Instructions for creation of proactive disclosure documents

1. The proactive disclosure documents as per section 4b (I-XVII) of Right to Information Act 2005   may be broken into seventeen files under the following titles.

   i)   Organization, Functions and Duties -   < Name of the organization (Public Authority)>

   ii)   Powers and Duties of Officers and Employees - < Name of the organization (Public Authority)>

   iii)   Decision making process including channels of supervision and accountability - < Name of the organization (Public Authority)>

   iv)   Norms for Discharge of Functions of < Name of the Public Authority>< Name of the organization (Public Authority)>

   v)   Rules, Regulations, Instructions, Manuals, and Records - < Name of the organization (Public Authority)>

   vi)   Categories of Documents under control of < Name of the organization (Public Authority)>

   vii)   Arrangement for Consultation with Public -   < Name of the Public Authority>< Name of the organization (Public Authority)>

   viii)   Boards Councils Committees of < Name of the organization (Public Authority)>

   ix)   Directory of Officers and Employees - < Name of the organization (Public Authority)>

   x)   Monthly Remuneration Received by Officers and Employees - < Name of the organization (Public Authority)>

   xi)   Budget allocated to each of its agency - < Name of the Public Authority>< Name of the organization (Public Authority)>

   xii)   Manner of execution of Subsidies Programmes and Grants - < Name of the organization (Public Authority)>

   xiii)   Recipients of Concessions Permits or Authorizations granted - < Name of the organization (Public Authority)>

   xiv)   Information in Electronic Form - < Name of the organization (Public Authority)>

   xv)   Facilities to Citizens for Obtaining Information -< Name of the organization (Public Authority)>

   xvi)   Public Information Officers (PIOs) Details - < Name of the organization (Public Authority)>

   xvii)   Such other Information as may be prescribed - < Name of the organization (Public Authority)>

2. The seventeen files can be in word / PDF format. However, PDF format would be preferred.

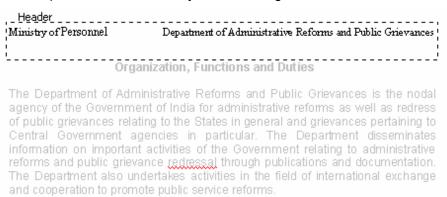3. Files in Hindi and other regional languages, may be uploaded in PDF format only.

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4. Each of the seventeen files should have header & footer as follows:

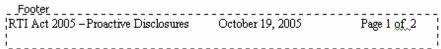| Ministry / State Name	Department Name	Organization (Public Authority)

< Title of the Document >

< Body of he Document >

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5. In case the Ministry / Department itself is the Public Authority, then it should get reflected
   on the right hand side of the header only.

6. A Sample document for ready reference is given below:

Header
Ministry of Personnel   Department of Administrative Reforms and Public Grievances

Organization, Functions and Duties

The Department of Administrative Reforms and Public Grievances is the nodal agency of the Government of India for administrative reforms as well as redress of public grievances relating to the States in general and grievances pertaining to Central Government agencies in particular. The Department disseminates information on important activities of the Government relating to administrative reforms and public grievance redressal through publications and documentation. The Department also undertakes activities in the field of international exchange and cooperation to promote public service reforms.

The mission of the Department is to act as a facilitator, in consultation with Central Ministries/Departments, States/UT Administrations, Organizations and individuals, to improve Government functioning through process reengineering, Organization and Methods and Grievance handling, and by promoting

Footer
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7.   PDF files of the documents can be created in any Indian language, but at present, while uploading the document, the portal title and description / key words should be in English only. If desired header / footer can be bilingual.   This would help in display of documents in global search through English Key words.

8. In case of NIL information under a title, the file pertaining to this title should contain contents as " NIL" under the specified title.

9. The file for Name and Address of PIOs should be in the prescribed format, as it would be accessed through Public Information Officers Menu also.

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