

**TOOLKIT ON**

# **PROACTIVE INFORMATION DISCLOSURE**

**Under Section- 4 (1) (b) of Right to Information Act, 2005**



**YOUTH FOR SOCIAL DEVELOPMENT**

**6<sup>th</sup> Medical Bank Colony, Bapuji Nagar BERHAMPUR-760 004, Ganjam, Orissa**

Phone: +91-680-3205464/2283398/6450804, E-mail: [info@ysdindia.org](mailto:info@ysdindia.org)/ [ysdbam@gmail.com](mailto:ysdbam@gmail.com)

Website: [www.ysdindia.org](http://www.ysdindia.org)

## **CONTENTS**

- ❖ What is Proactive Information Disclosure?..... 2
- ❖ Manual-1.....3
- ❖ Manual-2.....4
- ❖ Manual-3.....5
- ❖ Manual-4.....6
- ❖ Manual-5.....6
- ❖ Manual-6.....7
- ❖ Manual-7.....7
- ❖ Manual-8.....8
- ❖ Manual-9.....8
- ❖ Manual-10.....9
- ❖ Manual-11.....9
- ❖ Manual-12.....10
- ❖ Manual-13.....11
- ❖ Manual-14.....12
- ❖ Manual-15.....12
- ❖ Manual-16.....13
- ❖ Manual-17.....14
- ❖ Public Officials and their obligations.....17
- ❖ About YSD .....20

## **WHAT IS PROACTIVE INFORMATION DISCLOSURE?**

The mandatory provisions pertaining to 'suo moto' disclosures are specified in Section 4 of the RTI Act 2005. Accordingly the publication of 'suo moto' information should be in a manner that facilitates easy access and also should be in different forms such as website , printed material etc. There are 17 points on which public authorities are supposed to make the documents self-disclosure.

More importantly the act stipulated a period of 120 days from the date of its enactment within which to publish such information followed by periodic updates. There are seventeen types of information pertaining to public authorities specified as 'suo moto' under sub section 4 (1) (b) such as organizational structure, duties and functions norms and procedures set for discharge of duties, details of PIOs and appellate authority, documents and records held by an authority and the ones to be catalogued and maintained in electronic form, information on policy formulation and decision making process, arrangements for public consultation , information on all schemes and programmes, budgets annual reports including financial reports etc.

### **17 Points of Self Disclosure**

1. Particulars of the organization function and duties.
2. Powers and duties of officers and employees.
3. Procedure followed in decision making process including channels of supervision and accountability.
4. Set norms for discharge of its function.
5. Rules , regulations instructions , manuals and records
6. Categories of documents in control of the authority
7. Arrangement for consultation with public in relation to formulation of the policy and its implementation
8. Boards, Councils Committees of the Department and whether their meetings are open to public and its minutes accessible there
9. Directory of officers and employees of the department
10. Monthly remuneration and system compensation as received by the officers and employees
11. Budget allocated to each of its agency indicative of particulars of all plans , proposed expenditures and reports on disbursement
12. Manner of execution of subsidy programme and amount allocated and details of the beneficiaries
13. Receipts of concessions ,permits or authorization granted
14. Information on electronic form
15. Facilities to citizen for obtaining information
16. Details of public information officers
17. Such other information as may be prescribed

## **MANUAL - 1**

### **Particulars of Organization, Functions & Duties**

[Section- 4 (1) (b) (i)]

- Objectives and purpose of the public authority
- Mission / Vision Statement of the public authority.
- Brief history of the public authority and context of its formation.
- Duties of the public authority.
- Main activities/functions of the public authority.
- List of services being provided by the public authority with a brief write-up on them.
- Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).
- Expectation of the public authority from the public for enhancing its effectiveness and efficiency.
- Arrangements and methods made for seeking public participation/ contribution.
- Mechanism available for monitoring the service delivery and public grievance resolution.
- Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).
- Morning hours of office
- Closing hours of the office

**MANUAL - 2**  
**Powers & Duties of Officers & Employees**  
 [Section- 4 (1) (b) (ii)]

Please provide details of the powers and duties of officers and employees of the organization

**Officer-1**

Name		
Designation		
Powers	Administrative	1.
		2.
		3.
	Financial	1.
		2.
		3.
	Others	1.
		2.
		3.
Duties	1.	
	2.	
	3.	

