultation with Department of Expenditure and some civil society organizations which publish simplified versions of government budgets. In addition to this, the budget released to various agencies and subsidiaries should be put on the website on a monthly basis. The Task Force has further recommended that raw data relating to approved budgets, expenditure incurred, etc., is made available in

(182)

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

easily downloadable, machine readable manner using open standards such as XML. (Para 5.3 to 5.5)

*4.5.2 Detailed guidelines will be issued by DoPT on (a) and (b) above and as regards (c) consultations with the Department of expenditure would be required to prepare simplified versions of budgets which can be easily understood by the general public. The work done by some civil organizations in this area will also be kept in view during finalization of guidelines.*

**4.6 Chapter 6 – Steps to be taken in matters relating to threat to RTI activists**

4.6.1 The Task Force discussed this issue and felt that this would require more detailed discussions especially with law enforcement agencies. However, Task Force has recommended that pending such consultation, National Human Rights Commission's powers to interfere in cases of human rights violation may be invoked by including RTI activists under the definition of human rights defender. The Task Force also recommended that proactive steps taken by State Information Commission of Gujarat in such matters may be circulated to other states for adoption. (para 6.1 to 6.2)

*4.6.2 The recommendations of the Task Force are very generic in nature. Central Government may issue advisories to State Governments in this regard. However, as noted by the Task Force more detailed deliberations are required with law enforcing agencies to work out better arrangements.*



**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

**4.7 Chapter 7 – Guidelines for consultation with public in relation to the formulation of policies and implementation thereof**

4.7.1 Section 4(1)(b)(vii) requires that public authorities should publish the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof. In addition, Section 4(c) requires that public authorities should publish all relevant facts while formulating important policies or announcing decisions which affect people.

4.7.2 The Task Force noted that so far public authorities have not complied with this provision. The Task Force further noted that each public authority cannot have a different policy on such important issue as policy for consultations has to be laid down by the respective government, which should then be adhered to by various Ministries/Departments/Attached Offices. Therefore, a policy and a framework for consultation need to be formulated to ensure standardization and institutionalization.

4.7.3 Considering the above, Task Force has recommended that government should lay down a policy for public consultations in case of legislations, rules, regulations, etc., and whenever a major national policy is being framed. Procedure for such consultation has also been detailed in relevant chapter. (para 7.4 to 7.6)

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

4.7.4 *A detailed policy in this regard would be framed based upon the recommendations.*

**4.8 Chapter 8 – Compliance with provisions of suo motu (proactive disclosure) under the RTI Act**

4.8.1 The Task Force is of the view that both the public authorities and Information Commissions should share the responsibility to monitor and enforce compliance with suo motu disclosure provisions. At the level of public authority, responsibility should be given at senior levels for ensuring that information is proactively disclosed and regularly updated as per the provisions of the Act. Information Commissions would need to develop mechanisms to monitor whether action is being taken as per the provisions of the Act and, if weaknesses are found, they are already authorized to issue directions to public authorities under Section 25(5) of the Act. Keeping the above in view, the Task Force has made the following recommendations for improving compliance with the provisions of the RTI Act regarding proactive disclosures. (para 8.2.1 to 8.2.6)

- (a) Proactive disclosures scheme should be prepared by each Department/Ministry on an annual basis and should be submitted to Central Information Commission;

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

- (b) Compliance with this scheme should be reported in the annual reports of the Ministry/Department to be placed before the Parliament;
- (c) Each Central Ministry/Department should appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the provisions relating to proactive disclosures;
- (d) Task Force has endorsed the suggestion made by DOPT to the Performance Management Division to include provision of RTI Act as one of the mandatory actions in the Results Framework Document for the Department.
- (e) Task Force has recommended that at a later date Information Commissioners may strengthen their infrastructure and undertake sample audits of compliance of proactive disclosure scheme of Ministries/Departments.

**5.0 Recommendations that may be processed later**

Details of the recommendations which are proposed to be processed at a later date are at **Annexure-V**. The recommendations of the Task Force which are proposed to be processed at a later date are:

5.1 Task Force has recommended use of SMS, Call Centers/IVR/Information helpline for wide dissemination of information. It has

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

also recommended that information centers should be set up at block level and that all schools and local bodies which have maximum interface with citizens should make available records for inspection by community, may be, on a fixed day. (Chapter 3, para 3.2.4 to 3.2.7)

5.2 The Task Force while recommending guidelines under Section 4 has, made the suggestions with regard to digital publication. (Chapter 4, para 4.2).

5.3 Clause 4(1)(b)(xiv) of the Act mandates that 'details in respect of information, available to or held by it, reduced in an electronic form'. The Task Force has recommended that keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding those records/files/information that is exempted under Section 8. (Chapter 5, para 5.9 and 5.10)

*5.4.1 This recommendation needs more scrutiny. Compilation of information which has not been digitized would require substantial efforts and it needs to be examined whether benefits would outweigh the costs.*

## **6.0 Modalities for Implementation**

6.1 Most of the recommendations, once approved by the Competent Authority, can be implemented by public authorities of Central Government on the basis of guidelines to be issued by this Department. However, in

187)

Copy No. \_\_\_\_\_

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

regard to additional items that are proposed to be included for suo motu under Clause 4(1)(b)(xvii) rules will need to be framed with the approval of the Competent Authority.

6.2 It is noted that many of these recommendations have particular relevance for State Governments. Under the current scheme of things each state has the authority to implement Right to Information Act and there is no provision under which binding orders or directions may be issued to State Governments. It is proposed that once recommendations are finally approved by the Competent Authority they would be circulated as advisory to State Governments for adoption in their respective States. Relevant Ministries/Departments of Central Government would also be requested to use their good offices in implementation of recommendations which specifically pertain to their Ministries/Departments.

**7.0 Approval Sought**

7.1 Committee of Secretaries is requested to consider the above proposal and approve the acceptance of recommendations as detailed in **Annexure-IV** of this note and also to agree that recommendations contained in **Annexure-V** may be processed at a later date. Department would seek approval of the Competent Authority before guidelines are issued or rules are framed.

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

8.0 Secretary (P) has seen and approved the note for consideration of the  
COS.

**(Rajeev Kapoor)**  
**Joint Secretary to Government of India**  
**Phone: 23093668**

189)

Copy No. \_\_\_\_\_

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

**ANNEXURE-IV**

**RECOMMENDATIONS OF THE TASK FORCE  
WHICH ARE PROPOSED TO BE ACCEPTED**

The Task Force has given recommendations covering each item of Terms of Reference. Recommendations which are proposed to be accepted along with our clarifications/remarks are contained in the following table chapter-wise. Summary of the recommendations have been highlighted. Details of recommendations are contained in the relevant chapter referred to in the table.

Recommendations of Task Force	Remarks
<b>Chapter 2 – Prescribing additional items for suo motu disclosure under Section 4(1)(b)(xvii)</b>	
<p>Section 4(1)(b)(xvii) lays down that government may prescribe any additional item which should also be included for suo motu disclosure. So far, no additional items have been prescribed by Central Government. The Task Force has recommended that the following items should also be included for disclosure under the suo motu disclosures scheme of Section 4(1)(b):</p> <p>(a) All information relating to procurement made by public authorities. Different limits may be fixed for different levels of public authorities for which this disclosure is to be made.</p> <p>(b) All information relating to Public-Private Partnerships entered into by public authorities.</p> <p>(c) Transfer policy for different grades/cadres of employees serving in public authority. All transfer orders should be publicized through website or in any other manner listed in Section 4(4) of the Act.</p>	<p>(1) A new set of rules will need to be framed for implementation of these recommendations.</p> <p>(2) Limits beyond which procurement related information is disclosed at different levels of public authorities will need to be fixed in consultation with Department of Expenditure.</p>

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<p>(d) Details of posts which have been classified as sensitive posts as per directions of the Central Vigilance Commission and names of the officers/officials occupying these posts.</p> <p>(e) All RTI queries and appeals received by the public authorities and responses thereto.</p> <p>(f) Details of CAG paras framed in regard to the Ministry/Department and the response of the Ministry/Department.</p> <p>(g) Citizens Charters prepared by the Ministry/Department/public authority and six monthly reports on the performance against the benchmarks set in Citizens Charter.</p> <p>(h) All discretionary/non-discretionary grants/allocations to state governments/NGOs/Grants-in-aid Institutions.</p> <p><b>[Chapter-2, para 2.1.1 to 2.1.8]</b></p>	



191)

Copy No. \_\_\_\_\_

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<b>Chapter 3 – Guidelines for facilitating disclosure at different levels of government – suggested templates for key areas</b>	
<p>1. The scheme of Section 4 applies uniformly to all public authorities at different levels although at different levels of administration different level of detailing may be required. This could be facilitated by development of suitable templates which would not only improve the quality of disclosures but would also facilitate more transparency in governance. For example, in the case of Public Distribution System (PDS) disclosures at the level of Fair Price Shops (FPS) should go down to the level of ration card holder, while at the level of district/state, agencies dealing with the disclosures would need to be more broad-based.</p> <p>2. The Task Force has identified four areas for development of templates:</p> <ul style="list-style-type: none"><li>(a) Public Distribution System;</li><li>(b) Panchayats;</li><li>(c) MGNREGA; and</li><li>(d) Primary and Secondary Schools.</li></ul> <p>3. The templates for information disclosure at various levels of service delivery in relation to the above four areas are given in a separate section of the Report.</p> <p style="text-align: center;"><b>[Chapter-3, para 3.2]</b></p>	<p>Templates have been separately circulated to relevant Ministries/ Departments of Central Government for their comments. These may be accepted subject to comments of relevant Ministries/Departments. It would be helpful if adoption of these templates by relevant authorities in State Governments is also mandated by the concerned Central Ministry or Department with suitable modifications/changes, if any, required.</p>

SECRET  
 F.No.1/6/2011-IR  
 Government of India  
 Ministry of Personnel, Public Grievances & Pensions  
 (Department of Personnel & Training)

Recommendations of Task Force	Remarks
<p>4. The Task Force has also given some general recommendations about disclosure at various levels:</p> <p>(i) While internet may be the good medium for dissemination of information, disclosures should also be done locally in a form and manner that is easily accessible to the public. For example, through wall paintings and boards, etc.</p> <p>(ii) Public authorities should use documents which are given to beneficiaries in relation to these schemes for disclosing salient features of the schemes.</p> <p>(iii) At the Panchayat level, RTI Proactive Disclosure Files may be maintained for perusal by information seekers.</p> <p style="text-align: center;"><b>[Chapter-3, para 3.2.1 to 3.2.3]</b></p>	<p>Principles are sound and they may be circulated to all concerned for adoption.</p>
<p>5. The Task Force has also listed out few innovative practices adopted by some State Governments in regard to disposal of information particularly at field level. Task Force recommended that these may be circulated to State Governments for adoption.</p> <p style="text-align: center;"><b>[Chapter-3, para 3.3]</b></p>	<p>These practices may be circulated to all State Governments for their information.</p>

197)

Copy No. \_\_\_\_\_

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<b>Chapter 4 – Guidelines for Digital Publication of proactive disclosures under Section 4</b>	
<p>1. Task Force has recommended that while adhering to the standard guidelines for preparation of departmental websites as laid down by Department of Information Technology and/or Department of Administrative Reforms &amp; Public Grievances, the following principles may also be kept in view to ensure that disclosures through website are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.</p> <p>2. The principles/practices which may be taken up for implementation immediately are listed below:</p> <ul style="list-style-type: none"><li>(a) The website should have a simple public interface and should not require any registration/login to access it or to access the MIS.</li><li>(b) The website should have universal access i.e., it should be accessible to all, irrespective of technology, platforms, devices or disabilities of any kind.</li><li>(c) Efforts should be made to ensure that all orders of the public authority are issued only after such orders have been uploaded on the website. Such a system exists in Andhra Pradesh and can be adopted in other governments easily.</li></ul>	<p>Most of the recommendations made by the Task Force are useful. However, if only those recommendations have been included in this Annexure, which can be taken up for implementation immediately. In case of other recommendations more infrastructure, both machine and human resources, would be required and that is why they are proposed to be taken up for implementation at a later date.</p>

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<p>(d) Websites should have good search engine and documents uploaded should have key words assigned to them so that independent searches of the database are possible.</p> <p>(e) Website should contain all the relevant acts, rules forms and other documents which are normally accessed by citizens.</p> <p>(f) Websites should have detailed directory of key contacts, details of officials of the public authority.</p> <p>(g) Websites should not use too many technical words and, if used, they should be properly explained.</p> <p>(h) Website should be multi-lingual to remain accessible to ordinary public.</p> <p>(i) As departments reorganize their systems and processes to enable themselves for electronic service delivery, it is recommended that during process reengineering requirements of bringing due transparency as provided in the RTI Act are given due consideration at the design stage itself.</p> <p>(j) To maintain reliability of information and its real time updation, information generation in a digital work flow should be 'locked' to key work outputs, like a muster roll and salary slip (NREGA in</p>	

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<p>Andhra Pradesh) or formalization of a government order (Andhra Pradesh). Such an approach will lead to automation of proactive disclosure.</p> <p>(k) All information and documents should have appropriate meta-data which ensures easy discovery of information. It would also enable organization and presentation of information along many different parameters as required (for instance, data could be arranged village-wise).</p> <p>(l) Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.</p> <p>(m) Information should be uploaded using only open standards like ODF, PDF/A, JPG, OGG etc, so that it is neutral to the technology platform of the user. Since, the accessed information is the user's right to access and she cannot be forced to use certain technology platforms rather than others. The Department of Information Technology has come up with a policy on 'Open Standards in e-governance' which should be meticulously followed. All standard web accessibility guidelines, especially relating to visual disabilities</p>	

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<p>should be followed.</p> <p>(n) Information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data can, for instance, be presented in powerful visuals ways using visualization techniques. Such visual representation of information/ data can give insights that may remain largely hidden in a textual or tabular presentation of data. In some contexts, pictures and audio/videos recordings etc may be more useful. There have been moves in some part of the country to video record gram sabha meetings. A picture of a NREGA worksite, for instance, may tell much more than words can. All such different media and forms should be used for proactive disclosure.</p> <p style="text-align: center;"><b>[Chapter-4, para 4.2]</b></p>	

197)

Copy No. \_\_\_\_\_

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

Recommendations of Task Force	Remarks
<b>Chapter 5 – Guidelines for certain clauses of Section 4(1)(b) to make disclosures more effective</b>	
<p>1. The Task Force has fleshed out detailed guidelines for four clauses of Section 4(1)(b).</p> <p>(a) Clause 4(1)(b)(iii) of the RTI Act mandates proactive disclosures regarding 'the procedure followed in the decision making process, including channels of supervision and accountability', Task Force recommends that public authorities should identify the major outputs/tangible results/services/goods that it is responsible for providing to the public and decision making process at various stages should be detailed. Gradually, this exercise may be undertaken to cover all statutory and discretionary functions that are performed by the public authorities.</p> <p style="text-align: center;"><b>[Chapter-5, para 5.3 to 5.5]</b></p> <p>(b) Clause 4(1)(b)(iv) of the RTI Act mandates that 'the norms set by it for the discharge of its functions'. Primarily, the intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged, The Task Force has recommended that Citizen Charters may be prepared for each central Ministry/Department/Authority and</p>	<p>Detailed guidelines will be issued by DOPT on the basis of the recommendations of the Task Force.</p> <p>Detailed guidelines will be issued by DOPT on the basis of the recommendations of the Task Force.</p>

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<p>norms for disclosure of items of work under Citizen Charters should be proactively disclosed. At the same time, the conditions, criteria and priorities under which a person becomes eligible for goods and services should also to be disclosed. The Task Force has further recommended that public authority should annually publish their performance against the norms guaranteed under the Citizens Charter and should also periodically revise the charters to include additional items or to reframe the existing norms for improved service delivery.</p> <p style="text-align: center;"><b>[Chapter-5, para 5.5 to 5.7]</b></p> <p>(c) Clause 4(1)(b)(xi) of the RTI Act mandates that 'the budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made', The Task Force has recommended that Ministries/Departments should prepare simplified versions of their budgets which can be understood easily by general public. Detailed guidelines may be prepared in consultation with Department of Expenditure and some civil society organizations which publish simplified versions of government budgets. In addition to this, the budget released to various agencies and subsidiaries should be put on the website on a monthly basis. The Task</p>	<p>Consultation with Department of Expenditure would be required to prepare simplified versions of budgets which can be easily understood by the general public. The work done by some civil organizations in this area will also be kept in view during finalization of guidelines.</p>



199)

Copy No. \_\_\_\_\_

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
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**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<p>Force has further recommended that raw data relating to approved budgets, expenditure incurred, etc., is made available in easily downloadable, machine readable manner using open standards such as XML.</p> <p style="text-align: center;"><b>[Chapter-5, para 5.3 to 5.5]</b></p>	
<b>Chapter 6 – Steps to be taken in matters relating to threat to RTI activists</b>	
<p>The Task Force discussed this issue and felt that this would require more detailed discussions especially with law enforcement agencies. However, Task Force has recommended that pending such consultation, National Human Rights Commission's powers to interfere in cases of human rights violation may be invoked by including RTI activists under the definition of human rights defender. The Task Force also recommended that proactive steps taken by State Information Commission of Gujarat in such matters may be circulated to other states for adoption.</p> <p style="text-align: center;"><b>[Chapter-6, para 6.1 to 6.2]</b></p>	<p>The recommendations of the Task Force are very generic in nature. Central Government may issue advisories to State Governments in this regard. However, as noted by the Task Force more detailed deliberations are required with law enforcing agencies to work out better arrangements.</p>

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<b>Chapter 7 – Guidelines for consultation with public in relation to the formulation of policies and implementation thereof</b>	
<p>3.10 Section 4(1)(b)(vii) requires that public authorities should publish the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof. In addition, Section 4(c) requires that public authorities should publish all relevant facts while formulating important policies or announcing decisions which affect people.</p> <p>3.11 The Task Force noted that so far public authorities have not complied with this provision. The Task force further noted that each public authority cannot have a different policy on such important issue as policy for consultations has to be laid down by the respective government, which should then be adhered to by various Ministries/Departments/Attached Offices. Therefore, a policy and a framework for consultation need to be formulated to ensure standardization and institutionalization.</p> <p>3.12 Considering the above, Task Force has recommended that government should lay down a policy for public consultations in case of legislations, rules, regulations, etc., and whenever a major national policy is being framed. Procedure for such consultation has also been detailed in relevant chapter.</p> <p style="text-align: center;"><b>[Chapter-7, para 7.4 to 7.6]</b></p>	<p>A detailed policy in this regard would be framed based upon the recommendations.</p>

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**F.No.1/6/2011-IR**  
**Government of India**  
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Recommendations of Task Force	Remarks
<b>Chapter 8 – Compliance with provisions of suo motu (proactive disclosure) under the RTI Act</b>	
<p>1. The Task Force is of the view that both the public authorities and Information Commissions should share the responsibility to monitor and enforce compliance with suo motu disclosure provisions. At the level of public authority, responsibility should be given at senior levels for ensuring that information is proactively disclosed and regularly updated as per the provisions of the Act. Information Commissions would need to develop mechanisms to monitor whether action is being taken as per the provisions of the Act and, if weaknesses are found, they are already authorized to issue directions to public authorities under Section 25(5) of the Act. Keeping the above in view, the Task Force has made the following recommendations for improving compliance with the provisions of the RTI Act regarding proactive disclosures.</p> <p>(a) Proactive disclosures scheme should be prepared by each Department/Ministry on an annual basis and should be submitted to Central Information Commission;</p> <p>(b) Compliance with this scheme should be reported in the annual reports of the Ministry/Department to be placed before the Parliament;</p> <p>(c) Each Central Ministry/Department should appoint a senior officer not below the rank of a Joint Secretary and not</p>	

**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<p>below rank of Additional HOD in case of attached offices for ensuring compliance with the provisions relating to proactive disclosures;</p> <p>(d) Task Force has endorsed the suggestions made by DOPT to the Performance Management Division to include compliance with provision of suo motu disclosure as one of the mandatory actions in the Results Framework Document for Departments.</p> <p>(e) Task Force has recommended that at a later date Information Commissioners may strengthen their infrastructure and undertake sample audits of compliance of proactive disclosures by Ministries/Departments.</p> <p><b>[Chapter-8, para 8.2.1 to 8.2.6]</b></p>	

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**SECRET**  
**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

**ANNEXURE-V**

**RECOMMENDATIONS OF THE TASK FORCE  
WHICH ARE PROPOSED TO BE PROCESSED AT A LATER DATE**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<b>Chapter 3 – Guidelines for facilitating disclosure at different levels of government – suggested templates for key areas</b>	
<p>Task Force has recommended use of SMS, Call Centers/IVR/Information helpline for wide dissemination of information. It has also recommended that information centers should be set up at block level and that all schools and local bodies which have maximum interface with citizens should make available records for inspection by community, may be, on a fixed day.</p> <p style="text-align: center;"><b>[Chapter 3, para 3.2.4 to 3.2.7]</b></p>	<p>As implementation of these recommendations would require suitable technical infrastructure, it is recommended that we may process this recommendation at a later date.</p>
<b>Chapter 4 – Guidelines for Digital Publication of proactive disclosures under Section 4</b>	
<p>1. The Task Force while recommending guidelines under Section 4 has, inter alia, made the following suggestions:</p> <p>(a) It should be the endeavor of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer based interface. It was noted that 'Electronic Service Delivery Bill' under formulation in Government of India would provide the</p>	<p>As implementation of these recommendations would require investment in infrastructure, it is recommended that these recommendations may be processed at a later date. This Department is</p>

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**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<p>necessary impetus.</p> <p>(b) Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the public authorities to citizens.</p> <p>(c) It is obligatory under Section 4(1)(b)(xiv) of the RTI Act for every public authority to proactively disclose 'details in respect of the information, available to or held by it, reduced in an electronic form'. In such a listing required under this section, it should also be required to indicate which digitally held information is made available publicly over the internet and which not.</p> <p>(d) Proper digital proactive disclosure is contingent upon appropriate digital record keeping. Section 4(1)(a) of the RTI Act makes a clear recommendation for digitizing and extensive networking of government records. This issue is also connected to the issue of informational aspects of e-governance based process re-engineering. New government-wide as well as department-specific electronic record keeping norms and schemes should be developed, and a study group can be set up for this purpose. Citizen's right to information should be a key design principle for these new electronic record keeping schemes.</p> <p>(e) Information should be easily searchable and discoverable, and therefore not just in</p>	<p>aware that Department of Administrative Reforms &amp; Public Grievances is developing a Manual of Procedure for e-office, which would take care of many of the recommendations relating to digital record keeping.</p>

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**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<p>a scanned document form. In order to search scanned documents, optical character recognition techniques are available and these should be incorporated as far as possible. Information/ documents should be time-stamped with proper versioning. Earlier versions should be archived and be publicly accessibility.</p> <p>(f) Department of Science &amp; Technology is working on a 'Data Sharing and Accessibility Policy' which is based on the principle that all publicly funded information should be readily available. Once such policy is approved this should be strictly adhered to.</p> <p>(g) In the long run, government may consider setting up one website where proactive disclosures of all public authorities are available at one place. Such experiments are already on in some other countries such as USA and this would facilitate public access to government information.</p> <p>(h) Government may consider utilizing large infrastructure which is being created as common service centers to provide information to public through these CSCs. Task Force also recommends that practices being adopted in Mexico and Kenya in this regard, may also be considered.</p> <p style="text-align: center;"><b>[Chapter 4, para 4.2]</b></p>	

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**F.No.1/6/2011-IR**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**

<b>Recommendations of Task Force</b>	<b>Remarks</b>
<b>Chapter 5 – Guidelines for certain clauses of Section 4(1)(b) to make disclosures more effective</b>	
<p>Clause 4(1)(b)(xiv) of the Act mandates that 'details in respect of information, available to or held by it, reduced in an electronic form'. The Task Force has recommended that keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding those records/files/information that is exempted under Section 8.</p> <p style="text-align: center;"><b>[Chapter 5, para 5.9 &amp; 5.10]</b></p>	<p>This recommendation needs more scrutiny. Compilation of information which has not been digitized would require substantial efforts and it needs to be examined whether benefits would outweigh the costs.</p>



This is with reference to the RFD item  
"preparation of ~~RFD~~ for kit on dis - Mats  
disclosure"

IR dis

The report of the task force on dis note  
was completed on 30/8/2011 and submitted  
for approval of Dept (P). Dept (P) advised  
that comments of concerned Ministries be  
taken till 05/09/2011. 4 Ministries were  
requested for comments. Remaining telephonic  
and written reminders were issued.

