

Template for the publication under Section 4 of Right To Information Act

Note 1 – Though proactive disclosure is covered under section 4 it is felt that the institutions covered under 2(h) A & B should also be listed out as a part of proactive disclosure. We have included two separate tables for that purpose.

Note 2 – Each department must prepare a plan for computerisation to facilitate proactive disclosure under section 4(1)(A) therefore the departments should publish their policy of computerisation in a separate proforma.

Note 3 – The date of publication of proactive disclosure is a relevant date indicating periodicity & therefore should be invariably mentioned for each subsection of the section 4.

To ensure the logical conclusion of Section 4, the first step required is listing of Public Authorities in the state. Public Authority is defined as any authority or body or institution of self-government established or constituted by or under the Constitution or by any other law made by Parliament or State Legislature & by notification issued or order made by the appropriate Government. It also includes body owned controlled or substantially financed by Government. May it be a Non-Governmental organisation. All such authorities are required to publish, information under sub Section (a)(b)(c)(d) of Section 4. The relevant department in Mantralaya is expected to publish such a list.

Section 2 (h) Format A

Department wise list of Public Authorities under Section 2(h) RTIA 2005

Name of the Dept. –
Under Section 2(h) a/b/c/d

Sr. No.	Name of the Authority	Designation of the head	Location / Address

Section 2 (h) Format B

List of Public Authorities substantially financed by Govt.

Name of the Dept. –
Under Section 2(h) (i)(ii)

Sr. No.	Name of the Authority	Designation of the head	Location / Address

Plan for computerisation.

An action plan has to be prepared for computerisation of all the records under section 4(1)(a). Each public authority may prepare an action plan for computerisation of all the records based on the need & resources available. A phased out plan for computerisation may be prepared taking in to consideration following guidelines.

Guidelines for action plan -

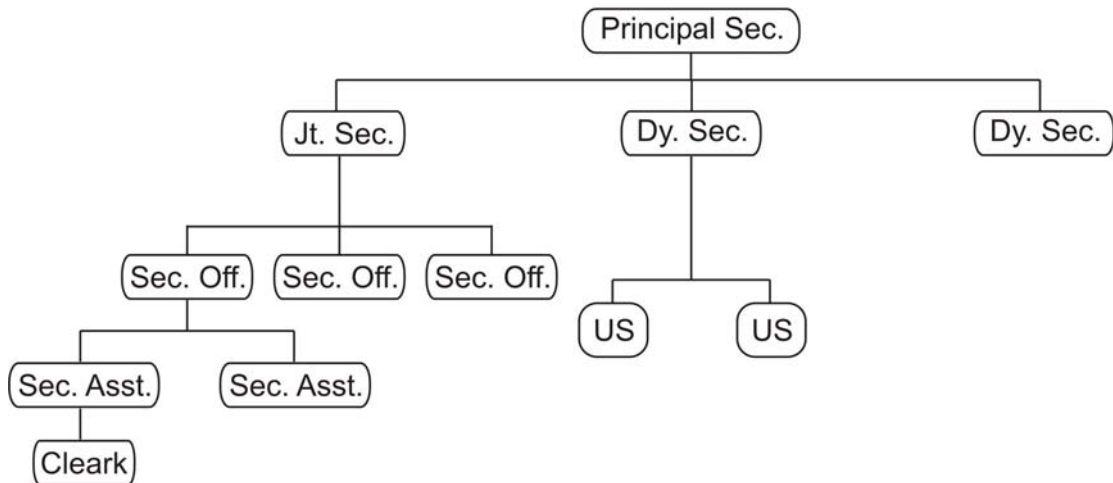
- Three stages of computerisation -
 - Mandatory publication under section 4 of RTI.
 - Computerisation of crucial areas of working of the office based on the information needs of people / applicants of RTI.
 - Computerisation of remaining areas.
- Stage wise activities related with computerisation –
 - Priority of subjects for computerization.
 - Allocation of funds for computerisation.
 - Final date of completion of computerisation.