**Officer-2**

Name		
Designation		
Powers	Administrative	1.
		2.
		3.
	Financial	1.
		2.
		3.
	Others	1.
		2.
		3.
Duties	1.	
	2.	
	3.	

**MANUAL - 3**

**Procedure Followed in Decision Making Process**

[Section- 4 (1) (b) (iii)]

- What is the procedure followed to take a decision for various matters ? ( A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made)
- What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves?
- What are the arrangements to communicate the decision to the public?
- Who are the officers at various levels whose opinions are sought for the process of decision making?
- Who is the final authority that waits the decision?
- Please provide information separately in the following format for the important matters on which the decision is taken by the public authority

Sl. No	1	2
Subject on which the decision is to be taken		
Guidelines / Direction, if any		
Process of Execution		
Designation of the Officers involved in decision making		
Contact information of above mentioned officers		
If not satisfied by the decision, where and how to appeal		

**MANUAL - 4**  
**Norms for Discharge of Functions**  
 [Section- 4 (1) (b) (iv)]

Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes

Sl. No	Activity	Time Frame / Norms	Remarks
1	2	3	4
1			
2			

**MANUAL - 5**  
**Rules, Regulations, Instructions, Manuals & Records for Discharging Functions**  
 [Section- 4 (1) (b) (v)]

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Sl.No.	Name/ Title of the Document.	Type of Documents	Brief write up of the Documents.	From where one can get a copy of rules, regulations, instructions, manual and records.	Address, Telephone No., FAX, E-mail & others	Fee charged by the Department for a copy of Rules, regulations, instructions, manual and records (if any)
1	2	3	4	5	6	7
1						
2						

### MANUAL - 6

#### Categories of Documents under Control

[Section- 4 (1) (b) (vi)]

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing ‘others’).

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	2	3	4	5
1				
2				

### MANUAL - 7

#### Particulars of Arrangement in Formulation of Policy

[Section- 4 (1) (b) (vii)]

Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4
1			
2			

**MANUAL - 8**

**Boards, Councils, Committees & Other Bodies Constituted**

[Section- 4 (1) (b) (viii)]

Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

- Name and address of the Affiliated Body
- Type of Affiliated Body (Board, Council, Committees, Other Bodies )
- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)
- Role of the Affiliated Body (Advisory / Managing / Executive / Others)
- Structure and Member Composition
- Head of the Body
- Address of main office and its Branches
- Frequency of Meetings
- Can public participate in the meetings?
- Are minutes of the meetings prepared?
- Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.

**MANUAL - 9**

**Directory of Officers & Employees**

[Section- 4 (1) (b) (ix)]

Please provide information district wise in following format

Sl.No.	Name	Designation	STD Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1								
2								

**MANUAL - 10**

**Monthly Remuneration & Compensation of Officers & Employees**

[Section- 4 (1) (b) (x)]

Please provide information in following format

Sl. No.	Name	Designation	Monthly Remuneration	Compensation/ Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation.
1	2	3	4	5	6
1					
2					

**MANUAL - 11**

**Budget Allocated to each Agency**

[Section- 4 (1) (b) (xi)]

**For Public Authorities responsible for developmental, construction, technical works**

Please provide information about the details of the budget for different activities under different schemes in the given format

Sl.No.	Name of the scheme /Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount Sanctioned	Amount released / disbursed (No. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work.
1									
2									

**MANUAL - 12**  
**Manner of Execution of Subsidy Programmes**  
 [Section- 4 (1) (b) (xii)]

- Please provide the information as per the following format:
  - Name of Programme/scheme
  - Duration of the programme /scheme
  - Objective of the programme
  - Physical and financial targets of the programme (for the last year)

**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 attachments ( certificates/ documents)]
- Format of Attachments
- 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

Sl. No / Code	Name of the Beneficiary	Amount of Subsidy	Parent / Guardians	Criteria of Selection	Address			
					District	City	Village	House No.
1	2	3	4	5	6	7	8	9
1								
2								

**MANUAL - 13**

**Particulars of Recipients of Concessions, Permits or Authorizations Granted**

[Section- 4 (1) (b) (xiii)]

- Please provide the information as per the following format:
- Name of Programme
- Type (Concession/ Permits/ Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/ Permits/ Authorizations
- Application Fee ( where applicable)
- Application format (where applicable)
- List of attachments ( certificates/ documents)
- Format of Attachments
- List of beneficiaries in the format given below

Sl. No / Code	Name of the Beneficiary	Amount of Subsidy	Parent / Guardians	Criteria of Selection	Address			
					District	City	Village	House No.
1	2	3	4	5	6	7	8	9
1								
2								

Also provide the following information for Concession

- Detail of the benefit given;
- Distribution of benefits.

