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Information needed from your ministry and PAs under your ministry

If any of the information is available on the website, then please provide the URL DETAILS. Do not simply say refer your website. I am a researcher in RTI ACT 2005 and I am studying the section 4 disclosure Information needed as per RTI ACT 2005

A) Act / Rules provide URL details in the website

1. Provide the details /copy of rti act 2005 which your ministry follows?
2. Provide the details /copy of rti act 2005 rules/notifications/circulars which your ministry follows?
3. LIST of PUBLIC AUTHORITIES under your ministry as on today

B) Act / Rules provide URL details in the website

- 1) Please provide the name of HEAD of your ministry along with email id including contact details
- 2) Please provide the name of HEAD of each PAs under your ministry along with email id including contact details

C) Details of CPIOs and FAAs provide the details for your ministry

1. Provide the details of PIOs & Appellate Authorities under RTI ACT 2005 as on 30/04/2021 ALONG WITH EMAIL IDS OF EACH ONE OF THEM
2. DETAILS of RTI training UNDER taken BY each one of them?

D) Details of CPIOs and FAAs provide the details for the PAs under your ministry

1. Provide the details of PIOs & Appellate Authorities under RTI ACT 2005 as on 30/04/2021 ALONG WITH EMAIL IDS OF EACH ONE OF THEM (each PA under your ministry)
2. DETAILS of RTI training UNDER taken BY each one of them? (each PA under your ministry)

E) Details of Nodal Officer

1. Provide the details of Present Nodal Officer for Suo-motu Disclosure of your ministry and also name the nodal officer details for each PA under your ministry
2. DETAILS of RTI training under taken BY the each one of the NODAL OFFICER in your ministry and also nodal officers in the public authorities under your department as on 30/04/2021

F) Details of Transparency Officer

1. Provide the Details of the Transparency Officer of your ministry and also provide the nodal officer details for each PA under your ministry
2. DETAILS of RTI training under taken BY the transparency officer in your ministry and also transparency officers working in the public authorities under your ministry as on 30/04/2021

G) Miscellaneous of RTI Act

1. Provide the details of Constitution of Committee of PIOs and FAAs for effective implementation of Section 4 of the RTI Act,2005 (in your ministry and PAs under your ministry)

H) Manuals under RTI (Information Hand Book)

Information / Handbook under Section 4(1) (b) of the RTI Act, 2005 –provide the copies .if it is available on the website please provide the URL copies **Provide the following details as per Proactive Disclosure as per section 4 of the RTI act 2005** (your ministry and PAs under your ministry)

SL. No.	Title	Details
1.	The particulars of the organization, functions & duties Section – 4(1)(b)(i)	
2.	The powers & duties of its officers and employees Section – 4(1)(b)(ii)	
3.	The procedure followed in the decision making process, including channels of supervision and accountability. Section – 4(1)(b)(iii)	
4.	The norms set by it for the discharge of its functions Section – 4(1)(b)(iv)	
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions Section – 4(1)(b)(v)	
6.	A statement of the categories of documents that are held by it or under its control Section – 4(1)(b)(vi)	
7.	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. Section – 4(1)(b)(vii)	
8.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public Section – 4(1)(b)(viii)	

SL. No.	Title	Details
9.	A directory of its officers and employees Section – 4(1)(b)(ix)	
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations Section – 4(1)(b)(x)	
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; Section – 4(1)(b)(xi)	
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; Section – 4(1)(b)(xii)	
13.	Particulars of recipients of concessions, permits or authorizations granted by it Section – 4(1)(b)(xiii)	
14.	Details in respect of the information, available to or held by it, reduced to in an electronic form; Section – 4(1)(b)(xiv)	
15.	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; Section – 4(1)(b)(xv)	
16.	The names, designations and other particulars of the Public Information Officers Section – 4(1)(b)(xvi)	
17.	Such other information as may be prescribed; Section – 4(1)(b)(xvii)	
18.	Information Related to Procurement and Tenders (DoP&T's O.M. No. F. No. 1/6/2011-IR dated 15-04-2013)	
19.	Public Private Partnership; (DoP&T's O.M. No. F. No. 1/6/2011-IR dated 15-04-2013)	
20.	Transfer Policy and Transfer Orders; (DoP&T's O.M. No. F. No. 1/6/2011-IR dated 15-04-2013)	
21.	RTI Applications received and disposed YEAR WISE FROM 2005 TO 2020 (DoP&T's O.M. No. F. No. 1/6/2011-IR dated 15-04-2013)	
22.	RTI First Appeals received and orders issued YEAR WISE FROM 2005 TO 2020 (DoP&T's O.M. No. F. No. 1/6/2011-IR dated 15-04-2013)	
23.	CAG & PAC Paras and the Action Taken Reports; (DoP&T's O.M. No. F. No. 1/6/2011-IR dated 15-04-2013)	
24.	Citizens Charter (DoP&T's O.M. No. F. No. 1/6/2011-IR dated 15-04-2013)	
25.	Discretionary & Non-Discretionary Grants; (DoP&T's O.M. No. F. No. 1/6/2011-IR dated 15-04-2013)	
26.	Tours undertaken by officials (i) The Details of Foreign and Domestic tours undertaken by head of the ministry (ii) The details of Foreign and Domestic tours undertaken by officials as well as the heads of the Department. (DoP&T's O.M. No. F. No. 1/8/2012-IR dated 11.09.2012)	