With only a few comments, note for cos  
sent on 2/11/11. Cos returned the note  
that comments of all Ministries maybe  
obtained. Comments were sought till  
5.12.2011. No further comments were  
received and cos note sent again on  
15/12/2011. Cos has returned the note on  
17/1/2012 directing comments of more  
ministries to be obtained. Ministries  
reminded on 23/1/2012. Comments  
sought till 10/2/2012

30/1  
Dr. (Name)

Minister's Office

1208

No.11/4/2011-PPP  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
PPP Cell

New Delhi, the January 31, 2012

OFFICE MEMORANDUM

**Subject: Applicability of provisions of the RTI Act on entities of PPP Arrangement.**

The undersigned is directed to invite reference to O.M. of even number dated December, 2011 on the subject cited above and to state that the current formulation in para 2.1.2 of the Report of the Task Force on suo moto disclosure under the RTI Act is ambiguous about the agency that has to voluntarily provide the information in respect of the PPP projects.

2. The RTI Act, 2005 secures access to Information under the control of public authorities in order to promote transparency and accountability in the working of every public authority. Hence, the Report should clearly state that the information under the control of the public authority is to be provided and that the information has to be sought from the public authority.


3. Furthermore, the term "and other documents generated as part of the implementation of the PPP project" is ambiguous. Documents generated by or available with the public authority entering the contract can be accessed under the RTI. All documents generated by the private sector entity while implementing the PPP project may or may not be in the public domain, viz., salaries paid to its employees, contracts within the consortium members, etc. Documents available with the authority that are under the ambit of section 8(1)(d) & 8(1)(j) are also exempted under the Act. Hence, reformulation of para 2.1.2 is suggested as given below:

**"Public Private Partnerships**

If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the public authority entering into the PPP contract/concession agreement. This may include details of the special purpose vehicle, if any set up, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project. The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) & 8(1)(j) of the RTI Act, 2005 will not be disclosed, without the concurrence of the concessionaire/third party viz: financing details, details about personnel & activities of the SPV which affect trade secrets/competitive advantage of the concessionaire. Further, information about fees, toll, or other kinds of revenue that may be collected under authorization from the Government may also be proactively disclosed by

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the public authority. Information in respect of outputs and outcomes, process of selection of private sector party can be sought from the public authority. All payments made under by the authority in respect of the PPP project may also be disclosed in a periodic manner along with the purpose of making payments".

  
(Aparna Bhatia)  
31/1/2012  
Director (PPP)

Smt. S. Chagti

Deputy Secretary, Department of Personnel & Training  
Ministry of Personnel, PG & Pensions,  
Government of India, New Delhi.

10

F.No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi-1  
Dated the 24<sup>th</sup> January, 2012.

OFFICE MEMORANDUM

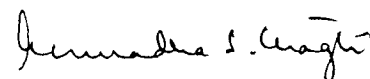
Subject:- Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof.

The undersigned is directed to say that with a view to make more effective implementation of RTI Act, 2005 by encouraging large amount of information to be kept in public domain on a suo motu basis and also to reduce or lessen the need for filing individual RTI applications for seeking information under RTI Act, Government has constituted a Task Force in May, 2011 which also include representatives of Civil Society Organisations active in the field of RTI.

2. At the instance of Cabinet Secretariat, the Report of the Task Force has been circulated to all Ministries/Departments seeking comments on the recommendations of Task Force vide this Department's O.M. of even number dated the 24<sup>th</sup> November, 2011. The comments of your Ministry/Department have not been received till date.

3. As the Report of the Task Force is to be considered by the Committee of Secretaries, it is requested that the comments/suggestions of your Ministry/Department may kindly be furnished latest by 10<sup>th</sup> February, 2012.

4. In case the comments are not received by the above date, it will be assumed that your Ministry/Department has no comments to offer.



(Anuradha S. Chagti)  
Director

To  
Ministry of *Personnel, P.G. & Pensions*  
Department of *Personnel and Pensioners' Welfare*  
New Delhi  
(*Seni B.K. Malika, Under Secretary,*  
*Lok Nayak Bhavan, New Delhi-110 002*)

(211)

**No. 10/1/2011-PPC  
Ministry of Finance  
Department of Expenditure  
Public Procurement Cell**

North Block, New Delhi  
Dated 30<sup>th</sup> November, 2011

**OFFICE MEMORANDUM**

**Subject: Mandatory publication of Tender Enquiries on the Central Public Procurement Portal**

Pursuant to the decisions of the Group of Ministers constituted to consider measures to tackle corruption and improve transparency, on the recommendations of the Committee on Public Procurement set up to look into various issues having an impact on public procurement policy, standards and procedures, it has been decided that:

- a. NIC will set up a portal called the Central Public Procurement Portal (hereinafter referred to as CPP Portal) with an e-publishing module (similar to NIC's website [www.tenders.gov.in](http://www.tenders.gov.in)) and an e-procurement module (similar to NIC's e-procurement sites such as [pmgsytenders.gov.in](http://pmgsytenders.gov.in) and [epro-nicsi.nic.in](http://epro-nicsi.nic.in)). The CPP Portal will be accessible at the URL **eprocure.gov.in** and will provide links to the non-NIC e-procurement sites being used at present by various Ministries/ Departments, CPSEs and autonomous/ statutory bodies.
- b. While e-publishing of tender enquiries, corrigenda thereto and details of contracts awarded thereon, on the Portal, shall be made mandatory in a phased manner w.e.f 1<sup>st</sup> January 2012, the comprehensive end-to-end e -Procurement feature would be implemented in a phased manner w.e.f. 1<sup>st</sup> April 2012, for which instructions will be issued separately. In the meantime, Digital Signature, which is essential at the e-procurement phase, may be obtained from any Certifying Authority or from NIC which is also a Certifying Authority, for the concerned officials.

**E-Publishing:**

- c. **It will be mandatory for all Ministries/ Departments of the Central Government, their attached and subordinate offices, Central Public Sector Enterprises (CPSEs) and autonomous/ statutory bodies to publish their tender enquiries, corrigenda thereon and details of bid awards on the CPP Portal using e-publishing module with effect from the following dates:**
  - c.i. **Ministries/ Departments and their attached and subordinate offices w.e.f. 1<sup>st</sup> January 2012;**
  - c.ii. **CPSEs w.e.f. 1<sup>st</sup> February 2012;**
  - c.iii. **Autonomous/statutory bodies w.e.f. 1<sup>st</sup> April, 2012.**

- d. Individual cases where confidentiality is required, for reasons of national security or to safeguard legitimate commercial interest of CPSE's, would be exempted from the mandatory e-publishing requirement. As far as Ministries/ Departments are concerned, decisions to exempt any case on the said grounds should be approved by the Secretary of the Ministry/ Department with the concurrence of the concerned Financial Advisor. In the case of CPSEs, approval of the Chairman & Managing Director with the concurrence of Director (Finance) should be obtained in each case to be exempted. In the case of autonomous bodies/ statutory bodies, approval of the head of the body with the concurrence of the head of the Finance function, should be obtained in each such case. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract, may be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure at the email id [cupp-doe@nic.in](mailto:cppp-doe@nic.in)
- e. Ministries/ Departments, CPSEs and autonomous/ statutory bodies that are already publishing their tender enquiries on [www.tenders.gov.in](http://www.tenders.gov.in) and/or on their respective websites, shall ensure that their tender enquiries are simultaneously published / mirrored on the CPP Portal also. They may also ensure that all corrigenda and details of the contract awarded as a result of the tender enquiry, are also published on the CPP Portal.
- f. Ministries/ Departments, CPSEs and autonomous/ statutory bodies that are already carrying out e-procurement through NIC or their own website or through any other service provider, shall ensure that details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, including those that are issued through e-procurement, are simultaneously published / mirrored on the CPP Portal. As stated at (a) above, they should also ensure that their e-procurement website is linked to the CPP Portal.
- g. The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre-Qualification/ Registration or any other notice inviting bids or proposals in any form, issued on or after the dates indicated at (c) above whether they are advertised, issued to limited number of parties or to a single party.
- h. In the case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published on the Portal.
- i. These instructions would not apply to procurements made in terms of provisions of Rules 145 (Purchase of goods without quotations) or 146 (Purchase of goods by purchase committee) of General Financial Rules – 2005 (or similar provisions relating to procurements by CPSEs, autonomous bodies).

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2. In order to facilitate implementation of aforesaid decisions regarding e-publishing of tender details, NIC will provide detailed guidelines for using the e-Publishing module of the CPP Portal. These guidelines will also be available in the CPP Portal. **User IDs and Passwords would have to be obtained from NIC for accessing the Portal. Details in this regard will also be available in the CPP Portal.**

- 3. NIC will also provide the following support:
  - a. NIC will make arrangements for necessary training to the concerned officials in the use of the CPP Portal for e-publishing. For this purpose, Ministries / Departments may contact NIC through email at [cppp-nic@nic.in](mailto:cppp-nic@nic.in) to work out the details.
  - b. Detailed guidelines for the use of e-Publishing module will be made available in the CPP Portal and this would also be circulated separately to all Ministries/Departments.
  - c. A demonstration web site, similar to the CPP Portal, would be made available for training and hands-on practice. The site will also contain necessary user manuals and presentation materials.

4. Ministries/ Departments are requested to take necessary action to ensure that e-publishing of tender details on the Portal is commenced in terms of the time lines mentioned in para 2 (c) above. **It is also requested that necessary instructions may be issued in this regard to all attached and subordinate offices as also to CPSEs, autonomous and statutory bodies under their administrative control.**

(Suchindra Misra)  
OSD (PPC)  
011-23092689

To,  
**Secretaries of all Ministries/Departments**

*Suchindra Misra*  
*V. K. Sharma*  
*V. K. Sharma*  
*24/11/2012*

Copy to  
**FAs of all Ministries/Departments**

Copy also to **DG (NIC), CGO Complex, New Delhi**

(24)  
RTI MATTER  
IMMEDIATE

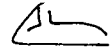
No. 16/5/2011-RTI  
Ministry of Finance  
Department of Expenditure  
RTI Cell  
\*\*\*\*\*

New Delhi, the 10<sup>th</sup> January, 2012

**Subject:** Implementation of Section 4 of RTI Act, 2005 - Report of the Task Force constituted for effective implementation thereof.

Reference OM of DOP&T No. 1/6/2011-IR, dated 27.9.2011 followed by reminders dated 30.9.2011, 10.10.2011 and 19.10.2011 on the subject mentioned above.

In this connection, it may be informed that we have no comments to offer, in particular. However, instructions issued by DOPT from time to time are being followed and any instructions/circulars issued by respective Branches are posted on the website of this Department suo-moto. As far as procurement related information is concerned a Central Public Procurement Portal has already been set up for all Ministries to post their tender and award related details.



(Jagdish Chander)

Dy. Secretary to the Government of India

Ms. Sarita Nair,  
Under Secretary (IR),  
Department of Personnel and Training,  
North Block, New Delhi.

O/C

From:

JS (Pers)

MoF

I/Naval 10/1/2012 Hemant



Udyog Bhawan, New Delhi  
7<sup>th</sup> February, 2012

**OFFICE MEMORANDUM**

**Subject : Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof.**

The undersigned is directed to refer to the D/o Personnel & Training O.M. No. 1/6/2011-IR dated 24.11.2011 on the subject mentioned above and to say that the Ministry of Textiles recommends for disclosure of information under section 4 of the RTI Act, in the local/regional languages for easy accessibility by public. The Ministry also recommends that:-

- i. All procurement related information should be disclosed in public domain;
- ii. Information regarding Public Private Partnership to be disclosed in public domain;
- iii. Transfer policy for employees serving in public authority and transfer orders should be disclosed in public domain;
- iv. Sensitive posts in the organization where public dealing exists to be disclosed in public domain by public authorities;
- v. RTI queries, appeals received and their responses should be disclosed in the public domain by public authorities;
- vi. CAG & PAC paras and their responses to be disclosed in public domain by public authorities;
- vii. Citizens Charter prepared by the departments and six monthly reports on the performance against the bench marks set in the citizen's charter to be disclosed in the public domain by public authorities;
- viii. Discretionary and Non-discretionary grants to State Governments / NGOs / Others to be disclosed in public domain by Ministry / Deptt.;
- ix. DOP&T i.e. the implementing agency of the RTI Act in GOI should prepare suitable format / templates for disclosure of above information;
- x. For facilitating disclosure at different levels of Government, ---- templates for key areas to be worked out;
- xi. Digital publication of proactive disclosures under Section 4 of the Act to be made.
- xii. Guidelines for making disclosure under following clauses of Section 4(1)(b) of RTI Act to be made more effective such as –
  - a. Clause 4(1)(b)(iii) The procedure followed in the decision making process including channels of supervision and accountability;

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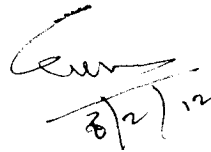
- b. Clause 4(1) (b) (iv) The norms set by it for the discharge of its functions;
  - c. Clause 4(1)(b)(xiv) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made;
  - d. Clause 4(1) (b) (xi) details in respect of information, available to or held by it, reduced in on electronic form.
- xiii. Steps to be taken in matters relating to threat to RTI activities;
  - xiv. Guidelines for consultation with public in relation to the formulations of the policies and implementation thereof with regard to transparency, inclusiveness and equity, to be framed.
  - xv. Compliance with provisions of suo motu (Proactive Disclosure) under the RTI Act, to be ensured.



(K. K. Mohandas)  
Under Secretary to Govt. of India  
Tel. 23061617

D/O Personnel and Training /  
(Ms. Sarita Nair, Under Secretary), *on leave*  
North Block, New Delhi.

*May pl. Sec*



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No.Z.16023/7/2005-CHS.V  
Government of India  
Ministry of Health & FW  
CHS.V Section

Nirman Bhavan, New Delhi  
Dated 28<sup>th</sup> January, 2012

OFFICE MEMORANDUM

Subject: Implementation of Section 4 of the RTI Act, 2005- Report of the Task Force constituted for effective implementation thereof.

The undersigned is directed to refer to Department of Personnel & Training's O.M. No. 1/6/2011-IR dated 24.11.2011 on the subject noted above and to say that a software has been developed and the same is interlinked to Ministry of Health and Family Welfare ([www.mohfw.nic.in](http://www.mohfw.nic.in)) website for disclosing information in respect of Central Health Service (CHS) cadre on suo motu basis.

(AMARJIT SINGH)  
UNDER SECRETARY TO THE GOVT. OF INDIA  
Tele: 23061143

To  
The Under Secretary  
IR section  
Ministry of Personnel, PG & Pensions  
Deptt. of Personnel & Training  
North Block,  
New Delhi.

Copy for information to:

1. Under Secretary (CDN-II) w.r.to their O.M. No.A.60011/6/2010-RTI dated 16.12.11.
2. Dte.GHS, RTI Cell
3. PA to DS(CHS) , M/o Health & FW.


No. 11/4/2011-PPP  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
PPP Cell

New Delhi, the January 31, 2012

OFFICE MEMORANDUM

The undersigned is directed to invite reference to OM of even number dated December 2011 regarding 'bringing PPP projects under the purview of the RTI Act' and to convey the comments of this Department as follows:

- i. PPP projects are not exempted under the RTI Act. However, since information under the RTI Act can be sought only from the Public Authority, the same is also applicable with respect to PPP projects, subject to exemption from disclosure provided under Section 8 (1)(d) and 8 (1) (j). Hence, information on PPP projects may be sought from the Public Authority entering into the PPP contract, and on all aspects, except information of commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive advantage of a third party.
- ii. Though implicit in the Act, it may be re-iterated that information can be sought only from the Public Authority, and with respect to the implementation of the PPP projects, viz. outputs and outcomes, process of selection of private sector party, etc. and not with respect to financial competitive advantage of the private sector company implementing the project.

  
(Aparna Bhatia)  
Director (PPP)

Shri R. K. Girdhar  
Under Secretary, Department of Personnel & Training  
Ministry of Personnel, PG & Pensions,  
Government of India, New Delhi.

In dark H.  
P.P.C.  
1/2/2012  
D.K. Girdhar

No. 8/7/2011-PI

Dated: 14.2.2012

OFFICE MEMORANDUM

Subject – Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof.

The undersigned is directed to refer to DOPT's O.M. No. 1/6/20110IR dt. 24.11.2011 on the above mentioned subject and to say that in addition to the information to be disclosed as per provision of Section 4 of RTI Act, 2005, the Ministry has suo-moto put up the following information on the website of the Ministry -

1. Proposals relating to mineral concessions viz. Reconnaissance Permit (RP), Prospecting License (PL) and Mining Lease (ML).

(i) Agenda notes and minutes of all the meetings of the Central Coordination-cum-Empowered Committee (CEC) on Mineral Development and Regulation. So far seven meetins of the CEC have been held – on 24.7.2009, 22.12.2009, 18.6.2010, 22.12.2010, 3.5.2011, 20.9.2011 and 16.1.2012.

(ii) Orders dated 20.10.2011 reconstituting the CEC.

(iii) Comprehensive guidelines dated 24<sup>th</sup> June, 2009 issued by the Ministry in order to bring about more consistency and clarity in processing the mineral concession proposals under the MMDR Act, 1957 and Mineral Concession Rules, 1960.

(iv) Guidelines dated 9.2.2010 on 'special reasons' to be adopted and applied by all State Governments while recommending a mineral concession proposal in favour of a later applicant in a non-notified area under Section 11(5) of the Act.

(v) Guidelines daed 29<sup>th</sup> July, 2010 regarding return of cases to the State Governments wherein there has been no response to the Ministry's queries for over six months.

(vi) Guidelines dated 13<sup>th</sup> October, 2010 regarding submission of maps by the State Governments along with the proposals, in order to ensure that the areas recommended by the State Governments for mineral concessions are clearly demarcated.

(vii) All other important documents, letters etc. are put on the website of the Ministry.

(viii) The Ministry of Mines is using internet services to bring about more accessibility and trasparency in procession the mineral concession applications recommended by the State Governments. The website of the Ministry ([www.mines.nic.in](http://www.mines.nic.in)) provides online information to the users on the current status of the mineral concession applications.

2. Procurement of various items/services by the Ministry.

(i) All the tender invitation documents are uploaded on the website of the Ministry.


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3. Revision Applications under Section 30 of the MMDR Act, 1957.

In order to ensure transparency in Revision Cell, a new web based Revision Application Monitoring System has been put in place. The salient features of new system are –

- (i) Status of Revision Application is available on net.
- (ii) Order are available on the net.
- (iii) Order numbers are generated by the system.
- (iv) Hearing details etc are available on the net.
- (v) Revision Application numbers are generated by the system.
- (vi) Revisionary Authorities have been asked to give hearing to all revision applicants.
- (vii) Revisionary Authorities have been asked to pass orders within 30 days after orders are reserved.
- (viii) As far as possible, cases are being heard on a chronological basis.

  
(A.K. Patney)  
Dy. Secretary

Ms. Sarita Nair,  
Under Secretary,  
Department of Personnel and Training,  
North Block,  
New Delhi – 110001.



(200)

No.10-4/2010-RTI  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
(RTI Section)

Sanchar Bhawn,  
20 Ashoka Road, New Delhi – 110001  
Dated, the 7<sup>th</sup> Feb. 2012.

Subject: Implementation of Section 4 of RTI Act, 2005 – Report of the  
Task Force constituted for effective implementation thereof.

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The undersigned is directed to refer to Ministry of Personnel  
Public Grievances and Pensions, Deptt. of Personnel and Training,  
O.M. No.1/6/2011-IR dated 24.11.2011 on the subject cited above  
and to say that Deptt. of Telecommunications has no comments to  
offer on the Report of the Task Force.

  
(B.M. SHARMA) 7/2/12

Under Secy. to the Govt. of India  
Tel:23036073

To

Deptt. of Personnel & Training  
(Ms. Sarita Nair, Under Secretary)  
North Block, New Delhi - 110001

*Handwritten notes:*  
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Bikal



(22)

No. S-12011/04/2011-EPW  
Ministry of Health & Family Welfare  
(EPW Section)

515-A, Nirman Bhawan,  
New Delhi,


Dated 4-2-12

**Office Memorandum**

Subject :- Implementation of Section 4 of the RTI ACT, 2005-  
Report of the Task Force constituted for effective  
implementation thereof.

Reference is invited to RTI Cell's letter number A-  
60011/6/2010-RTI Cell dated 6<sup>th</sup> February, 2012 to furnish the  
comments/suggestions for Implementation of Section 4 of the  
RTI ACT, 2005-Report of the Task Force constituted for effective  
implementation.

In this regard, EPW Section has no comments to offer.

  
(A.K. Deori)  
Under Secretary (EPW)

Director,  
Ministry of Personnel,  
Public Grievances and pensions,  
Department of Personnel & Training.  
North Block, New Delhi – 1.

Copy to :-

RTI Cell, CDN-II Section

IR

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2/2/12

INTERIM REPLY  
RTI MATTER  
BY SPEED POST

(224)

F.No.OI-11016/191/2010-P&C  
Government of India  
Ministry of Overseas Indian Affairs  
(Parliament & Coordn. Section)

909, Akbar Bhawan, Chanakya Puri,  
New Delhi – 110 021  
Dated 21.2.2012

OFFICE MEMORANDUM

Subject: Implementation of Section 4 of the RTI Act, 2005 - Report of the Task Force constituted for effective implementation thereof.

\*\*\*\*

The undersigned is directed to invite a reference to the Department of Personnel and Training's O.M.No.1/6/2011-IR dated 24.11.2011 on the above subject and to say that this Ministry is broadly in agreement with all the recommendations made by the Task Force but feel that some of the suggestions/recommendations may require upgradation of its infrastructure and logistics and further consultations with the Divisional Heads to take stock of their preparedness in this regard. Further, as mentioned in para 8.2.2 of Chapter 8 of the Report of the Task Force, Shri Vinay Kumar Sahni, Joint Secretary (DS) in this Ministry has already been designated as Transparency Officer with the responsibility for implementation of the intended proactive disclosure of official information under Section 4 of the RTI Act, 2005. As regards the recommendation contained in para 8.2.3 relating to Annual Report to CIC, it may be stated that this Ministry is already furnishing this Report regularly to the Central Information Commission.

2. Further development in the matter will be communicated in due course.
3. This issues with the approval of Joint Secretary (Adm.) in the Ministry of Overseas Indian Affairs.



(M. Sathya Babu)  
Deputy Secretary to the Govt. of India/CPIO  
Tele:- 24197909

To  
Ministry of Personnel, Public Grievances & Pensions,  
Department of Personnel and Training  
(Ms. Anuradha S. Chagti, Director),  
280, North Block, New Delhi.

21/2/2012  
04/2  
05/12/11

Mosler 1/c  
P.K. Jordan  
→ 2346 8394

~~P.K. Jordan~~

~~2346 8394~~

Dr. Marsh Kunst  
Registrar, IFA





(227)

No.6/3/2011-Coord.  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Pension & Pensioners' Welfare

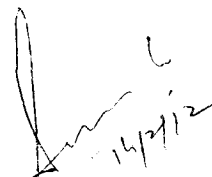
3<sup>rd</sup> Floor, Lok Nayak Bhawan  
New Delhi.

Dated the 10<sup>th</sup> February, 2012.

**Office Memorandum**

**Sub- Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof –**

The undersigned is directed to refer to DoP&T's OM No.1/6/2011-IR dated 24<sup>th</sup> January, 2012 on the subject noted above and to say that this Department has no specific comments to offer on the recommendations of the Task Force.