**MANUAL - 14**  
**Information Available in an Electronic Form**  
[Section- 4 (1) (b) (xiv)]

- Please provide the details of the information related to the various schemes and other documents which are available in the electronic format or web.

**MANUAL - 15**  
**Particulars of Facilities Available to Citizens for Obtaining Information**  
[Section- 4 (1) (b) (xv)]

- Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like
- Office Library
- Drama and Shows
- Through News paper
- Exhibition
- Notice Board
- Inspection of Records in the Office
- System of issuing of copies of documents
- Printed Manual Available
- Website of the Public Authority
- Others means of advertising

**MANUAL - 16**

**Names, Designations & Other Particulars of the Public Information Officers**

[Section- 4 (1) (b) (xvi)]

- Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

**Name of the Public Authority:**

**Asst. Public Information Officers:**

Sl.No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			

**Public Information Officers:**

Sl.No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			

**Department Appellate Authority:**

Sl.No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			

**MANUAL - 17**  
**Other Useful Information**  
[Section- 4 (1) (b) (xvii)]

- **Frequently Asked Questions and their Answers by Public.**
  
- **Related to seeking Information**
  - Application form (a copy of filled application form for reference)
  - Fee
  - How to write a precise information request. Few Tips
  - Right of the Citizen in case of denial of information and procedure to appeal
  
- **With relation to training imparted to public by Public Authority**
  - Name of training programme with brief description
  - Time period for Training Programme/ Scheme
  - Objective of training
  - Physical and Financial Targets (Last Year)
  - Eligibility for training
  - Perquisite for training (If any)
  - Financial and other form of help (If any)
  - Description of help (Mention the amount of Financial help, if any)
  - Procedure of giving help
  - Contact Information for applying
  - Application Fee (Wherever applicable)
  - Other Fees (Wherever applicable)
  - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
  - List of enclosures / documents
  - Format of enclosures / documents
  - Procedure of application
  - Selection Procedure
  - Time table of training programme (In case available)
  - Process to inform the trainee about the training schedule
  - Arrangement made by the Public Authority for creating public awareness about the training programmes.

- List of Beneficiary of the training programme at various levels like district level, block level etc.
  
- **With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13**
  - Name and description of the certificates and NOCs
  - Eligibility for applying
  - Contact Information for applying
  - Application Fee (Wherever applicable)
  - Other Fees (Wherever applicable)
  - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
  - List of enclosures / documents
  - Format of enclosures / documents
  - Procedure of application
  - Process followed in the Public Authority after the receipt of application
  - Normal time taken for issuance of certificate
  
- **With relation to registration process**
  - Objective
  - Eligibility for registration
  - Pre-requisites (If any)
  - Contact Information for applying
  - Application Fee (Wherever applicable)
  - Other Fees (Wherever applicable)
  - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
  - List of enclosures / documents
  - Format of enclosures / documents
  - Procedure of application
  - Process followed in the Public Authority after the receipt of application
  - Validity period of registration (If applicable)
  - Process of renewal (If any)

- **With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)**
  - Name and description of tax
  - Purpose of tax collection
  - Procedure and criteria for determination of tax rates
  - List of major defaulters
  
- **With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc.** (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)
  - Eligibility for connection
  - Pre-requisites (If any)
  - Contact Information for applying
  - Application Fee (Wherever applicable)
  - Other Fees / Charges (Wherever applicable)
  - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
  - List of enclosures / documents
  - Format of enclosures / documents
  - Procedure of application
  - Process followed in the Public Authority after the receipt of application
  - Brief description of terms used in the bills
  - Contact information in case of problems regarding Bills or service
  - Tariff and Other Charges
  