SL. No.	Title	Details
27.	Result Framework Document (RFD) Section – 4(1)(b)(xvii)	
28.	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)) (i) Pending for Minor penalty or major penalty proceedings (ii) Finalized for Minor penalty or major penalty proceedings	
29.	PROVIDE THE DETAILS OF Programmes to advance understanding of RTI (Section 26)	
30	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)] AND 4(1)(d) In other words, both Sections 4(1) (c) and 4(1) (d) of the RTI Act are meant to ensure that citizens are kept informed about proposals for important legislative/ policy changes and significant administrative/ quasi-judicial decisions.	
31	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
32	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	
33	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
34	PLEASE PROVIDE THE FOLLOWING ALONG WITH WEBSITE URL RTI Application Form Guidelines for Information Seekers <u>Guidelines for CPIOs</u> Guidelines for Appellate Authorities Authorities under RTI RTI Appeal Form Procedure for request of Information To whom RTI application should be addressed Fee Structure Application/Fees Where to be Deposited	
35	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
36	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013] section 4 information last updated	
37	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	
38	RTI 4(1) a Act Information vide RTI Act 2005 Rule 4(1) a of Department for public is to be given Movement of files and letters, closed files and complete information of letters pertaining to your Department needs to be computerized and same should be available on your website .Information should be available in the website, by selecting the Department from the link “Status of files”. Provide the compliance details provide compliance on this and also provide the list of files digitized	
39	Section 4(2) of the RTI Act mandates every public authority to provide as much information <i>suo moto</i> to the public at regular intervals through various means of communications, including the Internet, so that the public need not resort to the use of RTI Act. Provide details on this	

SL. No.	Title	Details
40	Section 4(3) of the Central Act specifically requires that all information "shall be disseminated widely and in such a form and manner which is easily accessible to the public". Provide details on this	
41	Disseminate information cost effectively, in local language and through the most effective method of communication (section 4(4)) Provide details on this	
42	Copies of the orders on CPIO/SPIO AND FAA FROM 2005 TO 2020	
43	Yearly report for sic/cic as per Section 25(2) of the Act from 2005 to 2020 provide the details sent to CIC. details of your ministry and details from PAs under your ministry	
44	Quarterly report for sic/cic as per Section 25(2) of the Act from 2005 to 2020 Provide the details sent to CIC. details of your ministry and details from PAs under your ministry	
45	Reference no. of cases wherein Commission made specific recommendation as per section 25(5) of the Act from 2005 to 2020 details of your ministry and details from PAs under your ministry	
46	Section 25(3) (f) of the Act says that each report shall state "any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act". List facts which indicate the efforts by the public authorities of your ministry / ministry from 2005 to 2020	
46	Provide the following details year wise (2005 to 2020) Total no of Applications processed for the year Total no of Appeals processed for the year Total no cases went to CIC for the year Show cause notices received for the year (cic) No of Penalty cases for the year (cic) No. of Compensation cases for the year (cic) No of disciplinary cases for the year (cic) details of your ministry and details from PAs under your ministry	
46	Total expenses spent towards implementation /running RTI ACT 2005 IN YOUR ministry /PAs YEARWISE SINCE FROM 2005 TO 2020	
47	Total no of CPIOs /SPIOs in your ministry and PAs under your ministry	
48	Total no of FAAs in your ministry and PAs under your ministry	
49	Transparency Audit of Disclosures u/s 4 of the Right to Information Act by the ministry and Public Authorities under your ministry (2013 to 2020)	
50	Total no of public authorities in your ministry Details of SPIOs/CPIOs in each public authorities along with email ids Details of FAAs in each public authorities along with email ids	
51	Under Section 25(2) each ministry shall, in relation to the Public Authorities within their jurisdiction, collect and provide information to the State Information Commission. (2005 to 2020) provide the details	