(S.K. Makkar)  
Under Secretary to the Govt. of India  
Tel. 24644631

Department of Personnel & Training  
Ministry of Personnel, PG & Pension  
[Ms Anuradha S. Chagti, Director]  
North Block  
New Delhi-1.

14829 / 2012  
17.2.2012

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1/2  
hm  
17/2  
SO(1R)

(228)

**CONFIDENTIAL**

भारत सरकार/Government of India  
परमाणु ऊर्जा विभाग/Department of Atomic Energy  
सचिवालय समन्वय अनुभाग/Secretariat Coordination Section

अणुशक्ति भवन/Anushakti Bhavan,  
छत्रपति शिवाजी महाराज मार्ग/C.S.M Marg,  
मुंबई/Mumbai - 400 001.  
(022- 22862661)  
e-mail: sectcord@dae.gov.in

No. 36/1/2012-SCS/1934

February 15, 2012

**OFFICE MEMORANDUM**

**Subject: Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective implementation thereof.**

The undersigned is directed to refer DoPT OM No. 1/6/2011-IR dated 24.11.2011 seeking comments of the Department on the recommendation made by the Task Force constituted for effective implementation of Section 4 of RTI Act.

2. The Department of Atomic Energy handles inter-alia matters of sensitive and strategic nature. For this purpose procurement of various stores and equipments are also made. Disclosure of procurement of this nature will be against the interest of the Government. Though these procurements are subject to C&AG audit, but the audit reports are dealt with due sensitivity by the office of the C&AG. Therefore, special consideration while creating any general provisions for proactive disclosure / uploading of such issues on website is desirable.

3. Subject to the observations made in paragraph 2 above, the Department of Atomic Energy agrees to the recommendations of the Task Force for effective implementation of Section 4 of RTI Act.

4. This issues with the approval of Secretary, DAE.

*A. Sukumaran*  
15/02/2012  
(A. Sukumaran)  
Under Secretary  
☎ 022-22026861

Ms. Sarita Nair,  
Under Secretary,  
Dept. of Personnel & Training,  
North Block,  
**NEW DELHI – 110 001.**

*hm*  
21/2/12  
SO(1R)

229

**No.A-43020/81/2012-RTI**  
**Government of India/Bharat Sarkar**  
**Ministry of Home Affairs/Grih Mantralaya**  
 \*\*\*\*\*

New Delhi dated the 16<sup>th</sup> February, 2012.

**OFFICE MEMORANDUM**

Subject : Implementation of Section 4 of Right to Information Act, 2005  
 – Report of the Task Force constituted for effective implementation thereof –Furnishing of comments on the recommendations of Task Force.

The undersigned is directed to refer to DOPT's O.M. No.1/6/2011-IR dated 24.11.2011 on the above mentioned subject and to ~~say that~~ <sup>convey</sup> the recommendation wise comments of this Ministry are as under :-

Sl. No.	Recommendations	Comments
1.	<p>Presenting additional items for suo motu disclosures under Section 4(1)(b)(xvii): This Section lays down that Government may prescribe any additional item which should also be included for suo motu disclosures. However, so far no additional item have been prescribed. The Task Force has reviewed the List of items and recommends that the following items should also be included for disclosures under the suo motu disclosure scheme:</p> <p>(a) All procurement related information from publication of tenders to finalization of work orders.</p> <p>(ii) Public Partnerships. Private</p> <p>(iii) Transfer Policy and Transfer Orders</p> <p>(iv) Details relating to sensitive posts within the provision</p>	<p>All the items as recommended for inclusion in the list of claims for voluntary disclosures under Section 4(1)(b)(xvi) except for the following items:</p> <p>(b) Transfer Policy and Orders relating to transfers: The transfer policy and transfer orders made in that regard are as per exigencies of work perceived from time to time and are part of internal administration. All transfers can not be by operation of some hard and fast norm and therefore, does not seem practical to put in place a hard and fast mechanism for putting such information on website.</p>

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	<p>of guidelines issued by CVC.</p> <ul style="list-style-type: none"> <li>(v) Reply to RTI Queries.</li> <li>(vi) CAG and PAC Paras.</li> <li>(vii) Citizen's Charter</li> <li>(viii) Discretionary and Non-discretionary Grants</li> </ul>	<ul style="list-style-type: none"> <li>(ii) CAG/PAC Paras: CAG/PAC Paras intermediate processes in resolution of issue coming up in Audit. These are In yet to be resolved by the respective Ministries/ Departments. Putting up such paras in public domain will present a very one sided view.</li> <li>(iii) Discretionary/ Non-discretionary Grants: Putting up all grant related information in public domain will be difficult as this is a continuous process and not a one time affair. Keeping this information upto date will be a huge drain on human resources.</li> </ul>
2.	<p>Guidelines for facilitating disclosures at different levels of Government suggested templates for key areas:</p> <p>The Task Force has recommended templates for disclosure in following areas:</p> <ul style="list-style-type: none"> <li>(a) Public Distribution System</li> <li>(b) Panchayats</li> <li>(c) MGNREGA</li> <li>(d) Primary &amp; Secondary Schools.</li> </ul> <p>The recommendations include disclosure of information by use of</p> <ul style="list-style-type: none"> <li>- Boards/ Walls like in case of PDS</li> <li>- RTI Proactive Disclosure File - in case of Panchayats</li> </ul>	<p>All the recommendations deal with disclosure of information by State Governments and local bodies under State Governments: Although the recommendations are in right earnest, they will require creation of substantial infrastructure by the respective State Governments/ local bodies. While issuing guidelines, this, therefore, may be kept in mind.</p>

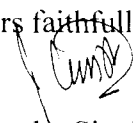


	<ul style="list-style-type: none"><li>- Use of SMS Telephony for tracking applications/ complaints etc.</li><li>- Call Centre/IVR/Information Helpline – in respect of major public services rendered by State Governments.</li><li>- Information Centres at Block level” for disclosure of information in respect of implementation of scheme and programmes of State Governments.</li><li>- Record inspection by Community in respect of schools and local bodies which have maximum interface with citizens.</li><li>- Adoption of innovative practices adopted by State Governments like RTI on wheels, Village Information Mela etc.</li></ul>	
3.	Guidelines for digital Publication of Proactive Disclosure under Sections 4: Keeping in view the increasing use of Information Technology the Task Force has recommended certain common guidelines for development of Government website so that disclosure of information on those websites are easily accessible, Technology and platform neutral and in the form which conveys desired information in an effective and user friendly manner.	Although the Task Force has made detailed guidelines relating to creation of website by various public authorities, these can not be followed uniformly and comprehensively by all PAs. While issuing guidelines in this regard DoPT may make these as guiding principles for creation of websites instead of comprehensive instructions.
4.	Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective: The Task Force has recommended detailed guidelines in respect of specific clauses under	The recommendations may be accepted but again as a set of guiding principles for ensuring effective disclosure under the respective Sections and not as

	<p>Section 4(1)(b) to make the disclosure under these clauses more integrated and effective. These clauses are:</p> <p>4(1)(b)(iii) <i>the procedure followed in the decision making process, including channels of supervision and accountability;</i></p> <p>4(1)(b)(iv) <i>the norms set by it for the discharge of its function’;</i></p> <p>4(1)(b)(xiv) <i>the budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made;</i></p> <p>4(1)(b)(xi) <i>details in respect of information, available to or held by it, reduced in an electronic form</i></p>	<p>instructions to be followed uniformly by all PAs because Ministries/ departments of the Government of India are more concerned with policy making, regulation facilitation and less with direct delivery of public services. Therefore, precise identification to tangible outputs, services, goods defining the decision making process is not possible in all cases. The recommendations of the Task Force, therefore, may be accepted keeping in mind for functioning of Ministries/ Departments.</p>
5.	<p>Steps to be taken in matters relating to threat t RTI Activists.</p> <p>The Task force, while discussing the matter relating to threat to RTI Activists, has felt that this is a serious issues and would require more details discussions especially with law enforcement agencies. Pending that they have suggested some actions that can be taken up for action immediately.</p>	<p>This Ministry has no comments to offer and DoPT may take action on these suggestions of the Task Force after considering their feasibility.</p>
6.	<p>Guidelines for consultation with Public in relation to formulation of policies and implementation thereof</p> <p>Section 4(1)(b)(vii) requires that public authorities should publish the</p>	<p>Although there is an existing practice and mechanism for consultations with public and formulation of complaint rules/ laws etc. there is a need to go further than to seek the comments</p>

	<p>particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof. In addition, Section 4(c) requires that public authorities should publish all relevant facts while formulating important policies or announcing decisions which affect people. Task Force has noted that Public Authorities have so far not completed with this provision. They have therefore recommended that a policy for consultation with public has to be laid out for Ministries/ Departments etc. to ensure standardization and institutionalization</p>
7.	<p>Compliance with provisions of suo-motu(Proactive Disclosure) under RTI Act.</p> <p>On the issue of suo-motu disclosure under RTI Act, the Task Force feels that each Ministry/ Department of the Government should prepare its own proactive disclosure scheme which should also include the proactive disclosures to be made by its attached/ subordinate offices.</p> <p>Now that the use of IT is increasing there is a need for uniform and consistent policy on proactive disclosure through websites by Ministries/ Departments. Formulation of model scheme and identification of common parameters will set the ball rolling for such proactive disclosure by Ministries /Departments.</p>

Yours faithfully,



(Amarendra Singh)

Under Secretary to the Govt. of India

To

Department of Personnel & Training,  
Ms. Sarita Nair, Under secretary (IR),  
North Block, New Delhi.

(2) 4

Ministry of Finance  
Department of Revenue  
RTI Cell  
\*\*\*\*\*

Subject:- Implementation of Section 4 of RTI Act, 2005- Draft Report of the Task Force constituted for effective implementation thereof.

.....

Reference is invited to DOPT's O.M. No. 1/06/2011-IR dated 24<sup>th</sup> January, 2012 on the above mentioned subject.

2. In so far as this Department is concerned, no comments/suggestions are offered.

*Renuka*  
(Renuka Nambiar)  
Under Secretary  
T.No.23095368

Director  
DOPT, IR Section.  
North Block. New Delhi

Ministry of Finance (D/o Revenue) U.O. No.50/5/2012-RTI Cell dt. 23/2/12

*hm*  
*24/2/12*  
*SO (IR)*

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F.No. 1/11/2010-RTI  
Government of India  
Ministry of Finance  
Department of Economic Affairs

....

North Block,  
New Delhi, dated:23.2.2012

Office Memorandum

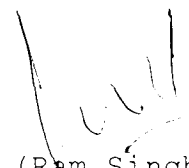
Subject: Implementation of Section 4 of RTI Act, 2005- Report of the Task Force constituted for effective implementation thereof.

The undersigned is directed to refer to DOPT's O.M. No. 1/6/2011-IR dated 24.11.2011 on the above mentioned subject and to say that the para 2.1.2 of the report of Task Force on "Public Private Partnership" specifically relates to this Department. It is suggested that the said para may be reformulated as per under:-

"If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the public authority entering into the PPP contract/concession agreement. This may include details of the special purpose vehicle, if any set up, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP projects. The documents under the ambit of the exemption from disclosure of information under Section 18 (1) (d) & 8 (1) (i) of the RTI Act, 2005 will not be disclosed without the concurrence of the concessionaire/third party viz. Financing details, details about personnel & activities of the SPV which affect trade secrets/competitive advantage of the concessionaire. Further, information about fees, toll, or other kinds of revenue that may be collected under authorization from the Government may also be proactively disclosed by the public authority information in respect of outputs and outcomes, process of selection of private sector party can be sought from the public authority. All payments made by the authority in respect of the PPP projects may also be disclosed in a periodic manner along with the purpose of making payments".

2. The other recommendations are common to all Ministries/Departments on which a view may be taken by the concerned nodal Ministry/Department.

3. This has the approval of Joint Secretary.



(Ram Singh)  
Under Secretary & CPIO  
Tel: 23095253

hm  
23/2/12 To  
S.C.(IR)

Department of Personnel and Training,  
Attention: (Ms.Sarita Nair, Under Secretary)  
North Block, New Delhi.

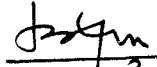
~~IPS~~ No.A-007/2011/PIC  
Government of India  
Ministry of Urban Development  
(P. I. Cell)

Room No. 203-C, Wing, Nirman Bhawan  
New Delhi -110108, Dated 2.3.2012

**OFFICE MEMORANDUM**

Subject: Implementation of Section 4 of RTI Act-2005 - Report of the  
Task Force constituted for effective implementation thereof.

I am to refer to your Office Memorandum No. 1/6/2011-IR dated  
24.11.2011 on the subject cited above and to say that Ministry of Urban  
Development is in agreement of the recommendations of the Task force.

  
24/3/12  
(J.P. Agrawal)  
Director(C,PG&Parl.)

To

✓ Sarita Nair,  
Under Secretary,  
M/o Personnel Public Grievances and Pensions,  
Department of Personnel and training,  
North Block,  
New Delhi.

hm  
6/3/12  
SO(IR)

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F.No. 6-3/FC&PG/2011  
Government of India  
Ministry of Social Justice & Empowerment

Shastri Bhavan New Delhi  
Dated: 27<sup>th</sup> February, 2012

**OFFICE MEMORANDUM**

Subject: View/ comments on Implementation of Section 4 of RTI Act, 2005-  
Report of the Task Force constituted for effective implementation  
thereof.

The undersigned is directed to refer to the Department of Personnel & Training O.M. No. F.No.1/6/2011-IR dated 24th November, 2011 seeking views/comments of this Ministry on Report of the Task Force constituted for effective implementation of Section 4 of RTI Act, 2005, and to state that the matter has been carefully examined in this Ministry.

2. The comments of this Ministry are furnished as under:

i) The suggestion/recommendation of the Task Force at Section 2.1.5 appears to be unnecessary and will not enrich the information content of the website of the PA and hence, public will not benefit from such information which may be relevant only for the specific purpose of those seeking it. **Therefore, this recommendation needs to be moderated the extent that PAs may be advised to list only important, informative queries and appeals on its website. This will prevent the website of the PA from being clogged with irrelevant information.**

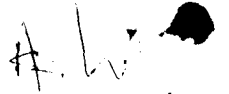
ii) The recommendation of the Task Force in Section 3.2.1 is for implementation by the State Governments/ Local Bodies. Although the task force has qualified its suggestion by saying 'as far as practicably possible', it still remains difficult to implement and monitor at Central Government level. **Therefore, professionally accepted norms and methods for dissemination of information may be used as per specific need of the public authority for a specific purpose or campaign.**

3. The above suggestions may be considered before the guidelines are

hm  
29/2/12  
SUC(IR)

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prepared and finalised by the DOP & T.



(A.P. Singh)

Under Secretary to the Govt. of India

Ms. Sarita Nair,  
Under Secretary  
Department of Personnel & Training  
North Block, New Delhi-110001



(239)

No. 28011/2/2011-Coord  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

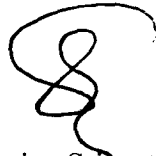
Shastri Bhawan, New Delhi  
Dated:- 10<sup>th</sup> Feb 2012

**OFFICE MEMORANDUM**

**Subject: Implementation of Section 4 of RTI Act, 2005 – Comments of Department of Fertilizers on the Report of the Task Force constituted for effective implementation thereof.**

This has reference to DOPTs OM No 1/6/2011-IR dated 24<sup>th</sup> November 2011 seeking this Departments' comments on the Report of the Task Force constituted by the DOPT for effective implementation of the Section 4 of the RTI Act 2005.

This Department is already implementing Section 4 of the RTI Act proactively under RFD and there is no recommendation of the Task Force touching on the specific matter being dealt in Department of Fertilizers. This Department has no objection to the recommendation made by the Task Force, in general, and extends its full support to it.

  
(Sanjay Srivastava)  
Under Secretary (Coord) 18/2  
Tel: 23389364

(Ms. Sarita Nair)  
Under Secretary  
Ministry of Personnel Public Grievances and Pensions  
Department of Personnel and Training  
North Block, New Delhi  
Tel: 230940401

hm  
16/2/12  
So(1R)

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98/VGL/60  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi - 110 023  
Dated the 15<sup>th</sup> April 1999

To

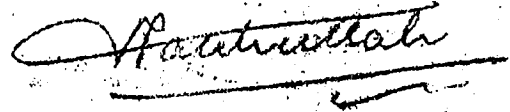
All Chief Vigilance Officers

Subject: Rotation of officials working in sensitive posts.

\*\*\*\*\*

Instructions have been issued from time to time by the Central Vigilance Commission and the Department of Personnel and Training for making rotational transfers in respect of the officials posted on sensitive posts at periodic intervals. These instructions are not being strictly followed and fallen into disuse.

2. In order to implement these instructions in a letter and spirit, it has been decided by the Commission that a list of sensitive posts in various Departments/Organisations should be identified by the Chief Vigilance Officer of the Department/Organisation. A list of posts so identified by the CVOs may be intimated to the Commission immediately. Thereafter CVOs in consultation with the Chief Executives would ensure that officials posted on sensitive posts are rotated every two/three years to avoid developing vested interests. In case officials posted on the sensitive posts continue to function in violation of the existing orders, the Commission may be apprised so that it may take up the matter with the concerned Departments/Organisations for implementing these instructions.



(P.S. FATEHULLAH)  
DIRECTOR

(241)

No.: 98/VGL/60  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi - 110 023.  
Dated the 2<sup>nd</sup> November, 2001.

To

All Chief Vigilance Officers

**Subject:   Rotation of officials working in sensitive posts.**

\*\*\*\*\*

Attention is invited to Circular No. 98/VGL/60 dated 15<sup>th</sup> April 1999 of the Central Vigilance Commission regarding rotation of officials working in sensitive posts.

2.           It is hereby clarified that postings in the vigilance wings/departments are classified as sensitive. Therefore, the above instructions should be strictly followed while transferring officials to and from vigilance.

3.           Accordingly, personnel deputed to the vigilance wing from operational wings are to have a tenure of three years following which they are to be reverted to operational areas. In the case of organizations that have a separate cadre for vigilance, the rotation should be done across regions on expiry of tenure of three years in a particular office.

4.           CVOs may certify annually that this exercise has been carried.

5.           This is for strict compliance by all concerned.

This issues with the approval of the Commission.

Sd/-  
(C.J. Mathew)  
**Deputy Secretary**

Telegraphic Address :  
SATARKTA: New Delhi

स. / No. No.004/VGL/90

(202)

E-Mail Address  
sigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24651001 - 07

फैक्स/Fax : 24616286

भारत सरकार  
केन्द्रीय सतर्कता आयोग  
GOVERNMENT OF INDIA  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023

दिनांक : Dated: 04<sup>th</sup> Jan., 2012

Circular No.02/01/12


**Sub: Rotation of officials working in sensitive posts – reg.**

**Ref: Commission's circulars No. 98/VGL/60 dated 15/4/1999, 1/11/2001  
and circular No.17/4/08(004/VGL/90) dated 1/5/2008**

Attention is invited to the Commission's instructions contained in circulars under reference wherein all CVOs were asked to identify the sensitive posts and also to ensure that officials posted on sensitive posts are rotated every two/three years to avoid vested interests. These instructions are not being strictly followed which is a matter of serious concern.

2. Recently the Commission while dealing with a case pertaining to a Public Sector Bank noticed that a senior ranking official who was associated with procurements etc. was posted in the department for an unduly long period which is against the spirit of the Commission's guidelines. The Commission would once again emphasize that periodical rotation of officials holding sensitive posts/jobs especially at senior levels need to be ensured. As such, officials should not be retained in the same place/position for unduly long periods in the guise of indispensability etc. by the Management of Public Sector Banks.

3. The Commission while reiterating its guidelines would advise the CVOs of Public Sector Banks to bring to the notice of all concerned to ensure strict compliance of the same. Further, the CVOs should specifically mention the action taken status in this regard indicating the number of officials rotated/transferred in the Bank in the Monthly Report of CVOs to the Commission.

  
(J Vinod Kumar)  
Officer on Special Duty

All CVOs of Public Sector Banks

1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

To  
Ms. Pankti Jog  
Executive Secretary  
Mahiti Adhikar Gujarat Pahel  
B 3, Sahajanand Towers  
Jivarajpark Char-rasta  
Ahmedabad-380051

North Block, New Delhi  
Dated 21<sup>st</sup> June, 2012

Subject: Report of the Task Force constituted for effective implementation of Section 4 of RTI Act, 2005

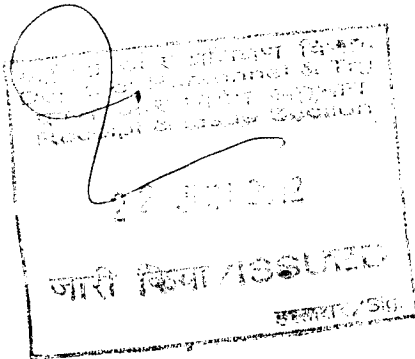
Madam

I am directed to refer to your letter dated 23.4.2012 on the above subject and to say that the Report of the Task Force is under consideration of the Government. On approval of the report, detailed guidelines for Suo motu disclosure by Central and State Government offices would be issued.

Yours faithfully,

*Sarita Nair*

(Sarita Nair)  
Under Secretary to the Govt of India



*o/c*

(246)

**Secret**

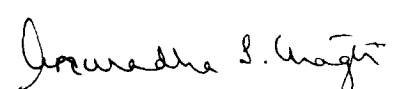
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

Subject: Implementation of Recommendations of Task Force for strengthening compliance with provisions for Suo Motu/ Proactive disclosure under Section 4 of the RTI Act, 2005

Reference Cabinet Secretariat's O.M. No.501/2/13/2011-CA.V dated 26<sup>th</sup> September, 2012 on the above subject.

2. The issue of Guidelines on Suo Motu disclosure is a RFD target for this Ministry. The target date is 31.12.2012. After the meeting of the COS, there may be need for this department to revise the Guidelines submitted. It may also be kept in mind that the Guidelines after approval have to be issued in Hindi also. Therefore, this department would need sufficient time to meet the RFD target.

3. It is requested that the COS meeting scheduled for 17.10.2012, may, if possible not be postponed again so as to enable this department to achieve its RFD target.

  
(Anuradha S.Chagti)  
Director  
Tel: 23093074

Cabinet Secretariat(Shri R.Anand, Director), Rashtrapati Bhawan, New Delhi  
DoPT I.D. No.1/6/2011-IR dated 5.10.2012

e/c





245

# Commonwealth Human Rights Initiative

New Delhi, India • London, UK • Accra, Ghana

NGO in Special Consultative Status with the Economic and Social Council of the United Nations

1325/JJA/T/A/12  
22/10/12

Date: 15/10/2012

To,  
Mr. Manoj Joshi, IAS  
Joint Secretary to the Government of India (AT&A)  
Department of Personnel and Training  
Government of India,  
North Block  
New Delhi- 110 001

Director  
Maja Daruwala  
International Advisory  
Commission:  
Sam Okudzeto - Chairperson

Members:  
Alison Duxbury  
Yashpal Ghai  
Neville Linton  
B.G. Verghese  
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Executive Committee (India):  
B.G. Verghese - Chairperson

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Nitin Desai  
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Poonam Muttreja  
Ruma Pal  
A.P. Shah  
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Frances D'Souza  
Meenakshi Dhar  
Derek Ingram  
Claire Martin  
Syed Sharfuddin  
Joe Silva  
Sally-Ann Wilson

Dear sir,

**Sub: Incompleteness of the report of the DoPT's Task Force constituted to review the implementation of Section 4 of the Right to Information Act (RTI Act)**

I am writing to bring an important and urgent matter to your notice. You may recollect that I served as a member of the Task Force set up by your Department last year for developing guidelines and templates for the purpose of implementing Section 4 of the RTI Act more effectively. I convened the sub-group of the Task Force that worked on serial #(iii) of the terms of reference (TOR), namely, *detailing of Sec. 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(ix) and 4(1)(b)(xiv) to lend clarity to these sections.* After due deliberations, we submitted a report with specific guidelines to the DoPT. Our guidelines were subsequently included in the draft report which the then Joint Secretary, Shri Rajeev Kapoor, IAS circulated to all members of the Task Force (copy attached).

