

Guide for preparation of Proactive Disclosure

Sl. No.	Parameter	Requirement
1	Particulars of its organization, functions and duties [Section 4(1) (b) (i)]	<ul style="list-style-type: none"> • Name and address of the organisation • Head of the organisation • Key Objectives • Functions and duties • Organisation chart • Contact details (phones/fax/email/website etc.) • Any other details
2	Powers & Duties of its officers & employees [Section 4(1) (b) (ii)]	<ul style="list-style-type: none"> • Powers and duties of officers (administrative, financial & judicial) • Powers and duties of other employees • Rules/orders under which powers and duties are derived
3	Procedure followed in decision making process [Section 4(1) (b) (iii)]	<p>Process of decision making</p> <ul style="list-style-type: none"> • Final decision making authority • Related provisions, acts, rules etc. • Time limit for taking a decision, if any Channels of supervision and accountability.
4	Norms for discharge of functions [Section 4(1) (b) (iv)]	<ul style="list-style-type: none"> • Nature of functions/ services offered • Norms/standards for functions / service delivery • Time-limits for achieving the targets • Reference document prescribing the norms.
5	Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1) (b) (v)]	<ul style="list-style-type: none"> • Title and nature of the record / manual /instruction • Gist of contents
6	Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]	<ul style="list-style-type: none"> • Title of the document • Category of document • Custodian of the document
7	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1) (b) (vii)]	<ul style="list-style-type: none"> • Relevant rule, circular etc. • Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation
8	Boards, Councils, Committees and Other Bodies constituted as part of the Public Authority [Section 4(1) (b) (viii)]	<ul style="list-style-type: none"> • Name of the Board, Council, committee etc • Composition • Powers & functions • Whether their meetings are open to the public? • Whether the minutes of the meeting are open to the

		<p>public</p> <ul style="list-style-type: none"> • Place where the minutes if open to the public are available?
9	<p>Directory of Officers and employees [Section 4(1) (b) (ix)]</p>	<ul style="list-style-type: none"> • Name and designation • Telephone, fax and email ID
10	<p>Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]</p>	<ul style="list-style-type: none"> • Name and designation of the employee • Monthly remuneration • System of compensation as provided by in its regulations
11	<p>Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (xi)]</p>	<ul style="list-style-type: none"> • Total Budget for the Public Authority • Budget for each agency and plan & programmes • Proposed expenditures • Revised budget for each agency, if any • Report on disbursements made and place where the related reports are available
12	<p>Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]</p>	<ul style="list-style-type: none"> • Name of the programme or activity • Objective of the program • Procedure to avail benefits • Duration of the programme/scheme • Physical and financial targets of the program • Nature/scale of subsidy/amount allotted • Eligibility criteria for grant of subsidy <p>Details of beneficiaries of subsidy program (Number, profile etc.)</p>
13	<p>Particulars of recipients of concessions, permits or authorisations granted by the Public Authority [Section 4(1) (b) (xiii)]</p>	<ul style="list-style-type: none"> • Concessions, permits or authorisations granted by Public Authority • For each concessions, permit or authorization granted • Eligibility criteria • Procedure for getting the concession/grant and/or permits or authorisations • Name and address of the recipients given concessions/ permits or authorisations • Date of award of concessions/ permits or authorisations
14	<p>Information available in electronic form [Section 4(1) (b) (xiv)]</p>	<p>Details of information available in electronic form:</p> <ul style="list-style-type: none"> • Name/title of the document/ record/other information • Location where Available
15	<p>Particulars of facilities available to citizens for obtaining information [Section 4(1) (b) (xv)]</p>	<ul style="list-style-type: none"> • Name & location of the facility • Details of information made available • Working hours of the facility • Contact Person & contact details (phone, fax, email):
16	<p>Names, designations and other particulars of public information</p>	<ul style="list-style-type: none"> • Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate

	officers [Section 4(1) (b) (xvi)]	<p>Authority</p> <ul style="list-style-type: none"> • Address, telephone numbers and email ID of each designated official
17	Such other information as may be prescribed under Section 4(1) (b) (xvii)	<ul style="list-style-type: none"> • Citizen's charter of the public authority • Grievance redressal mechanisms • Details of applications received under RTI and information provided • List of completed schemes/ projects/programmes • List of schemes/projects/ programmes underway • Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. • Any other information

Sl. No.	Parameter	Requirement
1	Form of accessibility of Information Manual/ Handbook [Section 4(4)]	<ul style="list-style-type: none"> • Electronic format • Printed format
2	Whether Information Manual/ Handbook available free of cost or not [Section 4(4)]	<ul style="list-style-type: none"> • Free or • At a reasonable cost of the medium
3	Receipt & Disposal of RTI applications	Details of applications received under RTI and information provided
4	Are important policies or decisions which affect public informed to them? [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public
5	Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (d)]	Provide reasons for its administrative or quasi-judicial decisions to affected persons
6	Language in which Information Manual/Handbook available [Section 4(4)]	<ul style="list-style-type: none"> • English • Vernacular / Local Language
7	When was the information Manual/Handbook last updated? [Section 4(1) (b) (xvii)]	Annual updation
8	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4 (3)]	<p>Use of the most effective means of communication like</p> <ul style="list-style-type: none"> • Notice boards • Newspapers • Public announcements • Media broadcasts • Internet or • Any other means including inspection of offices