Section 4 (1)(b) (i)

The particulars of functions & duties in the office of _____

- Name of the office –
- Address –
- Head of the Office –
- Parent Govt. Dept. _____
- Reporting to which authority - _____
- Jurisdiction – Geographical _____ / Functional _____
- *Mission -
- *Vision -
- Objectives -
- Scope -
- Functions –
- Details of Services provided / duties -
- Physical Assets – Statement of lands & buildings -
- Organisations structural Chart at each level-Give linkage of jurisdiction & Address, Tel. No.s & Office Timings
- Weekly holidays & Specific Service Timings

ORGONOGRAM (Example)



***Note** – May be relevant to all the administrative departments at Mantralaya level.

Section 4 (1)(b) (ii) format A

The powers of officers & employees in the office of _____

A

Sr. No.	Designation	Powers – Financial	Under which legislation/rules/orders/GRs./circulars	Remark

B

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark

C

Sr. No.	Designation	Powers – Magisterial	Under which legislation/rules/orders/GRs./circulars	Remark

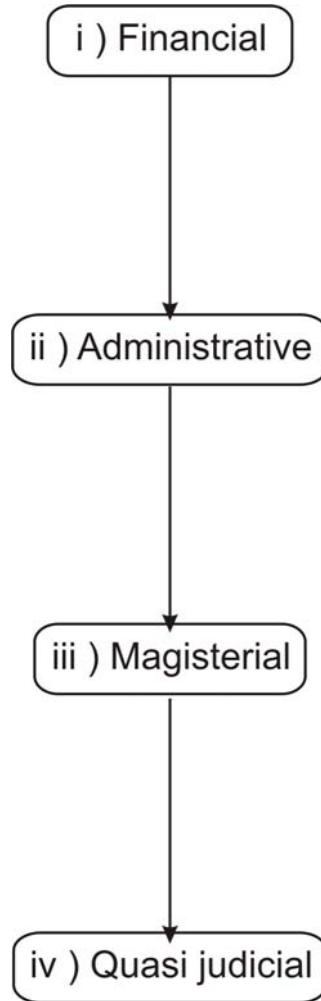
D

Sr. No.	Designation	Powers – Quasi judicial	Under which legislation/rules/orders/GRs./circulars	Remark

Section 4 (1)(b) (ii) format B

The duties of officers & employees in the office of _____

Sr. No.	Designation	Duties	Under which Act / rules	Remark



Section 4 (1)(b) (iii)

The Procedure followed in the decision-making process, including channels of supervision & accountability in the office of _____

NAME OF ACTIVITY –

Related Provisions -

Name of the Act / Acts-

Rules -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. Day1/ Day16 etc.	Authority Responsible for that activity	Remarks

Note: Under 4(1)(b)(iii)

For every function, service, duty, power, to be exercised, there is a set of procedure defined by Act, Rules, Government Resolutions, Circulars, Orders, and Conventions. Publish the procedure for each function, service, duty, and power to be exercised. For this purpose the public authority may have to collate, relate & formalise the procedure taking into considerations various provisions mentioned above.

e.g. – What will be the procedure for casework? How the dates of hearing are given? Will there be a chronological disposal? Is there any priority for certain cases?

e.g. – Procedure for distribution of subsidies/concessions/ selection of beneficiary should be specified. Will it be on quota basis? On lot basis? Or chronological. Will have to be published.

e.g. – Procedure for writing notes for specified repetitive functions may be formalised & published.

In every procedure many levels of employees are involved. Specify roll & responsibility of each employee involved in the procedure.

Section 4 (1)(b) (iv) format(A)

Norms set for discharge of its functions in the office of _____

ORGANISATIONAL TARGETS (Annual)-

Sr. No.	Function / Activity	Units to be covered	Financial Targets in Rs.	Remarks

Section 4 (1)(b) (iv) format(B)

Time limits for the activities _____ for discharge of its functions

Time frame for each activity –

Sr. No.	Activity	No. of Days required for completion	Authority Responsible	Authority for Grievance redressal in case of failure.