It came as a surprise yesterday (14/10/2012) when the DoPT circulated the Report of the Task Force at the meeting of the Working Group of the National Advisory Council on Transparency, Accountability and Governance without including the guidelines and recommendations made in relation to serial #(iii) of the ToR. The Working Group of the NAC had invited me to take part in the deliberations on Pre-legislative Processes where the truncated report of the Task Force was included in the reading materials.

I pointed out to the absence of our sub-group's recommendations at yesterday's meeting where DoPT was represented by Smt. Mamta Kundra, Joint Secretary (Est.). She acknowledged the existence of the recommendations of our sub-group and their absence from the report that was circulated at the meeting. She agreed to take it up with the Department.

I would like to point out that the report of the Task Force in its current form is focused more on ensuring improved proactive disclosure in various departments at the district, block and gram panchayat level leaving out the higher levels of the administration. Our

Dev (I/A)

ll discuss

ll reply

24/10

1325/JJA/T/A/12

22/10/12

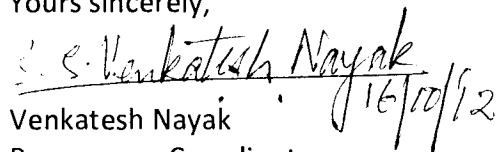
sub-group's recommendations related to proactive disclosure of the processes of decision-making, supervision and accountability, budget planning and expenditures and electronic records management in all public authorities irrespective of their levels of operation. These recommendations were designed in order to bring about greater transparency particularly in the working of ministries, departments, directorates and other public authorities in both Central and State Governments which rarely come into contact with members of the general public. If this important part of the original report is left out in the final version the hard work put in by the Task Force for making the higher levels of the administration transparent would come to nought.

The JS (Est.) informed us that the report of the Task Force would be submitted to the Committee of Secretaries (CoS) soon for approval. This is good news indeed. However I urge you to place the complete report of the Task Force including the recommendations made by my sub-group before the CoS. The guidelines of our sub-group also went through the same processes of consultation as other templates and recommendations that have been included in the truncated report. There is no reason why an incomplete report should be circulated throughout the country.

I urge you to intervene in this matter and ensure that the complete report of the Task Force including the recommendations made by the sub-group on serial #3 of the ToR is submitted to the CoS for approval. The JS (Est.) assured us at yesterday's meeting that even if the CoS were unable to meet to grant approval for the report of the Task Force, for any reason, the DoPT would issue binding instructions soon. If such a course of action is contemplated, I urge you to ensure that such binding instructions are issued for the topic dealt with under serial #3 of the ToR as well.

If you wish to discuss this matter further please feel free to contact me at 9871050555 or [nayak.venkatesh@gmail.com](mailto:nayak.venkatesh@gmail.com). I have copied this communication to all civil society representatives on the Task Force and participants at yesterday's NAC meeting by email and to the JS (Est.), Director (RTI Cell, DoPT) and the NAC in hard copy.

Thanking you,  
Yours sincerely,

  
Venkatesh Nayak

Programme Coordinator  
Access to Information Programme

**Encl:**

- 1) Report of the Task Force as circulated at the meeting of the Working Group of the NAC on Transparency, Accountability and Governance (available in hard copy only)



- 2) Extract from the Draft Report of the Task Force prepared by the sub-group related to serial #3 of the ToR (in hard copy and electronic version)

**Cc:**

- 1) Smt. Mamta Kundra, JS (Est.), Department of Personnel and Training, Government of India, North Block, NewDelhi- 110 001 (by email and in hard copy)
- 2) Smt. Aruna Roy, Member of the National Advisory Council and Convenor, Working Group on Transparency, Accountability and Governance (by email)
- 3) Smt. Anuradha Chagti, Director (RTI Cell), DoPT, Government of India, North Block, New Delhi- 110 001 (by email and in hard copy)
- 4) Shri Nikhil Dey, Co-Convenor, National Campaign for People's Right to Information (NCPRI), (by email)
- 5) Ms. Anjali Bhardwaj, Co-Convenor, National Campaign for People's Right to Information (NCPRI), (by email)
- 6) Ms. Pankti Jog, member of the DoPT's Task Force on the implementation of Section 4 of the RTI Act (by email)
- 7) Shri K Gurumurthy, member of the DoPT's Task Force on the implementation of Section 4 of the RTI Act (by email)
- 8) Ms. Aheli Choudhary, member of the DoPT's Task Force on the implementation of Section 4 of the RTI Act (by email)
- 9) Shri Vipul Mudgal, CSDS, New Delhi (by email)
- 10) Shri M R Madhavan, PRS Legislative Research, New Delhi (by email)

(250)



Anuradha S. Chagti  
Director  
Tel : 23093074



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

Dated, 6<sup>th</sup> November, 2012

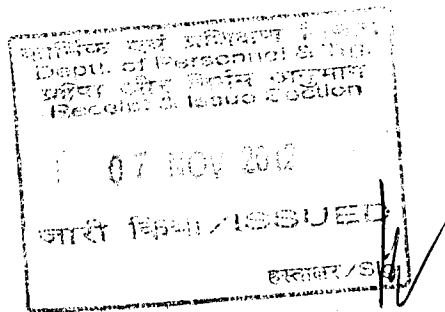
F.No.1/6/2011-IR

Dear Venkatesh Ji,

This is with reference to your letter dated 15.10.2012, to Joint Secretary, DoPT regarding "Incompleteness of the report of the DoPT's Task Force constituted to review the implementation of Section 4 of the Right to Information Act (RTI Act)." As confirmed to you DoPT did not circulate any papers during NAC meeting. The papers sent by you would have been circulated by the NAC Secretariat.

I would like to put to rest your apprehension that the Section 3 of the Task Force Report on pro-active disclosure has been deleted from the final report. The Task Force report contains all the chapters on which the Task Force had worked and the report is being shortly placed before the Committee of Secretaries for its consideration.

With regards



Yours sincerely,

*Anuradha S. Chagti*  
(Anuradha S.Chagti)

Shri Venkatesh Nayak  
Programme Coordinator,  
Access to Information Programme,  
Commonwealth Human Rights Initiative,  
B-117, First Floor, Sarvodaya Enclave,  
New Delhi.110 017.

*o/c*



सूचना का  
अधिकार

**P. K. Misra**

सचिव

Secretary

Tele : 23094848

: 23092056

Fax : 23094500



सत्यमेव जयते

D.O.No.1/6/2011-IR

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नॉर्थ ब्लॉक, नई दिल्ली - 110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES

AND PENSIONS

NORTH BLOCK, NEW DELHI - 110001

Website : <http://persmin.gov.in>

25<sup>th</sup> October, 2012

Dear

A proposal to seek approval of Committee of Secretaries on the guidelines framed on the recommendations of a Task Force set up by Department of Personnel and Training, for strengthening compliance with the provisions of Suo Motu disclosures as given in Section 4 of the RTI Act, 2005 was submitted to Cabinet Secretariat vide Note for Committee for Committee of Secretaries dated 10<sup>th</sup> July 2012. The meeting of the Committee of Secretaries was initially scheduled on 14.8.2012 and has been postponed thrice and now fixed for 31<sup>st</sup> October, 2012.

2. The issue of Guidelines on Suo Motu disclosure is a RFD target for this Department. The target date is 31.12.2012. After the meeting of the COS, there may be need for this Department to revise the Guidelines. Thereafter, the guidelines would have to be issued bilingually. Therefore, this Department would need sufficient time to meet the RFD target.

3. I shall be grateful if a decision is taken on the guidelines for Suo Motu disclosure in the COS meeting as soon as possible so as to enable this Department to achieve its RFD target.

Yours sincerely,

(P.K. Misra)

Shri Ajit Kumar Seth  
Cabinet Secretary  
Rashtrapati Bhawan  
New Delhi.



सूचना  
का अधिकार

(250)



Anuradha S. Chagti  
Director  
Tel : 23093074



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

Dated, 6<sup>th</sup> November, 2012

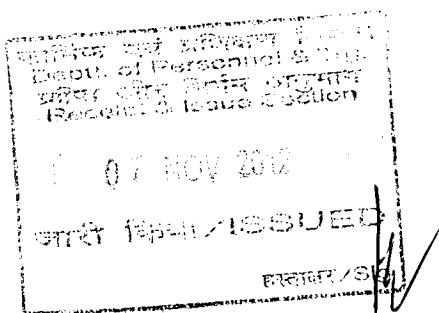
F.No.1/6/2011-IR

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With regards



Yours sincerely,

*Anuradha S. Chagti*  
(Anuradha S.Chagti)

Shri Venkatesh Nayak  
Programme Coordinator,  
Access to Information Programme,  
Commonwealth Human Rights Initiative,  
B-117, First Floor, Sarvodaya Enclave,  
New Delhi.110 017.

*s/c*



सूचना का  
अधिकार

**Secretary (P)**

D.O. No.1/6/2011-IR

A proposal to seek approval of Committee of Secretaries on the guidelines framed on the recommendations of a Task Force set up by Department of Personnel and Training, for strengthening compliance with the provisions of Suo Motu disclosures as given in Section 4 of the RTI Act, 2005 was submitted to Cabinet Secretariat vide Note for Committee for Committee of Secretaries dated 10<sup>th</sup> July 2012. The meeting of the Committee of Secretaries was initially scheduled on 14.8.2012 and has been postponed thrice and now fixed for 31<sup>st</sup> October, 2012.

The issue of Guidelines on Suo Motu disclosure is a RFD target for this Department. The target date is 31.12.2012. After the meeting of the COS, there may be need for this department to revise the Guidelines. Thereafter, the guidelines would have to be issued bilingually. Therefore, this department would need sufficient time to meet the RFD target.

I shall be grateful if a decision is taken on the guidelines for Suo Motu disclosure in the COS meeting <sup>as soon as possible</sup> ~~scheduled for 31<sup>st</sup> October, 2012,~~ so as to enable this department to achieve its RFD target.

Yours sincerely



Secretary (P)

Shri Ajit Seth,  
Cabinet Secretary,  
Rashtrapati Bhawan,  
New Delhi.

*Noted*

SECRET

Copy No. 252

No.501/2/13/2011-CA.V  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA  
RASHTRAPATI BHAVAN  
\*\*\*\*\*

New Delhi dated 4<sup>th</sup> December, 2012

*n-5366/30/12 (11000)*  
*dt/12*

**Subject: Implementation of Recommendations of Task Force for strengthening Compliance with Provisions for Suo Motu / Proactive Disclosures under Section 4 of the RTI Act, 2005.**

Reference this Secretariat's O.M. of even number dated 23<sup>rd</sup> November, 2012, on the subject matter.

2. The meeting of Committee of Secretaries scheduled to be held at 05.00 P.M. on 23<sup>rd</sup> November, 2012 but postponed will now be held at **12.00 Noon on 12<sup>th</sup> December, 2012.** Agenda and venue will remain the same.

3. It is requested to kindly make it convenient to attend the meeting.

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*501/2/13/2011-CA.V*  
*Dir (CR) 7/12*  
*will send?*

*Arora*  
**(V.P.Arora)**  
**Deputy Secretary**  
**Tele No: 23014378**  
*3/13*

*gac*  
*7/12*  
*US(CR)*

- Shri P. K. Misra, Secretary, D/o Personnel & Training.
- Shri R.K. Singh, Home Secretary, M/o Home Affairs.
- Dr. K. Radhakrishnan, Secretary, D/o Space.
- Dr. R.K. Sinha, Secretary, D/o Atomic Energy.
- Secretary, M/o Environment & Forests.
- Shri R.S. Gujral, Finance Secretary & Secretary, D/o Expenditure
- Shri Arvind Mayaram, Secretary, D/o Economic Affairs.
- Shri J. Satyanarayana, Secretary, D/o Electronics & Information Technology.
- Shri Anil Goswami, Secretary, D/o Social Justice & Empowerment.
- Shri B. A. Agarwal, Secretary, D/o Legal Affairs.
- Shri B. A. Agarwal, Secretary, Legislative Department.

Copy forwarded to: -

Secretary, Central Information Commission w.r.t this Secretariat's OM of even number dated 23<sup>rd</sup> November, 2012, with the request to kindly make it convenient to attend the meeting.

*Arora*  
**(V.P.Arora)**  
**Deputy Secretary**

Copy also forwarded to: -

Principal Secretary to Prime Minister.

**Internal circulation**  
**CS/Secy(C)/AS(G)/Dir.(RA)**

**20 Copies**

Secret (253)

F.No.1/6/2011-IR  
Government of India  
Ministry of Personnel, PG and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 7<sup>th</sup> December, 2012.

OFFICE MEMORANDUM

Subject:- Implementation of the Recommendations of Task Force for strengthening Compliance with Provisions for Suo Motu / Proactive Disclosures under Section 4 of the RTI Act, 2005.

The undersigned is directed to refer to this Department's O.M. of even number dated the 10<sup>th</sup> July, 2012 forwarding therewith a Note for the Committee of Secretaries regarding implementation of the Recommendations of Task Force for strengthening compliance with provisions for Suo Motu / Proactive Disclosures under Section 4 of the RTI Act, 2005. In the said note approval of the CoS has been sought for the guidelines for implementation of the suo-motu disclosure under RTI Act, 2005.

2. Pending receipt of the approval of CoS, the matter has been reconsidered in this Department. Since RTI Act, 2005 came into existence; DOPT has been issuing several guidelines and instructions aiming at effective implementation of various provisions of RTI Act with the approval of the Competent Authority in DOPT.

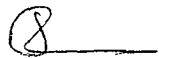
3. It is stated that there are seven categories of cases that can be referred to CoS by a Ministry/Department. This case falls in the category in which a Secretary of a Department desires advice of CoS on a subject assigned to his charge.

4. The Report of the Task Force has been circulated among Ministries/Departments and inter-ministerial consultation has already been held and views of Ministries/Departments have been incorporated in the draft guideline. There are no irreconcilable difference(s) of opinion between DOPT and other Ministries warranting the intervention of CoS. The issue of guidelines is an RFD target to be achieved by 31<sup>st</sup> December, 2012.

5. As was done on earlier occasion, it has now been decided to issue the guidelines proposed in the CoS Note under reference after obtaining the approval of the competent authority in DOPT.

6. Accordingly it is requested that DOPT may be allowed to withdraw the CoS Note dated 10.7.2012 submitted to Cabinet Secretariat.

7. This issues with the approval of Secretary(Personnel).



(Sandeep Jain)

Deputy Secretary to the Government of India  
Tele:23092755

Cabinet Secretariat  
(Shri R.Anand, Director)  
Rashtrapati Bhavan, New Delhi.

7/12/012  
P.B.N=36/012

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~~THE~~

Mr. Stet & Johnson  
No 1/6  
Blackburne Prof. & Associates  
A/B

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Five



Dy. No 12540/2013

(255)

No. 30/2/2013-PPD  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

North Block, New Delhi  
Dated 5<sup>th</sup> February, 2013

**OFFICE MEMORANDUM**

**Subject: Implementation of Recommendations of Task Force for Strengthening Compliance with Provisions for Suo Moto/ Proactive disclosures under section 4 of the RTI Act, 2005.**

This has reference to the minutes of the meeting of the CoS held on 12/12/12 on the subject cited above. In this regard it is stated that the present formulation of para 1.1 of draft guidelines on "Information related to procurement" prescribes a limit of Rs. 10 Lakh for the publication of notice/ tender enquiries, corrigenda and details of bid awards thereon. In the context of e-Publishing, this contradicts with this Departments O.M No. 10/1/2011- PPC dated 30<sup>th</sup> November 2011. Hence this contradiction needs to be removed. Further, inclusion of 'works contracts' along with goods /services, would make the guidelines in line with the existing instructions issued vide above cited O.M.

3. This can be achieved with the following two minimal changes. It is therefore requested that these may be incorporated in the para 1.1 of the draft guidelines before the same is issued;
- In line 1 of para 1.1 of the draft guidelines, the figure of **Rs. 10 Lakhs for disclosure may be removed** as the same contradicts with this Departments O.M dated 30<sup>th</sup> November 2011.
  - In the phrase "**detailing the name of the supplier of goods/services being procured and the rate and total amount at which such procurement is to be done**" the words '**or works contracts entered or any such combination of these**' may be included after being procured.
4. This issues with the approval of OSD (PPD).

*Yashashri Shukla*  
5.2.13  
(Yashashri Shukla)  
Director (PPD)  
011-23093457

To,

Shri Sandeep Jain,  
Dy. Secretary (RTI), DOPT,  
Room No. 279-A, North Block, New Delhi

*612*

Copy to:

DS( RTI), DoE, North Block , New Delhi with respect to their Note dated 28.12.12 in file no. 11/5/2011-RTI.

*us (SR)  
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*hm  
6/2/2013  
To me*

SECRET  
1-56

PRIME MINISTER'S OFFICE

\*\*\*\*\*

South Block,  
New Delhi – 110 011


**Subject: Provisions for *suo motu* disclosure under Section 4 of the RTI Act, 2005 – Reg.**

Reference is invited to the proposal of DoPT in the note dated 21.3.2013 at page 64/n in the DoPT's file no. 1/6/2011-IR on the above subject.

2. The undersigned is directed to convey that Prime Minister has approved the draft OM and the Guidelines on implementation of *suo-motu* disclosure under Section 4 (1) (b) of the RTI Act, 2005, with amendments as per the copy enclosed.

3. DoPT is also requested to put up these Guidelines on their website and also release these guidelines to the media.


4. DoPT File no. 1/6/2011-IR is returned herewith.

  
(Dheeraj Gupta)  
Joint Secretary to PM  
Tel. No. 2301 5944


**Secretary, Department of Personnel & Training**

PMO ID no. 600/31/C/65/2012-ES.2 3885266

Dated: 9.4.2013

  
10/4/13

JS (AT+A)

  
10/4/13

DS (IR)   
194

US (IR)

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the \_\_\_\_\_, 2013

**OFFICE MEMORANDUM**

**Subject: Implementation of Suo – Motu disclosure under Section 4 (1)(b) of RTI Act,2005 – Issue of guidelines regarding:**

Section 4(1)(b) of the RTI Act lays down the information which should be disclosed by Public Authorities on a suo motu or proactive basis. Section 4(2) and Section 4(3) prescribe the method of dissemination of this information. The purpose of suo motu disclosures under Section 4 is to place large amount of information in public domain on a proactive basis to make the functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI applications.

2. Since the promulgation of the Act in 2005, large amount of information relating to functioning of the government is being put in public domain. However, the quality and quantity of proactive disclosures are not up to the desired level. It was felt that the weak implementation of the Section 4 of the RTI Act is partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI Act are met.

3. In order to address the above Government of India constituted a Task Force on *Suo Motu* disclosures under the RTI Act, 2005 in May 2011 which included representatives of civil society organizations active in the field of Right to Information, for strengthening compliance with provisions for *suo motu* or proactive disclosures as given in Section 4 of the RTI Act, 2005. Based on the report of the Task Force the Government have decided to issue guidelines for *suo motu* disclosures under section 4 of the RTI Act.

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4. Guidelines for Central Government Ministries/Departments are on:
  - i. Suo motu disclosure of more items under Section 4.
  - ii. Guidelines for digital Publication of proactive disclosures under Section 4.
  - iii. Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi) and 4(1)(b)(xiv)
  - iv. Compliance mechanism for *suo motu* disclosures (Proactive disclosure) under the RTI Act, 2005.
5. The above guidelines are enclosed. However, it may be kept in mind that proactive disclosures should be done in the local language so that it remains accessible to public. It should be presented in a form that is easily understood and if technical words are used they should be carefully explained. As provided in 4(1)(b), disclosures should be made in as many mediums as feasible and disclosures should be kept up to date. The disclosure of Information may be made keeping in mind the provisions of Section 8 to 11 of the RTI Act.
6. Central Government Ministries/ Departments should undertake suo motu disclosure and ensure compliance based on these guidelines.
7. The enclosed guidelines may be brought to the notice of all for compliance.

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259)

## Guidelines on suo motu Disclosure under Section 4 of the RTI Act

### INDEX

<b>S. No.</b>	<b>Chapter</b>	<b>Page No.</b>
<b>1</b>	Suo motu disclosure of more items under Section 4	<b>1</b>
<b>2</b>	Guidelines for Digital Publication of proactive disclosures under Section 4	<b>4</b>
<b>3</b>	Guidelines for certain clauses of Section 4(1)(b) to make disclosures more effective	<b>7</b>
<b>4</b>	Compliance with provisions of suo motu	<b>12</b>

## **Guidelines on Suo-Motu Disclosure under Section 4 of the RTI Act**

### **1.0 Suo motu disclosure of more items under Section 4**

Sub-section 4(2) of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section 4(1) to provide as much information suo motu to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to use the Act to obtain information. Accordingly, the Public Authorities may proactively disclose the following items also under the *suo motu* disclosure scheme provisions of Section 4:

#### **1.1 Information related to Procurement**

1.1.1 Information relating to procurement made by Public Authorities ~~and~~ including publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done should be disclosed. All information disclosable as per Ministry of Finance, Department of Expenditure's O.M. No 10/1/2011-PPC dated 30<sup>th</sup> November, 2011 on Mandatory Publication of Tender Enquiries on the Central Public Procurement Portal and O.M. No. 10/3/2012- PPC dated 30<sup>th</sup> March, 2012 on Implementation of comprehensive end-to-end e-procurement should be disclosed under Section 4. At present the limit is fixed at Rs. 10.00 lakhs. In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published. However information about procurement which would fall within the purview of Section 8 of the RTI Act would be exempt.

#### **1.2 Public Private Partnerships**

1.2.1 If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement. This may include details of the Special Purpose Vehicle (SPV), if any set up, detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project. The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) and 8(1)(j) of

261)

the RTI Act will not be disclosed *suo-motu*. Further, information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed. All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.

### **1.3 Transfer Policy and Transfer Orders**

1.3.1 Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed. All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act. These guidelines will not be applicable in cases of transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act. These instructions would not apply to security and intelligence organizations under the second schedule of the RTI Act.

### **1.4 RTI Queries and Frequently Asked Questions**

1.4.1 All Public Authorities shall proactively disclose RTI queries and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words. ~~Attempt should be made to upload RTI applications and their replies which are of a generic nature and not repetitive applications. Frequently Asked Questions (FAQs) based on these applications should be attempted and also uploaded.~~ RTI applications and appeals received and their responses relating to the personnel information of an individual may not be disclosed as they do not serve any public interest.

### **1.5 CAG & PAC paras**

1.5.1 Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament. However, CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt.

### **1.6 Citizens Charter**

1.6.1 Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed and

six monthly report on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

**1.7 Discretionary and Non-discretionary grants**

1.7.1 All discretionary /non-discretionary grants/ allocations to state governments/ NGOs/Other institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned. Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website. Disclosures will be subject to provisions of Section 8 to 11 of the RTI Act.

**1.8 Foreign Tours of PM/Ministers**

1.8.1 A large number of RTI queries are being filed on official tours undertaken by Ministers or officials of various Government Ministries/Departments. Information regarding the nature, place and period of foreign and domestic tours of Prime Minister are already disclosed on the PMO's website.

1.8.2 As per DoPT's OM No. 1/8/2012-IR dated 11/9/2012, Public Authorities may proactively disclose the details of foreign and domestic official tours undertaken by the Minister(s) and officials of the rank of Joint Secretary to the Government of India and above and Heads of Departments, since 1<sup>st</sup> January, 2012. The disclosures may be updated once every quarter starting from 1<sup>st</sup> July, 2012/2013.

1.8.3. Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken. Exemptions under Section 8 of the RTI Act, 2005 may be taken kept in view while disclosing the information. These instructions would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.



263)

## 2.0 Guidelines for Digital Publication of proactive disclosures under Section 4

2.1 Section 4 lays down that information should be provided through many mediums depending upon the level of the public authority and the recipient of information (for example, in case of Panchayat, wall painting may be more effective means of dissemination of information), and that more and more proactive disclosure would gradually be made through Internet. There is need for more clear guidelines for web-based publication of information for information disclosure.