- **Details of any other public services provided by the Public Authority.**

## PUBLIC OFFICIALS AND THEIR OBLIGATIONS

### 1. What are the obligations of public authority?

It shall publish within one hundred and twenty days of the enactment:-

- i. the particulars of its organization, functions and duties;
- ii. the powers and duties of its officers and employees;
- iii. the procedure followed in its decision making process, including channels of supervision and accountability;
- iv. the norms set by it for the discharge of its functions;
- v. the rules, regulations, instructions, manuals and records used by its employees for discharging its functions;
- vi. a statement of the categories of the documents held by it or under its control;
- 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 policy or implementation thereof;
- viii. a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes' of such meetings are accessible to the public;
- ix. a directory of its officers and employees;
- x. the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi. the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xii. the manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes;
- xiii. particulars of recipients of concessions, permits or authorizations granted by it;
- xiv. details of the information available to, or held by it, reduced in an electronic form;
- xv. the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- xvi. the names, designations and other particulars of the Public Information Officers.[S.4(1)(b) ]

### 2. What does a "public authority" mean?

It means any authority or body or institution of self-government established or constituted: [S.2(h)]

- i. by or under the Constitution;

- ii. by any other law made by Parliament;
- iii. by any other law made by State Legislature;
- iv. by notification issued or order made by the appropriate Government. and includes any-
  - a. body owned, controlled or substantially financed
  - b. non-Government organization substantially financed directly or indirectly by the appropriate Government

### **3. Who are Public Information Officers (PIOs)?**

PIOs are officers designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information under the Act. Any officer, whose assistance has been sought by the PIO for the proper discharge of his or her duties, shall render all assistance and for the purpose of contraventions of the provisions of this Act, such other officer shall be treated as a PIO.

### **4. What are the duties of a PIO?**

- i. PIO shall deal with requests from persons seeking information and where the request cannot be made in writing, to render reasonable assistance to the person to reduce the same in writing.
- ii. If the information requested for is held by or its subject matter is closely connected with the function of another public authority, the PIO shall transfer, within 5 days, the request to that other public authority and inform the applicant immediately.
- iii. PIO may seek the assistance of any other officer for the proper discharge of his/her duties.
- iv. PIO, on receipt of a request, shall as expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in S.8 or S.9.
- v. Where the information requested for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.
- vi. If the PIO fails to give decision on the request within the period specified, he shall be deemed to have refused the request.
- vii. Where a request has been rejected, the PIO shall communicate to the requester - (i) the reasons for such rejection, (ii) the period within which an appeal against such rejection may be preferred, and (iii) the particulars of the Appellate Authority.
- viii. PIO shall provide information in the form in which it is sought unless it would disproportionately divert the resources of the Public Authority or would be detrimental to the safety or preservation of the record in question.

- ix. If allowing partial access, the PIO shall give a notice to the applicant, informing:
  - a. that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
  - b. the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
  - c. the name and designation of the person giving the decision;
  - d. the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
  - e. his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided.
- x. If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration.
- xi. Third party must be given a chance to make a representation before the PIO within 10 days from the date of receipt of such notice

**Source:** LOKA SOOCHANA, RTI Central Monitoring Mechanism, Govt. of Orissa <http://rtiorissa.gov.in/>

## **ABOUT YOUTH FOR SOCIAL DEVELOPMENT**

**Youth for Social Development (YSD)** is a not-for-profit independent social research and development organization established by a group of professionals during 2005, devoted to improve the lives of the tribal, rural and urban poor in Orissa. YSD undertakes research, public education, capacity building, documentation, dissemination, people centered advocacy and participatory development action. Sustainable livelihood promotion, influencing public policy & finance, improving democratic governance, protects human rights for the betterment of the people and the state are the thrust areas of the organization.

**Youth for Social Development** is promoting governance which is participatory, is based on the rule of law and protects human rights, is consensus oriented, transparent, accountable, effective and efficient, responsive, equitable and inclusive. This assures that corruption is minimised, the views of minorities are taken into account and that the voices of the most vulnerable in society are heard in decision-making. It is also responsive to the present and future needs of society.

***For more information please contact***



### **YOUTH FOR SOCIAL DEVELOPMENT**

*(A Social Research and Development Organization)*

6<sup>th</sup> Lane Medical Bank Colony, Bapuji Nagar,  
BRAHMAPUR-760 004, Ganjam, Orissa, INDIA

Tel: +91-680-3205464/2283398/6450804

Email: [info@ysdindia.org](mailto:info@ysdindia.org) / [ysdbam@gmail.com](mailto:ysdbam@gmail.com)

Web: [www.ysdindia.org](http://www.ysdindia.org)