Section 4 (1)(b) (v) format(A)

The rules / regulation related with the functions of _____

Sr. No.	Subject as indicated in the notification	Rule No. & Its year	Remarks if any

Section 4 (1)(b) (v) format(B)

The Government Resolution related with the functions of _____

Sr. No.	Subject as given in the resolution	GR No. & Its date	Remarks if any

Section 4 (1)(b) (v) format(C)

The Circulars related with the functions

Sr. No.	Subject as indicated in the circular	Circular No. & Its date	Remarks if any

Section 4 (1)(b) (v) format(D)

The office Orders/ Policy Circulars related with the functions of _____

Sr. No.	Subject as indicated in the office order	No. & office order date	Remarks if any

Section 4 (1)(b)(v) format(E)

**List of documents available in the office/section/ward/branch
of _____ at _____**

SUBJECT OF DOCUMENT –

Sr. No.	Type of Document	Sub Topic	Person In charge/Designation	Location of the person if not situated in the above mentioned office

Note - Each public authority shall prepare list of records duly indexed. Record includes document files & soft copies as well.

To prepare this list to facilitate Right To Information, we have to make it user friendly. Easy to inspect, taking notes, taking samples of materials etc. First prepare office wise list of existing files, which includes current files, await files & papers in record. Details of documents to be found in each type of file. List of different kinds of registers maintained in each office specifying the column heads. List of documents, which are not files as well as registers but are used or created or maintained for official purpose, should also be listed. For easy retrieval these lists should be office wise, section wise, desk wise as it convenient for the clients of the specific office. The list may be prepared in the following format.

Section 4 (1)(a) (vi)

Statement of Categories of documents held in the office
of _____ at _____

Sr. No.	Subject	Type of Document file/muster/register/ voucher etc	Particulars of Heading/type in the document	Periodicity of preservation

Section 4 (1)(b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the office _____

Sr. No.	Consultation for	Details of the Mechanism	Under which act /rule/circular	Periodicity

Note - Under section 4(1)(b)(vii) the public authorities are expected to publish the arrangements existing under act, rules, and circular or by convention for public consultation. The consultation may be at policy formulation level or implementation level. It might be by formulation a committee for special purpose conducting workshops, meetings, gramsabha, public hearings, jansunvai, darbar etc. to know public opinion.

Section 4 (1)(b) (viii) Format A

List of committees to be published under

Sr. No.	Name of the committee	Composition of committee	Purpose of the committee	Frequency of meetings	Whether open to public or not	Minutes available in the office of

Section 4 (1)(b) (viii) Format B

List of boards to be published under

Sr. No.	Name of the boards	Composition of boards	Purpose of the boards	Frequency of meetings	Whether open to public or not	Minutes available in the office of

Section 4 (1)(b) (viii) Format C

List of councils to be published under

Sr. No.	Name of the councils	Composition of councils	Purpose of the councils	Frequency of meetings	Whether open to public or not	Minutes available in the office of

Section 4 (1)(b) (viii) Format D

List of other bodies to be published under

Sr. No.	Name of the other bodies	Composition of other bodies	Purpose of the other bodies	Frequency of meetings	Whether open to public or not	Minutes available in the office of

Section 4 (1)(b) (ix)

Directory of the officers & employees & their monthly remuneration
in the office of _____

Sr. No.	Designation	Name of the officers/ employee	Cadre	Dt. Of Joining the post	Contact Details Ph / Fax / E-mail	Gross Salary

Note -

1. This will have to be published every year.
2. Changes which are significant should be updated immediately.
(e.g. Transfer of HOD etc.)

Section 4 (1)(b) (x)

Details of remuneration of officers & employees
in the office of _____

Sr. No.	Cadre & Class	Pay scale	Admissible allowances in Rs.		
			Regular (included in the salary) like DA	Occasional (Like TA Bill)	Special like (project allowance, training allowance, any other.)

