

**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"> <li>• Name and address of the organisation</li> <li>• Head of the organisation</li> <li>• Key Objectives</li> <li>• Functions and duties</li> <li>• Organisation chart</li> <li>• Contact details (phones/fax/email/website etc.)</li> <li>• Any other details</li> </ul>
2	Powers & Duties of its officers & employees [Section 4(1) (b) (ii)]	<ul style="list-style-type: none"> <li>• Powers and duties of officers (administrative, financial &amp; judicial)</li> <li>• Powers and duties of other employees</li> <li>• Rules/orders under which powers and duties are derived</li> </ul>
3	Procedure followed in decision making process [Section 4(1) (b) (iii)]	Process of decision making <ul style="list-style-type: none"> <li>• Final decision making authority</li> <li>• Related provisions, acts, rules etc.</li> <li>• Time limit for taking a decision, if any Channels of supervision and accountability.</li> </ul>
4	Norms for discharge of functions [Section 4(1) (b) (iv)]	<ul style="list-style-type: none"> <li>• Nature of functions/ services offered</li> <li>• Norms/standards for functions / service delivery</li> <li>• Time-limits for achieving the targets</li> <li>• Reference document prescribing the norms.</li> </ul>
5	Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1) (b) (v)]	<ul style="list-style-type: none"> <li>• Title and nature of the record / manual /instruction</li> <li>• Gist of contents</li> </ul>
6	Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]	<ul style="list-style-type: none"> <li>• Title of the document</li> <li>• Category of document</li> <li>• Custodian of the document</li> </ul>
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"> <li>• Relevant rule, circular etc.</li> <li>• Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation</li> </ul>
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"> <li>• Name of the Board, Council, committee etc</li> <li>• Composition</li> <li>• Powers &amp; functions</li> <li>• Whether their meetings are open to the public?</li> <li>• Whether the minutes of the meeting are open to the</li> </ul>

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

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

<b>Sl. No.</b>	<b>Parameter</b>	<b>Requirement</b>
1	Form of accessibility of Information Manual/ Handbook [Section 4(4)]	<ul style="list-style-type: none"> <li>• Electronic format</li> <li>• Printed format</li> </ul>
2	Whether Information Manual/ Handbook available free of cost or not [Section 4(4)]	<ul style="list-style-type: none"> <li>• Free or</li> <li>• At a reasonable cost of the medium</li> </ul>
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"> <li>• English</li> <li>• Vernacular / Local Language</li> </ul>
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"> <li>• Notice boards</li> <li>• Newspapers</li> <li>• Public announcements</li> <li>• Media broadcasts</li> <li>• Internet or</li> <li>• Any other means including inspection of offices</li> </ul>