2.2 The Department of Information Technology has been working on setting of technical standards for government websites and the Department of Administrative Reforms & Public Grievances has published guidelines for websites of Government Departments. These guidelines prescribe the manner in which websites need to be designed and how information should be disclosed. While adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances, the following principles additionally should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- a) It should be the endeavor of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer based interface. The 'Electronic Delivery of Services Bill, 2012' under formulation in Government of India would provide the necessary impetus.
- b) Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the Public Authorities to citizens.
- c) Orders of the public authority should be uploaded on the website immediately after they have been issued. ~~only after such orders have been uploaded on the website. Such a system exists in Andhra Pradesh and could be adopted in other governments easily.~~

- d) Website should contain all the relevant Acts, Rules, forms and other documents which are normally accessed by citizens.
- e) Websites should have detailed directory of key contacts, details of officials of the Public Authority.
- f) It is obligatory under Section 4(1)(b)(xiv) of the RTI Act for every Public Authority to proactively disclose 'details in respect of the information, available to or held by it, reduced in an electronic form'. ~~In such a listing required under this section,~~The website should therefore indicate which digitally held information is made available publicly over the internet and which is not.
- g) As departments reorganize their systems and processes to enable themselves for electronic service delivery, it is recommended that ~~during process reengineering the~~ requirement of bringing due transparency as provided in the RTI Act ~~are~~ is given due adequate consideration at the design stage itself.
- h) To maintain reliability of information and its real time updation, information generation in a digital ~~work flow~~ form should be ~~'locked'~~ to automatically updated on the basis of key work outputs, like a muster roll and salary slip (NREGA in Andhra Pradesh) or formalization of a government order (Andhra Pradesh). Such an approach will lead to automation of proactive disclosure.
- i) Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.
- j) The 'National Data Sharing and Accessibility Policy' by the Department of Science and Technology is based on the principle that all publicly funded information should be readily available. ~~and works on the principle of open and restricted access to data.~~ The policy has been notified in March, 2012 and the schedule should be strictly adhered to.

269)

- k) Information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data can, for instance, be presented in powerful visual ways using visualisation techniques. Such visual representation of information/ data can give insights that may remain largely hidden in a textual or tabular presentation of data. In some contexts, pictures and audio/videos recordings etc may be more useful. There have been moves in some parts of the country to video record Gram Sabha meetings. A picture of a NREGA worksite, for instance, may tell much more than words can. All such different media and forms should be used for proactive disclosure.
- l) Every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.

**3.0 Guidelines for certain clauses of Section 4(1)(b) to make disclosures more effective**

3.1 The elements of information listed in the various sub-clauses of Section 4(1)(b) must be disclosed in an integrated manner. ~~treated as elements of an integrated disclosure scheme~~ For example, the functions and responsibilities of a public authority cannot be understood in isolation from the powers and functions of its employees, the norms that inform its decision making processes and the rules, instructions and manuals that are used in the discharge of its functions. Description of one element presupposes the existence of another. So every public authority must endeavour to integrate the information mentioned in these sub-clauses while preparing voluntary disclosure materials.

3.2 Considering that disclosures in regard to certain clauses have been relatively weak, detailed guidelines for four clauses are given below:

**3.3 Guidelines for section 4(1)(b)(iii) - “the procedure followed in the decision-making processes, including channels of supervision and accountability”.**

3.3.1 All government departments have specific duties and responsibilities under the respective Allocation of Business Rules (AOB) issued by the appropriate Government. The constitutional provisions and statutes each department is required to implement are clearly laid down in the AOB. The manner of disposal of matters assigned to each Department/Ministry is described in the Transaction of Business Rules (TOB). Additionally, every department would have a specific set of schemes and development programmes which they are required to implement directly or through their subordinate offices or other designated agencies. These documents contain the specific operations that every Public Authority is required to undertake in the course of implementing the programme or scheme. Every operation mandated under the AOB read with the TOB would be linked to a specific decision-making chain. All government officers have to follow laid down office procedure manual or the other rules which gives details of how representations, petitions and applications from citizens must be dealt with. Templates, formats, and basic steps of decision-making are briefly explained in such manuals. These descriptions constitute the elements of decision-making processes in general.

267)

3.3.2 Additionally, in the routine work of governance, government functionaries are required to make decisions in a discretionary manner but broad guiding principles are laid down in some rule or the other. For example, the General Financial Rules lay down procedures for a variety of operations relating to government finances. How sanction must be accorded for incurring expenditure; how losses to government must be reported; how responsibility for losses may be fixed on any government servant; how budgets, demand for grants are prepared and submitted; how public works must be sanctioned and executed; how commodities and services may be procured by a public authority; are all explained in these manuals which are updated from time to time. The challenge is to present a simplified version of the decision-making procedure that is of interest to a common citizen.

3.3.3 In view of the above, the following guidelines for detailing the decision making processes are as follows:

- (a) Every public authority should specifically identify the major outputs/ tangible results/ services/ goods as applicable that it is responsible for providing to the public or to whosoever is the client of the public authority.
- (b) In respect of (a) above, the decision-making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process ~~clarifying~~ and the specific stages in the decision-making hierarchy.
- (c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be spelt out next to the flow chart or in a simple bullet-pointed format in a text-box. The exceptional circumstances when such standard decision-making processes may be overridden and by whom should also be explained clearly. Where decentralization of decision-making has occurred in order to grant greater autonomy to public authorities, such procedures must also be clearly explained.
- (d) This design of ~~representation~~ should then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.

(e) In the event of a public authority altering an existing decision-making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.

**3.4 Guidelines for Section 4(1)(b)(iv) - "the norms set by it for the discharge of its functions".**

3.4.1 Primarily, the intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged. Norms may be qualitative or quantitative in nature, or temporal or statutory norms. In order to ensure compliance with this clause, public authorities would need to ~~develop~~ disclose norms for major functions that are being performed, ~~if they do not already exist.~~

3.4.2 Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, are good examples of vehicles created for laying down norms of performance for major functions and for monitoring achievements against those standards.

3.4.3 Wherever norms have been specified for the discharge of its functions by any statute or government orders, they should be proactively disclosed, particularly linking them with the decision making processes as detailed earlier. All Public Authorities should proactively disclose the following:

- a) Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
- b) Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.
- c) Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.

269)

- d) Defining the quantitative and tangible parameters, (weight, size, frequency etc,) and timelines, that are applicable to the goods and services that are accessible to the public.
- e) Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.
- f) Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

**3.5 Guidelines for Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”.**

**3.5.1 The public authorities while disclosing their budgets shall undertake the following:**

- (a) Keeping in view of the technical nature of the government budgets, it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and ~~keep them~~ place them in public domain. ~~Presentation of b~~Budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.
- (b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis those targets. A monthly programme implementation calendar method of reporting being followed in Karnataka is a useful model.
- (c) Funds released to various autonomous organizations/ statutory organizations/ attached offices/ Public Sector Enterprises/ Societies/ NGOs/ Corporations etc. should be put on the website on a quarterly basis and budgets of such authorities may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website then the budgets and expenditure reports of

such subsidiary authority may be uploaded on the website of the principal Public Authority.

- (d) Wherever required by law or executive instruction, sector specific allocations and achievements of every department or public authority (where feasible) must be highlighted. For example, budget allocation and target focusing on gender, children, Scheduled Castes and Scheduled Tribes and religious minorities should be specially highlighted. The sector-wise breakup of these targets and actual outcomes must be given in simplified form to enable the vulnerable segments of society to better understand the budgets of public authorities better.

### **3.6 Guidelines for Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form.**

3.6.1 On the one hand, this clause serves as a means of proactively disclosing the progress made in computerizing information under Section 4(1)(a) of the RTI Act in a periodic manner. On the other, it provides people with clarity about the kinds of electronic information that, although not held by the public authority, is available to them. For example the stocks of ration available with individual fair price shops may not be available with held by the District Civil Supplies office, but may be available at a subordinate formation.

3.6.2 Keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding those records /files /information that are exempted under Section 8. The data about digitized record may include the name of the record and any categorization or indexing used; the subject matter and any other information that is required to be compiled in relation to a file as prescribed by Manual of Office Procedure (and to be prescribed by MOP for electronic records that is under finalization by DARPG), the division/ section/ unit/ office where the record is normally held; the person, with designation, responsible for maintaining the record; and the life span of the record, as prescribed in the relevant record retention schedule.



271)

at Each Ministry/Public Authority shall ensure that these Guidelines are fully operationalized with a period of 6 months from the date of their issue. Proactive Disclosure Scheme as per these Guidelines would require collating a large quantum of information and digitizing it. Therefore, Ministries/organization for this purpose, may engage consultants or outsource such an additional efforts to expeditiously comply with the Proactive Disclosure Scheme and for this purpose utilize the plans/non-plan funds of that department.

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#### 4.0 — Compliance with provisions of suo motu (Proactive Disclosure) under the RTI Act.

4.1 — In order to monitor and enforce compliance with suo motu disclosure provisions both the public authorities and Information Commissions have a role to play. At the level of public authority responsibility should be given at senior levels for ensuring that information is proactively disclosed and regularly updated as per the provisions of the Act. Information Commissions would monitor whether action is being taken as per the provisions of the Act and, if weaknesses are found, they are already authorized to issue recommendations to public authorities under Section 25(5) of the Act. The following guidelines are for improving compliance with the provisions of the RTI Act regarding proactive disclosures.

##### 4.2.1 — Proactive Disclosure Scheme

4.2.1 — Each Ministry/Department of Government should prepare a proactive disclosure scheme for their Ministry/Department which should also include the proactive disclosures to be made by attached and subordinate offices of that Ministry/Department. This is necessitated as many of the clauses of Section 4(1)(b) would need to be specifically detailed for a specific Ministry/Department and their offices. For example, under Section 4(1)(b)(iii) the procedure followed in the decision making process needs to be detailed and it needs to be decided as to which decisions should be covered for proactive disclosures for this purpose. This would be different for different Ministry and should be carefully detailed in the scheme specific to that Ministry. Similarly, now the budgets of the Ministry/Departments are to be put up in the user friendly manner as recommended elsewhere in these guidelines would be different for different Ministries/ Departments. The norms set by public authority for discharge of its functions would also be specifically detailed for each public

authority/Ministry/Department. It is in this context that need for a Ministry/Department specific proactive disclosure scheme which conforms to the provisions of RTI Act is felt.

4.2.2 The following steps should be taken by each Ministry/Public Authority under the Proactive Disclosure Scheme:

- b) Each Ministry/Public Authority, within a period of 6 months from the date of issue of these guidelines, should prepare a list of items they would be disclosing under Proactive Disclosure Scheme along with the time period over which this exercise would be carried out. Each Ministry/Public Authority should list out the items they would disclose under the scheme within one year, within two years and in three years time. Such detailed planning is essential as a lot of information may need to be piloted and digitized for disclosure.

- e) The above scheme for disclosure should be sent to the Central Information Commission and should also be included in the Public Authority's RFD and disclosed on the web site.
- d) Each Ministry/Public Authority should get its Proactive Disclosure Scheme audited by third party every year. The audit should cover compliance with the Proactive Disclosure Scheme as well as adequacy of the items included in the scheme. The audit should examine whether there are any other type of information which is feasible within the sources to be proactively disclosed. Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third party auditors on their website.

- e) Central Information Commission would carry out sample audit and of few of the Ministries/Public Authority with regard to adequacy of items included and their schedule for Proactive Disclosure Scheme as well as compliance of the Ministry/Public Authority with the scheme. The Central Information Commission, for other Ministries/Public Authority should examine the third party audit reports for each Ministries/organization and offer their advice/recommendation on compliance with the Proactive Disclosure Scheme to the concerned Ministries/organization.

- f) Preparation of Proactive Disclosure Scheme, its audit by third party, its communication to the Central Information Commission and the detailed and quality of disclosure should be included as RFD target.

273)

- g) ~~Proactive Disclosure Scheme would require collating a large quantum of information and digitizing it. Therefore, Ministries/organization for this purpose, may engage consultants or outsource such an additional efforts to expeditiously comply with the Proactive Disclosure Scheme and for this purpose utilize the plans/non-plan funds of that department.~~
- h) ~~For carrying out third part audit through outside consultants also Ministries/ Public Authority should utilize their plan/non-plan funds.~~

#### **4.3 — Nodal Officer**

4.3.1— ~~Each Central Ministry/Department would appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure scheme. Nodal Officer would work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office as the case may be. Nodal Officers of Ministry/Department and HOD separately would also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure scheme.~~

#### **4.3 — Annual Report to CIC**

4.4.1— ~~All Ministries/Departments/Attached Offices would disclose their proactive disclosure scheme compliance made with the suo moto scheme and also list out any changes in the scheme which are deemed to be appropriate, and third party audit on their website and submit the URL link to the Central Information Commission.~~

#### **4.4 — Annual Reports to Parliament/Legislatures**

4.5.1— ~~Government has issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure scheme should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department.~~

#### **4.0 Compliance with Provisions of Suo Moto (pro-active Disclosure) Guidelines under The RTI Act**

4.1 Each Ministry/Public Authority shall ensure that these Guidelines are fully operationalized within a period of 6 months from the date of their issue.

4.2 Proactive Disclosure as per these Guidelines would require collating a large quantum of information and digitizing it. For this purpose, Ministries/Public Authorities may engage consultants or outsource such work to expeditiously comply with these Guidelines. For this purpose, the plan/non-plan funds of that department may be utilized.

4.3 The Action Taken Report on the compliance of these Guidelines should be sent, along with the URL link, to the DoPT and Central Information Commission soon after the expiry of the initial period of 6 months.

4.4 Each Ministry/ Public Authority should get its Proactive Disclosure package audited by third party every year. The audit should cover compliance with the Proactive Disclosure Guidelines as well as adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be proactively disclosed. Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third party auditors on their website. For carrying out third party audit through outside consultants also Ministries/Public Authorities should utilize their plan/non-plan funds.

4.5 The Central Information Commission should examine the third-party audit reports for each Ministry/Public Authority and offer advice/recommendations to the concerned Ministries/ Public Authorities.

4.6 Central Information Commission should carry out sample audit of few of the Ministries/ Public Authorities each year with regard to adequacy of items included as well as compliance of the Ministry/Public Authority with these Guidelines.

4.7 Compliance with the Proactive Disclosure Guidelines, its audit by third party and its communication to the Central Information Commission should be included as RFD target.

## **5.0 Nodal Officer**

5.1 Each Central Ministry/ Public Authority should appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure Guidelines. The Nodal Officer would

275)

work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office as the case may be. Nodal Officers of Ministry/Department and HOD separately should also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure Guidelines.

## 6.0 Annual Reports to Parliament/Legislatures

6.1 Government has issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure Guidelines should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department.

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**PRIME MINISTER'S OFFICE**


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**South Block,  
New Delhi – 110 011**

**Sub: Provisions for Suo Moto Disclosure under Section 4 of the RTI Act, 2005**

Reference is invited to the proposal of DoPT in the note dated 19.1.2013 at page 59/n in the DoPT's File No. 1/6/2011-IR on the above subject.

- 2. The undersigned is directed to return the proposal of the Department to refer the matter back to Department of Legal Affairs for obtaining the views of Law Secretary in the matter.
- 3. DoPT File no. 1/6/2011-IR is returned herewith.

  
**(Dheeraj Gupta)**  
**Joint Secretary to PM**  
 Tel. No. 2301 5944

**Secretary, Department of Personnel & Training**

PMO ID no. 600/31/C/65/2012-ES.2

Dated. 30.1.2013

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Confidential

**PRIME MINISTER'S OFFICE**

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**South Block,  
New Delhi – 110 011**

**Subject: Provisions for Suo Moto disclosure under Section 4 of the RTI Act, 2005**


Reference is invited to the proposal of DoPT in the note dated 26.12.2012 at page 51/n in the DoPT's file no. 1/6/2011-IR on the above subject.

2. It has been observed that DoPT has not clarified in the proposal whether DoPT can 'prescribe' or 'mandate' suo moto disclosure of additional items through guidelines. In this connection, attention is drawn to Section 4(1)(b)(xvii) of the RTI Act which stipulates that a public authority shall publish within 120 days from the enactment of the Act 'such other information as may be prescribed'. Further, Section 2 (g) states that " 'prescribed' means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be".

3. In view of the above, the undersigned is directed to request the Department to submit its views, after consultation with Ministry of Law & Justice, on the requirement of framing rules for that part of the guidelines which is intended to be made binding on public authorities.

4. DoPT is also requested to apprise this office of the compliance levels of the earlier guidelines.

5. DoPT File no. 1/6/2011-IR is returned herewith.


  
(Dheeraj Gupta)  
Joint Secretary to PM  
Tel. No. 2301 5944

**Secretary, Department of Personnel & Training**

PMO ID no. 600/31/C/65/2012-ES.2

Dated. 8.1.2013

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Pl speak  
  
9/1/2013

Dispatch No. I/3528716

## Guidelines for State Governments for facilitating disclosure at district and lower levels of government through suggestive templates for key areas

1.0 The scheme of Section 4 applies uniformly to all public authorities even though they may be constituted at different levels. It is felt that at different levels of administration different level of detailing is required and if that could be facilitated by development of suitable templates it would not only improve the quality of disclosures but would also facilitate more transparency in governance. For example, in the case of Public Distribution System (PDS) disclosures at the level of Fair Price Shops (FPS) should go down to the level of ration card holder, while at the level of district/state, agencies dealing with the disclosures would need to be more broad-based. Keeping this in view four areas were identified for development of templates.

- (a) *Public Distribution System;*
- (b) Panchayats;
- (c) MGNREGA; and
- (d) Primary and Secondary Schools.

These four areas have been selected on the ground that they constitute some of the most significant services being provided at the ground level. However, it is recommended that similar templates need to be worked out for other important areas such as health services, services relating to social benefits, etc.

### 2.0 Templates for Information Disclosure

The templates of information disclosure at various levels of service delivery in relation to the above four areas are **enclosed** at the end of the guidelines. The general principles which should be adopted for disclosure at various levels are given below:

#### 2.1 *Use of Information boards/walls*

Section 4(4) of the RTI Act states that information should be disseminated taking into consideration 'the most effective method of communication in that local area and the information should be easily accessible'. Given the limited reach and accessibility of the internet in India, information disclosures, as far as practically possible, must also be done locally in a form and manner that is easily accessible to people. It is recommended that at



village / block level relevant information should be painted on walls and provided on boards in the local language at prominent public places.

### 2.2 *Information disclosure through any document/proof of delivery that is available to beneficiaries*

Any document relating to a scheme/program of the department that is held by a citizen (eg. ration card, school books etc.) should be used as a mode of disclosure. Information in the local language can be printed on such documents. Stickers can be used to update/change the information, if required.

### 2.3 *RTI Proactive Disclosure File*

Panchayat is the first public authority or unit which has an interface with citizens. In their case many of the information can be painted on the walls. However, all the information that is painted on the walls should also be kept ready for perusal in a "RTI Proactive Disclosure File". This file should also contain details of all the moneys received and all the guidelines which are sent to Panchayats by various government authorities for implementation of schemes.

## 3.0 **'Good' and 'Innovative' practices adopted by State Governments**

3.1 State governments may adopt innovative practices to disseminate information at local level. Some of these practices are listed below:

- Read out all information about benefits of schemes, budgets, expenditure, MGNREGA works, payments etc in the Gramsabha. Example - Yakubhai Kothariya works as a Gram Panchayat Secretary and a PIO in Gujarat. Even before the RTI Act was in place, Yakubhai was fond of using folk lyrics as a medium of disseminating information. In his Gram Sabha, he talks about various scheme by connecting it with incidents in the village and sings a folk song marking the specific characteristics of a scheme. His Gram Sabhas are frequented by large numbers of residents on a regular basis.
- Disseminate information about schemes and programmes by setting up a desk whilst organizing the 'Village Mela (fair)' or any Folk Fair that is conducted in the region. This can also be done in collaboration with village youth mandal, or SHG or any Community bases organization.

- Organization of "Information Mela (fair)" at the village school on important days like Independence Day, Republic Day". This works very effectively in the villages, and people feel connected with village school.
- Community radio can become another media of dissemination of info. This proves very effective.
- In Panchmahal district, Gujarat, during the RTI campaign for pro-active disclosures it was observed that the multi-media vehicle used for dissemination of information was widely accepted. The pamphlets, guidelines of various schemes, including forms were disseminated by "*RTI on Wheels*" a multimedia vehicle. The films and case stories of use of information for achieving transparency in governance were screened.
- In Goa, it's a regular practice that details of the gram sabha are reported in local newspapers.
- Other media like street plays, puppet shows can also be used for information dissemination.
- If there are any specific programmes or schemes meant specifically for the region or village then in such cases, pro-active disclosure should be prepared in the form of charts giving details of such schemes/programme.

Enclosure

**Templates for disclosures at the level of  
Fair Price Shops**

1. Static Information to be painted at the FPS in the local language

**Template 1.1: Entitlement, scale of issue and retail issue price of essential commodities for all types of ration cards**

Ration	APL		BPL		Antodyaya		Annapurnna	
	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity
Wheat								
Flour								
Rice								
Edible oil								
Sugar								
Kerosene								
Maize, Bazra/ millet								
other/salt								

**Sample of all commodities to be displayed at the FPS**

**Template 1.2: Information about the FPS**

1. Names of Villages/ Mohallas/ Areas covered by the FPS: -----	
1	Name of license holder
	License number (display copy of license)      Date of issue
	Name of shop keeper      Phone no
2	Time of shop opening-----
	Time of shop closing-----
	Days the shop remains open in a week
3	List of records held by the FPS- Stock register, sale register, list of cardholders attached to the shop, etc.

**Template 1.3: Information about the grievance redress mechanism**

**Complaints Register**

Ration cardholders can register their complaints in the complaints register available in the Fair Price Shop. Cardholders can demand inspection of the complaints register.

**State-level toll free INFORMATION and GRIEVANCE REDRESS HELPLINE** (details later in the section 'Proposed new measures')

**e.g. 1800-111-222-333**

883

**Template 1.4: Public audit of records of the FPS** (details later in the section “Proposed new measures”)

**Records of FPS available for public audit**

(based on the Delhi model)

- All records of the FPS are available for inspection to cardholders on demand
- On the last Saturday of every month, all the records of the FPS will be available for audit by the people at the FPS between 2 to 5 pm
- On the first Saturday of every alternate month, all records of the FPS will be available for audit by people at the Circle/block/panchayat level office from 2 to 5 pm

**Template 1.5: Information about the RTI Act**

**Right to Information Act 2005**

Under the RTI Act, citizens have the right to access information from the Department of Food and Civil Supplies.

- Applications for seeking information have to be submitted in writing with the prescribed fee, to Public Information Officer (PIO) or Assistant Public Information Officer (APIO).
- RTI application fee is Rs. \_\_\_\_ and photocopy charges for providing copies of records is Rs. \_\_\_\_ per page.
- No fee for citizens below the poverty line
- Information will be provided within 30 days

<b>Name, designation and contact details of relevant officials under the RTI Act</b>				
Public Information Officer (PIO)	Name of officer	Designation of officer	Office address & Room no.	Mobile phone no.
Assistant Public Information				

285)

2. Dynamic information at the FPS to be painted / available on blackboards and made available in a file for inspection on demand in local language

**Template 2.1: Stock Position (prev. month)**

Number of Ration Cards (as on.....)

REQUIREMENT, STOCK AND DISTRIBUTION FOR THE MONTH -----												
Ration	APL				BPL				AAY			
	Required	Balance of prev month	Stock provided in this month	Distributed in this month	Required	Balance of prev month	Stock provided in this month	Distributed in this month	Required	Balance of prev month	Stock provided in this month	Distrib in this month
Wheat												
Flour												
Rice												
Edible oil												
Sugar												
Kerosene												

Board verified by ..... On .....

**Template 2.2: Vigilance Committee FPS-level**

FPS-level Ration Vigilance Committee

The last meeting of the Vigilance Committee was held on ....  
 The next meeting of the Vigilance Committee will be held on ...  
 Minutes of the committee meetings are available for inspection at ....