Section 4 (1)(b) (xi)

Details of allocation of budget & disbursement made
in the office of _____ at _____ for the year _____

- Publish copy of budget
- Publish copy of grant distribution

Sr No	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	If more grants expected then in Rs	Remarks

Note – Since most of the department publishes this information in one form or the other, it is advisable that they use their own format.

Section 4 (1)(b) (xii) (A)format

Manner of execution of subsidy program
in the office of _____ at _____

- ❑ Name of the Program –
- ❑ Eligibility of Beneficiary
- ❑ Pre-requisites for the benefit
- ❑ Procedure to avail the benefits of the programme
- ❑ Criteria for deciding eligibility
- ❑ Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- ❑ Procedure for the distribution of the subsidy
- ❑ Where to apply or whom to contact in the office for applying
- ❑ Application Fee (where applicable)
- ❑ Other Fees (where applicable)
- ❑ Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- ❑ List of Annexure. (Certificates/ documents)
- ❑ Format of Annexure.
- ❑ Where to contact in case of process related complaints
- ❑ Details of the available fund (At various levels like District Level, Block Level etc)
- ❑ List of beneficiaries in the format given below

Section 4 (1)(b) (xii) Format B

Details of beneficiaries of subsidy program
in the office of _____ at _____

Name of the scheme/program -

Sr. No.	Beneficiary of Name & Address	Amount of subsidy/ concession	Criteria of selection	Remarks

Note – Separate list should be published for every scheme / programme.

Section 4 (1)(b) (xiii)

Particulars of recipients of concession permits or authorisation granted
in the office of _____ at _____

Type of license / permission / concession -

Sr. No.	Name of the licensee	Nature *	License No	Issued on	Valid up to	General Conditions	Details of the license**

* Nature – If it is NA permission whether commercial/ residential / industrial

If it is vehicle license nature will be 2-wheeler/4 wheeler/ heavy vehicles etc.

**Details of the license – The Subject matter of the license should be mentioned. If it NA permission then survey no. or part thereof.

Note – separate lists for each type of license / concession etc.

Section 4 (1)(b) (xiv)

Details of information available in electronic form
in the office of _____ at _____

Sr. No.	Type of Document	Sub Topic	In which electronic format it is kept	Mode of retrieval	Person in charge

- i) Tape
- ii) Film
- iii) CD
- iv) Floppy
- v) Any other

Section 4 (1)(b) (xv)

Particulars of facilities available for citizen to obtaining information
in the office of _____ at _____

Types of facilities -

- Information about visiting hrs.
- Information about interactive website.
- Information about call center.
- Information about facilities for inspection of record.
- Information about facilities for inspection of works.
- Information about facilities for providing samples.
- Information about Notice boards.
- Information about library.

Sr. No	Type of facility	Timings	Procedure	Location	Person in charge	Grievance redressal

Section 4 (1)(b) (xvi)

Details of Public Information Officers / APIOs/ Appellate authority
in the jurisdiction of (public authority) _____ at _____

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.no	E-mail id for purpose of RTI	Appellate authority

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ph.no

Appellate authority

C

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI

Note – The name & designation and location of the PIO, APIO & Appellate Authorities should be prominently displayed at the entrance / reception of each office.

Section 4 (1)(b) (xvii)

Note – nothing is prescribed as on date 22 Aug. 05.

Section 4 (1)(c)

- List out the routine decisions / important policies which you foresee will affect public. Formalise the details about publications in such cases. Publish such information under this heading.

Section 4 (1)(d)

- Prepare a list of issues in which administrative & quasi-judicial decisions are generally taken in your office. Declare that henceforth you will provide reasons for such decision to affected persons.

Note – The Public Authority / PIO can take the recourse of Notice boards, News papers, Public announcements, Media, Broadcasts, the internet, inspections for the purpose of disseminating information.