Members of the ration vigilance committee

Name	Designation	Phone number & address
	Chairperson	

**Template 2.3: List of ration cardholders**

	Number of cards	Total number of members
APL		
BPL		
AAY		
Annapurna		
Applications pending		
Total		

- The list of all displayed at stuck on the should be a



267)

**II. Disclosures at the block/ panchayat\* level office** (\*or other appropriate authority for areas under the sixth schedule of the Constitution and for urban areas)

**Template 1: Entitlement, scale of issue and retail issue price of essential commodities for all types of ration cards**

Ration	APL		BPL		Antodyaya		Annapurnna	
	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity
Wheat								
Flour								
Rice								
Edible oil								
Sugar								
Kerosene								
Maize, Bajra/ millet								
other/salt								
Sample of all commodities to be displayed at the FPS								

**Template 2: Monthly stock position of each FPS**

REQUIREMENT, STOCK AND DISTRIBUTION FOR THE MONTH -----												
FPS Name & Number: Address:												
Ration	APL				BPL				AAY			
	Required	Balance of prev month	Stock provided in this month	Distributed in this month	Required	Balance of prev month	Stock provided in this month	Distributed in this month	Required	Balance of prev month	Stock provided in this month	Distributed in this month
Wheat												
Flour												
Rice												
Sugar												
Kerosene												

**Template 3: Name, designation & duties of officials**

S. No.	Name	Designation	Duties
--------	------	-------------	--------

1		Food Supplies Officer	
2		Inspector	
3			
4			
5			

**Template 4: Grievance redress mechanisms**

**Complaints Register**

Ration cardholders can register their complaints in the complaints register available in the Fair Price Shop. Cardholders can demand inspection of the complaints register.

**State-level toll free INFORMATION and GRIEVANCE REDRESS HELPLINE** (details later in the section 'Proposed new measures')

**e.g. 1800-111-222-333**

**Name, designation and contact of the grievance redress authority**

**Complaints regarding the functioning of the Public Distribution System can be made to:**

- Helpline number:
- At the Block level:
- At the District level
- At the State level
- Vigilance committees at all levels
- Other relevant authority

**Template 5: Status of complaints filed**

**Status of Complaints filed**

(to be maintained in a register shown on demand/ print outs pinned on a notice board)

S. No.	Name of complainant & complaint	Date of filing complaint	Name & designation of officer who received the complaint	Current status of grievance	Name and number of FPS/KOD against whom complaint was filed

Complaints received in the last six months (Painted)			
S. No.	Name and number of FPS/KOD against whom complaints were filed	Total number of complaints filed	Action taken against FPS/KOD
1			
2			

**6. Public audit of records of the FPS (details later in the section "Proposed new measures")**

**Records of FPS available for audit**  
(Based on Delhi model)

- All records of the FPS are available for inspection to cardholders on demand
- On the last Saturday of every month, all the records of the FPS will be available for audit by the people at the FPS between 2 to 5 pm
- On the first Saturday of every alternate month, all records of the FPS will be available for audit by people at the Circle/block/panchayat level office between 2 to 5 pm

**Template 7: Vigilance Committee at Block/ Panchayat- level**

**Block/Panchayat-level Ration Vigilance Committee**

The last meeting of the Vigilance Committee was held on ....  
 The next meeting of the Vigilance Committee will be held on ...  
 Minutes of the committee meetings are available for inspection at ....

Members of the vigilance committee

Name	Designation	Phone number & address
	Chairperson	

**Template 8: List of ration cardholders**

Number of Ration Cards (as on.....)		
	Number of cards	Total number of members
APL		
BPL		
AAY		
Annapurna		
Applications pending		
<b>Total</b>		

- The list of all cards (attached to the shop) must be displayed securely, in an accessible place at the Block/Panchayat- level office. The print out of the list could be stuck on the wall and a register be maintained which should be available for inspection on demand.
- The list should be painted in the village

**Template 9: Procedure for applying for a new APL, BPL and AAY ration card/other services and the time-frame for disposal**

Procedure for applying for a new APL, BPL and AAY ration card/other services and the time-frame for disposal				
Type of Card	Eligibility	Documents required	Fee, if any	Time-frame for disposal
APL Card				
BPL Card/ AAY Card				
Modification to card				

**All application should be given a unique number and people should be able to track the status of their application on the website of the department. Reasons for rejection of any application must be recorded online and should be communicated to the applicant.**

2911



**Template 10: Boards displaying all relevant orders**

- Board should display relevant orders by:
  - Food Department
  - Supreme Court
- Orders pertaining to closure/transfer of FPS, policy changes etc.

**Template 11: Information about the RTI Act**

**Right to Information Act 2005**

Under the RTI Act, citizens have the right to access information from the Department of Food and Civil Supplies.

- Applications for seeking information have to be submitted in writing with prescribed fee, to Public Information Officer (PIO) or Assistant Public Information Officer (APIO).
- RTI application fee is Rs. \_\_\_\_ & photocopy charges for providing copies of records is Rs. \_\_\_\_ per page.
- No fee for citizens below the poverty line
- Information will be provided within 30 days
- If information is not provided within the stipulated time-frame, first appeal can be to the First Appellate Authority in the Department, and the Second appeal can be filed to the Information Commission
- If information is not provided in time, a penalty of Rs. 250 per day, subject to a maximum on Rs. 25000 can be levied on the PIO by the Information Commission.
- Under Section 4 of the Act, the department is required to proactively provide information to citizens. The Section 4 publication is available in the office of the PIO in room no. \_\_\_\_ and can be inspected any time during office hours for free.

Name, designation and contact details of relevant officials under the RTI Act				
Public Information Officer (PIO) Assistant Public Information	Name of officer	Designation of officer	Office address & Room no.	Mobile phone no.

**Template 12: Board displaying list of documents available for inspection**

All documents of this office can be inspected by citizens and photocopies can be taken at actual cost

Name of document	Officer responsible for maintaining the document	Time for inspection

**III. Disclosures at the District level**

**Template 1: Information to be kept in a file, available for inspection on demand**

- List of card-holders (FPS-wise and Block-wise)
- Monthly stock position of all FPS in the district
- Minutes of meetings/reports of FPS-level, block-level and district-level vigilance committees
- Status of complaints filed

**Template 2: Board displaying list of documents available for inspection**

All documents of this office can be inspected by citizens and photocopies can be taken at actual cost

Name of document	Officer responsible for maintaining the document	Time for inspection

**Template 3: Entitlement, scale of issue and retail issue price of essential commodities for all types of ration cards**

Ration	APL		BPL		Antodyaya		Annapurnna	
	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity
Wheat								
Flour								
Rice								
Edible oil								
Sugar								
Kerosene								
Maize, Bajra/ millet								
Sample of all commodities to be displayed at the FPS								

**Template 4: Grievance redress mechanisms**

**Complaints Register**

Ration cardholders can register their complaints in the complaints register available in the Fair Price Shop. Cardholders can demand inspection of the complaints register.

**State-level toll free INFORMATION and GRIEVANCE REDRESS HELPLINE** (details later in the section 'Proposed new measures')

**e.g. 1800-111-222-333**

**Name, designation and contact of the grievance redress authority**

Complaints regarding the functioning of the Public Distribution System can be made to:

- Helpline number:
- At the Block level:
- At the District level
- At the State level
- Vigilance committees at all levels
- Other relevant authority

**Template 5: Name, designation & duties of officials**

S. No.	Name	Designation	Duties
--------	------	-------------	--------



295)

1		Additional Commissioner	
2		Assistant Commissioner	
3		Food Supplies Officer	
4		Inspector	
5			

**Template 6: Public audit of records of the FPS**

**Records of FPS available for audit**

(details later in the section "Proposed new measures")

- All records of the FPS are available for inspection to cardholders on demand at the FPS
- On the last Saturday of every month, all the records of the FPS will be available for audit by the people at the FPS between 2 to 5 pm
- On the first Saturday of every alternate month, all records of the FPS will be available for audit by people at the Circle/block/panchayat level office between 2 to 5 pm

Template 7: Vigilance Committee District- level

## District-level Ration Vigilance Committee

The last meeting of the Vigilance Committee was held on ....

The next meeting of the Vigilance Committee will be held on ...

Minutes of the committee meetings are available for inspection at ....

### Members of the vigilance committee

Name	Designation	Phone number & address
	Chairperson	

### Template 8: List of ration cardholders

Number of Ration Cards (as on.....)		
	Number of cards	Total number of members
<b>APL</b>		
<b>BPL</b>		
<b>AAY</b>		
<b>Annapurna</b>		
<b>Applications pending</b>		
<b>Total</b>		

- The list of all cards (attached to the shop) must be displayed at the Block/Panchayat- level office and at the FPS. The print out of the list could be stuck on the wall and a register be maintained which should be available for inspection on demand.
- The list should be painted in the village

### Template 9: Procedure for applying for new card/other services and time-frame for disposal of applications

297)

Procedure for applying for a new APL, BPL and AAY ration card/other services and the time-frame for disposal				
Type of Card	Eligibility	Documents required	Fee, if any	Time-frame for disposal
APL Card				
BPL Card/ AAY Card				
Modification to card				

**All application should be given a unique number and people should be able to track the status of their application on the website of the department. Reasons for rejection of any application must be recorded online and should be communicated to the applicant.**

**Template 10: Boards displaying all relevant orders**

- Board should display relevant orders by:
  - Food Department
  - Supreme Court
- Orders pertaining to closure/transfer of FPS, policy changes etc.

Template 11: Information about the RTI Act

**Right to Information Act 2005**

Under the RTI Act, citizens have the right to access information from the Department of Food and Civil Supplies.

•Applications for seeking information have to be submitted in writing with prescribed fee, to Public Information Officer (PIO) or Assistant Public Information Officer (APIO).

•RTI application fee is Rs. \_\_\_\_\_ and photocopy charges for providing copies of records is Rs. \_\_\_\_ per page.

•No fee for citizens below the poverty line

•Information will be provided within 30 days

•If information is not provided within the stipulated time-frame, the first appeal can be to the First Appellate Authority in the Department, and the Second appeal can be filed to the Information Commission

•If information is not provided in time, a penalty of Rs. 250 per day, subject to a maximum on Rs. 25000 can be levied on the PIO by the Information Commission.

•**Under Section 4 of the Act, the department is required to proactively provide information to citizens. The Section 4 publication is available in the office of the PIO in room no. \_\_\_\_\_ and can be inspected any time during office hours for free.**

**Name, designation and contact details of relevant officials under the RTI Act**

Public Information Officer (PIO) Assistant Public Information Officer (APIO)	Name of officer	Designation of officer	Office address & Room no.	Mobile phone no.

299)

#### IV. Disclosures at the State-level through the Department website

*Note:* The MIS used by Chhatisgarh and Tamil Nadu are extremely comprehensive and provide real-time information on the functioning of the PDS. While the Chhatisgarh website has free public access to the MIS ([www.cg.nic.in/citizen](http://www.cg.nic.in/citizen)), the Tamil Nadu MIS is only for internal use and is not accessible by the public. All the content listed out in this section is already being recorded in real-time in Chhatisgarh/Tamil Nadu. Other states can emulate the model of these 2 states.

##### 1. Contents of website related to distribution of grain (to be updated in real-time, as far as possible)

- List of all FPS/KODs (Block-wise & District-wise)
- Entitlement, scale of issue and retail issue price of essential commodities for all types of ration cards
- Types of ration cards
- Procedure for applying for new card/other services and time-frame for disposal of applications
- List of card-holders (FPS-wise, Village-wise, Block-wise & District-wise)
- Actual disbursement made on each card (will require shop-level information to be entered into the MIS)
- Monthly stock position of all FPS
- Grievance redress mechanisms for PDS (including details of how and where to lodge a complaint using each of the mechanisms)
- Minutes of meetings/reports of FPS-level, block-level, district-level and state-level vigilance committees
- Information about the RTI Act and section 4 disclosures of the department
- Information about the mechanism for public audit of records of FPS
- Name, designation & duties of all officials of the Department
- Status of complaints filed
- Status of applications submitted
- Status of RTI applications filed
- Status of public audit reports
- ALL orders issued by the department and any other relevant orders which affect the PDS. The department should have a mechanism whereby orders can only be generated through the website and automatically uploaded in the relevant section of the website. Several states, including Andhra Pradesh, follow this mechanism wherein, the order number can only be procured if the order is generated online and is displayed on the website.
- Monthly food grains bulletin (must provide information upto block-level)

All this information should be provided in a searchable format. The website should not require any password/login to access/view this information. The MIS of the Department should be completely visible to people accessing the site.

##### 2. Contents of website related to procurement of grain (to be updated in real-time, as far as possible)

- MSP & Bonus for all commodities

- Names of farmers (village-wise, block-wise, district-wise)
- Quantity procured and amount paid to each farmer
- Norms for fair average quality
- List of mills (along with capacity of each mill)
- Quantity of grain given and received from each mill

**Information on procurement should also be displayed at the procurement centre-level and the block-level offices and at all other offices/sites involved in procurement of grain.**

**V. Disclosures at the Central Level (through the website)**

- All relevant content related to procurement including details of agencies involved
- All relevant content related to transportation including details of agencies involved
- All relevant content related to distribution and linking to state level MIS
- Real-time information on grain movement
- All orders issued by the ministry, Supreme Court etc. which affect the functioning of the PDS
- Monthly food grains bulletin (with information upto block-level)

**VI. Information from other sources (organisations involved in procurement, transportation etc.)**

All relevant information related to the PDS must be displayed on the website of the relevant organization and should be linked to the Ministry/Food Department website. Eg- Railways which is involved in transportation of food grains, should display real-time information on movement of grains on its website.

301)



## **Templates for disclosures for Panchayat**

Recommended templates for disclosure of information under Section 4 of the RTI Act for Panchayat

**1. GENERAL INFORMATION**

Designation	Name	Phone No
Name and Address of Sarpanch (Village Head)		
Name and Address of Chairman of Social Justice Committee of village		
Name and address of Panchayat Secretary (Talati)		
Revenue Secretary/Patwari		
Assistant secretary		
Name and address of Panchayat's Peon		
Name and address of operator of village water works		
Gramsevak (Dev)		
Gram Seval (Agriculture)		
Any Other		

**2. Details about PIO and Appellate Authorities under RTI act 2005 (Should be displayed on outside wall of the Panchayat)**

Heads	Name	Designation	Phone Number	Address
PIO				
First Appellate Authority				
Second Appellate Authority				

Kindly bring to the notice of PIO if any information disclosed on the walls is misleading or wrong, or not updated. Citizen may also file complaint under section 18 of RTI ac to State information commission.

**RIGHT TO INFORMATION ACT 2005**

- ❖ Citizen has right to take photocopy, right to inspect the work and records, held by any public authority.
- ❖ Approach Public information Officer for information.
- ❖ Application for information need to be submitted to public information officer with application fee ----- which can be paid by: -----
- ❖ If you need assistance in writing application, PIO is suppose to help you as per provisions of the act.
- ❖ PIO is suppose to furnish you information within 30 days. If information is not held by Panchayt, PIO may transfer your application to respective public authority.
- ❖ Any information provided after prescribed time limit will be given free of any charge.



- ❖ Citizen need not give application or application fee or wait for 30 days for inspecting any information that is disclosed on the walls.
- ❖ Citizen may also file direct complaint under section 18 of RTI act, in case she/he not getting info or getting misleading info.
- ❖ Citizen may file first appeal before applet authority.

**3. Details of information about village population:**

Type	Female	Male	total
Total population			
SC			
ST			
Voters			
Type of family			
Total family			
BPL Card holder			
Antyoday card holders			

**4. Details about Village Population (to be kept in File )**

Type	population		
	Female	Male	Total/persons
Total Population of village (0 to 6 years children)			
Schedule Caste			
Schedule Tribe			
SEBC			
Minorities			
Others			
<b>Total Voters</b>			
Schedule Caste			
Schedule tribe			
SEBC			
Minorities			

Others			
Handicapped			
<b>Farmers (Land holders)</b>			
Schedule caste Farmers (Land holders)			
ST Farmers (Land holders) (Tribal )/Adivasi			
OBC Farmers (Land holders)			
MINORITY Farmers (Land holders)			
<b>Type of Families</b>			
<b>Total families</b>	<b>Numbers</b>		
BPL FAMILIES			
APL Families			
Antodiyaya families			
Ann-purnna families			
<b>Families having Toilets at their house</b>			
<b>Families not having toilets at their house</b>			
<b>Families having electricity connection</b>			
<b>Families not having electricity connection</b>			
<b>Families having agriculture land</b>			
<b>Landless families</b>			
<b>Marginal farmers</b>			
<b>Families having Tap connection in their house</b>			
<b>Families dwelling Kucha houses</b>			
<b>Families having pucca houses</b>			
<b>Grazing land</b>		Hecters	
<b>Fallow Land</b>		Hecters	
<b>Wasteland</b>		Hecters	
<b>Village Revenue land</b>			
<b>Others</b>			

**5.Information about animals in village (file)**

Species/type	Numbers
COW	
Ox	
Buffaloes	
Goat	
Sheep	
Camel	
hen /poultry	

304)

**6. Panchayat employees' duties (functions) and authorities (information with Patwari/village secretary) (file) , Gamsevak,**

Talati(Patwari)	
Panchayat secretary	
Gram Sevak	
Peon/s	
Water work operator	
Others	
Do the above mentioned employees stay /reside in the village	

**Gram Sabha Details: table 4**

- ❖ Minimum Gram Sabha held during the year:
- ❖ Date of last Gramsabha :
- ❖ Date of next Gramsabha :
- ❖ The officials from block level to be present:

The proceedings of the Gramsabha and resolutions can be inspected from Panchayat free of any charge. The copy of which can be obtained upon paying photocopy charges.

**Details of meeting held at Panchayat**

Sr. No	Type of Meeting	Time span between two meetings	Where	participants	Who will chair?	Agenda
1	Ward Sabha (meeting)		Ward	10% of the voters (ward) required to be present	Ward panch	Work to be taken up at ward level & Schemes
	Gramsabha		Panchayat level	10% of the voters (from panchayat) required to	Sarpanch	Work to be taken up at Panchayat level & Schemes

				be present.		
	Panchayat corum or Gram sachivalay		Panchaya t	Ward panch and Panchayat employee	Sarpanc h	Implementation of schemes, status, progress report, complaints etc.

**Details of other committees at village level:**

Sr. No	Name of the committee	No of members	Meeting held	Date of last meeting	Next meeting
1	Social Justice Committee	5	Every 3 months		
2	Village Water Committee	12	Every 2 months		
3	Village Vigilance committee (MGNREGA)	7	Every 2 months		
4	Village Health committee	5	Every 2 months		
5	Vigilance committee for PDS	5	Every month		
6	School Management Committee				

The minutes of meetings are available in the Panchayat and can be inspected free of any charge. The copy can be obtained by paying photocopy charges.

Name of committee : Social Justice committee

Sr.	Name of Members	Designations	SC/ST/OBC/Others	Female/Male

Name of committee : Vigilance committee for PDS

Sr.	Name of Members	Designations	SC/ST/OBC/Others	Female/Male

Name of committee : Village Health committee

Sr.	Name of Members	Designations	SC/ST/OBC/Others	Female/Male

Kindly prepare Information for every committee (file )

Social Justice committee	Village water and sanitation committee	Village welfare committee
Village water committee	Village Health committee	Village education committee
Monitoring committee MGNREGA As per panchayat ward	Village Ration shop monitoring committee	E-Gram Computer committee

List of Records available for inspection free of charge at Panchayat Office. Copy can be obtained by paying photocopy charges.

1. Panchayati Act, Rules
2. MGNREGA Act, Guidelines, rules
3. Right to information Act and copy of rules
4. Copy of Land revenue act/code
5. Budget
6. Audit Report
7. Annual Administrative report of the panchayat (at least last five years)
8. Proceedings and resolutions of Gramsabha
9. Proceedings and resolutions of meetings held by various committees like 9 mentioned above)
10. Report that are presented by government officials in the Gramsabha.
11. Revenue record (Register 6- A, - A etc)
12. Registers regarding MGNREGA
13. Voters list of the village
14. BPL List Card holders list
15. BPL Ration card holders List
16. Antyoday Family List.
17. Cash Book
18. Asset Register
19. Stock Register
20. Patta Register
21. Complaint Register

**Details of Panchayat taxes (File )**

Type of tax	Responsible person	Number
House tax		
Sanitation tax		
Light tax		
General water tax		
Profession tax		

Land revenue		
Sewerage tax		
Diva Bati tax		
Fee: market fee		
Fee for use of well water for other purposes		
Fee for gutter cleaning		
Village choky fee		
Fee for animal keeping house		

**Attach panchayat tax rules here**

**Panchayat Budget**

Year	Revenue of Panchayat (income of panchayat)	Grants Received **	donation received	Total income	Private (Royalty, CSR, other income)	Total expenditure	Balance
2007-08							
2008-09							
2009-10							
2010-11							
2011-12							

**\*\*\*grants or assistance received from MPLAD/MLA, District Planning Board, development program, 13th finance commission's grants and others**

Type of Water	Number	Area	Capacity of
---------------	--------	------	-------------

body			storing water
River/Dam			
Talab			
Handpump		NA	
Private wells			
Public Wells			

**Schemes run by Central Government Assistance:**

Sr. no	Scheme	Who is entitled?	What is the benefit?	Where to apply	Documents required for applying	Time limit of decision	Who will take the decision	Where to file appeal
	Indira Awas							

**Schemes run by State Government Assistance:**

Sr. no	Scheme	Who is entitled?	What is the benefit?	Where to apply	Documents required for applying	Time limit of decision	Who will take the decision	Where to file appeal
	Indira Awas							

**Waiting list of Indira Awas Yojana:**

Name	Remark



311)


**List of Beneficiaries of various schemes of last five years:**

1. Housing Scheme
2. Pension Scheme (widow, old age, differently able)
3. Allotment of land patta
4. Bankable schemes

**Name of the scheme:**

Name of person benefited	Year of receiving benefit

**Details of village development work**

	type of work	number of works	Budget	incurred expenditure	status of work complete/ incomplete
1	Roads				
2	well recharge				
3	check dams				
4	Gutter				
5	Sanitation				
6	Anganwadi				
7	School				
8	community center hall				
9	drinking water pipeline				

10	Others				

**Details of work done: Road**

From --- to ---	Year	Under which scheme	Estimated cost	Total cost	Date of completion of work

**Details of work: Well recharging**


Following functions are done by Panchayat.

1. Birth Registration
2. Death registration
3. Valuation of house or shop
4. Entries of land entitlements in the register.

**Other facilities available in village (file)**

Facility	where it is located in village /taluka	Contact	phone number
Milk cooperative society			
Agriculture cooperative society			
Bank			
Post office			

317

Fire brigade house			
Veterinary clinic			
seeds distribution			
Women groups			
Children groups			
Disaster mitigation and management unit			

**Regarding Police station**

<b>Address of police station or outpost</b>		
<b>Name of PI/PSI</b>		<b>Ph:</b>
<b>Name of Police Mitra</b>		<b>Ph:</b>
<b>Social defense officer name and address</b>		<b>Ph:</b>

**Instructions:**

1. All the above information should be on the except those table where is specifically mentioned for keeping it only in the file.
2. Copy of all GRs, circulars, GOs, OMs, policies, rules, guidelines received by Panchayat, or reports, budgets, list of proposed beneficiaries, submitted by Panchayat should be marked to RTI file (pro-active disclosure file). This will a copy of the citizen.

(2011)

## **Templates for disclosures for MGNREGA**

315)

**2. Job Card Board in Every village (on the wall and file)**

(All the job card holders name to be displayed on this board, including those who have not applied for any work or not worked even for a day)

Name of the Job card holder	Job card Number	Year													
		2010-11		2011-12		2012-13		2013-14		2014-15					
		Days	Amount	Days	Amount	Days	Amount	Days	Amount	Days	Amount				

**Table showing details for development works as under**

Sr. No	Name of the work	Code of the work	Sanctioned amount			Amount spent			Work commenced on	Work completed on	Status of work	
			Labour	Material	total	Labour	Material	total			complete	incomplete
1												
2												

**Details of material used:**

Sr. No	Name of the work	Cement		Bolders		Pebbles		Sand		Bricks		Water			
		Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate

**2. List of registers to be maintained at Panchayat level for MGNREGA**

List applications for registration	list of sanction works
Registration list	Payment register
List of job card issued to	Unemployment Allowance Register
Job Card Register	Employment Register

estimates of sanctioned work	Allotment of Work register
Muster roll received register	Muster roll issue register
Asset Register	Cash Book
Complaint register	

**About Social Audit :**

Name of Social audit team members	Date of Last meeting	Date of next meeting

**3. Display board at work place**

Name of work/description					
Sanction cost of work A-MATERIAL COST B-WAGES SKILLED UNSKILLED					
Date of work started					
expected date of work completion					
No of workers present	Physically challenged	Old age	pregnant	other	total

317)

**Templates for disclosures for government  
schools**







<b>OBC</b>																			
<b>Minorities</b>																			
<b>Others</b>																			
<b>Total</b>																			

**Sample Board 4: Entitlement and Incentive Information:**

	Nature of Incentive/ Entitlements	Eligibility criteria	Amount to be Disbursed	Number of students eligible for the same	Number of students who have received	When disbursed [specify date]	Dated Receipt given And by whom
1	Textbooks						
2	Uniform						
3	Scholarships						
4	Any other						

**Information to be provided in details in hard copy -name of beneficiary , grade, name of guardian, address and contact details of beneficiary.**

**Sample Board 5: Details of budgetary expenditure: (in Hard Copy)**

**Detail of budget received by the school**

Name of Budget Head	Amount Received	Date of Receipt	Amount Spent	Period of Expenditure	Nature of expenditure
Teaching Learning Material (TLM)					
School Development Grant (SDG)					
Maintenance					
Additional Classrooms					
Major Repairs					
Computer Aided Learning					
Any other					
<b>Total</b>					

**Sample Board 6: Information about School Management Committee (SMC)**

351)

Date of appointment/constitution of committee:

Sl. No.	Name of member	Designation	Male/female	Category	Name and Class of Child whose parent is a member

Date of Next Meeting of SMC \_\_\_\_\_ (to be updated monthly)

**Sample Board 7: Details of School Management Committee: (In Hard Copy)**

Sl. No.	Date of Meeting	Number of members present	Name of Person holding meeting register
1			
2			
3			
4			
5			
6			
7			

**Issue 8: Copy of the Three Year Long SDP, with annual sub-parts, Copy of the DISE Report Card**

**Sample Board 9: Details of Mid Day Meal (MDM):**

Day	Menu to be Served	Menu Served
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

**To be made available in hard copy: copy of order of State Government on MDM as per Supreme Court order, supply register of MDM- norm of supply/delivery to include**

amount and date of delivery on a monthly basis, actual date of delivery and actual amount received, and payment register/record on MDM-Name of cook, payment received-date and amount of the payment received by the cook.

**Sample Board 10: Details of Inspection of School: (In Hard Copy)**

Sl. No.	Name of Inspector	Date of Visit	Details of officer from who Inspection report can be accessed

**Sample Board 11: Issues Inspected by the School Inspector:**

Sl. No.	Items	Inspectors Comments
1.	<b>State of Infrastructure</b>	
a.	Classrooms	
b.	Toilets	
c.	Drinking Water	
2.	<b>Teachers</b>	
a.	Attendance	
3.	<b>Quality of Teaching</b>	
a.	State of notebooks	
b.	State of learning abilities	
4.	<b>Children Related</b>	
a.	Attendance	
b.	Any other	

**Date of last Inspection:**

\_\_\_\_\_  
**Name of officer from whom the Inspection Report can be accessed**

**Sample Board 12: Medical Facilities available:**

Medical Facility	Name/ Contact person	Address and Phone Number
Visiting Doctor		
Nurse		
Primary Health Centre		
Ambulance		
Any other		

Please also mention where the first-aid box is available in the school premise \_\_\_\_\_

**Sample Board 13: Schemes and Programmes Implemented in School: (Hard Copy)**  
Including under innovation fund, PPP, others and principal components of the same.

**Sample Board 14. Support system for Children with Special Needs: (Hard Copy)**

**Sample Board 15: Public Notice on Right to Information Act:**

**Public Notice on Right to Information Act**

**Right to Information Act 2005**

Under the RTI Act, citizens have the right to access information from the school and the Department of Education.

- Applications for seeking information have to be submitted in writing with prescribed fee, to Public Information Officer (PIO) or Assistant Public Information Officer (APIO).
- RTI application fee is Rs. \_\_\_\_ and photocopy charges for providing copies of records is Rs. \_\_\_\_ per page.
- No fee for citizens below the poverty line
- Information will be provided within 30 days
- In case information is incomplete or unsatisfactory, first appeal to be made to the First Appellate Authority

**Name, designation and contact details of relevant officials under the RTI Act**

Official in custody of information in hard copy in school	Name of officer	Designation of officer	Room no. and Public Dealing Time	Mobile phone no.

Public Information Officer (PIO)	Name of officer	Designation of officer	Room no.	Mobile phone no.

First Appellate Authority (FAA)	Name of officer	Designation of officer	Room no.	Mobile phone no.

**List of Information that needs to be made available at Zonal /District Office of Education Department**

**Sample Board 1: Roles and Responsibilities:**

Nature of Information	Designation/Authority level responsible	Name of the official	Office Address and Phone No.	Public Dealing Day and time	Name and designation of the Redressal Officer	Timeline for Redressal
Issues related to availability/appointment of teachers						
Issues related to admission						
Issues related to school infrastructure						
Issues related to mental and physical harassment, discrimination and child rights						
Issues related to incentive schemes						
Issues related to Mid Day Meal						
Issues related to Financial allocations to school						
Others						
<b>OVERALL GREVIANCE REDRESSAL STATUS:</b>						
<b>Number of Complaints Received This Month:</b>						
<b>Number of Complaints Redressed:</b>						
<b>Total Number of Complaints Unresolved :</b>						
<b>Phone number of Child Helpline</b>						
<b>Phone number of RTE helpline if available</b>						

1. Organogram
2. Copy of the Citizen's Charter
3. School wise School Development Plans (SDPs)
4. Process document of compilation of School Development Plans (SDPs)
5. Copy of Aggregated SDP
6. District Plan under SSA- Details of the planning process undertaken, including time when it is done at each stage and names of people responsible.
7. District Report Card of DISE

329)

8. All circulars/orders/notice/notifications issued to be displayed for the period of week, summary of orders, backlog/previous orders/circulars/notice/notifications can be obtained at particular time from particular person. The name, designation, and time of availability for public viewing to be clearly displayed on board.
9. Information of all projects running in District- including government schemes, schemes functioning under Innovation Fund and those under PPP mode. Details to be included are- department running scheme, nature of input provided/service provided under partnership, quantum of funds disbursed by government, name of private partners and contribution of private partner (if applicable).

10. District office to display/make available all information of each block-

	Block 1	Block 2
Number of Schools Overall		
<b>Elementary Schools</b>		
Primary		
UP		
Elementary (Class 1-8)		
Total Schools having elementary sections		
Total Schools RTE compliant on teacher availability		
Total Schools RTE compliant on infrastructure		
Total Schools RTE compliant on all indicators		
Secondary		
Higher Secondary		
<b>Pre- Primary Education</b>		
ICDS Centres		
Preschools		
Schools with PS section		
<b>Specified Category Schools</b>		
Kendriya Vidyalaya		
Sainik Schools		
Narvodaya Schools		
SC Hostels		
Tribal Ashrams		
<b>Residential Schools</b>		
Residential Bridge Course		
Non-Residential Bridge Course		
Seasonal Hostels		
KGBVs		
Model Schools		
Special Schools for Children with disability (will also need to be broken into multi-disability special schools, and for the individual specific disability		
Schools imparting special training within the existing school premises and ongoing processes		
<b>Private Schools</b>		
Aided		
Total seats in the incoming school		
Total seats reserved for weaker /disadvantaged section (as per aid)		



Unaided

**School wise details in Hard Copy**

**11. Teachers Information:**

	Total	Block 1	Block 2
Total Number of Teachers			
(Teachers by regular/parateachers/contract teachers/guest teachers)			
Number of Resource Teachers for Children with Disability			
Number of Subject teachers-Health and Physical Education			
Number of Subject teachers-Art Education			
Number of Subject teachers-Work Education			
Residential Facilities and Special Training Related Information*			
Residential Bridge Course			
Non-Residential Bridge Course			
Seasonal Hostels			
Month (from-to) when Hostels run			
Schools imparting special training within the existing school premises and ongoing processes			
KGBVs			
Tribal Hostels			
SC Hostels			
Mobile School or other means of imparting education to migrant population			

\* Information about villages/schools where these are provided to made available on request.

**12. Names of teachers receiving awards for meritorious work and name of awards**

**13. Financial/ Budget related details**

Account Head	Allocation	Money Received	Date of Receipt	Date of Disbursal	Money Spent

**This information will need to be contextualised based on State**

**Both aggregate budgetary information and for individual blocks and panchayats and schools to be provided in Hard Copy**

**14. Child Population Details**

	Total	Block 1	Block 2	Block 3
6- Total	Total			



(529)

No.1/18/2007-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

.....  
New Delhi, the 21<sup>st</sup> September, 2007

**OFFICE MEMORANDUM**

Subject: Maintenance of records and publication of information under the Right to Information Act, 2005.

\*\*\*\*

Section 4 of the Right to Information Act, 2005 sets out a practical regime of transparency in the working of the public authorities by way of disclosure of as much information to the public as possible, suo-motu so that the public may not have to resort to section 6. It is an important part of the Act observance of which is essential for its effective implementation.

2. Clause (a) of sub-section (1) of the section makes it obligatory for every public authority to maintain all its records duly catalogued and indexed. Record management in accordance with this provision is an important step to enable the Public Information Officers to furnish information sought under the Act. The clause also requires the public authority to have its records computerized and connected through a network all over the country. The public authorities are expected to complete the requirements of this clause on top priority.


3. Clause (b) of the sub-section *ibid* mandates the public authorities to publish the information mentioned therein within one hundred and twenty days from the date of enactment of the Act. It is expected that all public authorities would have complied with this requirement already. If it has not been done, its compliance may be ensured without any further delay. Information so published should also be updated every year as provided in the Act.

4. It is obligatory for all the public authorities under clause (c) of sub section (1) of section 4 of the Act to publish all relevant facts while formulating important policies and announcing decisions affecting the public. They, under clause (d), are also obliged to provide reasons for their administrative or quasi-judicial decisions to the affected parties.

5. Section 4 of the Act requires wide dissemination of every information required to be disclosed suo motu in such form and manner which is accessible to the public. Dissemination may be done through notice boards, news papers, public announcements, media broadcasts, the internet or any other means. While

disseminating the information, the public authority should take into consideration the cost effectiveness, local language and the most effective method of communication in the concerned local area. The information should be, to the extent possible, available with the Public Information Officer in the electronic format which could be made available free of cost or at such price as may be prescribed. A copy of the document published, referred to in para 3, and also the copies of publications referred to in para 4 above, should be kept with an officer of the public authority and should be made available for inspection by any person desirous of inspecting these documents.

6. All the Ministries/Departments etc. are requested to comply with the above referred requirements of the Act and also to issue necessary instructions to the public authorities under them for compliance of the same.



(K.G. Verma)  
Director  
Tel: 23092158

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission/ Lok Sabha Sectt./ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission
3. Central Information Commission/State Information Commissions. ✓
4. Staff Selection Commission, CGO Complex, New Delhi
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers/Desks/Sections, Department of Personnel & Training and Department of Pension & Pensioners Welfare.

Copy to: Chief Secretaries of all the States/UTs.

No.12/192/2009-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

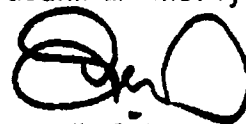
North Block, New Delhi  
Dated the 20<sup>th</sup> January 2010

**OFFICE MEMORANDUM**

**Subject: Maintenance of records in consonance with Section 4 of the RTI Act**

The Central Information Commission in a case has highlighted that the systematic failure in maintenance of records is resulting in supply of incomplete and misleading information and that such failure is due to the fact that the public authorities do not adhere to the mandate of Section 4(1)(a) of the RTI Act, which requires every public authority to maintain all its records duly catalogued and indexed in a manner and form which would facilitate the right to information. The Commission also pointed out that such a default could qualify for payment of compensation to the complainant. Section 19(8)(b) of the Act gives power to the Commission to require the concerned public authority to compensate the complainant for any loss or other detriment suffered.

2. Proper maintenance of records is vital for the success of the Right to Information Act but many public authorities have not paid due attention to the issue despite instructions issued by this Department. The undersigned is directed to request all the Ministries/Departments etc. to ensure that requirements of Section 4 of the Act in general and clause (a) of sub-section (1) thereof in particular are met by all the public authorities under them without any further delay.



(K.G. Verma)  
Director

Tel. No.23092158

To

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission/ Lok Sabha Sectt./ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission / President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission / Election Commission
3. Central Information Commission/State Information Commission
4. Staff Selection Commission, CGO Complex, New Delhi
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers/Desks/Sections, Department of Personnel & Training, Department of AR & PG and Department of Pension & Pensioners Welfare.

Copy to: Chief Secretaries of all the States/UTs



2

F. No. 1/ 8/2012-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated: 11<sup>th</sup> September, 2012

**Office Memorandum**

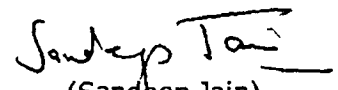
**Sub: Suo motu disclosure on official tours of Ministers and other officials.**

Sub-Section (2) of Section 4 of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to use the Act to obtain information.

2. It has been brought to the notice of this Department that public authorities are receiving RTI applications frequently asking for details of the official tours undertaken by Ministers and other officials of the Ministries/Departments concerned. In compliance with the provisions of Section 4 of the RTI Act, 2005, it is advised that Public Authorities may proactively disclose the details of foreign and domestic official tours undertaken by Minister(s) and officials of the rank of Joint Secretary to the Government of India and above and Heads of Departments, since 1<sup>st</sup> January, 2012. The disclosures may be updated once every quarter starting from 1<sup>st</sup> July, 2012.

3. Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken. Exemptions under Section 8 of the RTI Act, 2005 may be taken in view while disclosing the information. These advisory would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

4. Contents of this OM may be brought to the notice of all concerned.

  
(Sandeep Jain)  
Deputy Secretary  
Tele: 23092755

1. All the Ministries / Departments of the Government of India
2. Union Public Service Commission/Lok Sabha Sectt./Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission.
3. Central Information Commission.
4. Staff Selection Commission, CGO Complex, New Delhi
5. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers/Desks/Sections, of DOP&T, Department of Pension & Pensioners Welfare and Department of Administrative Reforms and Public Grievances.

Copy to: Chief Secretaries of all the States/UTs.

**SECRET/IMMEDIATE**

Copy No. 1

No.501/2/13/2011-CA.V  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA  
RASHTRAPATI BHAVAN  
\*\*\*\*\*


New Delhi dated 20<sup>th</sup> December, 2012

CS-5606/Secy(A)/12(113195)  
21-12-12

**Subject: Implementation of Recommendations of Task Force for strengthening Compliance with Provisions for Suo Motu/Proactive Disclosures under Section 4 of the RTI Act, 2005.**

The undersigned is directed to send herewith a copy of the minutes of the meeting of Committee of Secretaries held on **12<sup>th</sup> December, 2012 at 12.00 Noon** in the Committee Room, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi, on above cited subject.

**Encl: Doc. No.CD (CA.V)-52/2012**

  
(Rajeev Kr. Jain)  
Under Secretary  
Tele No: 23014378

To

Shri P. K. Misra, Secretary, D/o Personnel & Training.  
Shri R.K. Singh, Home Secretary, M/o Home Affairs.  
Dr. K. Radhakrishnan, Secretary, D/o Space.  
Dr. R.K. Sinha, Secretary, D/o Atomic Energy.  
Shri V. Rajagopalan, Secretary, M/o Environment & Forests.  
Shri R.S. Gujral, Finance Secretary & Secretary, D/o Expenditure  
Shri Arvind Mayaram, Secretary, D/o Economic Affairs.  
Shri J. Satyanarayana, Secretary, D/o Electronics & Information Technology.  
Shri Anil Goswami, Secretary, D/o Social Justice & Empowerment.  
Shri B. A. Agarwal, Secretary, D/o Legal Affairs.  
Shri P. K. Malhotra, Secretary, Legislative Department.

Copy forwarded to: -

Secretary, Central Information Commission

  
(Rajeev Kr. Jain)  
Under Secretary

Copy also forwarded to: -

Principal Secretary to Prime Minister.

**Internal circulation(only one copy)**  
CS/Secy(C)/AS(G)/Dir.(RA)

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No. 501/2/13/2011-CA.V  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA  
RASHTRAPATI BHAVAN

\*\*\*\*\*

Doc. No. CD (CA.V) – 52/2012

**MINUTES OF THE COMMITTEE OF SECRETARIES**

Venue : Committee Room, Cabinet Secretariat.

Date of Meeting: 12.12.2012.

Time of Meeting: 12.00 Noon

**PRESENT**

Shri Ajit Seth, Cabinet Secretary.

Shri Alok Rawat, Secretary (C), Cabinet Secretariat.

Shri P.K. Misra, Secretary, D/o Personnel & Training.

Shri A.K. Mangotra, Secretary (BM), M/o Home Affairs.

Shri J. Satyanarayana, Secretary, D/o Electronics & Information Technology.

Shri Anil Goswami, Secretary, D/o Social Justice & Empowerment.

Shri B.A. Agarwal, Secretary, D/o Legal Affairs.

Shri P.K. Malhotra, Secretary, Legislative Department.

Shri A.P. Joshi, Special Secretary, D/o Atomic Energy.

Shri L.C. Goyal, Additional Secretary, Cabinet Secretariat.

Ms. Anjuli Chib Duggal, Additional Secretary, D/o Expenditure.

Ms. Mamta Kundra, Joint Secretary, D/o Personnel & Training.

Shri Anil Sant, Joint Secretary, M/o Environment & Forests.

Shri Rajesh Khullar, Joint Secretary, D/o Economic Affairs.

Shri Akash Deep Chakravarti, Joint Secretary, Central Information Commission.

Shri J.R. Sharma, OSD, D/o Space.

Shri Nikunja Bihari Dhal, Director, Cabinet Secretariat.

Ms. Anuradha S. Chagti, Director, D/o Personnel & Training.

Shri V.P. Arora, Deputy Secretary, Cabinet Secretariat.



**Subject :- Implementation of Recommendations of Task Force for Strengthening Compliance with the provisions for suo-motu/ proactive disclosures under Section 4 of the Right to Information Act, 2005.**

...  
A meeting of the Committee of Secretaries was held on 12.12.2012 at 12.00 noon under the chairmanship of the Cabinet Secretary to consider the Note circulated by the Department of Personnel & Training vide their I.D. note No.F.1/6/2011-IR, dated 10<sup>th</sup> July, 2012, on the above subject.

2. The Department of Personnel and Training made a presentation on the provisions under Section 4 of the RTI Act, highlighting inter alia, the extant of implementation and quality of compliance. Prevailing lack of clarity regarding certain provisions, absence of guidelines for some provisions and additional items not covered under Section 4(1)(b)(xvii) were also mentioned. It was stated that a Task Force was set up by the DoP&T with representatives from Central Government Ministries, State Governments and members of the Civil Society, and based on the Report of the Task Force as also the comments / observations made by the concerned Ministries / Departments, a draft 'Guidelines on Proactive Disclosure' have been attempted.

3. The representative of the D/o Atomic Energy raised general issues on governance and public interest vis-a-vis implementation of the RTI Act. Concerns were voiced on the provisions in the draft guidelines with regard to transfer orders and sensitive posts and that the Departments of Atomic Energy, Space and DRDO and the Ministry of Home Affairs have concerns about certain strategic / security related issues. It was noted that the exemptions in terms of Section 8 of the RTI Act address such concerns. It was generally agreed that adoption of the draft Guidelines is a measure towards good governance and would lead to increased transparency in functioning of the Ministries / Departments of the Central Government and also at the State Government level.

4. Detailed discussions were held thereafter on each of the items of the guidelines. A copy of the draft guidelines is at Annex-I. The discussions were as follows:-

(i) **Information related to Procurement**: - In the light of the mandatory provision of e-procurement through the Public Procurement Portal, the D/o Expenditure supported the proposal for disclosure. The Department, however, suggested that the limit for disclosure may be set at Rs. 10 lakhs and the words 'which may change subsequently' in para 1.1 of the draft guidelines may not be necessary. This was agreed to.

(ii) **Public Private Partnerships**: - While supporting disclosure of information relating to Public Private Partnerships, Joint Secretary, D/o Economic Affairs confirmed that views of the Department have been incorporated appropriately in para 1.2 of the draft Guidelines.

(iii) **Transfer policy and transfer orders** : - The representatives of D/o Atomic Energy, D/o Space and MHA expressed apprehensions regarding application of the

guidelines to their Departments in the matter of transfer policy and transfer orders. They apprehended an increase in the number of RTI applications and court cases relating to such transfers and postings, which may sometimes be made as exceptions to the laid down transfer policy. Concerns were also raised on transfers and postings made keeping in mind the sensitivity of various posts. They wanted to be exempted from the purview of these guidelines. While clarifying that the draft guidelines provide for non- applicability in cases of transfers made keeping in view the sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act, Secretary (Personnel) said that the inclusion of these organizations in the second schedule to the RTI Act could be examined separately. These guidelines may also not apply to security and intelligence organizations under the second schedule to the RTI Act. After discussions, it was decided to retain the proposed provisions in the guidelines.

(iv) **Sensitive Posts**: - While discussing the background of the CVC's instructions in this regard, it was decided to delete this from the guidelines as proactive disclosure regarding sensitive posts may lead to targeting of officers holding these posts.

(v) **RTI Queries**: - All the participants were in agreement with the proposed provision in the guidelines. In addition, it was decided that all Public Authorities may be directed to place FAQs (Frequently Asked Questions) on their websites. The suggestion of having a common portal in the DoP&T website for FAQs was not considered feasible in view of the enormity of data.

(vi) **CAG & PAC paras** : - The guidelines on this provision were discussed in the background of various interim stages related to CAG/PAC paras which could give a skewed picture of the issues involved. Joint Secretary, D/o Economic Affairs stated that disclosing the CAG paras proactively should be done only after finalization of the CAG Report. Also, it was noted that CAG & PAC reports are already available on the websites of the CAG and the Parliament. After discussions, it was decided that Public Authorities shall proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) thereon, only after these have been laid on the Table of both Houses of the Parliament. However, CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and the information covered under Section 8 of the RTI Act would continue to be exempt.

(vii) **Citizens Charter**: - The view of the Committee was to retain the provision in the guidelines in the present form.

(viii) **Discretionary and Non-discretionary grants** : - It was observed that the guidelines in the present form are implementable. However, a caveat that these are subject to the provisions of Sections 8 to 11 of the RTI Act is required to be added keeping in view the apprehensions expressed by MHA.

(ix) **Foreign Tours of PM/Ministers**: - It was stated that the Office Memorandum in this regard has already been issued with the approval of the Prime Minister.

(x) **Guidelines for Digital Publication** : Secretary, DeitY was of the view that these guidelines are feasible. He, however, suggested that the following clause may be inserted under para 2.2 of the guidelines, after the clause (k):-

“(l) Every webpage displaying information or data proactively disclosed under the RTI Act should, on top right corner, display the mandatory field ‘Date last updated (DD/MM/YY)’.”

This was agreed to.

(xi) **Guidelines for section 4(1)(b)(iii): - “ the procedure followed in the decision making processes including channels of supervision and accountability”.**

Discussions on this item related to the feasibility of tracking outputs/ results in Central Government Ministries/ Departments. It was noted that these guidelines are primarily meant for Public Service Delivery Departments. It was accordingly agreed to make the following amendments:-

3.3.3 (a) Every public authority may specifically identify the major outputs/tangible results/ services / goods **as applicable** that it is responsible for providing to the public or to whosoever is the client of the public authority.

3.3.3(b) **In respect of (a) above**, the decision-making chain may be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process clarifying the specific stages in the decision-making hierarchy.

(xii) The participants agreed to the paras 3.4, 3.5, and 3.6 of the proposed guidelines dealing with **Section 4(1)(b)(iv), Section 4(1)(b)(xi), Section 4(1)(b)(xiv).**

(xiii) **Proactive Disclosure Scheme:** - It was decided that in addition to the proactive disclosure scheme and the third party audit, public authorities would also disclose the names of third party auditors.

(xiv) **Annual report to CIC:** - It was observed that the requirement of submission of the Annual Report on compliance of the proactive suo-motu disclosure scheme to the Central Information Commission is beyond the statutory requirement. The suggestion made by the representative of the CIC that in its place the URL link to proactive disclosure to be provided on the CIC's website was agreed to.

(xv) Paras 4.4 and 4.5 of the draft guidelines were agreed to.

(xvi) As regards templates for State Governments, it was agreed that the guidelines being recommendatory in nature for the State Governments, the templates may be sent to the State Governments for adoption.

5. In the light of the above discussions, the CoS recommended to accept the proposed guidelines subject to the following modifications: -

- (a) To delete the words 'which may change subsequently' in para 1.1 of the draft guidelines.
- (b) To delete para 1.4 relating to the sensitive posts from the guidelines.
- (c) To add FAQs to be uploaded on its website in context of para 1.5.
- (d) To modify para 1.6 to read as "Public Authorities shall proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the Tables of both Houses of the Parliament. However, CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and the information covered under Section 8 of the RTI Act would be exempt."
- (e) To add "subject to the provisions of sections 8 to 11 of the RTI Act" in para 1.8.
- (f) To insert the following clause in para 2.2, after the clause (k):-  
“(l) Every webpage displaying information or data proactively disclosed under the RTI Act should, on top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.”
- (g) To modify para 3.3.3 as under :  
3.3.3 (a) Every public authority may specifically identify the major outputs/tangible results/ services /goods **as applicable** that it is responsible for providing to the public or to whosoever is the client of the public authority.  
3.3.3(b) **In respect of (a) above**, the decision-making chain may be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process clarifying the specific stages in the decision-making hierarchy.
- (h) To disclose the names of the third party auditors in para 4.2.2(c).
- (i) To modify para 4.4 to provide for URL link to proactive disclosure to be provided on the CIC's website.
- (j) The templates for State Governments may be sent to them for their consideration.

6. The Department of Personnel & Training will issue the guidelines after obtaining the approval of the competent authority.

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## **Guidelines for Central Ministries/ Departments**

### **1.0 Prescribing Additional items for suo motu disclosure under Section 4(1)(b)(xvii)**

Section 4(1)(b)(xvii) lays down that government may prescribe any additional item which should also be included for *suo motu* disclosure. The following items should be disclosed under the *Suo motu* disclosure Scheme of Section 4(1)(b):

#### **1.1 Information related to Procurement**

1.1.1 Information relating to procurement over Rs. 10.00 lakhs made by Public Authorities relating to the publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured and the rate and total amount at which such procurement is to be done should be disclosed. All information disclosable as per Ministry of Finance, Department of Expenditure's O.M. No 10/1/2011-PPC dated 30<sup>th</sup> November, 2011 on Mandatory Publication of Tender Enquiries on the Central Public Procurement Portal and O.M. No. 10/3/2012- PPC dated 30<sup>th</sup> March, 2012 on Implementation of comprehensive end-to-end e-procurement should be disclosed under Section 4(1)(b)(xvii). At present the limit is fixed at Rs. 10.00 lakhs which may change subsequently. In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published. However information about procurement which would fall within the purview of Section 8 of the RTI Act would be exempt.

#### **1.2 Public Private Partnerships**

1.2.1 If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement. This may include details of the Special Purpose Vehicle (SPV), if any set up, detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project. The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) and 8(1)(j) of the RTI Act will not be disclosed *suo-motu*. Further, information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed. All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.

### **1.3 Transfer Policy and Transfer Orders**

1.3.1 Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed. All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act. These guidelines will not be applicable in cases of transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act. These instructions would not apply to security and intelligence organizations under the second schedule of the RTI Act.

### **1.4 Sensitive Posts**

1.4.1 The Central Vigilance Commission had vide circular no. 98/VGL/60 dated 15<sup>th</sup> April, 1999, and 2<sup>nd</sup> November, 2001 directed that a list of sensitive posts in various Departments/Organisations should be identified by the Chief Vigilance Officer of the Department/Organisation. The circular further directed that CVOs in consultation with the Chief Executives would ensure that officials posted on sensitive posts are rotated every two/three years to avoid developing vested interest. Public Authorities shall proactively disclose posts identified as sensitive and details of the officers/officials occupying those posts including the date since when they are holding the posts. (CVC- letter 98/VGL/60 Dated the 15<sup>th</sup> April 1999 and No.004/VGL/90 dated the 1<sup>st</sup> May, 2008)

### **1.5 RTI Queries**

1.5.1 All Public Authorities shall proactively disclose RTI queries and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words. Attempt should be made to upload RTI applications and their replies which are of a generic nature and not repetitive applications. RTI applications and appeals received and their responses relating to the personnel information of an individual may not be disclosed as they do not serve any public interest.

### **1.6 CAG & PAC paras**

1.6.1 Public Authorities shall proactively disclose the CAG paras framed in regard to their Ministry/Department and the response of the Ministry/Department to those paragraphs. In addition, a tabular statement should be given regarding pendency of CAG paras. However CAG paras dealing with information about on issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and the information covered under Section 8 would be exempt.

### **1.7 Citizens Charter**

1.7.1 Citizens Charter prepared by the Ministry/Department, a part of the Result framework Document of the department/organization should be proactively disclosed and six monthly

report on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

**1.8 Discretionary and Non-discretionary grants**

1.8.1 All discretionary /non-discretionary grants/ allocations to state governments/ NGOs/Other institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned. Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website.

**1.9 Foreign Tours of PM/Ministers**

1.9.1 A large number of RTI queries are being filed on official tours undertaken by Ministers or officials of various Government Ministries/Departments. Information regarding the nature, place and period of foreign and domestic tours of Prime Minister are already disclosed on the PMO's website.

1.9.2 As per DoPT's OM No. 1/8/2012-IR dated \_\_\_\_\_, 2012 Public Authorities shall proactively disclose the details of official tours undertaken by Minister(s) and officials since 1<sup>st</sup> January, 2012. The disclosures maybe updated once every quarter starting from 1<sup>st</sup> July, 2012. Public authorities shall disclose information about all official foreign tours undertaken by the Minister(s) and officials; and information about official domestic tours undertaken by Minister(s) and officers of the rank of Joint Secretaries to the Government of India and above and Heads of Departments.

1.9.3. Information to be disclosed proactively should contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken. Exemptions under Section 8 of the RTI Act, 2005 may be taken in view while disclosing the information. These instructions would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

**2.0 Guidelines for Digital Publication of proactive disclosures under Section 4**

2.1 Section 4 lays down that information should be provided through many mediums depending upon the level of public authority and the recipient of information (for example, in case of Panchayat wall painting may be more effective means of dissemination of information), more and more proactive disclosure would gradually be made through Internet. There is need for more clear guidelines for web-based publication of information for information disclosure.

2.2 The Department of Information Technology has been working on setting of technical standards for government websites and the Department of Administrative Reforms & Public

Grievances has published guidelines for websites of Government Departments. These guidelines prescribe the manner in which websites need to be designed and how information should be disclosed. While adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances the following principles additionally should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- a) It should be the endeavor of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer based interface. The 'Electronic Service Delivery Bill' under formulation in Government of India would provide the necessary impetus.
- b) Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the Public Authorities to citizens.
- c) Orders of the public authority should be issued only after such orders have been uploaded on the website. Such a system exists in Andhra Pradesh and could be adopted in other governments easily.
- d) Website should contain all the relevant Acts, Rules, forms and other documents which are normally accessed by citizens.
- e) Websites should have detailed directory of key contacts, details of officials of the Public Authority.
- f) It is obligatory under Section 4(1)(b)(xiv) of the RTI Act for every Public Authority to proactively disclose 'details in respect of the information, available to or held by it, reduced in an electronic form'. In such a listing required under this section, indicate which digitally held information is made available publicly over the internet and which not.
- g) As departments reorganize their systems and processes to enable themselves for electronic service delivery, it is recommended that during process reengineering the requirement of bringing due transparency as provided in the RTI Act are given due consideration at the design stage itself.
- h) To maintain reliability of information and its real time updation, information generation in a digital work flow should be 'locked' to key work outputs, like a muster roll and salary slip (NREGA in Andhra Pradesh) or formalization of a government order (Andhra Pradesh). Such an approach will lead to automation of proactive disclosure.



- i) Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.
- j) The 'National Data Sharing and Accessibility Policy' by the Department of Science and Technology is based on the principle that all publicly funded information should be readily available and works on the principle of open and restricted access to data. The policy has been notified in March, 2012 and the schedule should be strictly adhered to.
- k) Information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data can, for instance, be presented in powerful visual ways using visualisation techniques. Such visual representation of information/ data can give insights that may remain largely hidden in a textual or tabular presentation of data. In some contexts, pictures and audio/videos recordings etc may be more useful. There have been moves in some part of the country to video record Gram Sabha meetings. A picture of a NREGA worksite, for instance, may tell much more than words can. All such different media and forms should be used for proactive disclosure.

**3.0 Guidelines for certain clauses of Section 4(1)(b) to make disclosures more effective**

3.1 The various sub-clauses of Section 4(1)(b) must be treated as elements of an integrated disclosure scheme. For example, the functions and responsibilities of a public authority cannot be understood in isolation from the powers and functions of its employees, the norms that inform its decision making processes and the rules, instructions and manuals that are used in the discharge of its functions. Description of one element presupposes the existence of another. So every public authority must endeavour to integrate the information mentioned in these sub-clauses while preparing voluntary disclosure materials.

3.2 Considering that disclosures in regard to certain clauses have been relatively weak, detailed guidelines for four clauses are given below:

**3.3 Guidelines for section 4(1)(b)(iii) - "the procedure followed in the decision-making processes including channels of supervision and accountability".**

3.3.1 All government departments have specific duties and responsibilities under the respective Allocation of Business Rules (AOB) issued by the appropriate Government. The constitutional provisions and statutes each department is required to implement are clearly laid down in the AOB. The manner of disposal of matters assigned to each Department/Ministry is described in the Transaction of Business Rules (TOB). Additionally, every department would have a specific set of schemes and development programmes which they are required to implement directly or through their subordinate offices or other designated agencies. These documents contain the specific operations that every Public Authority is required to undertake in the course of implementing the programme or scheme. Every operation mandated under the AOB read with the TOB would be linked to a specific decision-making chain. All government officers have to follow laid down office procedure manual or the other rules which gives details of how representations, petitions and applications from citizens must be dealt with. Templates, formats, and basic steps of decision-making are briefly explained in such manuals. These descriptions constitute the elements of decision-making processes in general.

3.3.2 Additionally, in the routine work of governance, government functionaries are required to make decisions in a discretionary manner but broad guiding principles are laid down in some rule or the other. For example, the General Financial Rules lay down procedures for a variety of operations relating to government finances. How sanction must be accorded for incurring expenditure; how losses to government must be reported; how responsibility for losses may be fixed on any government servant; how budgets, demand for

(31)

grants are prepared and submitted; how public works must be sanctioned and executed; how commodities and services may be procured by a public authority; are all explained in these manuals which are updated from time to time. The challenge is to present a simplified version of the decision-making procedure that is of interest to a common citizen.

3.3.3 In view of the above, the following guidelines for detailing the decision making processes are as follows:

- (a) Every public authority may specifically identify the major outputs/ tangible results/ services/ goods that it is responsible for providing to the public or to whosoever is the client of the public authority.
- (b) The decision-making chain may be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process clarifying the specific stages in the decision-making hierarchy.
- (c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be spelt out next to the flow chart or in a simple bullet-pointed format in a text-box. The exceptional circumstances when such standards decision-making processes may be overridden and by whom should also be explained clearly. Where decentralization of decision-making has occurred in order to grant greater autonomy to public authorities, such procedures must also be clearly explained.
- (d) This design of representation may then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.
- (e) In the event of a public authority altering an existing decision-making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.

#### **3.4 Guidelines for Section 4(1)(b)(iv) - "the norms set by it for the discharge of its functions".**

3.4.1 Primarily, the intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged. Norms may be qualitative or quantitative in nature, or temporal or statutory norms. In order to ensure compliance with this clause, public authorities would need to develop norms for major functions that are being performed, if they do not already exist.

3.4.2 Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, are good examples of vehicles created for laying down norms of performance for major functions and for monitoring achievements against those standards.

3.4.3 Wherever norms have been specified for the discharge of its functions by any statute or government orders, they should be proactively disclosed, particularly linking them with the decision making processes as detailed earlier. All Public Authorities should proactively disclose the following:

- a) Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
- b) Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.
- c) Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.
- d) Defining the quantitative and tangible parameters, (weight, size, frequency etc.) and timelines, that are applicable to the goods and services that are accessible to the public.
- e) Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.
- f) Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

**3.5 Guidelines for Section 4(1)(b)(xi)- “the budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made”.**

3.6 It is recommended that:

- (a) Keeping in view of the technical nature of the government budgets, it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and keep them also in public domain.

Presentation of budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.

- (b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis those targets. A monthly programme implementation calendar method of reporting being followed in Karnataka is a useful model.
- (c) Funds released to various autonomous organizations/ statutory organizations/ attached offices/ Public Sector Enterprises/ Societies/ NGOs/ Corporations etc. should be put on the website on a quarterly basis and budgets of such authorities may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website then the budgets and expenditure reports of such subsidiary authority may be uploaded on the website of the principal Public Authority.
- (d) Wherever required by law or executive instruction, sector specific allocations and achievements of every department or public authority (where feasible) must be highlighted. For example, budget allocation and target focusing on gender, children, Scheduled Castes and Scheduled Tribes and religious minorities should be specially highlighted. The sector-wise breakup of these targets and actual outcomes must be given in simplified form to enable the vulnerable segments of society to understand the budgets of public authorities better.

**3.6 Guidelines for Section 4(1)(b)(xiv) - details of the kinds of information that they themselves hold or information that is available to them, which is reduced in an electronic form.**

3.6.1 On the one hand, this clause serves as a means of proactively disclosing the progress made in computerizing information under Section 4(1)(a) of the RTI Act in a periodic manner. On the other, it provides people with clarity about the kinds of electronic information that, although not held by the public authority, is available to them, for example the stocks of ration available with individual fair price shop may not be available with the District Civil Supplies office, but may be available at a subordinate formation.

3.6.2 Keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding those records /files /information that are exempted under Section 8. The data about digitized record may include the name of the record and any categorization or indexing used; the subject matter and any other information that is

208

required to be compiled in relation to a file as prescribed by Manual of Office Procedure (and to be prescribed by MOP for electronic records that is under finalization by DARPG), the division/ section/ unit/ office where the record is normally held; the person, with designation, responsible for maintaining the record; and the life span of the record, as prescribed in the relevant record retention schedule.

#### **4.0 Compliance with provisions of suo motu (Proactive Disclosure) under the RTI Act.**

4.1 In order to monitor and enforce compliance with suo motu disclosure provisions both the public authorities and Information Commissions should share the responsibility. At the level of public authority responsibility should be given at senior levels for ensuring that information is proactively disclosed and regularly updated as per the provisions of the Act. Information Commissions would need to develop mechanisms to monitor whether action is being taken as per the provisions of the Act and, if weaknesses are found, they are already authorized to issue recommendations to public authorities under Section 25(5) of the Act. The following guidelines are for improving compliance with the provisions of the RTI Act regarding proactive disclosures.

##### **4.2.1 Proactive Disclosure Scheme**

4.2.1 Each Ministry/Department of Government should prepare a proactive disclosure scheme for their Ministry/Department which should also include the proactive disclosures to be made by attached and subordinate offices of that Ministry/Department. This is necessitated as many of the clauses of Section 4(1)(b) would need to be specifically detailed for a specific Ministry/Department and their offices. For example, under Section 4(1)(b)(iii) the procedure followed in the decision making process needs to be detailed and it needs to be decided as to which decisions should be covered for proactive disclosures for this purpose. This would be different for different Ministry and should be carefully detailed in the scheme specific to that Ministry. Similarly, how the budgets of the Ministry/Department are to be put up in the user-friendly manner as recommended elsewhere in these guidelines would be different for different Ministries/ Departments. The norms set by public authority for discharge of its functions would also be specifically detailed for each public authority/Ministry/Department. It is in this context that need for a Ministry/Department specific proactive disclosure scheme which conforms to the provisions of RTI Act is felt.

4.2.2 The following steps should be taken by each Ministry/Public Authority under the Proactive Disclosure Scheme.

- a) Each Ministry/ Public Authority, within a period of 6 months from the date of issue of these guidelines, should prepare a list of items they would be disclosing under PDS along with the time period over which this exercise would be carried out. Each Ministry/ Public Authority should list out the items they would disclose under the

scheme within one year, within two years and in three years time. Such detailed planning is essential as a lot of information may need to be piloted and digitized for disclosure.

- b) The above scheme for disclosure should be sent to the Central Information Commission and should also be included in the Public Authority's RFD and disclosed on the web-site.
- c) Each Ministry/ Public Authority should get its Proactive Disclosure Scheme audited by third party every year. The audit should cover compliance with the Proactive Disclosure Scheme as well as adequacy of the items included in the scheme. The audit should examine whether there are any other type of information which is feasible within the sources to be proactively disclosed. Such audit should be done annually and should be communicated to the Central Information Commission annually.
- d) Central Information Commission should carry out sample audit and of few of the Ministries/ Public Authority with regard to adequacy of items included and their schedule for Proactive Disclosure Scheme as well as compliance of the Ministry/ Public Authority with the scheme. The Central Information Commission, for other Ministries/ Public Authority should examine the third-party audit reports for each Ministries/organization and offer their advice/recommendation on compliance with the Proactive Disclosure Scheme to the concerned Ministries/organization.
- e) Preparation of Proactive Disclosure Scheme, its audit by third party, its communication to the Central Information Commission and the detailed and quality of disclosure should be included as RFD target.
- f) Proactive Disclosure Scheme would require collating a large quantum of information and digitizing it. Therefore, Ministries/organization for this purpose, may engage consultants or outsource such an additional efforts to expeditiously comply with the Proactive Disclosure Scheme and for this purpose utilize the plans/non-plan funds of that department.
- g) For carrying out third part audit through outside consultants also Ministries/ Public Authority should utilize their plan/non-plan funds.

**4.3 Nodal Officer**

4.3.1 Each Central Ministry/Department would appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure scheme. Nodal Officer would work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office as the case may be. Nodal Officers of Ministry/Department and HOD separately would also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure scheme.

**4.3 Annual Report to CIC**

4.4.1 All Ministries/Departments/Attached Offices would submit an annual report to CIC within three months of the close of the year detailing compliance made with the suo-motu scheme and also list out any changes in the scheme which are deemed to be appropriate.

**4.4 Annual Reports to Parliament/Legislatures**

4.5.1 Government has issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure scheme should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department.

**4.5 Inclusion in RFDs**

4.5.1 Proactive disclosure has been included in the RFDs as a mandatory indicator. This may be strictly adhered to.



## Guidelines for State Governments

1.0 The guidelines prescribed for the Central government Ministries/ departments are illustrative for State governments and they may adopt the same with suitable modifications.

1.1 The Task Force had also deliberated on facilitating disclosure at different levels of government and suggested templates in four areas. The State Governments are requested to use these templates for *suo-motu* disclosure at various levels. State Governments may prepare templates in more areas based on their experience. The guidelines for facilitating disclosure at district and lower levels in State Governments and suggested templates for key areas are placed below:

### 2.0 Guidelines for State Governments for facilitating disclosure at district and lower levels of government through suggestive templates for key areas

2.1 The scheme of Section 4 applies uniformly to all public authorities even though they may be constituted at different levels. It is felt that at different levels of administration different level of detailing is required and if that could be facilitated by development of suitable templates it would not only improve the quality of disclosures but would also facilitate more transparency in governance. For example, in the case of Public Distribution System (PDS) disclosures at the level of Fair Price Shops (FPS) should go down to the level of ration card holder, while at the level of district/state, agencies dealing with the disclosures would need to be more broad-based. Keeping this in view four areas were identified for development of templates.

- (a) Public Distribution System;
- (b) Panchayats;
- (c) MGNREGA; and
- (d) Primary and Secondary Schools.

These four areas have been selected on the ground that they constitute some of the most significant services being provided at the ground level. However, it is recommended that similar templates need to be worked out for other important areas such as health services, services relating to social benefits, etc.

### 2.2 Templates for Information Disclosure

The templates of information disclosure at various levels of service delivery in relation to the above four areas are **enclosed** at the end of the guidelines. The general principles which should be adopted for disclosure at various levels are given below:

2.3 *Use of Information boards/walls*

Section 4(4) of the RTI Act states that information should be disseminated taking into consideration 'the most effective method of communication in that local area and the information should be easily accessible'. Given the limited reach and accessibility of the internet in India, information disclosures, as far as practically possible, must also be done locally in a form and manner that is easily accessible to people. It is recommended that at village / block level relevant information should be painted on walls and provided on boards in the local language at prominent public places.

2.4 *Information disclosure through any document/proof of delivery that is available to beneficiaries*

Any document relating to a scheme/program of the department that is held by a citizen (eg. ration card, school books etc.) should be used as a mode of disclosure. Information in the local language can be printed on such documents. Stickers can be used to update/change the information, if required.

2.5 *RTI Proactive Disclosure File*

Panchayat is the first public authority or unit which has an interface with citizens. In their case many of the information can be painted on the walls. However, all the information that is painted on the walls should also be kept ready for perusal in a "RTI Proactive Disclosure File". This file should also contain details of all the moneys received and all the guidelines which are sent to Panchayats by various government authorities for implementation of schemes.

**2.6 'Good' and 'Innovative' practices adopted by State Governments**

2.6.1 State governments may adopt innovative practices to disseminate information at local level. Some of these practices are listed below:

- Read out all information about benefits of schemes, budgets, expenditure, MGNREGA works, payments etc in the Gramsabha. Example - Yakubhai Kothariya works as a Gram Panchayat Secretary and a PIO in Gujarat. Even before the RTI Act was in place, Yakubhai was fond of using folk lyrics as a medium of disseminating information. In his Gram Sabha, he talks about various scheme by connecting it with incidents in the village and sings a folk song marking the specific characteristics of a scheme. His Gram Sabhas are frequented by large numbers of residents on a regular basis.
- Disseminate information about schemes and programmes by setting up a desk whilst organizing the 'Village Mela (fair)' or any Folk Fair that is conducted in the region. This can also be done in collaboration with village youth mandal, or SHG or any Community bases organization.

- Organization of "Information Mela (fair)" at the village school on important days like Independence Day, Republic Day". This works very effectively in the villages, and people feel connected with village school.
- Community radio can become another media of dissemination of info. This proves very effective.
- In Panchmahal district, Gujarat, during the RTI campaign for pro-active disclosures it was observed that the multi-media vehicle used for dissemination of information was widely accepted. The pamphlets, guidelines of various schemes, including forms were disseminated by "**RTI on Wheels**" a multimedia vehicle. The films and case stories of use of information for achieving transparency in governance were screened.
- In Goa, it's a regular practice that details of the gram sabha are reported in local newspapers.
- Other media like street plays, puppet shows can also be used for information dissemination.

If there are any specific programmes or schemes meant specifically for the region or village then in such cases, pro-active disclosure should be prepared in the form of charts giving details of such schemes/programme.